EMERGENCY RESPONSE PLAN
Evacuation and Lockdown

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Prepared by: Herminio Romero, General Services Director
Revised by: Miguel Albarrán, Security Office Director
María del C. Rivera, PED, ECO/OSHO Office
Pedro Marrero Morales, Security and Emergency Management Specialist, San Juan

Edited and Translated by: Marisol Pereira Varela, Editorial and Translation Office, 2019
EMERGENCY RESPONSE PLAN

Approved by: [Signature]

Ernesto Vázquez Martínez, Eng.
Executive Vice President, Administration and Finance

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EMERGENCY RESPONSE PLAN

INTRODUCTION

In emergencies, the greatest danger is panic; this happens when people are surprised by an imminent danger and do not know what to do. Many lose common sense and act irrationally following their instincts, forgetting the most elementary security rule. The tendency is to run towards some known outlet, which is generally not designed for vast flows of people, and, as a result, they are usually trapped, injured or even lose their lives.

PURPOSE

The purpose of the Emergency Response Plan is to develop procedures and recommendations to protect and safeguard life and property in the facilities of Polytechnic University of Puerto Rico. It includes the Multipurpose Building, Pavilion, Library, Main Building, Laboratory Building, Graduate Program, School of Landscape Architecture, Center for Professional Education and Training (CEPA) and other facilities in the vicinity of the Institution, located on #377 Avenida Ponce de León, Hato Rey.

OBJECTIVES

The main objective is to promote among its personnel the individual and collective responsibility to safeguard lives in an emergency situation. The Emergency Response Plan serves as a guide for the university community to prepare for and respond to any emergency that may occur during working hours or in their community, and that requires carrying out an evacuation or lockdown process.

Among the specific objectives, it is expected to:

• Protect lives and property in case of an emergency.

• Practice evacuation and lockdown exercises in the facilities.

• Provide an orderly and safe means to evacuate structures.

• Identify escape routes that will be used in unexpected situations.

• Identify the assembly points to gather during and after the emergency.

• Identify government agencies that provide support in response to emergencies.

• Coordinate medical support for health conditions during and after the emergency.
SITUATION AND PRESUMPTION

SITUATION

Our Institution is exposed to various risks and dangers caused by events such as earthquakes, gas emanations, fires, explosive devices threat, storms, hurricanes, violent incidents, among others. These events can happen at any time and affect people who are in our facilities.

PRESUMPTION

Being exposed to these various risks and preparing for an eventuality presumes that:

- The *Emergency Response Steering Committee*, along with the administrative and teaching personnel, will be adequately trained and will be responsible for guiding personnel and the University community in general on the Emergency Response Plan.

- Guidance will be provided using various technological resources such as the official institutional website, emails, plasma TV, advertisements or any other effective media.

- The personnel that makes up the university community is responsible for becoming familiar with the Emergency Response Plan and complying with the procedures and recommendations described in the plan.

- The evacuation plans will be displayed in each corridor and on the different floors of each structure.

- The exits will be appropriately labeled and identified.

- The alarm systems will be activated in case of an emergency, either by a smoke detector, heat or pull station.

- Committee members or designated personnel may use air horns as a means of support in case of failure or absence of the alarm system.

- Administrative and teaching staff will offer support so that the University community can maintain order and follow the instructions when requesting an evacuation or lockdown.

*Note:* In our educational environment alarms are triggered occasionally by people that are not part of the plan. Therefore, the staff is instructed to do the following; once an alarm is activated, recognize the warning alarm and call extension 111 to notify or confirm that an emergency is occurring. If there are sounds of consecutive air horns blasts, it is a confirmation of immediate
evacuation or if the alarm remains activated for two (2) minutes, proceed with the evacuation as a preventive measure and go to the designated assembly points.

CONCEPT OPERATIONS PLAN

The Emergency Action Plan will be organized and directed by the Emergency Response Steering Committee, which will activate the appropriately trained support groups. This committee will be composed of the Safety Director, Safety Coordinator, Director of General Services Department, Night Manager and representatives from the Environmental, Safety and Occupational Health Compliance Office. The committee will perform functions related to the prevention and response of any state of emergency.

- The steering committee will meet periodically and may incorporate other personnel, when deemed necessary, to review the established procedures and make appropriate adjustments. In this way, the committee will try to ensure that the plan responds to the institutional needs and the particularities of each building.

- Once an emergency is known, any employee can activate the Emergency Response Plan. After being sure of the situation, the person will immediately contact extension 111. (Official extension number to inform or confirm emergencies.)

- It will be the responsibility of the teaching, non-teaching, and administrative personnel to collaborate in the activation and implementation of the Emergency Response Plan, according to the appropriate action needed for an evacuation.

The Emergency Response Plan focuses on the two situations: evacuation or lockdown. As a complement to the plan, you should become familiar with the annexes for specific cases, which will help you to evaluate warnings and response alternatives to an adverse event. The institution developed a brochure for visitors with basic emergency response information for events occurring on campus. It is available at the library, sports facility, and some strategic points.
FIRST PART: EVACUATION

If there is an event of immediate danger that affects the health and safety of the occupants, the employee who detects the situation will activate the alarm through the Pull Stations located in the corridors of the buildings. Once activated, the alert and warning process will be initiated through the switchboard call to extension 111. Any event that interrupts the operations of the Institution will be notified to the Security Office through extension 111, and to the director or area manager.

PROCEDURE TO CARRY OUT THE EVACUATION

1. ALERT and NOTICE to the Security Office (Switchboard (787)622-8000, Ext. 111)

2. CONFIRM the activation of the evacuation procedure.

3. TOTAL INSTITUTIONAL LOCKDOWN. Once the emergency is declared, security personnel will be at the gates of the institution, will raise the barrier arms and will not allow the entry or exit of private vehicles. Only the transit of official vehicles from local, state and federal response agencies will be allowed.

4. EVACUATION. The employee in charge of the area, in a calm but firm way, will ask the public to leave the sector and go to the designated assembly points.
   a. Descent in order, stay to the right side of stairs, avoiding secondary routes or other exits, unless strictly necessary.
   b. The emergency exits nearest to the work area will be used if these exits are far from the danger area.
   c. Users and employees who are near imminent danger will be the first people to be evacuated since they are most at risk of harm.
   d. PEOPLE WITH LIMITATIONS OR DISABILITIES. In case of a minimum risk situation, a safe place will be identified for people with limitations or physical impairments and the appropriate agencies will be notified to proceed with the evacuation as soon as possible. In case of imminent risk, identify people who can help you in exiting the building to reach the assembly point and safe area.
   e. RESTROOMS. The person in charge of areas will verify that the restrooms and offices are empty before leaving. The areas and offices must remain open after the evacuation.
f. BELONGINGS. Persons evacuating work or study areas should not return to collect belongings, while the emergency is in effect. Reentry to the premises will not be allowed until the emergency is over and official notification enables you to reenter the area.

5. ASSEMBLY POINTS. Personnel in charge of the area, namely; directors, supervisors, teaching and administrative personnel will meet with their working group at the designated assembly point away from buildings, at a safe distance, and will verify the presence of their personnel after the evacuation. If for security reasons, the green area facing Avenida Ponce de León (Assembly Point #1) is not available, there are other alternatives for gathering. These areas are:

- Assembly Point #2 – Parking lot on Alhambra Street, (in front of the main entrance)

- Assembly Point #3 – Jamaica Street located outside the students’ parking lot, which crosses through the University (under the connecting bridge between the parking lot and the Pavilion Building) and is inserted in the Floral Park development. In this case, head to the Floral Park development point, do not stay under the connector bridge.

6. EVACUEES REGISTRATION. Personnel in charge must keep an attendance record close at hand for counting personnel or students who are present and identifying trapped persons. Once the lists are verified, they will be supplied to the relevant agencies if the event has been deemed catastrophic.

7. SECURITY LINE. All personnel are asked to form a human chain, ten (10) feet away from sidewalks, to help keep all evacuees in the safe area until the emergency ends, and people can return to their work or study areas.

Note: Each department or office is responsible for delineating an internal plan, considering safeguarding lives as a priority, in addition to ensuring sensitive goods and values, as long as it does not put people at risk. The Emergency Response Steering Committee must be notified if there is an area that remains closed.
SECOND PART: LOCKDOWN

Educational institutions have historically focused on “facility evacuation” or “fire drill" exercises as emergency preparedness procedures for fire situations, explosive devices threats, gas emissions, among others.

In recent years, violent behavior has been increasing in the development of communities, triggering a series of firearms violence episodes within university campuses and communal areas — situations that require refocusing and the development of lockdown procedures to protect the University community, in response to this modality.

LOCKDOWN PROCEDURES

1. **ALERT AND NOTICE.** If you notice a violent event, proceed to safeguard or entrench yourself in a safe place, once you are protected, notify the incident to the Security Office at 787.622.8000 extension 111, if possible.

2. **SHELTER IN PLACE.** Anyone in corridors or open areas should seek shelter in the rooms or offices closest to the area. Silence your cell phone and block doors.

3. **SAFEGUARDING LIFE.** Secure and obstruct the doors creating a barricade with what is available or within reach. E.g., desks, chairs, desks, etc.
   - Close windows; obstruct visibility and turn off lights.
   - Remain still, quiet and alert.
   - Do not enter corridors or open areas.
   - Hide in areas that are not visible from doors or windows.
   - Silence or turn off your cell phone so that it is not detected by the person (s) who commits the act of violence.
4. THREE ACTIONS TO REMEMBER

![RUN ➔ HIDE ➔ FIGHT](image)

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<th>RUN</th>
<th>HIDE</th>
<th>FIGHT</th>
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<tr>
<td>Keep an escape route and plan in mind.</td>
<td>Hide in an area away from the view of the shooter</td>
<td>Fight as a last resort and only when your life is in imminent danger</td>
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<td>Leave your belongings</td>
<td>Close the door or block the entry to your hiding place</td>
<td>Try to disable the shooter</td>
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<td>Evacuate the place, regardless of whether others agree to follow you</td>
<td>Silence the cell phone (including the vibration mode)</td>
<td>Act with the greatest degree of physical aggression</td>
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<tr>
<td>Help others to escape, if possible</td>
<td>Remain silent</td>
<td>Improvise weapons or throw objects at the active shooter</td>
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<tr>
<td>Do not try to move injured people where the active shooter may be</td>
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<td>Be sure of your actions; your life depends on it</td>
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<td>Keep your hands visible</td>
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<tr>
<td>Call 9-1-1 when you are in a safe place</td>
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Table 1.0 Actions to remember in an active shooting event. Rivera M. (2018)

5. ALARMS ACTIVATION. If the fire alarm sounds during a violent event, consider the following before evacuating:

- Real knowledge of a fire or the possibility of it.
- Police or security personnel tell you to abandon the site.
- An imminent danger that forces you to abandon the area immediately.

* Consider that the perpetrator of the event can activate fire alarms to make people move to open spaces. Be cautious; your life comes first.

6. ASSEMBLY POINT AND REGISTRATION. Once you receive instructions that the event has ended, head to the assembly point described in the Emergency Response Plan, where you will receive instructions from the personnel or agency in charge of the situation. It is important to provide your data to the staff in charge of attendance registration and in case of having information about trapped or injured colleagues, give this information to the relevant agencies.
At the end of any event, as part of the recovery, it is important to share all the positive and negative experiences that help us return to normalcy in the shortest possible time. If necessary, Polytechnic University of Puerto Rico has a psychological Employee Assistance Program (EAP) named Programa PAE (Spanish acronym), which can be activated at any time at the request of the employee.
ANNEXES
ANNEX I. ESCAPE ROUTES

*As an alternate assembly point #3, if #1 or #2 is not available, the persons will go to Jamaica Street, a dead-end street.

LEGEND

- Emergency Exits (red)
- Assembly Points (green)
- Buildings
ANNEX II. ASSEMBLY POINTS

Assembly Point #1. Green area facing Ponce de León Avenue

Once you have evacuated through the emergency exits, go to the green area surrounding the backside of the buildings. Avoid using the inner courtyard as the corridors between the buildings are narrow and can cause crowd accumulation. Stay ten (10) feet away from the sidewalk and collaborate to keep students and visitors away from the street and sidewalks.

Alternate Assembly Points #2 on Alhambra Street and #3 on Jamaica Street

As an alternative, you can use the open spaces in the parking area located on Alhambra Street and Jamaica Street (municipal road located under the connecting bridge between the Pavilion and students' parking lot), straight ahead after leaving the student parking lot. It is important not to obstruct the main streets to allow for the passage of incoming emergency personnel.
ANNEX II a. HOW TO GO TO THE DESIGNATED ASSEMBLY POINTS

1. **PAVILION BUILDING.** If you are in the Pavilion Building at the south end of the building heading to José Martí Street, the route you must follow is to go around the backside of the Laboratory Building until you reach the green area. If you are in the north area of the building, towards Alhambra Street, you must go around the Multipurpose Building through the backside of the cafeteria until you reach the green area.

2. **MULTI-PURPOSE BUILDING.** If you are in the north side of the building in the direction of Alhambra Street-central staircase, you must go around the backside of the cafeteria, leave the sidewalk of Alhambra street until you reach the green area or the alternate parking. If you are in the theater in the south side of the building, you should go to the route between the Multi-Purpose Building and the Library until you reach the green area.

3. **LIBRARY BUILDING.** If you are in the east area of the building, in the direction of the Fifth Centennial Plaza, you should go to the route between the Library Building and the Multi-Purpose Building until you reach the green area. If you are in the south area of the building in the direction of the management parking lot, you should go to the route that leads through the front of the Library to the green area.

4. **MAIN BUILDING.** If you are in the south area of the building, in the direction of the Laboratory Building, you must follow the route that takes you between the Main Building and the Laboratory until you reach the green area. If you are in the east area of the building towards Fifth Centennial Plaza, you must go to the corridor between the Main Building and the Laboratory until you reach the green area.

5. **LABORATORY BUILDING.** If you are in the western area, the emergency exit takes you directly to the green area. If you are in the east area of the building (towards the General Services area), you must go around the Laboratory building through the backside of the building until you reach the green area.

6. **MULTILEVEL PARKING LOT.** If you are near the stairs of the north area in the direction of the cafeteria, surround the Multi-Purpose Building by the administration parking lot until you reach the green area. If you are near the stairs that lead to the general service parking lot, go around the Laboratory Building until you reach the green area.
7. **GENERAL SERVICES AND MEDICAL OFFICE.** If you are in one of these structures, go
to José Martí Street through the student exit gate until you reach the green area.

8. **GRADUATE PROGRAM, CEPA, AND PERSONNEL FROM POLYTECHNIC INNOVATION CENTER.** If an emergency arises in the institution, the staff could help to direct people
to the parking area of Alhambra Street. Security personnel would notify you via
telephone or directly.

   - In case of an emergency in these structures, notify the Security Office, if an
evacuation is needed, immediately go to the parking lot in Alhambra Street.

**REMINDER:** The primary meeting point will be the green area facing Ponce de León Avenue, as
weather and conditions permit. If this area is not available, to distribute people safely, the
Alhambra Street parking lot will be considered. For safety reasons, you should never stay on the
streets or at the Fifth Centennial Plaza. Space must be provided so that if emergency agencies
need to be activated, may support and take control of the event. In case of an earthquake, stay
away from the structures and head to the assembly points away from structures.
ANNEX III. PROCEDURES TO FOLLOW IN A MEDICAL EMERGENCY

Currently, Polytechnic University of Puerto Rico has a medical consulting office located at the backside of the General Services Building, managed by Dr. Marrero. Also, PUPR has a First Aid Office with specialized personnel (paramedic or nurse), available at the following times:

Monday to Thursday 7:00 a.m. to 11:00 p.m.
Friday 7:00 a.m. to 4:00 p.m.

The office is located on the first floor, at the entrance of the students’ parking lot bridge, right side.

If you cannot reach the office, dial ext. 111 and request assistance.

NOTIFICATION

Any employee or student who identifies a health situation will notify the Security Office by calling (787) 622-8000 Ext. 111.

- Emergency medical personnel will evaluate the patient’s condition.
  
  o If necessary, specialized personnel will coordinate the transfer of the injured person following internal procedures, after it is determined if the person is an employee, student or visitor.

- If the patient is a minor student, personnel from PUPR will notify the parent or guardian. An institutional representative will accompany the injured student and remain with the minor until the parent or guardian arrives at the emergency room. Once the situation is under control, the representative will notify the Student Services Office.

- If the patient is an employee, the Human Resources Office will be notified for the corresponding documentation.

- If the injured person does not want emergency medical services or notification of relatives, must complete the institutional Accident Report indicating his or her refusal to receive first aid medical services at the institution.
ANNEX IV. FIRE SAFETY RECOMMENDATIONS

Most fires are caused by human carelessness or negligence. Fires usually spread because people do not remain calm, fail to have fire extinguishers on hand, have no idea how to use them or lack basic emergency response training. The best way to avoid fires is through prevention, by following some basic recommendations:

1. Do not smoke nor allow people to smoke where there is flammable material, such as stored papers, liquids or gases or other easily combustible materials. Do not smoke either in places without proper ventilation. Smoking is NOT allowed on the premises of the institution, under Law No. 40, as amended.

2. If you have not been trained and are not capable of taking action, evacuate the area and notify the Security Office immediately. (Ext. 111)

3. If the fire is in its initial or early-stage, and you are trained and qualified in the use and handling of the extinguisher, you may act. Once the fire is under control, notify the Security Office.

Remember that every case is different, according to the risk or danger present. Each area should have been assessed with a risk analysis and the appropriate extinguisher must be accessible. In Annex V you will find recommendations and information on fire classes, types of fire extinguishers, their use, and handling.
ANNEX V. GUIDE ABOUT FIRE CLASSES AND TYPES OF FIRE EXTINGUISHERS

CLASS A FIRE (ORDINARY)

A Class A or ordinary fire are fires which involve wood, papers, plastics, rubber or textiles., for these fires, an ABC extinguisher can be used. Personnel that discovers the fire and are adequately trained and certified in the use and handling of fire extinguishers can proceed as follows:

- identify the nearest extinguisher,
- remove it from its base and disconnect the locking pin,
- actuate and aim the extinguisher hose towards the center of the fire,
- once the situation is controlled, notify the Security Office.

CLASS B AND C FIRE

A Class BC Fire are fires which involve electrical equipment or material. For these class of fire, it is recommended to use a BC extinguisher, which has the peculiarity of not damaging the equipment, contrary to the ABC fire extinguisher, although both could extinguish the fire.

The principle of operation is as follows: an alkaline-based chemical is issued by a gas or pressure cartridge stored inside the same cylinder. You can recognize the cylinder because it has a sleeve with an open nozzle at the tip.

- Identify the nearest extinguisher,
- remove it from its base and disconnect the locking pin,
- actuate and aim the extinguisher hose towards the center of the fire,
- once the situation is controlled, notify the Security Office.

GENERAL RECOMMENDATIONS

- For fires on flammable liquids, the discharge should be aimed at the base of the fire.
• Better results are attained by attacking the nearest edge of the fire and rapidly advancing the nozzle by sweeping from side to side.

• The extinguisher is used in electric fires, be careful with exposed low-voltage energized circuits to prevent dangerous safety hazards.

• If the situation gets out of control, the person who discovers the fire must move to a safe place and notify the Security Office; they will evaluate which personnel are trained to handle the emergency or if they require support from firefighters.
ANNEX VI. EARTHQUAKES
SAFETY RECOMMENDATIONS

Of all-natural disasters, the most feared one are earthquakes. A catastrophe can occur at any moment, so we must make provisions for all possible scenarios; house, workplace, children's school, etc. Earthquakes, apart from causing destruction by ground shaking, they cause fires, gas leaks, rising water from rivers and oceans, tsunamis and fallen active electricity lines, which pose a risk of electrocution.

PREVENTIVE MEASURES:

- Evaluate your workspace or house to IDENTIFY STRUCTURAL HAZARDS.
- SECURE doors, cabinets, equipment, and hanging objects.
- Do not store heavy objects in high places.
- Keep emergency EXITS CLEAR AT ALL TIMES.
- Keep a FLASHLIGHT AND replacement BATTERIES in an accessible place.
- Keep a MINIMUM AMOUNT of WATER for 3-5 days according to the number of people who are usually at your workplace or home.
- TALK ABOUT IT and discuss with your colleagues any possible scenarios, exit routes, and appropriate and inappropriate actions in case of a catastrophic event.

RECOMMENDATIONS DURING THE EVENT:

- “DROP, COVER AND HOLD ON,” protect your head and neck with your hands from possible impacts. Identify a safe point in your area, place yourself in a fetal position.
- STAY AWAY from windows or glass walls; they may break and cause injuries. DO NOT go outside; there may be falling objects.
- DO NOT USE ELEVATORS.
- If you remain inside a structure, follow these recommendations:
  a. Look for a small, narrow place and stay inside it.
b. If you can, place yourself by a sturdy piece of furniture or wall. If the main structure collapses, there will be an air bubble. Stay calm until help arrives.

c. LISTEN CAREFULLY AND OBSERVE structural damages, identifying hazards (gases, chemicals, etc.) so that you can plan for an escape route as soon as the shaking stops.

- If you are in the adjacent area, get away from the structures, detachments could injure you.

- If you are in an open field, the best defense against disasters is to lie flat and face-down on the ground.

RECOMMENDATIONS AFTER THE EVENT

- No one should return to look for personal items or anything else.

- If you are near the ocean, GET AS FAR AWAY as possible, a tsunami may happen.

- Stay calm, quickly check for injured or trapped people.

- DO NOT make UNNECESSARY calls.

- DO NOT TOUCH ELECTRICAL WIRES.

- PREPARE yourself for possible aftershocks or subsequent tremors.

- Abandon the structure and move to a place away from all buildings.

- Once the earthquake has passed, head to the assembly point to start re-counting people.

Internalize these recommendations and share them with your family, neighbors, and coworkers, your life and those of others may depend on this knowledge.

For more information by highly qualified personnel visit: www.manejodeemergencia.gobierno.pr.
ANNEX VII. HURRICANE PREPAREDNESS PLAN

The hurricane season begins in Puerto Rico on June 1 and extends until November 30 of each year. However, it has been observed that hurricanes hit the island more frequently during August to September which leads us to constantly review the actions and mechanisms of individual and collective response at the beginning of each academic trimester.

GENERAL PREVENTION MEASURES

The following steps should be taken, at the beginning and during the Caribbean hurricane season, to face a hurricane emergency.

- During May, inspect all windows and doors to identify and correct deficiencies. Doors and windows will be sealed to help keep water away when a warning of a tropical weather system is received.

- A general cleaning of the roofs, and adjacent lands will be done, and all rubble will be removed, loose material and equipment will be secured.

- All necessary precautions will be taken for the protection of property and lives.

- Each department must establish a chain of communication before and after the occurrence of an atmospheric event.

- The Human Resources office will maintain an updated list of all employees of the Institution and their contact telephone numbers.

PREPAREDNESS, MANAGEMENT AND RESPONSE PROCEDURE

- The Emergency Response Steering Committee will report to the President and the Executive Vice President of Administration and Finance, to review precautionary measures and activate the Emergency Response Plan.

- At the end of the emergency, you will be informed of the status of the facilities to coordinate the return to regular activities.

- There will be a statement the university community published in the website and or the internal communication system.
WARNING STATUS AND HURRICANE ALERTS

1. **ALERT** - The hurricane may hit the area within 72 hours. This is the first normal condition for hurricane season preparedness. The *Emergency Response Steering Committee* will meet and notify maintenance and safety personnel to begin with the preparations for the protection of property.
   
a. The personnel in charge of the areas will coordinate the preparedness plans with the staff to assure and eliminate possible risks before, during and after the emergency.

2. **HURRICANE WATCH** - The hurricane may strike the island within the next 48 hours. This is a primary warning condition. The Security Committee will meet with the President and/or VP Administration and Finance to evaluate the current situation and issue the corresponding communication to the different groups of the university community.

3. **HURRICANE WARNING**. The hurricane is expected to hit within 36 hours. This is the final preparation period to confront the emergency.

4. **INMINENT DANGER**. The hurricane is expected to hit within 24 hours. The main objective during this period will be to safeguard lives.

5. **EMERGENCY CEASE**. The Safety Committee will meet to evaluate the state of the physical plant and begin its recovery.

6. **RESUMPTION OF OPERATIONS**. Personnel will be notified (through the 630 AM radio station, website, media, telephone communication chains, etc.) once basic services have been restored to resume institutional operations, and if there is a reasonable degree of security for staff and equipment operation.
ANNEX VIII. RECOMMENDATIONS IN THE EVENT OF THREAT BY EXPLOSIVE DEVICES

We receive numerous calls daily. Consequently, the community is exposed to receiving threatening phone calls or warnings of explosive devices at any moment. Therefore, it is important to be aware of the details we should watch out for.

RECEIPT OF A CALL

If you receive an explosive device threat by phone, it is recommended to:

- Remain calm and try to warn another person (by signing or writing on paper; example: BOMB THREAT, CALL SECURITY.)

- Notify the Security Office and the General Services Department for the activation of the protocol and the emergency response plan, as soon as you finish the call.

- Prolong the conversation as long as possible.

- Be attentive to distinguish sounds of music, voices, automobiles, etc.

- Be attentive to characteristics that may distinguish the caller’s voice (like a particular accent, etc.)

- Ask the caller: Where the device is located? When will the device explode?

- Write down as much information as possible.

SEARCH PROCEDURE

- The institution will have previously assigned personnel who are acquainted with our facilities. They will be trained in the search for suspicious objects or packages that are out of place and will NOT approach or touch any object.

- If the assigned personnel identify and confirm the presence of a suspicious object, they will activate the evacuation plan in conjunction with security personnel.
• If there is a suspicion or any suspicious artifact or object has been identified, the security personnel will contact the Explosives Division of Puerto Rico Police, to receive final instructions and activate the agencies related to emergency response.

• The Security Office will be responsible for implementing the instructions and recommendations until the relevant authorities report to the site.

• If the Police determine the alarm to be false, there will be a notice to restore all services as soon as possible.
ANNEX IX. PLAN FOR DEALING WITH CHEMICALS SUBSTANCES AND UNKNOWN BIOLOGICAL MATERIALS

The purpose of these recommendations is to train employees to deal with unknown substances exposure emergencies, in harmony with the needs and particularities of the personnel and services offered by the institution. This plan is aimed at mitigating the effects and damages caused by chemical substances or biological materials, preparing to safeguard lives and avoid damages, responding during and after an emergency, and establishing a protocol that allows the institution to recover and return to normal operations in a reasonable time.

DEFINITION:

CHEMICAL SUBSTANCE - It is a matter composed of one or more elements and has specific characteristics which define its state, composition, and behavior.

BIOHAZARD consists of the presence of an organism, or the substance derived from a life form, that poses a threat to human health. Materials may include sanitary waste, samples of a microorganism, virus or toxin from a biological source that may be pathogenic.

PROCEDURE - Steps to follow if an employee receives and opens an envelope or package in his/her office or workplace containing an unknown substance (E.g., dust, liquid, solid or strange smells) or unknown biological material.

1. Once you detect what could be a chemical or biological material, you should immediately notify the Security Office at ext. 111.

2. The Security Office will communicate with the Emergency System (911.).

3. The unexposed personnel will be evacuated, and the area will be cordoned off.

4. The employee will remain in his/her office or workplace and will not leave until notified.

5. If the employee, when opening the envelope or package is accompanied by other people or employees, they will remain on isolation as a preventive measure.
6. ALL employees, who are deemed to have been exposed, without exception, will remain in quarantine until the appropriate agencies evaluate the situation.

7. People will immediately notify the Security Office if exhibiting any symptoms of exposure.

8. Once the personnel from the Emergency System and Infectious Diseases Control, Environmental Quality Board, Firefighters Corps, Police, and Emergency Management, etc. arrive, they will be responsible for the evaluation and the provision of medical services during the emergency.
ANNEX X. EMERGENCY PERSONNEL PHONE NUMBER LIST

Switchboard (787)622-8000, Ext. 111 (Emergencies)

- Miguel Albarrán, Director of the Security Office, (787)630-0240, Ext. 476
- Cruz Vázquez, Security Coordinator 3:00pm a 11:00pm (787)646-5656, Ext. 662
- Herminio Romero, Director of General Services, (787)630-0490, Ext. 307
- Maria Castro, Night Manager, (787)630-5307, Ext. 303
- Maria del C. Rivera, ECO/OSHO Office, (787)300-7436, (787)622-8000, Ext. 433
- Julio Báez, Supervisor of Physical Plant, (787)640-8225, Ext. 303
- Jorge Fernández, Maintenance Supervisor, Ext. 412
- Nideilys Castro, Chemical Laboratory Technician, Ext. 301
- María Garriga, Prof. Biology (Support Room P-401), Ext. 301
- Denise González Garcés, Prof. Chemistry (Support Room P-401)
- Edgardo Meléndez/ José Noel Figueroa, Cafeteria Manager, Ext. 461
- Elsa Zayas, Associate Vice President for Enrollment Management and Student Services, Student Services Office, Ext. 276
- Sheyla Vázquez, Director, Guidance and Counseling Office, Ext. 246
The Emergency Response Plan will be periodically reviewed and will remain valid for all employees of Polytechnic University of Puerto Rico. Personnel are responsible for getting acquainted with its content and collaborating in its implementation. This document is available on the institutional website, Services section, under Security Office.