

EVACUATION PLAN FOR EMERGENCY SITUATIONS

CARLOS ALBIZU UNIVERSITY

151 TANCA ST, CORNER WITH SAN FRANCISCO ST.

OLD SAN JUAN

PREPARED BY THE SECURITY COMMITTEE OF

CARLOS ALBIZU UNIVERSITY

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I. Introduction

The purpose in this plan is to coordinate all the assigned actions to prevent or reduce the direct or indirect effects before, during and after an emergency or disaster. The plan contemplates in a detailed form, through the use of functional exhibits, specific instructions on who will do what, when, where and how during the preparation, mitigation, response and recovery phases.

II. Legal Basis

As is the case with every organization that attends to children and adults, it is required to have its Emergency Management Plan in force and up-to-date.

III. Organization

Carlos Albizu University is a private, non-profit higher education institution located in the Municipality of San Juan in 1986, with academic excellence and investigation as its purpose, from a pluralistic and multidimensional perspective. We educate students to serve a highly complex and diverse society, with sensibility towards the needy. Our working hours are: Monday to Thursday, from 6:00 am – 10:30 pm, Friday and Saturday from 7:00 am – 6:00 pm, Saturday and Sunday from 1:00 pm – 6 pm. The University attends to a population of approximately 1,500 persons, including students, employees and participants of the Community Health Clinic. The ages of the students fluctuate between 18 and 50, and the ages of the participants of the Clinic between 3 and 60. The schedule during summer is the same.

The premises include a three story unit and a Mezzanine. In the rear part of the building, to the left side, there is an open space that is used as a parking place for employees, faculty and students.

FIRST FLOOR:

To the left

- Admissions and a private bathroom.
- Two (2) bathrooms to be used by students, employees and participants of the Clinic.
- Library.
- Mezzanine inside the Library.
- Pathology Laboratory.
- Nurse Room and Breastfeeding Room (inside the Laboratory).

To the right

- Students Annex.
- Community Mental Health Clinic, Inc.
- Two (2) bathrooms to be used by Interns and by people with movement difficulties.
- Student Lounge.
- Elevator.

- A ramp on both sides (in the front and in the back) for people with movement difficulties.

SECOND STORY

To the left

- Offices.
- Speech Therapy and Pathology Clinic.
- Classrooms at the end of the hallway.

To the right

- Offices.
- Two bathrooms (one with handicapped facilities) to be used by students, employees and visitors.
- Classrooms at the end of the hallway
- Elevator

THIRD FLOOR

To the left

- Offices
- Small elevator
- Classrooms
- At end of the hallway, Theater (Hall A and Hall B)
- Computer Laboratory

To the right

- Classrooms
- Conference room with bathroom
- Two bathrooms for employees and students, one with facilities for people with movement difficulties
- Theater
- Elevator

Mezzanine

Offices on both sides and in the back.

There is an elevator in all three floors. There is an elevator on the third floor for people with movement difficulties, which connects with the offices on the right side of the Mezzanine. This elevator is located in front of the stairs on the third (3rd) story and leads to the Faculty offices. Each floor has a gate on the back and on the front areas of the building, which are closed when classes are over. There are stairs on both sides of the building. The classrooms and the patios are watched over by maintenance personnel, non-academic and academic employees and a security guard at the entrance of the Institution. The areas located on the left and rear sides of the building are closed with a locked gate when the night classes are over. The gate is available for the entrance and exit of students, academic and non-academic personnel. The gate at the ***Callejón del Tamarindo*** provides access to the parking area located on the left side of the building. The entrance to the parking is through a door that is used as an entrance, as well as an exit. The second option is to enter through a pedestrian gate through the ***Callejón del Tamarindo***, which has access to the rear parking area. This gate is opened in the mornings and closed at night.

IV. Procedures

Once an emergency is controlled, and with the ratification of the security authorities, the Chancellor, along with the Security Committee and the Director of Administration, will inspect each area to prepare a damages or losses report. The report prepared by the corresponding governmental agency and the report made by the personnel will be submitted as evidence of the damages incurred. The Chancellor, the Security Committee and the Director of Administration will present the report to the President. The Director of Administration, after verifying the affected areas **and** the damages incurred, must perform an inspection and submit the pertinent claims to the insurance company.

V. Surveillance and Approval

The Emergency Management Plan will be enforced immediately, as the emergency takes place.

VI. Emergency Plan

Guidelines for Evacuation of Buildings and Premises

A. Purpose

The purpose of this Plan is to develop a procedure to evacuate the premises, in order to protect and safeguard the life of the children and adults who receive services, and the life of the personnel who works or studies in our Institution.

B. Situation and Presumption

1. Situation

Our University may be exposed to diverse risks and dangers which may occur by events such as:

- Earthquakes
- Tsunamis
- Gas leakages
- Fires
- Bomb threats
- Storms or hurricanes
- Explosions
- Electrical failures
- Accidents involving chemicals
- Shootings
- Accidents

2. Presumptions

- a. The administrative personnel is duly trained.
- b. The participants of the Clinic, students and faculty will be adequately advised.
- c. The people will maintain order and follow the instructions, so as to guide the children and adults participating in the Clinic and the students, faculty members and personnel of the university during the evacuation.
- d. The exits will be appropriately labeled and identified.
- e. The evacuation plans will be installed in each area.
- f. At the evacuation alert sound (buzzer or siren), all activity being performed will be stopped and people will be directed to the closest existing route. (See Exhibit A).
- g. Bring the list of students or participants in the Clinic.
- h. Leave all the doors to classrooms and offices opened.
- i. Do not attempt to go to places other than the exit routes (See Exhibit A).
- j. Do not run.
- k. Walk on the right side of the hallway.
- l. If you are in a group, stay on a line.
- m. Go down the right side of the stairs and or ramps and hold on to the banisters. Do not push.
- n. Move to the arranged area.
- o. You must stay in line at the arranged meeting place.
- p. Once out of the building, stay with your group or your office co-workers.
- q. A roll call will be made, and you must be alert in order to be able to answer when your name is called.
- r. Do not attempt to return to the buildings until instructions or authorizations are received by the coordinator.

VII. Operational Concept

1. General

Every event that interrupts the operations of the Institution will be notified to the Chancellor or the Director of Administration. The decision as to whether or not it is necessary to evacuate the premises will be taken at that time. The personnel will start the process and notify the designated exits, according to the area in which they are located (See Exhibit A – Emergency Exits).

Warning and Notice

A system consisting of buzzers, sirens, whistles and loud vocal expressions will be used to alert the people. The Chancellor, the Director of Administration, the Security Committee and or Evacuation Coordinators will be responsible for activating the Emergency Management Plan.

People will not be allowed to return to the interior of the building during the emergency until the President, the Chancellor, the Director of Administration, the Security Committee and or

Evacuation Coordinators are satisfied that the emergency has been controlled and does not represent any risk to the security of everyone.

VIII. Designated Security Area

The Chancellor, the Director of Administration and/or the Security Committee will be in charge of the development of this Plan and will decide the areas that they perceive offer greater security to the people being evacuated. (See Exhibit A – Emergency Exits and Exhibit B – Sketch of the University)

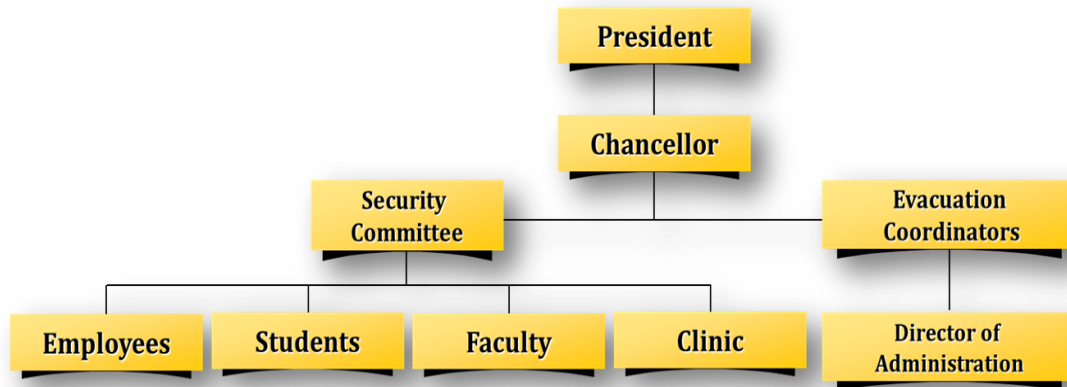
IX. Building System

- a. Location of fire extinguishers
- b. Exit through classroom doors
- c. Emergency exits through gates, hallways and stairs
- d. Electric breaker box
- e. Gas tank
- f. Water main
- g. Meeting area
- h. First aid kits
- i. Emergency lights
- j. Gates
- k. Defibrillators

X. Plan Development and Maintenance

The Chancellor, the Director of Administration and the Security Committee will be the ones responsible for developing and updating this Plan on an annual basis, including the list of personnel, students and Clinic participants and their telephone numbers in case of an emergency.

XI. Line of Command During Emergency Situations



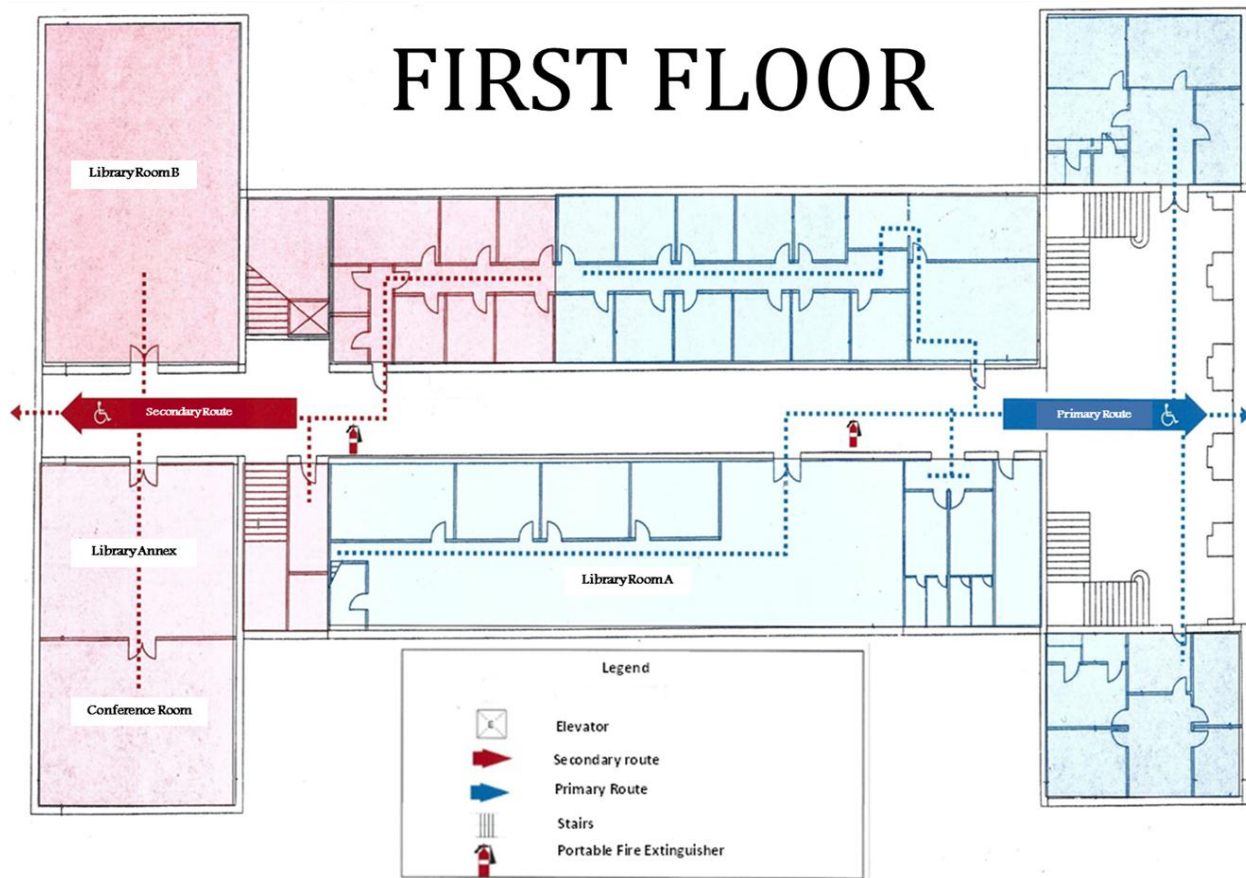
The home telephone numbers will be made available strictly to the personnel authorized by the University. The personnel will be informed that the purpose of this information is for the functionality of the Evacuation Plan and that it will not be released to third parties without the express consent of the persons involved.

EXHIBITS

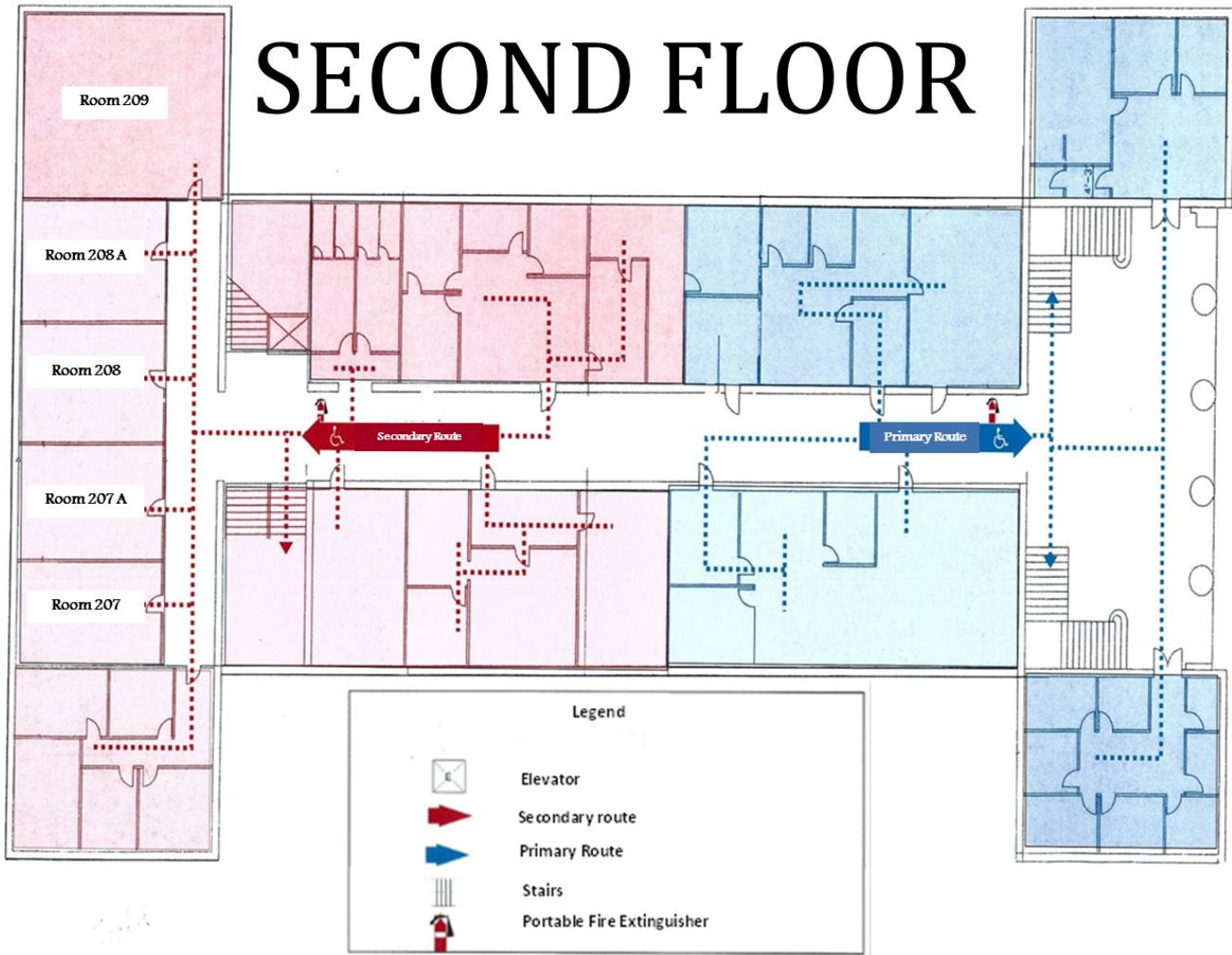
These exhibits show specific instructions, or of a technical nature, telephone numbers and addresses of employees and students and their emergency numbers. This information will only be used by authorized personnel and cannot be distributed or released, in accordance with the **Federal Privacy Law**.

EXHIBIT A. University Sketch

First Floor



SECOND FLOOR



THIRD FLOOR

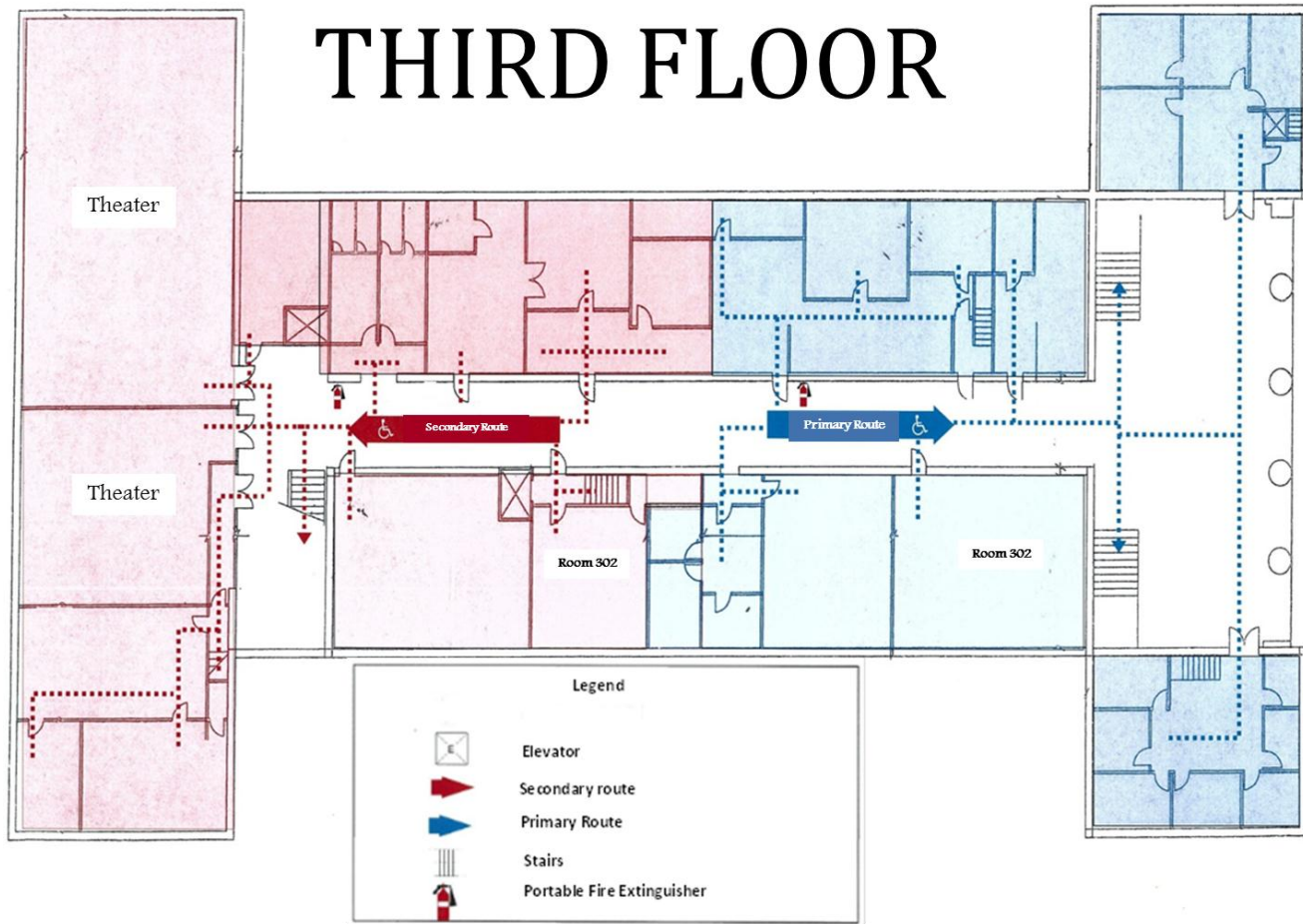


EXHIBIT B. Evacuation Plan in Case of a Fire

Before

1. Inspect the equipment.
2. Identify at least two ways of abandoning each classroom or office.
3. Do not use sockets or damaged equipment.
4. Notify the Director of any damage.
5. Do not add electrical extensions without authorization.
6. Do not attempt to fix defective or damaged equipments.
7. Read the instructions before using any new equipment.
8. Appropriately dispose of matches.
9. Maintain flammable materials well labeled. They are maintained in a designated area outside the building.
10. Maintain fire extinguishers and locate them in accessible areas.
11. The building should be equipped with fire extinguishers, sirens and buzzers to warn that a fire is starting.
12. Label every emergency exit.
13. Move to the corresponding place in accordance to Exhibit A.
14. Do not block entrances and exits so that the fire truck may have access.
15. Practice the exit plan a minimum of twice a year.

During

1. The person who becomes aware of the fire will activate the alarm.
2. Once the alarm is activated, the Professor or the Intern will order exiting the building in an orderly fashion.
3. If smoke or flames are observed in the first exit, the second exit route will be used.
4. If you must walk through smoke, lower your body below the smoke as you head towards the exit.
5. If you have to exit through a closed door, touch the door before opening it.
6. If you notice that the door is hot, use the second exit route.
7. If the smoke, the heat or the flames block the exit route, stay inside the classroom or inside the office where you are located and close the door.
8. Send help signals using a piece of a bright colored cloth.
9. If there a telephone available, call the Fire Department and tell them where you are located.
10. The non-academic and academic employees, students and participants will leave their classrooms and offices according to the Evacuation Plan.
11. The Chancellor and the non-academic personnel of the Security Committee, including the Director of Administration, are the persons responsible for notifying the Fire Department or the government agency which has jurisdiction over the emergency, using the 911 system.
12. The personnel should not put out the fire, unless it is of minor proportions and if the employee is trained to do so.
13. The Director of Administration and the second in command in the maintenance area will be responsible for lowering the breakers in the electrical box.
14. The Maintenance employee, the Director of Administration and or the Security Committee, and or the person closest to the fire extinguisher will use it to end the fire,

that is, if the fire is of minor proportions.

After

1. The Chancellor, together with the Security Committee, the Director of Administration and Maintenance personnel, will verify the damages incurred. The Director of Administration will prepare the report of damages or losses.

EXHIBIT C. Evacuation Plan in Case of an Earthquake

What is an earthquake?

An earthquake is a sudden and violent movement generated in the Earth crust and upper layer, which generates waves. The sound of the wave is heard first, followed seconds later by the generated earthquake.

Before

1. Advise professors, students, Clinic participants and non-academic personnel.
2. Establish a Security Committee to organize a Seismic Security Program.
 - A. Chancellor
 - B. Director of Administration
 - C. Directors
 - D. Floor coordinators
 - E. Professors
 - F. Students volunteers

During

1. Remain calm; make sure of what needs to be done.
2. Do not start to run.
3. Get protection in a safe place. Examples: under a chair, desk or table. You must bend, be covered and hold on.
4. Avoid getting close to walls, windows, shelves or any other equipment that might be dangerous.
5. Wait until the movement is over.

After

1. Leave the refuge area.
2. Verify if there are wounded people and provide first aid.
3. Provide, or listen for, instructions.
4. Decide whether or not you should exit the room (verify structural damages).
5. Do a roll call and identify who and how many are missing.
6. When exiting the room, write on a wall the number of students, employees and participants that are missing. If no one is missing, write a zero (it has to be written).
7. Exit the classroom or office with caution with a leader at the head of the line, and move to the room or meeting place, as specified in the evacuation plan. The professor, employee, intern and/or the designated leader will be the last one to leave their room or area.

8. Director or Administrative Assistance will make sure that the previous group is followed.
9. The professor and/or the leader will be responsible for the security of his group. Under no circumstances should he/she leave the group by itself.
10. If the professor and/or the leader feels affected, he or she must notify the person in charge of the previous group to take care of his group and ask someone to accompany him or her to the infirmary or the meeting place.
11. When arriving at the meeting place, the professor and/or the leader will go to the assigned place with his group and will verify that all his students and/or participants are present. He or she will be responsible for keeping the group united and that discipline and order are maintained.
12. The professors holding office hours or who are not giving a class will join the group and the professor or leader closest to where they are.
13. The professor will name a leader in his/ her classroom or group as his/her assistant or immediate collaborator, so that when the emergency takes place, this student may help him attend to the situation, always following the professor's orders.
14. The maintenance employees are responsible for shutting down the electrical system, if necessary.
15. Director or Supervisor will maintain the students, professors, participants and non-academic personnel in the premises until the emergency is over.

EXHIBIT D. Bomb Threatening Calls/ Explosive Device

Every bomb threat will be dealt with seriously and assumed to be real. When answering the call, please make sure to:

1. Copy, write down or record the text of the threat.
2. Write down the hour and the telephone number through which the threat is received.
3. Try to maintain a conversation about the device and the threat.
 - A. The time and place it will explode.
 - B. Identify any background noises.
 - C. The type of device to be used.
 - D. Try to identify the voice: accent, tone of voice and gender.
4. Notify the Director of Administration or the shift supervisors about the call.
5. Prior to notifying the Puerto Rico Police, the personnel will be advised to perform a quick visual inspection in order to detect any unfamiliar object or any object recognized by the employees in their work areas and on the exterior of the building, to determine whether or not any of the objects belong to any of them.
6. Do not touch packages, briefcases or suspicious devices.
7. Do not try to be a hero. Upon identifying any significant finding of a suspicious object, the Evacuation Plan will be activated and the Puerto Rico Police will be notified.

EXHIBIT E. Evacuation Plan in Case of an Explosion / Gas Leakage

In case an explosion occurs, everyone in the building will immediately get to the floor, in the opposite direction of the explosion wave. Try to protect any exposed area of the skin. Once the first wave is over, you may protect yourself under tables, desks or any other object that will protect you

from falling debris and flying objects.

Once the effects of the explosion have passed, the authorized representatives will immediately notify the pertinent authorities. They will be informed of the location of the explosion, number of victims and the degree of damages. Depending on the nature of the explosion, including factors such as fire, smoke, victims and other considerations, the Director of Administration or the shift supervisors will give instructions. In case the area is to be evacuated, the procedures in the case of fire will be followed.

In case a fluid gas leak is suspected, the Fire Department or the State Emergency Repond Agency will be immediately notified. In addition, the company supplying the gas will be contacted to review, repair, adjust or change the equipment.

EXHIBIT F. Accidents Involving Chemicals

In case of an accident with chemicals, the Director of Administration or the shift supervisors should be notified immediately. If it is necessary to evacuate the area, specific instructions will be given.

Substance in:

1. Eyes

- A. Call the Center for Poison Control.
- B. Wash with abundant water for no less than 15 minutes.

2. Through the Skin

- A. Wash the area and let the water flow over the area.
- B. Use gloves.
- C. Remove the clothes that had contact with the chemical.

3. Toxic Gases

- A. Cover nose and mouth.
- B. Take the victim to a ventilated place.
- C. Call 911 or medical emergencies.

4. Toxic Liquids

- A. Call the Center for Poison Control.
- B. Do not induce vomit or offer liquids until instructions are received.

5. Asphyxiate or Poisoning

- A. The person who becomes aware of the situation will alert to what is happening.
- B. If there is a nurse, he or she will be informed immediately.

If the person shows grave symptoms, the person closest to him or her must provide first aid.

EXHIBIT G. Evacuation Plan in Case of Electrical Failure

Electrical failures happen at any moment and affect normal operations. The professors must open the windows, remove the screens, open the doors, and the classes will continue in a regular manner. If it is necessary to evacuate, the normal evacuation procedures will be followed (for more information see the Evacuation Plan in Case of Fire).

EXHIBIT H. Evacuation Plan in Case of a Shooting

1. The person who hears the detonations will shout: “A shout! Everyone hit the floor!”
2. Every person will throw themselves to the floor in order to protect themselves and will remain in that position until the situation is over.
3. No attempt should be made to look at the armed person during the shooting, nor to try to find out where the shots are coming from.
4. After the detonations end, they should remain lying on the floor for a prudent amount of time.
5. The Chancellor, Professor or Intern, will look over the entire personnel and will verify the damages (if any) and will contact the pertinent agencies. In case anyone is wounded, they will contact 911 immediately.

EXHIBIT I. Evacuation Plan in the Case of Storms or Hurricanes

Before

1. Keep informed at all times by the National Meteorological Center about the possible path and direct hit by the system.
2. In case of being hit by a storm or hurricane, classes and all other institutional services will be suspended.
3. The suspension of institutional activities will be announced through “SunMail, “Facebook”, electronic mail and the institutional website, as well as through the news services of: Telemundo, WapaTV, Univisión de Puerto Rico, Radio Isla, Fidelity and others.
4. All electrical equipment will be covered and the refrigerators will be emptied and cleaned.
5. The surrounding areas will be checked to put away any object that may become a projectile.
6. Windows and doors will be secured, and the electrical box will be shut down.
7. Verification will be made that all the water tanks are filled to maximum capacity.

After

1. The Directors and the Security Committee will show up for work after the danger has passed and their homes are secured.
2. Once electricity and drinking water are available, the resumption of work will be announced and the rest of the personnel will be called to come back to work. The announcement will be done through the news media.

EXHIBIT J. Preparation for a Heat Wave

Become familiar with the following terms:

Heat Wave

Prolonged periods of excessive heat and humidity, during which the National Meteorological Service reinforces its procedures to alert the public.

Heat Index

The amount of Fahrenheit degrees that the level of heat indicates as being felt when the relative humidity is added to the current atmospheric temperature. Direct exposure to sun rays could increase the Heat Index by 15° F.

Cramps Caused by Heat

Pain and muscular spasms caused by intense efforts. Even though these symptoms are the least dangerous, they are a signal that the body is having problems because of the heat.

Exhaustion Caused by Heat

It typically occurs when people exercise intensely or work in a hot and humid place, which contributes to the loss of body liquids through profuse sweating. Blood circulation to the skin increases, diminishing circulation to vital organs. This could cause a mild state of shock. If treatment is not received, the victim could suffer a sunstroke.

Sunstroke

It can put life at risk. The temperature of the regulatory system of the victim, which refreshes the body through perspiration, stops functioning. The body temperature could increase so much that brain damage and death could occur if the body is not refreshed quickly.

Heat Stroke

Another term for sunstroke.

IF A HEAT WAVE IS OCCURRING OR FORESEEN

1. Walk slower. Avoid intense activities.
2. Remain in a roofed area.
3. Wear loose clothes with light colors. Light colors deflect part of the solar energy.
4. Drink plenty of water regularly and frequently. Your body needs water to keep itself refreshed.
5. Drink plenty of liquid, even you are not thirsty.
6. Water is the safest liquid to drink during heat related emergencies.
7. Avoid caffeine. It could make you feel well briefly, but it will worsen the effect that heat has on your body.
8. Eat small meals and more frequently. Avoid foods high in protein, which increase the metabolic temperature.
9. Avoid the use of salt tablets, unless recommended by a doctor.

INDICATIONS OF EMERGENCIES CAUSED BY HEAT

Exhaustion by Heat

Cold, humid, pale or reddish skin; profuse perspiration; headache, nausea or vomiting; dizziness and exhaustion. The body temperature will be close to normal.

Sunstroke

Red, hot skin; changes in state of consciousness; weak and accelerated pulse; superficial, accelerated breathing. The body temperature may be very high, sometimes up to 105° F. If the person sweats because of work or intense exercise, the skin may be humid; otherwise it will feel dry.

TREATMENT OF EMERGENCIES RELATED TO HEAT

Cramps due to Heat

Take the person to a fresher place and make him or her rest in a comfortable position. Stretch the affected muscle a little at a time and replace lost liquids. Provide half a glass of fresh water every 15 minutes. Do not give him or her liquids with alcohol or caffeine, since these types of liquid could worsen the situation.

Exhaustion Caused by Heat

Transfer the victim to a fresher area or to one of the air conditioned offices. Remove or loosen any tight garment and apply humid and fresh cloth, such as towels or sheets. If conscious, give him or her fresh water. Make sure they drink it slowly. Give the victim half a glass of fresh water every 15 minutes. Do not give him or her liquids with alcohol or caffeine. Allow him or her to rest in a comfortable position and carefully observe if there is a change in his or her condition.

Sunstroke

Sunstroke endangers life. Help is required immediately. Call 911, or your local emergency number. Take the person to a fresher place. Quickly refresh the body. Submerge the victim in a fresh bath or wrap the body with wet sheets and fan him or her. Observe if there are any breathing difficulties. Maintain the person laid down and continue refreshing his or her body in any way possible. If the victim rejects the water, if he or she vomits, or experiences changes in consciousness, do not give him or her anything to eat or drink.

EXHIBIT K. Emergency Plan in Case of Accidents

- If any student, participant, or academic or non-academic employees, experiences an emergency medical situation, he or she will be taken to the first aid office.
- If the condition cannot be taken care of at the University because of its seriousness, 911 will be called and one of the employees will go with the student, participant or employee (if there is no one available from their family) to the Hoare Clinic or to the nearest hospital; the family will be immediately notified so that they may go to the hospital.

EXHIBIT L. Demonstrations, Protests, Marches

The management and control of a demonstration will be the responsibility of the Chancellor, the Director of Administration and or the Security Committee. If emergency situations occur such as those previously mentioned in this Plan, the Chancellor, the Director of Administration and or the Security Committee will coordinate with the pertinent governmental authorities. Access controls will be established for the students, family members, personnel or any other employee.

EXHIBIT M. EMERGENCY TELEPHONE NUMBERS

1. **Puerto Rico Police** (787)343-2020
2. **Municipal Police** (787)765-4881
3. **San Juan Municipal Office, Management of Emergencies** (787)480-2024
4. **Family Department** (787)762-3070/(787)276-8820
5. **P.R. Fire Department** (787)343-2330
6. **Closest Hospital or Clinic:**
 - **Hoare** – (787)977-9542
 - **Ashford Medical Hospital** – (787)721-2160, 724-6516
 - **Pavía Hospital** – (787)727-6060, 726-1660
 - **Ambulance – Medical Center** (787)756-3424
7. **Emergency 911**
8. **Tropigas** (787)782-0140
9. **Help Line** (787)343-2550
10. **Center for Poison Control** (787)726-5674
11. **Local Medical Emergency** (787)343-2222
12. **Child Abuse** (787)749-1333
13. **Victims of Sexual Agression** (787)641-2003
14. **F.B.I.** 1-800-424-8802
15. **Puerto Rico Electric Power Authority (AEE)** (787)289-3434

Exhibit N. University Certifications