

Inter American University of Puerto Rico Guayama Campus

Safety and Emergency Management Plan



Revised: February, 21 2018

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SAFETY AND EMERGENCY MANAGEMENT PLAN

I. Administration and Institutional Policy

I.1 Introduction

The Guayama Campus of the Inter American University of Puerto Rico has among its priorities, the responsibility of establishing plans to keep and preserve the life, health, and safety of its employees, students, and visitors. Additionally, one of the university's goals is to procure the protection of the physical facilities, equipment, materials, and the environment by implementing preventive and corrective measures. To accomplish this assignment, it is necessary to utilize the available resources and establish a Safety and Management Plan that includes management of environmental emergencies, and other emergencies related to fire, explosive devices, hurricanes, earthquakes, technological accidents, and medical emergencies, or other emergencies such as those related to armed conflicts and terrorist attacks.

The establishment of this Plan responds to law requirements in accordance to OSHA CFR 29: 1910.38 (Employee Emergency Plans and Fire Protection) and other federal (CFR 29 1910.1200) and state regulations (State Emergency Management and Disaster Administration: **Agencia Estatal para el Manejo de Emergencias y Administración de Desastre [AEMEAD]**, Fire Department and others). These regulations establish that each employer should have a written program for emergency management that includes actions to be taken by the employer as well as the employees for the protection and safety of people and that are necessary for the protection of the physical facilities, equipment, materials, and the the Campus. This plan should define what is considered an emergency and the response actions that need to be taken. The plan should also include:

- X Evacuation procedures and the exit routes for each type of emergency.
- X Procedures the employees that stay after the evacuation should follow.
- X Procedures to determine, after the emergency is controlled, that the number of people that

worked during the emergency corresponds to the number of people at the end of the emergency.

- X Personnel responsible of reporting the emergency: ways to report and document forms
- X Names of the people in charge of providing additional information about responsibilities and procedures.

The success of an emergency management plan lies in an effective communication process which should include participation, dialogue, and action. All the components of the college community should be committed and be part of the process from the beginning. It is essential that they contribute ideas and that they are willing to work as a team to achieve a design and implementation of a Safety and Emergency Management Plan that meets the needs of our campus.

The first part of this plan involves an assessment of a great variety of all types of hazards that could be found in the work areas and that make us potentially vulnerable in case of an emergency presenting a hazard risk to employees, visitors and students. The second phase is preparedness, which focuses on the activities, procedures, programs, and changes that will be developed to adequately prepare the personnel to respond to an emergency. The phase of emergency response includes the necessary activities to manage and control an emergency. The last phase, recovery, includes all the activities designed with the purpose of restoring the institution to a functional state.

I.2 Objectives of the Plan

This Safety and Emergency Management has been designed with various objectives. The attainment of these objectives will provide a reliable work and study environment, well prepared to manage any emergency occurring in our campus. This plan also provides the necessary tools to make appropriate decisions during a crisis situation. Additionally, it provides the employees with safe and adequate procedures that should be followed to safeguard their physical and emotional safety. This plan allows us to protect the

materials, equipment, physical infrastructure, and documents as well as the neighboring community from the resulting effects of any emergency occurring in our campus. The adequate implementation of this plan provides the protection mechanisms for our community. The most important objectives are:

- X Identify possible causes of accidents
- X Describe corrective measures that allow the prevention of accidents and injuries, including occupational diseases.
- Provide guidance and training to personnel and students about the preventing measures for health risks, accidents, fires, or any other emergency.
- X Maintain a safe working environment, free of risks that could cause harm to students, visitors, or employees.
- X Protect documents and property of the University
- X Train all the University community in relation to how to prepare, respond before, during, and after an emergency.
- X Establish exit routes and the actions that need to be taken to evacuate the buildings for people to move to a safe place.

X Establish the actions that need to be taken when the following emergencies arise:

- X accidents related to dangerous substances
- X accidents related to spills of biological material
- X power failures
- X fires
- X floods
- X explosive artefact threat
- X hurricanes
- X earthquakes
- X medical emergencies
- X technological accidents
- X Comply with state and federal laws

I.3 Description of the physical infrastructure

The present facilities on our campus were inaugurated in 1983 on the 50 "cuerdas" (approximately 48.56 acres) premises located on Road 744, k. l, H. 2 near the Puerto Rico #54 Highway in Bo. Machete on the southeast part of Guayama. The surrounding towns that comprise the southeastern region and the communities which we serve are: Guayama, Maunabo, Arroyo, Patillas and Salinas, among others.

A. Building of Telecommunications – Accommodates the offices of the Director of Communications, two laboratory technicians, and two computer laboratories.

B. Information Access Center (Centro de Acceso a la Información [CAI]) – It has the areas of Service to the Public, Electronic Information and Books Collection, photocopying service, and Technical Services. It also holds the la "Palesiana" Room, Audiovisual Center, Center of Development of Instruction (Centro de Desarrollo de la Instrucción [CDI]), and the office of the Director and secretary.

C. Building A – There are 11 classrooms

D. Building B – Accommodates the Faculty Room, language laboratory and mathematics in addition to 14 classrooms.

D. Building C – This building holds the Videoconference Room, the Computing Center (three laboratories), the Nursing Laboratory and of Secretarial Sciences.

E. Building D – Accommodates the chemistry, physics, biology laboratories, and the Pharmacy Technician Skills laboratory. Additionally, it has a storage area for chemical reagents and the area for instrumentation.

F. Building E – Under construction: new facilities of Health Sciences laboratory, Cafeteria, Bookstore, and the First Aid Center.

G. Annexes 3 – Classrooms, laboratory, and Proposal Title V office.

H. Building for Student Services – North wing (first floor) Offices of the Registrar. South wing (first floor) Office of Student Affairs, Office of Promotion and Recruitment, Director of Sports and Student Council. North wing (second floor) Offices of academic Departments and faculty offices. South wing (second floor)

Dean of Administration and Dean of Studies. Third floor: Offices of the Chancellor and Planning.

I. 4 Members of the Committee of Safety and Emergency Management

This plan was designed and will be implemented, directed, and assessed by a Security Committee designated by the Chancellor of the University. This committee will be integrated by the following University officials:

Dr. Angela de Jesús Alicea	Chancellor
Mrs. Aida W. Miranda García	Professor Dept. Natural Sciences
Mr. Néstor A. Lebrón	Dean of Administration - Committee President
Mr. Benjamín Ayala	Supervisor of Conservation
Mrs. María Mares	Director de Human Resources
Mrs. Arcilla Rivera	Nurse - Committee Vice-president
Mr. Luis A. Soto Rivera	Registrar
Mrs. Yaitza Rivera Carrión	Associate Director Inter University Center Humacao

I.5 Responsibilities of the Committee

The Committee of Safety and Emergency Management is an internal organism established with the purpose of ensuring that the University complies with the state and federal security laws and of promoting a safe and secure study and work environment. To achieve these goals, the Safety and Emergency Management Committee procures to carry out the following responsibilities and/or roles:

- X Design, direct and evaluate the Safety and Emergency Management Plan
- X Recommend the staff that will integrate the working teams
- X Discuss the Plan with the corresponding agencies
- X Distribute and discuss the Plan with the University community so that they may be advised and make recommendations Integrate the recommendations or changes to the Plan
- X Overview compliance with the regulating agencies guidelines
- X Choose and coordinate the seminaries and trainings needed for the personnel
- X Recommend changes to the physical infrastructure as necessary and overview compliance

with the requirements of law

- X Organize, in coordination with the governmental agencies, drills and evacuations in the campus facilities
- X Conduct evaluations of the drills
- X Collect all the information related to the drills and designate a collaborator who will be in charge of keeping the records
- X Recommend the personnel that will be in charge of keeping the information related to security, health, and emergency management
- X Revise the Plan, at least once a year or whenever it is deemed necessary. Prepare written reports

I.6 Emergency Support Teams of the Safety and Emergency Management Committee and their Responsibilities

The organization of the Committee, the staff in charge, and the alternate staff which will be responsible during the emergency were organized as follows. Specific functional responsibilities and roles of the staff in charge and the working groups are assigned as follows:

- Director of the Safety and Emergency Management Committee Chancellor. The Chancellor will be the liaison between the Central Administration and the Safety Committee. He or she will be responsible of coordinating all the work of the committee, designing the procedures to be followed to comply with the laws and recommendations, assigning the necessary funds to carry out all activities. The Chancellor will receive and evaluate reports and prepare any recommendations. He or she will designate the President of the Committee and in accordance with each other, designate the remaining members. The Chancellor will prepare a list of the documents of the University in order of importance.
- X President of the Safety and Emergency Management Committee The President will

conduct the work of the committee and assume the role of liaison between the institution, the agencies, and the staff. He or she will chair the meetings and designate in coordination with the Chancellor, the staff that will integrate the working teams. The President will coordinate the work of the different groups and conduct the operations during the emergency, determining the actions to be taken until the arrival of personnel of the emergency response agencies.

- X Vice-president of the Safety and Emergency Management Committee will substitute the president in his or her absence. The vice-president will help the president in the fulfillment of his responsibilities.
- X Sub-committee of Evacuation This group will consist of 6 employees whose working schedule is from 7:00 a.m. to 5:00 p.m., Monday to Friday and of 5 employees working from 5:00 p.m. to 10:00 p.m. On Saturdays the team will consist of 5 employees with a working schedule of 8:00a.m. to 5:00p.m. This sub-committee will be responsible of knowing thoroughly the Safety and Emergency Management Plan. It will be fully familiar with the exit areas of the buildings and the Campus, and the location of the keys to open the locks, doors, or access gates. It will lead the people to the assigned meeting locations for each type of emergency, overseeing a safe, fast, and orderly evacuation, keeping the staff and students within these areas pending further instructions.
- X Group Leaders Each office or department will have a leader who will be responsible that all employees follow correctly the guidelines of the Evacuation Sub-Committee. The leaders will help guide the staff of his or her area to assigned meeting locations for each type of emergency and oversee for a safe and fast evacuation. They will ensure staff and students stay in these areas pending further instructions. The leaders will provide information related

to security aspects in the work area and to any issues related to the emergency.

- X Co-leader will substitute the leader in case of his or her absence. The co-leader will helpg the leader in the fulfillment of his or her responsibilities.
- X Telephone Operator One telephone operator will be designated in each work shift. The main responsibility will be to notify the emergency response government agencies. The official notification must be authorized by the Chancellor or his or her designee.
- X Campus Security will assign appropriate vigilance to maintain public order and to preserve lives and properties. Campus Security will designate staff for traffic duty and the evacuation of the campus community. If a hurricane warning or any other type of emergency occurs over the weekend or holidays, campus security, respecting the chain of command, will contact the Senior Administrator or other administrator, who should determine when to activate the Emergency Management Committee.

A list of telephone numbers of all emergency management agencies is in the appendix. It also includes the list of personnel that will be necessary during the emergency. These lists and telephone numbers will be revised and verified every six months or when there is a change of employees or telephone numbers in the agencies.

I.7 Person responsible of social media communication

One of the most important aspects of an emergency plan is to consider the person in charge of media communication. In an emergency or disaster, employees may provide incomplete or inaccurate information which is not what the University wants as part of the communication with the media.

The Chancellor will be responsible of providing information to the media. In the case the Chancellor is not available, the Dean of Administration will substitute the Chancellor. If neither one is available, the President of the Committee will be responsible of the media communication. Employees should be informed

of the designated persons and of the instructions pertaining no other person is authorized to provide information. If this rule is violated, warnings will be provided.

I.8 Procedure for the Distribution of the Safety and Emergency Management Plan

A list of all personnel and offices that should receive a copy of the original plan including posterior amendments shall be prepared. Emergency response state agencies as well as central offices of the University system shall be included in the list. Each copy will be identified with a number and an acknowledgement of receipt and copy will be saved. A copy of the original plan including all amendments should be kept in the Center of Access to Information of the Campus and in Office of the Dean of Studies, available to any employee, student, or member of the University community. It will be under the responsibility of the person in charge of custody of documents. The following list contains the offices and employees that have a copy of the plan and its location.

Assigned plan number	Office/employee	Location
001	Chancellor	Building of Student Services
002	Dean of Administration	Building of Student Services
003	Dean of Academic Affairs	Building of Student Services
004	Reference	Center of Access to Information-CAI
005	Director of CAI	CAI
006	President of the Committee	Building of Student Services
007	Director of Planning	Building of Student Services
008	Supervisor of Physical Infrastructure	Building of Student Services
009	Receptionist	Building of Student Services
010	CDI Technician	Center of Development of Instruction
011	Director of Humanities	Building of Student Services
012	Director of Business Administration	Building of Student Services

013	Director of Education	Building of Student Services
014	Director of Health Sciences	Building of Student Services
015	Director of Natural Sciences	Building of Student Services
016	Director of Continuing Education	Building of Student Services
017	Director Office of the Registrar	Building of Student Services
018	Director of AVANCE	Building of Student Services
019	Campus Nurse	First Aid Center
020	Computing and Telecommunications	Building C Office of Technicians
021	Registrar's Office	Building of Student Services
022	Dean of Students	Building of Student Services
023	Sciences Natural Technician	Building D- Room D-3
024	Campus Security	Security Booth at the entrance of the Campus
025	Police of Puerto Rico	Urb. La Hacienda Guayama
026	Puerto Rico Fire Department	Urb. La Hacienda Guayama
027	Office of Municipal Emergency Managen	nent and Disaster Administration (Oficina Municipal Manejo de Emergencias y Administración de Desastres) #102 Genaro Cautiño Street West.

Then the students first register, they will receive a copy of the necessary parts of the revised Safety and Emergency Management Plan so that they will be informed about what to do during an emergency. Should there be significant amendments to the plan that may affect the members of the University community, they will receive a copy of these changes. Employees hired for the first time will also receive a copy of the updated plan and will be instructed as to their responsibility when called to attend seminars and trainings. The Chancellor shall coordinate with the Offices of Human Resources and Student Affairs to ensure the compliance of this requirement.

I.9 Procedures for assessment and inclusion of amendments to the Plan

The Safety and Emergency Management Plan will be evaluated thoroughly at least once a year at the end of the academic year during an ordinary session. Any recommendations to improve the plan, received during the regular semester or summer session will be considered by the Committee in an extraordinary session with the purpose of making the necessary amendments. The Chancellor will be responsible of the revision of the Plan. The President of the Committee shall submit evidence related to the procedures being followed, complying with the requirement of date and persons that made the revisions. The revised plan should be available at the beginning of each academic year.

An evaluation of the procedures followed during each emergency drill will be conducted, making recommendations to improve the plan. Revisions shall be included when state and federal laws change. Whenever amendments are made to the Plan, a copy of these will be sent to all personnel in the list of employees, offices, and agencies have a copy of the Safety and Emergency Management Plan. An acknowledgment of receipt will be saved by the person in charge of custody of documents.

I.10 Assessment, training, and seminars plan for employees and students

The response and actions of the employees during an emergency can have a profound effect in everything that will occur inside and outside the facilities. Any error or procedure carried out wrongly could

cause major complications during an emergency, increasing the vulnerability of the University to losses and damages, making employees or students more susceptible to physical or emotional damages. A program of seminars and trainings has been designed to prevent this from happening, and to ensure the plan is followed thoroughly.

I.10a Employees

It is essential that all personnel is informed about the content of the Safety and Emergency Management Plan, assessing prior knowledge and after the training also. An orientation seminar for employees to discuss the content of the Plan and including the evacuation plans, responsibilities, and procedures to be followed during an emergency, will be conducted twice a year by the Coordinator of Drills, Seminars, and Trainings.

If any changes are made to the Plan during an extraordinary session, employees should have to be retrained. Group leaders will receive additional training about their roles, responsibilities, and management of emergency events, procedures to be followed that ensure the security of the staff, of their area, visitors, and property. Employees will receive free of charge and without any deduction of their vacation days, orientation seminars and trainings that enable them to assume their responsibilities and to carry out their assigned tasks during an emergency event.

New employees hired for the first time will receive an initial training. When an employee is transferred to a new area, an orientation on new responsibilities and actions to be taken during an emergency will be provided. Evidence of attendance and evaluation of each employee shall be kept.

I.10b Members of the Safety and Emergency Management Committee

All members will receive specialized training on response and management of all types of emergency that could occur on campus. All seminars and trainings, including their frequency will be coordinated by the Coordinators of Drills, Seminars, and Trainings and by the Sub-committee of Rules and Regulations. Evidence of attendance and evaluation of each employee shall be kept.

1.10c Students

At the beginning of each semester and of each summer session, professors will discuss with the students the different sections of the Safety and Emergency Management Plan related to evacuation procedures, the alarm system, and the emergency communication as part of their initial course orientation. Evidence of discussion of these procedures shall be kept.

I.11 Procedure for the protection of vital documents

The staff in charge of the custody of documents will be responsible of maintaining filed and accessible all documents and reports that the Committee and all sub-committee groups generates. They will, in conjunction with the Chancellor, design a plan aimed to preserve and protect vital documents of the University in case of an emergency in which they may be liable to suffer loss or damage. An inventory of vital documents will be prepared and a secure place and equipment will be selected to keep the original documents. Copies will be used whenever possible.

Each document will be identified according to its importance. The place where these documents will be stored will be evaluated, ensuring that documents will not be affected by fire, water, chemical damages, vandalism, etc. In particular documents to be used before, during, and after an emergency event, will be identified for protection; their location shall be notified to all members of the Committee. Inventory of vital documents will be revised at least once a year. If possible, copy of these documents will be kept outside the campus.

II. Hazard Prevention and Risks Assessment

One of the main roles of the Committee will be the prevention of occupational hazards, accidents, or possible causes of emergencies. Prevention allows the correction of deficiencies or hazard situations before or after an emergency, accident, or injuries.

II.1 Security Inspection

Security inspections have three main objectives: a) identify possible causes of accidents and

emergencies, b) describe corrective measures that allow prevention of accidents and injuries, including occupational diseases c) the protection of documents and property. Meeting these objectives will allow us to:

- X Keep the workplace safe, free of risks that could harm the students, visitors or employees
- X Protect documents and property of the University
- X Identify potential hazards for correction and prevention of accidents and emergencies
- X Train and provide orientation to all personnel

These inspections provide information related to the degree of risk and vulnerability, the preparedness of the University to manage an emergency and to continue operations after the event. To this effect the University will be responsible of providing a safe and reliable environment, free from hazards that could cause physical or mental harm. Meeting these objectives will allow us to:

- X Create a committee integrated by employees to conduct inspections. Members of this committee should be replaced every six months. A representative of the Office of the Chancellor must be included in the committee.
- X Provide training on laws, rules, and regulations of OSHA, EPA and the Board of Environmental Quality [Junta de Calidad Ambiental], Fire Department, Police of Puerto Rico and any other agency related to the emergency
- Conduct security inspections once a month on Campus. Conduct walk-through building/campus inspections to identify security hazards, occupational health, or any other type
- X Ensure all rules of Security, Health, Environmental Control, and Engineering be implemented
- X Investigate accidents, incidents, property damage, and robberies

- X Develop Security and Occupational Health norms
- X Provide orientation to all members of the University community

The Committee of Security of the Guayama Campus has developed various documents to comply with these requirements. The appendix contains a guide for conducting security inspections. General risks that can be found in the workplace are included. This Committee will prepare a written report which will be submitted to the Safety Committee during the next five business days. The appendix contains the document the employees will use to submit security recommendations and the document to be used in case of accident, property damage, or robbery.

The immediate supervisors will be responsible of preparing a report, presenting and discussing with the Chancellor all findings, situations, and recommendations submitted by the employees. The Chancellor will be responsible of ensuring all proper changes are made and implementing al required procedures to comply with the federal and state laws and with the recommendations and employees requests that are considered valid an in accordance with these laws.

The laboratories of Natural Science represent a very sensitive area, making it necessary to include other aspects in the security inspections. The appendix contains an additional evaluation guide which should be used conducting inspections in these areas.

III. Emergency Procedures

III.1 Drills

To ensure proper operation of all the procedures of the Plan, it is necessary to design a drills and exercises program. One purpose is to determine if all members of the University community will adequately respond to the content of the Plan. The most important emergency drills will take place at least once a year. At the beginning of the academic year the Safety Committee will prepare a plan which will be discussed with the Chancellor.

A training program about the content of the Safety and Emergency Plan and the evacuation plan will be discussed with the staff and students prior to the drills and exercises. These will be conducted in conjunction with emerging management state agencies. During the exercises the following elements will be evaluated:

- X Evacuation procedures and count of staff
- X Operation of the alarm system and/or early alert system
- X Special procedures for the evacuation for persons requiring special assistance
- X Emergency response time of all components of the University community
- X Conducted procedures contained in the Plan
- X Response of the governmental agencies
- X An evaluation that includes results and problems encountered during the emergency will be conducted in an extraordinary session of the Committee at the end of the emergency event. Recommendations shall be made. This En evaluation will include a representative of each participating state agency. A report based on the recommendations and/or amendments will be included in the Plan within five working days after the meeting. A copy shall be sent to all personnel, agencies, and offices that have the original plan.

III.2 Alarms system and communication of emergency alert

An early alert is necessary to be able to conduct the evacuation procedure in an orderly manner without putting at risk staff, students, and visitors.

III.2a Alarms

One of the most important actions the employer carries out is how it communicates the emergency and provides an early alert. In the case of the alarm system, compliance with OSHA CFR 29: 1910.165 regulation requires the following:

- The alarm should be clearly audible even with ambient noises and/or different light levels seen (a light system shall be used for hearing-impaired) by all persons within the facility.
 Professors, group leaders, members of the Evacuation Sub-committee will aid persons requiring special assistance.
- X Its activation should allow sufficient time to evacuate facilities.
- The alarm should be clearly identifiable and recognized as a signal to evacuate all areas or
 to perform the assigned functions of the Safe and Emergency Management Plan.
- X If the alarm system is used for various purposes, different alert signals should be available.

Our Campus has two different alarm systems which are located in the Student Services Building and in the Computing Center. Their only purpose is to communicate there is an emergency in the University. The alarm will be activated by and employee and /or student that notices a situation worthy of being called an emergency. During the work shift of 7:00 a.m. to 5:00 p.m. four employees will be assigned to activate the alarm in case of an emergency. On the work shift of 5:00 p.m. to 10:00 p.m. two employees will be assigned, and on Saturdays, from 7:00 a.m. to 5:00 p.m. two employees will be assigned. Tests of the alarm system will be conducted once a month after notifying all the University community. Once a year training to all staff in charge of using the alarm system and all University community will be completed at the beginning of each academic semester and summer session. This training will be focused on the importance of listening to the alarm and what to do after its activation.

The president of the Security Committee will be responsible this revision is completed and coordinated. A record of the dates and people who complete the revision shall be documented and kept. In case of any difficulty, a report with the recommendations to correct any deficiency shall be prepared. This process will be completed during the next five working days. After corrections are made, a test will be conducted.

III.2b Communication of emergency alert

It is important to identify necessary procedures to communicate an emergency within the facilities. These procedures shall be evaluated at least once a month. A prompt emergency alert ensures that evacuation procedures can be conducted rapidly, in a controlled manner, and that notification to the emergency response agencies is effective.

III.2b1 Incidents or minor emergencies

Incidents or minor emergencies (e.g., medical emergencies) should not be notified to the University community. The most adequate way to report incidents is the telephone. In the first place, the President of the Committee shall be notified, making a decision regarding what staff should be alerted. If a telephone is not available in the area, a member of the staff should proceed to make the notification. In the case a telephone is not available in the area where the President is located, a member of the staff should notify it. If the President is not available, the Vice-president will assume responsibilities. In the case of a medical emergency, the University nurse shall be the first one to be notified. The Plan should be conducted accordingly.

III.2b2 Incidents or major emergencies

Examples of major emergencies are fires or explosions. These require that all or almost all the University community be alerted. In the first place, the emergency alarm will be activated, afterwards all procedures contained in the Safety and Emergency Management Plan will be activated.

III.2b3 Protocol for the use of the Automated External Defibrillator in the facilities of Inter American University, Guayama Campus

I. Introduction:

The Inter American University, Guayama Campus, acquired the Automated External Defibrillator according to Act No. 141 of August 1, 2008, known as the law to establish the use of the Automated External Defibrillator in private establishments that serve the public.

II. Applicability

This protocol is applicable to our Campus considering we have the capacity to receive more than 500 persons simultaneously (one defibrillator is required for this number of people).

III. Purpose

The availability of an Automated External Defibrillator could make a life or death difference. In the event of a heart attack, each minute without a defibrillator treatment, survival probabilities decrease 10%).

IV. Definitions

According to the norms of use of the defibrillator on Campus and according to the rules of the Department of Health for the use of the defibrillator, the following terms will have the meaning hereby expressed:

- Room Capacity it refers to the maximum number of people that a specific place is designed to hold. To determine the occupant capacity, it will be necessary to use the criteria of maximum occupancy of a room according to the content of the Human Security and Fire Protection Code, Rule No. 7364 of the Fire Department of Puerto Rico.
- Defibrillation emergency treatment in which an electronic device gives an electric shock to the heart to reestablish the normal heart rhythm of a person who is having an arrhythmia or a sudden cardiac arrest.
- 3. Automated External Defibrillator portable device used to stimulate by electric current a heart that is fibrillated. It consists of a mechanism of two electrodes that are applied directly to person's thorax whereby an electric shock is delivered if needed. When applied within minutes of the start of a sudden cardiac arrest, it may restore with high probabilities, the normal heart rhythm.
- 4. Ventricular Fibrillation or cardiac arrest it is the sudden interruption of the heart or

its inadequate contraction. If a defibrillator is not used within minutes, sudden death may occur.

 Private Establishment – those places where automated external defibrillators shall be installed according to the capacity of the place.

V. General Characteristics of the Automated External Defibrillator

- 1. The purchased defibrillator is clearly identified.
- 2. It has audio prompts in Spanish.
- 3. Easy to use.
- 4. It has a green light that indicates it is ready to be used.

VI. Designation of the coordinator of the AED and Liaison Program

The University, Guayama Campus, has designated Mrs. Arcilia Rivera, Official of the Fist Aid Center as the Coordinator in charge of the AED Program AED and as Liaison with the Department of Health.

VII. Emergency Response Plan

- In case of an emergency that involves the use of the defibrillator, the Campus of Guayama has designated four persons for its use:
 - a. Migdalia de León, Health Sciences Skills Laboratory Technician, work schedule is Monday to Friday from 8:00 to 5:00p.m.
 - b. Alex Colón Ortiz, Sports Director
 - Javier Rivera, Audiovisual Technician, work schedule is Monday to Thursday from 4:00p.m. to 9:00p.m. and Saturdays, 8:00 to 5:00p.m.
 - d. Arcilia Rivera, First Aid Center, work schedule is Monday to Thursday from 9:00a.m. to 6:00p.m. and Fridays and Saturdays from 8:00 a.m. to 12:00m.
- 2. Once the emergency is identified, 9-1-1 emergency system will be immediately

activated.

- 3. CPR is immediately administered using the ABC procedure.
- 4. Without delay AED will be brought from the First Aid Center.
- 5. Once the AED is in the place of the emergency remove clothes, metal jewelry or accessories (see procedure in case of jewelry). If the chest is very hairy shave only the area where the defibrillation pads will be placed, one below the right collarbone and the other one below the left breast. If the person has a pacemaker, the pads will be placed to the right of the pacemaker. Instructions of the AED will be followed.
- The AED will shock the patient automatically without the rescuer pushing the Shock button. The defibrillator gives the warning to stand clear from the patient before delivering a shock.

VIII. Procedure handling jewelry

If the patient has metal jewelry (necklaces, long earrings), these should be removed, counting the number of items, and placed inside an envelope. This will be sealed and handed over to a relative in case the patient is unconscious.

IX. Location and Labeling

- 1. The defibrillator will be located in the First Aid Center.
- 2. The defibrillator is located inside a box with an alarm (there is a set of keys to activate the alarm, not for the box)
- Each person trained on the use of the defibrillator will have a key to access the device in case of an emergency.
- 4. The area is identified with a sign.
- The following items will be available in a pocket of the bag used to carry the defibrillator: masks, gloves, disposable razor, gauze and scissors.

X. Maintenance

- 1. The purchased Cardiac Science defibrillator has a self-tests system that runs automatically at regular daily, weekly, and monthly intervals as part of its preventive maintenance.
- 2. The green light indicates the device is ready to perform a rescue.
- 3. It has a four year guarantee lithium battery.
- 4. The device has a guarantee of 7 years.
- 5. It has a program to store data.
- 6. A record of the expiration dates of the defibrillator pads will be kept to ensure having replacement pads available at all times.

XI. Operator Training

Four persons were assigned to operate the AED in the following areas:

- 1. CPR March 12, 2010.
- 2. Operation and use of the Defibrillator on March, 2010.

The training included:

- 1. Identification and assessment of conditions that require the use of a defibrillator.
- 2. Fist Aid procedures for basic resuscitation techniques and basic life support.
- 3. Basic procedure and management of medical emergency situations.
- 4. Operation and use of a defibrillator according to the specifications of the manufacturer, Cardiac Science.
- 5. Response plan in case of an emergency.

III.3 Emergency Evacuation Plan

The evacuation of personnel, visitors, and students during an emergency is of vital importance.

Evacuation of all or part of the facilities will be necessary in many emergency situations which is why receiving

an immediate alert to be able to notify the members of the University community and implement the procedures of the Plan as soon as possible is extremely important.

To this end the staff and students will be trained in regard to their responsibilities, the evacuation procedures, and the emergency meeting points. Evacuation floor plans indicating the routes of exit with clear marks and directions guiding to the designated meeting sites will be located in the halls. The staff will be divided by areas. Each area will have a leader who will be responsible of coordinating, in conjunction with the Evacuation Sub-committee, the evacuation of the personnel of his or her area. A map with the exit routes must be posted in a visible place in each area. The group leaders and the Evacuation Sub-committee will receive a specialized training that includes techniques on identification and count of staff and in addition how to assist the evacuation of disabled occupants.

III.3a During the Evacuation:

- X Each person shall assume the assigned roles (shut off equipment, lock and secure the area, close doors).
- X When arriving to the designated meeting area, everybody will verify that coworkers and those of the nearby offices are there.
- If the staff realizes someone is missing, they should notify the group leader or a member of the del Evacuation Sub-committee.
- X Occupants must not use the roads as a meeting point; these will be used to move emergency vehicles and an accident could occur.
- X The group leader will be the last one evacuating the area so that he can inspect the area ensuring no one was left behind. Afterwards he or she will meet with the rest of the staff.

III.3b Roles of primary personnel and students:

III.3b1 Professors

Professors shall be responsible for knowing the plan, exit routes, and meeting areas. They must stop classes immediately and announce an orderly evacuation using the nearest exit route. Professors will help those students who need special assistance and will verify that all students have left the area and arrived to the assembly points. If the professor is at the laboratory, he or she must make sure that all potentially hazardous procedures have been completed (switch off the gas, turn off burners and lights, etc.) and close the doors. The Professor will verify (check attendance) that all students of the group have arrived to the assembly points. If this is not the case, the Professor shall notify the Evacuation Sub-committee.

III.3b2 Students

It is the responsibility of the students to evacuate the building in an orderly manner following the nearest exit route and must stay with the class group after arriving to the designated meeting point and wait for further instructions.

III.3b3 Group Leaders

Group leaders will immediately stop all work duties and will announce the emergency evacuation using the nearest exit route. They shall provide help to those employees that require special assistance and shall verify that all employees have left the area and have safely arrived to the designated meeting area. Upon arriving, group leaders should verify that all colleagues are there by means of a head count. See Appendix Group Leaders.

III.3b4 Employees

It is the responsibility of the employees to evacuate the building in an orderly manner following the nearest exit route and staying with their group after arriving the designated meeting place where they should wait for further instructions. Before the evacuation employees should fulfill the assigned tasks in case of an emergency and comply with the instructions received by the group leader.

III.3b5 Campus Security

Campus security will be responsible to enable the passage of emergency vehicles,

(ambulance, fire trucks, etc.) as well as to safeguard order within the facilities. They will not allow anybody, unless he or she belongs to an emergency management agency, to enter the Campus during the emergency.

III.3c Safe meeting places

Several meeting points have been identified inside the facilities of the Campus. These are located at

a safe distance from the buildings and potentially dangerous areas. In case of an emergency that requires

the evacuation of the facilities, employees, visitors, and students shall follow the assigned exit routes to arrive

to a safe meeting place. In case it is too close to the emergency area, employees and students shall move

to another meeting point. Upon arrival to this safe place, employees shall notify the group leader of their area.

Students shall notify their professor. This procedure allows for determining that all staff and students are out

of danger.

III.4 Emergency Operations Center

1. In any natural disaster or any other emergency, such as was conflicts, terrorism, criminal acts, at the beginning of the hurricane season, or in case of a flood, the Senior Executive of each institutional unit will establish an Emergency Operations Center. This Center shall be designed to operate with efficiency and according to the resources available. In the Guayama Campus the Emergency Operations Center will operate from the Chancellor's Area; the First Aid Center will be the alternate location. The functions of the Center are:

- a. Alert the University community about the precautionary measures in case of an emergency. The Center should prepare description sheets that indicate the actions to be followed per work area and who they shall contact in case of an emergency.
- b. Provide surveillance services and coordinate the precautionary measures to maintain the order and protect the property.
- c. Establish and maintain communication and coordinate the necessary activities with the emergency agencies, including the National Meteorology Service, State Emergency Management and Disaster Administration, the **Municipal Office for Emergency Management**, the Red Cross, Fire Department, the Police, the National Guard, Health Department, Biosafety and Health Emergency Center, Dispensaries and Private Hospitals, the Board of Environmental Quality, the Puerto Rico Electric Power Authority, the Puerto Rico Aqueduct and Sewer Authority, the Telephone Company, the news and other media providing emergency response

services.

- d. Implement the Contingency Plan in case of hurricane, storms, earthquakes, floods, war conflicts, terrorist and criminal acts.
- e. Restore normality as soon as possible once the event ends.

III.5 Supplies and necessary equipment for emergencies management

A list with all the security equipment and its location needed for the emergency management shall be prepared. This equipment shall be maintained in top conditions which is why guides for their inspection and maintenance will be established. These inspections will be conducted at least once every three months. A checklist will be designed to identify the equipment and the parts that need inspection. Records of these inspections and maintenance procedures shall be kept; date and name of the person who performed the inspections will be included.

The security and emergency management equipment shall be identified and be accessible to all employees. Additionally, training on the use of the equipment will be provided to the selected employees. Evidence of the training sessions will be kept.

III.6 Emergency Management

III6a. Environmental Emergencies and/or Accidents related to hazardous substances

In our Institution certain chemicals are used when performing laboratory science experiences. These chemicals are necessary, but their characteristics pose risks and hazards. For this reason, the incorrect use of chemicals or an accident could cause serious damage to human beings or the environment. To understand how to proceed in these scenarios, the University has included in the Safety and Emergency Management Plan situations associated with environmental emergencies that involve spills and/or emission of hazardous substances. Additionally, a campaign has been launched to prevent these risks.

Given the limited probability that accidents may happen for there are security norms that are monitored, we cannot rule out the possibility that they may happen. For this reason, everybody should know what to do to protect themselves, others, and the environment. Doing this, the potentially harmful effects will decrease greatly. Using this system, not only a crisis, but also any security situation will be handled safely. In addition, this enables us to comply with state and federal regulations (those related to health and safety of the employees); use, handling, and storing of hazardous substances and the generation and transportation of chemical wastes, among others) and to prevent injuries and occupational and environmental accidents.

General Considerations

- 1. Employees and students should know all the risks and hazards associated with dangerous chemicals used in their work and laboratory sections. Material Safety Data Sheets (MSDS) will be used to this end; if none are available, refer to the cautionary information on the label. Working with hazardous substances requires following the safety precautions.
- 2. Chemicals should be classified and stores according to their chemical and physical characteristics.
- 3. The areas of storage of hazardous substances will have restricted access.
- 4. Chemicals and hazardous wastes with different characteristics shall not be mixed unless there is a procedure that allow it.
- 5. Do not handle reagents or chemical wastes containers if the contents are not known.
- 6. Necessary and proper personal protective equipment shall be used at all times.
- 7. When waste is generated, it is necessary to know how to dispose of it, where it should be stored, type of container, necessary labeling, etc.
- 8. The area where chemicals and/or hazardous waste is stored should have a communication system to provide emergency instructions for employees and students.
- 9. All reagents not in use shall be stored safely.
- 10. Fire extinguishers, equipment for spill control, and special suits should be kept in the storage area for hazardous substances and in the science laboratories.
- 11. Each laboratory should have at least one blanket, one emergency shower, and an eyewash station.
- 12. All equipment shall be inspected at least once a month, keeping records of all inspections.
- 13. All areas are properly identified and labeled.

Procedure to follow in emergencies:

A. Fire related to hazardous substances

If the person in charge (professor or laboratory technician) discovers a fire at an incipient stage, he

or she will instruct all occupants to evacuate the area. Afterwards:

- 1. Verify if there is anybody hurt. If this is the case, call the University nurse and the President of the Safety and Emergency Management Committee so that all emergency procedures are activated. If there is a victim and his or her clothes are burning, use a fire blanket available in the laboratories. Do not let the person run, otherwise flames will increase. If a fire blanket is not available, have the victim roll on the floor.
- 2. If the fire is limited to a small container on the surface of a laboratory table, it can be put down covering it with a watch glass. Do not use a towel. If the fire has spread to a major area in a way that it cannot be extinguished within a 30 to 40 seconds time limit, the fire extinguisher will be used if the personnel has been trained on the correct use of it. Do not try to extinguish a fire without first warning others. This procedure will be followed when there is not the possibility of an explosion or toxic fumes.
- 3. If the fire cannot be controlled by the employee using the previous techniques, the President of the Safety and Emergency Management Committee and a member of the Fire Extinguishing Sub-committee should be called so that all procedures to manage this type of emergencies are followed.
- 4. All power lines will be shut down and all gas or inflammable liquids lines will be closed.
- 5. Identify the combustible or any other flammable material involved in the fire found nearby the area of the accident.
- 6. If the fire is of huge proportions, toxic fumes are generated and there is the possibility of an explosion or a threat to environmental contamination: close the door of that area, call the President of the Committee so that all procedures for fire management are activated including the activation of the fire alarm and calling the Fire Department.
- 7. All facilities shall be evacuated following the Emergency Evacuation Plan. The designated meeting points should be located opposite to the direction of the wind.

B. Hazardous substance spills

The spillage of a hazardous substance is defined as a discharge, leaking, pumping, emission, or

intentional or accidental planting of such substance. Spills can be classified as follows:

A. Minor spill – Usually characterized as one that involves a cylinder or container up to a maximum of 55 gallons.

B. Major spill - Usually characterized as one that involves containers of more 55 gallons.

Spills can also be classified as follows:

- A. High risk These are major spills and/or spills of extremely dangerous materials. Usually these happen in places that are difficult to access. These spills are managed by an emergency response team and the firefighters or any other agency if necessary. They may require the evacuation of the facilities.
- B. Low risk These are minor spills of low hazard materials and in places that are easy to access. These spills are managed by the workers of that area and the emergency response team as long as they have the personal protection equipment and the training required by OSHA 1910.1200. These emergencies do not require the evacuation of the facilities.

Regardless of their size, the management of both types of emergencies requires personnel to have

the knowledge, the techniques, and the practice necessary to handle an emergency. The management of

a spill, even a small one, takes considerable time and effort. When determining the severity of the spill, the

following aspects should be considered:

- 1. A spill, no matter the quantity of some chemical substances, can be extremely dangerous because of the characteristics of the substance, e.g., toxics.
- 2. The spill of various gallons of a chemical substance may not be so severe depending on the characteristics of the substance.
- 3. The severity of the spill can increase or decrease depending on the place, the existing conditions in or near the place where it occurs, e.g., flames are used and the spill is of an inflammable substance.
- 4. A spill is actual a spill when it exceeds a level or quantity, known as the reportable quantity (RQ) established by law.

In the case of a chemical spill, the person in charge, a professor or laboratory technician, shall follow

the correct procedure:

- 1. The first step is to evacuate all employees, students, and visitors of the immediate area.
- 2. Identify what the spilled substance is, how dangerous it is, the quantity, location, and extension of the spill. If the substance cannot be easily identified the staff should not risk exposure just trying to identify it.

- 3. Clearly cordon off the area that is considered potentially dangerous. Control the flow of people in the area or close the door that gives access to it.
- 4. Call the President of the Committee. Report the information compiled on step two. The President will provide guidance and help, determining if it is necessary to activate the whole Committee and the emergency procedures. Nevertheless, it is the employee who determines if the situation is severe based on the quantity or the hazardous nature of the chemical substance and who makes the decision of calling the President of the Committee to activate the alarm and the emergency procedures. If this is not the case, continue to step 6.
- 5. If the spill is classified as high risk, requiring evacuation of the facilities, the process must be carried out opposite to the direction of the wind as is the safe meeting point.
- 6. Proceed to control the spill at its source by utilizing the personal protection equipment.
- 7. To minimize the impact on the environment, it is necessary to contain the spill using spill response materials such as absorbents and neutralizers compatible with the spilled substance and using barriers.
- 8. It is important to collect the spilled material, including material used during the emergency and any contaminated soil would there be any, to be places inside appropriate containers.
- 9. Containers and toxic waste should be appropriately labeled, stored, and disposed according to regulations.
- 10. Cleanup the impacted area.
- 11. The Security Committee will verify if the conditions of the area are appropriate and safe to return to work.
- 12. The Security Committee will investigate the causes of the spill and prepare a report of the findings.
- 13. The Committee prepares a final report that will include the preventive and corrective measures for this incident not to happen again.
- 14. The Chancellor will make the necessary arrangements to make changes in the infrastructure if this was the case.
- 15. All necessary corrective measures and changes to the procedures shall be implemented.
- 16. Do not expose yourself if you do not have the personal protective equipment or if you do not

know the procedure to manage they type of emergencies. Verify with the Office of Occupational Safety and Health Issues on Campus and/or hire the services of a specialized company.

Responsibilities of the President of the Committee

- 1. Respond immediately to an emergency call.
- 2. Activate the emergency procedures (evacuation of the facility, staff head count, phone calls to the emergency response agencies, etc.).
- 3. Make arrangement for Campus security to provide access of the agencies to the facilities.
- 4. Receive the agencies representatives and provide the necessary information, including the Reagent Data Sheet involved in the accident. This information should have the approval of the Chancellor.
- 5. Provide assistance and the necessary resources for clean up.
- 6. Evaluate in conjunction with the Sub-committee of Investigations the causes of the accident.
- 7. Determine in conjunction with the Sub-committee of Inspections if the conditions of the area are prepared for a return to work.
- 8. If it is necessary, prepare the required reports for the regulating agencies when this type of accidents happen. These reports shall have the approval of the Chancellor and the President of the Institution.

All spillage of hazardous substances will be managed using the appropriate equipment which will be

available at the laboratories and storage area for chemical reagents. The spill waste will be discharged according the procedures specified in the law. No matter what type of spill or accident happens, it shall be notified to the President of the Safety and Emergency Management Committee. All incidents or accidents will be documented and an Accident, Incident, and Thefts Report Sheet will be filled in.

An investigation will be conducted and a final report that will include the reasons why the accident happened and the recommendations to ensure these will not happen again. If necessary, corrections to the procedures will be made. Findings of the investigation will be notified to all who would benefit from this information.

III.6b. Guide to respond to accidents that involve biological material spills

When cultures or body fluids spills occur outside of the biological safety cabinets, aerosol sprays will be dispersed into the air of the laboratory. Consider that areas of physical contact can also be contaminated. These spills are extremely serious because they involve organisms which for the most part are pathogenic organisms, having the capacity to be disseminated through aerosols or by direct contact with other contaminated surfaces. To reduce the possibility of exposure by inhalation or contact in this type of accident, the following procedure should be applied:

- X All persons who work with infectious or potentially infectious biological material should be adequately trained in regard to the procedures and appropriate techniques for the management of these emergencies. Employees shall be trained in the management of infectious materials at least once a year.
- X Universal Precautions, engineering controls, safe work practices, and personal protective equipment will be applied when working with biological materials. Whenever a specific type of material cannot be identified, it will be treated as if it were infective.
- X Personnel shall know all risks and hazards related to the use of type of material.
- X All material shall be adequately identified, including all precautions.
- X All employees that have been exposed to human corporal fluids will be vaccinated against hepatitis C virus.
- X Personal protective equipment will be used all the time as well as the biological safety cabinet to manage biological material.
- X If a biological material spill occurs, hold your breath so that you will not breathe contaminated air.
- X Leave immediately the area or contaminated laboratory and ask all occupants to do the same.
- X Do not enter the area or laboratory to decontaminate for at least half an hour. If your laboratory has an air extraction system, the aerosol will be removed from the air during that time. If this system is not available, verify what the procedure is. The Chancellor or whoever he or she has designated will contact the Health and Occupational Security Office.
X Personal protective equipment should be used when entering the contaminated area. This equipment includes a long sleeve laboratory coat, disposable gloves, disposable shoe covers, eye protectors, safety glasses, and a face mask or full face shield. This equipment will provide protection from contact with contaminated surfaces and will protect eyes and mucous membranes from exposure to dispersed materials.

Even though the University works mainly with security level 1 agents, procedures to work with the next two security levels organisms has been included in this Plan. Security level 2 is considered important as it includes organisms that can be disseminated through contaminated blood, corporal fluids, and tissues. Occasionally we have worked with organisms of this level.

A. Security levels for biological material

1. Security level 1

The facilities, safety equipment and practices found at high schools and college courses are adequate to work with this material. Some bacteria related to this level are: *Bacillus subtilis, Naegleria gruberi*, canine hepatitis virus, microorganisms that do not cause disease to the human beings, etc., even though always consider those that can be opportunistic in those who have a weakened immune system. The laboratory does not have to be isolated from the building. Usually work with these agents can be conducted on the lab tables using standard microbiology techniques and practices. When microorganisms belong to the BSL1 group, the person who is responsible of the spill will use the following cleaning procedure:

- X Use the personal protective equipment.
- X Wet paper towels with disinfectant solution and place over the contaminated area.
- X After cleaning the area, place the paper towels inside a plastic bag before disposing it.
- X Clean the area with paper soaked in disinfectant solution.
- 2. Security level 2

Safety equipment, practices and designs of facilities similar to clinic laboratories, diagnostic clinics

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or to educative institutions are required in this level to work with a wide range of agents moderately infectious or associated to human diseases. Microorganisms included in this level are: Hepatitis B, HIV, Salmonella and *Toxoplasma* spp. Even though organisms at this level are not usually transmissible through aerosol, serious consideration should be given to the possibility of exposition to these organisms when aerosols are generated or when major spills occur. When managing organisms of group BSL 2 the person who is responsible, professor or lab technician, will use the following procedure:

- X Biological safety level 2 cabinets are required for any material that contains human blood, corporal fluids, etc.
- X Extreme safety measures should be considered with contaminated needles or cutting instruments.
- X Alert all persons that are in the contaminated area. The best alternative is to evacuate the area. No visitors should be allowed when working with these agents.
- X Wait the time recommended in the general procedure.
- X Use the personal protective equipment all the time.
- X Cover the spill with a paper towel or any other absorbent material.
- X Very carefully place a 1:10 solution of de sodium hypochlorite (bleach-Clorox) around the borders of the spill and then in the center. Avoid any splashing.
- X Wait 30 minutes.
- X Use the paper towel to clean the spill, doing it from the borders towards the center of the spill.
- X Clean again using a paper towel soaked with disinfectant.
- X Pack all paper used in a plastic bag and decontaminate in the autoclave before disposing go it in the trash.
- 3. Security level 3

This level requires facilities and equipment similar to those of clinic and diagnostic laboratories, teaching and research facilities, or to industries that work with exotic agents, and with those that

have the potential to be spread through the respiratory system and that can cause serious or mortal diseases.

Mycobacterium tuberculosis, Coxiella burnetii and St. Louis encephalitis are examples of these agents. If

the organisms belong to the group of greatest hazard BSL 3, the person who is in charge should follow the

procedure below:

- X All work conducted with these agents must include level 3 security cabinets.
- X Access control to the area and ventilation mechanisms that limit the formation of aerosols is required.
- X If there are people who have been hurt or contaminated, the person in charge shall help them and take them out of the area immediately. Use personal protective equipment. If it is necessary to move hurt or contaminated people, at least use safety glasses, lab coats, gloves, and a respirator.
- X Alert the personnel and students to evacuate the area.
- X Close the doors of the contaminated area.
- X Call the University nurse and the President of the Safety and Emergency Management Committee immediately so that the necessary emergency procedures are activated in this case.
- X An agency capable of managing this type of spill should be called; they will adequately clean up the area.
- X The Security Committee will conduct an investigation to determine the causes of the accident.
- X The Committee will prepare a final report which will include corrective actions that need to be conducted for the accident not to happen again.
- X Necessary changes will be implemented.

Responsibilities of the employees

- X Participate in the trainings and educational programs
- X Always observe the Universal Precautions when carrying out your work
- X Know the exposition and transmission routes
- X Report the accidents

III.6c. Protocol to avoid accidents with biomedical waste of the Nursing Program Skills Laboratory

In the case of the Nursing Program Skills Laboratory the following protocol to manage and avoid accidents related to biomedical waste should be followed. There are some procedures that are conducted in this laboratory: simulated procedure of venipuncture, administration of parenteral medications, and intravenous catheter insertion. For these procedures syringes and needles are used; these are required to immediately be placed in a container provided by a company that is regulated by the Board of Environmental Quality. The University has signed a contract with the company Stericycle of Puerto Rico Inc. for the collection of such waste. As soon as a generator of biomedical waste is registered at the Board of Environmental Quality (JCA), an identification number is assigned. For our campus the number is DRM 30-93-9-0042.

Steps to manage sharp objects:

- 1. After using a sharp object (needles or syringes) it shall be immediately placed in a container provided by the company that collects them. This container will be located in the same place where the procedure is conducted. When these procedures are not taking place this container will be kept in a closed area.
- 2. When three-fourths of the container are filled, it will be sealed. This will prevent opening it again.

3. The collecting company will be called for pick up.

The management of other type of biomedical material does not require a special procedure as the blood that is utilized is actually a synthetic color-giving substance composed of sugar, and other artificial compounds that simulate blood. None of the biomedical waste generated on campus contain human blood.

If anybody is pricked with a sharp object when carrying out a procedure at the skills laboratory, follow this procedure:

- 1. Notify the professor or the lab technician
- 2. Wash immediately with soap and water
- 3. Apply disinfectant over the wound
- 4. Refer the student to the doctor for a follow up

It does not matter what type of spill or accident occurs, it must be notified at some point to the President of the Safety and Emergency Management Committee. An Accident, Incident, or Thefts Report should be filled out. An investigation should be conducted and a final report submitted including the causes of the accident and the recommendations so that it does not happen again. Corrections shall be made to these procedures if necessary.

III.6d. Protocol to avoid accidents with biomedical waste of the Biology Laboratories

Some lab experiences at the Natural Science laboratories generate a minimal quantity of biomedical waste that contain human blood such as lancets and alcohol swabs. To prevent accidents or spills of this type of material, the following protocol should be applied:

- 2. This container is to be used to place alcohol swabs, lancets, or any contaminated material.
 - 1. When three-fourths of the container are filled, it will be sealed. This will prevent opening it again

^{1.} After utilizing a sharp object, it will be places in the container provided for this type of material which will be located wherever the procedures are taking place. When these procedures are not conducted, the container will be stored in a closed area.

2. The collecting company will be called for pick up.

Most lab experiences make use of substances that simulate human blood and saliva.

III.6e. Power system failures

Although it is an unusual situation in our Campus, it is possible that during the academic year we

may endure campus-wide outage due to various reasons, mainly beyond our control. The University has

emergency generators that serve all facilities. The following procedure has been established in the case of a

power system failure when the emergency generators do not provide power:

A. Employees

- X Unless there is another emergency such as a fire, all employees will remain in their working areas until they receive further instructions.
- X They will help the visitors in their areas so that they can evacuate the facilities.
- X Use flashlights for lighting. If located at the laboratories, they should only use flashlights that are blast-resistant.
- X Do not use candles or other type of flame for lighting.
- X If work is suspended, use the closest exit access routes to get to your car.
- X Follow the instructions of campus security to evacuate the parking lot.
- B. Staff responsible of the Saturday and Evening Program
 - X Verify if the emergency is an internal problem in which case he or she will contact the office of the Puerto Rico Electric Power Authority to verify what exactly is the situation and the duration of the electricity blackout.
 - X Suspend classes and the work at the offices that are providing services at the time if the emergency will have a duration of more than three (3) hours.
 - X If classes and work are suspended, coordinate the evacuation of the facilities with campus security. It's important to remember that all Campus including the parking lot will not have adequate illumination.
 - X If a student needs to make arrangements for someone to pick him up and the campus public

pay phones are out of service, provide an opportunity to make a call using the line phones at the Campus, preferably from your own office.

- X Students will be kept in a safe area. Do not allow students to be left alone inside the facilities.
- X Verify that all offices, classrooms, and areas inside the Campus have been evacuated and which emergency lighting is not working during the emergency.

C. Professors

- X Unless there is another situation such as a fire, the professor will keep the group inside the classroom upon further instructions.
- X Do not use candles or other type of flame for lighting.
- X Verify if any student needs to make arrangements for somebody to pick him up in case classes are suspended.
- X If classes are suspended, allow the students who do not have transportation to use the closest public pay phone and instruct him or her that if it is out of service, the student should then go to office of the person responsible of the Evening and Saturday Program.
- X If classes are suspended, direct students to the closest exit route and to follow the instructions of Campus security to evacuate the parking lot.
- X Verify all students have exited the classroom towards the parking lot or to the office of the person responsible of the Evening and Saturday Program.
- X Follow the instruction of Campus security to evacuate the premises.

D. Students

- X Unless there is another situation such as a fire, stay in their classrooms upon further instructions.
- X At all times follow the instructions provided by your professor.
- X If classes are suspended, use the closest exit routes to get to your car.
- X Notify the professor if you need to make arrangement for someone to pick you up.
- X After making the phone call, meet at the area designated by the person responsible of the Evening and Saturday Program. You must not leave this meeting place until someone picks you up.
- X You are not allowed to stay inside the facilities.

X Follow the instructions of Campus security to evacuate the premises.

III.6f. Procedures in case of a fire emergency

1. Types of fire

It is important to identify the different types of fire so you know how to manage a fire emergency

according to the characteristics of each one.

- Class A fire in combustible materials such as wood, fabric, paper, rubber, and some plastics.
- Class B fire in n flammable liquids, oils, cooking fats, and flammable gases.
- Class C fires that involve electrical equipment.
- Class D fires in flammable metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium. These metals can have a violent reaction to water or other chemicals.

2. Fire Prevention Regulations to be applied at all times

- A. Exit routes and parking
 - 1. The keys to the padlocks and locks that give access to the controlled areas will be kept in a place designed for that purpose.
 - 2. The vehicles should be parked in front of the exit areas to facilitate evacuation in case it is necessary.
- B. Fire Risks
 - Keeping containers of flammable liquids and gases inside the buildings is prohibited. These should be places outside the buildings in an adequate place, far from heat sources or stored in shelves that comply with the requirements of the law or inside the reagents storage area in Building D. 2. All flammable material will be identified as such using the corresponding label.
 - No smoking will be allowed inside or within a 50 feet radius of the flammable liquids and gases storage area including the Natural Science laboratories. Post "NO SMOKING" signs.
 - 4. Trash and other waste should be frequently disposed from the buildings.
 - 5. Extractor hood filters and heat ducts in the cafeteria should be cleaned regularly.

- 6. Any deficiency in the electrical system shall be immediately repaired by authorized personnel who should also be licensed electricians.
- 7. Verify the gas valves before turning on the stove or the burner.
- 8. Science laboratory professors should make sure the lab gas valves are closed when classes are over and report that the main valve is closed at the end of the day. The Physical Infrastructure staff shall carry out regular inspections of the gas tanks valves to detect any possible leaks.
- C. Fire Safety Equipment
 - 1. All fire safety equipment shall be kept in good conditions to be used anytime (see appendix).
 - 2. Make sure that the type of fire extinguisher available in each area is the right type to put out fire in that area.

PROCEDURES TO FOLLOW IN CASE OF FIRE

Some of these events will happen simultaneously.

- A. If you are trying to escape from fire, never open a door without feeling it first. Use the back of your hand to avoid burning the palm of the hand. If the door is warm or hot look for another exit.
- B. Anyone who notices fire or the presence of smoke should immediately alert other personnel, taking into consideration not to provoke panic. Verify that the switchboard operator is notified of the emergency. C. The Senior Executive or the next person in the chain of command will give instructions to call Firefighters or to call other governmental agency.

Example: "This is (provide your name) calling from (indicate your telephone number) to report a fire happening now at Inter American University, Barrio Machete, Guayama."

The telephone operator will then call the Police of Puerto Rico, the Civil Defense, Medical Emergencies and the University authorities (see directory). Unless his or her safety is in danger, the operator will stay answering the phone.

- D. In the case that telephones or the telephone system malfunctions, a message will be sent with a messenger in a motor vehicle to notify the fire station located at Urbanización La Hacienda of the emergency.
- E. The duty officer will receive the firefighters at the main entrance and will direct them to the place of the fire.

F. The President of the Safety Committee or his substitute will make an evaluation of the situation and will determine if certain areas or all the buildings will be evacuated. In this evaluation it will also be determined if the Sub-Committee of Fire Extinction will proceed to control or extinguish the fire with the available equipment, taking into consideration that the safety of the staff who is present is not endangered.

(DISCONNECT THE ELECTRIC POWER) (WHERE IS THIS DONE?)

- G. If an evacuation is ordered, the Evacuation Sub-Committee will begin to evacuate the building where the fire began, afterwards continue with the closest buildings to the origins of the fire. The last person who leaves the area of the fire will close the door to contain the fire, not locking the door to facilitate the work of the emergency personnel.
- H. If there is an evacuation, the occupants will be directed to the designated meeting points for each of the buildings, ALWAYS OPPOSITE TO THE DIRECTION IN WHICH THE WIND BLOWS. Occupants will stay in a place where they do not interfere with the staff and the emergency service units. Motor vehicles will not be evacuated unless they are in immediate danger because of the fire.
- I. The Senior Executive or the second in the command chain, will inform the officer in charge of the emergency units that arrive to the Campus about the situation and what is happening.
- J. If the President of the Security Committee understands that the fire is at an initial stage, he or she will request from the Fire Extinction Sub-Committee to proceed to extinguish the fire themselves. The procedure to follow depends on the type of fire:
 - ! Class A Extinguish all fire of common combustibles by cooling the material below their ignition temperature and soaking the fibers to prevent re-ignition. Use highpressure water, firefighting foam, or multiple use dry chemical extinguishers. DO NOT USE carbon dioxide or common dry chemical extinguishers.
 - ! Class B Extinguish all fire of flammable liquids, oils or gases by removing oxygen, preventing the vapors to reach the ignition source or that a chemical chain reaction occurs. The firefighting foam, carbon dioxide, common dry chemical, and the multiple use dry chemical and Halon fire extinguishers may be used.
 - ! Class C Extinguish all fire related to energized electrical equipment using an agent that is not a conductor of electricity. Carbon dioxide, common dry powder, and the Halon or dry chemical fire extinguishers may be used. DO NOT USE pressurized water extinguishers. Multiple use chemical extinguishers leave a residue that may be harmful to delicate electronic equipment such as computers and others. Carbon dioxide or Halon fire extinguishers are mostly preferred in these cases as these leave a very reduced amount of residue.
 - ! Class D Extinguish all fire with combustible metals such as magnesium, titanium, potassium, and sodium with a dry powder extinguisher which is especially designed for these types of materials. In most cases these absorb the heat of the material, cooling it below its ignition temperature.

In any event:

- 1. Pull the pin out.
- 2. Aim the nozzle of the extinguisher at the base of the fire.
- 3. Squeeze the handle, keeping the fire extinguisher in vertical position.
- 4. Move the nozzle back and forth, sweeping the area of the fire with the extinguishing agent.

NOTE: IF AT ANY TIME, THE SAFETY OF THE FIRE EXTINGUISHING SUB-COMMITTEE IS COMPROMISED, IT SHOULD IMMEDIATELY DISCONTINUE THE CONTROL AND FIRE EXTINGUISHING WORK.

- K. If a person or group of persons are trapped in the area where the fire occurs:
 - ! If a liquid has flames, fire can be put out with wet cloths.
 - ! If the fire occurs inside a container, put the lid on it.
 - ! If the clothes of a person are burning, make her or him roll on the floor or use a blanket to smother the fire.
 - ! If you are in a place full of smoke, move by crawling as the temperature is lower and the air cleaner when you are closer to the floor. Cover your nose and mouth with a cloth to protect airways from the smoke.
 - ! If there is smoke or fire behind a door, keep it closed and cover the cracks around the door with wet cloths.
- L. In the case anyone is hurt or is affected by the fire, the First Aid Sub-Committee will provide the necessary help.
- M. After the situation is managed, the President of the Security Committee or the substitute will await the instruction of the official who is in charge of the emergency units to allow personnel to return to their buildings.

III.6g. Emergency Plan for bomb threat

I. Objectives:

- 1. Establish an action plan to be followed when a bomb threat originates on Campus.
- 2. Promote awareness among the employees and students regarding the importance of knowing and following the action plan when a bomb threat is received.
- 3. Establish a communication system with the police authorities.

II. Procedure:

- A. When receiving a warning call or a bomb threat, do the following:
 - 1. Listening carefully; do not interrupt whoever is calling.
 - 2. Try to keep the person who is calling on the phone as much time as possible.
 - 3. Keep calm, do not be alarmed, or alarm anybody.
 - 4. Make the following questions to the person who is on the phone to collect as much information as possible to locate the bomb:
 - a. Where is it located?
 - b. When will the bomb explode?
 - c. How does it look?
 - d. In which building is it located?
 - e. Who is calling? What is your name?

If available, use the fact or datasheet that was designed for bomb threat calls when these are received. A copy can be found in the appendix.

- 5. The person receiving the bomb threat call will immediately notify the Chancellor. If he or she is not available, the person receiving the call will notify the Dean of Administration and the Dean for Academic Affairs of the University. Outside of business hour, notify the supervisor in charge and on duty at the time. In either case proceed to call the Police (866-2020).
- 6. Notify the Dean of Administration, the Supervisor of Physical Infrastructure, and the President of the Security Committee and Emergency Management.
- 7. Sound the alarm and proceed with the evacuation of the buildings as established in the plan.
- 8. Campus security will be notified for them to keep alert and to allow quick access to the police in the Campus premises.
- B. Search and location of the device
 - 1. No employee or University official will touch, remove, or manipulate in any way any artefact or suspicious object.
 - 2. When the Police arrives, the Chancellor and the President of the Committee accompanied by the Dean of Administration and the Physical Infrastructure Supervisor, will help with the search and will provide all possible information about the case.

- C. Evacuation of the building
 - 1. The policy to be adopted when receiving a bomb threat will be the evacuation of all the Campus premises.
 - 2. The evacuation of the offices of services, administration, and the classroom will be conducted according the evacuation plan established in the Emergency Management Plan.
- D. When a suspicious object is located:
 - 1. No official or employee of the University will dispose of the suspicious object.
 - 2. Instruction provided by the Police will be followed and any help needed by them will be provided.
 - 3. Wait for the instructions of the Police and its authorization to continue work on Campus.
- E. Procedure to follow in case of an explosion:
 - 1. A bomb explosion in a building creates a dangerous situation. This situation gives jurisdiction in the first place to the Police of Puerto Rico and the Federal Bureau of Investigations (FBI) to intervene with the purpose of searching of evidence about what happened.
 - 2. The first person on Campus who knows about the situation will immediately notify the Police and the Fire Department if there is a fire.
 - 3. If someone is hurt, immediately call the Campus nurse.
 - 4. Immediately notify the President of the Committee, the Chancellor and the Dean of Administration.
 - 5. Activate all necessary emergency procedures.

Responsibilities of the President of the Committee

- 1. Verify that the Police has been called and that anyone injured has been transported to the closest hospital.
- 2. Help in the search of the explosive device.
- 3. Make sure that no one is allowed to the affected area until the Police and the FBI authorize it and the Sub-committee of Inspections has verified that all conditions in the area are adequate.

4. Call for an extraordinary meeting to prepare a final report that will be submitted to the Chancellor.

Responsibilities of the employees, visitors, and students

- 1. Employees, visitors, and students must follow the instructions to evacuate their areas and go to the meeting points.
- 2. Do not return to their working areas and classroom until authorized to do so.

Responsibilities of the Chancellor

- 1. Will be responsible to provide information to the social media.
- 2. The Dean of Administration and the Supervisor of Physical Infrastructure, in conjunction with the Sub-committee of Inspections, will visit the affected areas to determine the damages.
- 3. Will help in the preparation of the final report.

III.6H. Technological accidents

The computers and electronic labs also represent a potential risk for accidents where there may be

a loss of materials, equipment, and even lives. The following security rules have been established to prevent

emergency and security situations:

A. Safety rules for Electronics and Computer Laboratories

- 1. Each laboratory shall have two exit door adequately identified with visible signs.
- 2. The laboratory shall have at least one fire extinguisher class C which must be revised at the beginning of each academic semester.
- 3. The laboratory shall have an electric system compatible with the charging needs of the equipment used in the lab. Each classroom shall have central electrical switch boxes which may help to shut off the power in case of an emergency.
- 4. Each laboratory shall be provided of a grounding-type receptacle.
- 5. There should always be present a specialist that can handle any emergency situation.
- 6. All equipment or material utilized in the laboratory must be certified that it complies with UL standards.

- 7. All lab users shall be instructed on the safety norms and procedures.
- 8. The use of jewelry, watches, loose or large clothing, and loose long hair that can get tangled and/or create direct contact with the equipment or test circuits (Electronics and computer reparation lab) shall be prohibited.
- 9. Eating and drinking is not allowed in the laboratory.
- 10. The misuse of the materials or lab equipment will be prohibited.

B. Procedures to follow in case of an emergency:

1. In case of fire:

Evacuate all lab users.

Deactivate the electrical system of the laboratory.

I lf possible, put out the fire with an extinguisher.

If it has not been done, call the Fire Extinction Subcommittee and the President of the Committee for them to activate all emergency procedures.

Inform the corresponding authorities (University Administrations and the Fire Department if necessary).

Make arrangements with Campus Security to allow the firefighters to access the Campus.

The Inspections Sub-committee and the Fire Department will have to certify that work can be resumed at the lab.

- 2. In case of electric shock:
 - X Deactivate the electric system of the laboratory.
 - Evacuate all lab users.
 - Inform the University nurse for her to provide medical assistance.

Call the First Aid Sub-committee, the President of the to activate all necessary emergency procedures.

In both of the above cases, fill out the Referral document and the Sub-committee of investigations will conduct an investigation and prepare a final report which will include the findings, recommendations, and changes in the procedures if these are necessary.

III.6i. Earthquakes.

- A. How to prepare for an earthquake?
- 1. Instruct the employees responsible of the Campus about how to handle the main switchboard to deactivate the electricity and how operate the water and gas tank shut-off

valves.

- **Caution:** Do not shut-off the gas valves unless there is an emergency. In case this is necessary remember that the stove and oven burner valves should be turned on and any other too.
- 1. When an earthquake occurs there is a possibility that the University is left without any means of communication for several days. For this reason, it is important to keep supplies in certain areas and basic drugs for several days in the area of supplies in the Chancellor's office.
- 2. Identify the risks associated with an earthquake on campus.
- 3. Instruct the employees responsible in this event.
 - a. Conduct a search on Campus (Sub-committee of Inspections) to identify possible risks associated with an earthquake. Con prevision and common sense visit the different work areas and estimate the effects of what would happen in case of an earthquake.

Some possible risks are:

- 1. Equipment located at high places that could fall down from: book shelves, cabinets or modular units.
- 2. Water heaters that could move and break off from the pipelines.
- 3. Furnishings and electronic equipment that are not fixed and could move, pulling out from its hooks.
- 4. Hanging items that could move, pulling out from its hooks.
- 5. Pictures and laminated pictures with heavy frames or mirrors.
- 6. Door locks of laboratories and offices or some cabinet locks that could not hold the doors locked if an earthquake was to happen.
- 7. Objects that could break or heavy objects located on high and open shelves.

- 8. Flammable liquids such as painting and cleaning products that are not stores in an adequate place.
- 9. Chemical products that are not stores in a safe place and that should be relocated in another place.
- 2. Follow the necessary steps to correct these hazards, secure and relocate heavy objects in the most appropriate way.
- B. Earthquake drill on Campus:
 - 1. It is very important to know where one should seek refuge when the earth begins to shake. The staff and students of the University can get used to respond spontaneously and appropriately by planning and practicing what to do before an earthquake occurs.
 - a. All components of the University should know the safe places in each of their own areas.
 - b. Places where you can be at are under the doorway frames, next to a bearing wall and under heavy furniture such as strong desks and tables.
 - c. Keep away from windows, hanging objects, mirrors, and top heavy furniture.
 - d. Perform unexpected earthquake drills, days or weeks after the initial exercise.
 - e. The Chancellor's office, the University personnel, and the students should prepare for the possible emotional reactions that could have after an earthquake.
- C. During the earthquake:
 - During an earthquake you may feel a soft tremor which in a matter of one or two seconds grows so violently that it could make a person fall to the ground...
 or...

...it could cause violent ground shaking as if the working area was hit by a truck. A second or two later people will feel a tremor and, as in the firs example, will find it difficult (if not impossible) to move from one place to another. These are the rules to follow:

- a. Curl up in a fetal position, stand near the exterior walls of the building or outside them, lay down next to a large furniture in compliance with the recommendations of the Triangle of Life.
- b. If you are outside you should stay out in the open space away from buildings, trees, walls, and electricity pylons (if any).
- c. If you are in a crowded area, don't try to rush towards the exit since other

people would have the same idea.

- d. Get away from book shelves that contain heavy objects that could fall over and harm you.
- e. If you are in a parking lot, stop outside the area of electric power lines (if any) if you have already started your car. On the contrary, if you are already in your car stop the vehicle (not over a bridge or elevated nor an elevated roadway), get out and lay down next to it. Stay there until the earthquake is over. If the earthquake is very severe do not attempt to continue as it could be dangerous.
- D. When the earthquake is over:
 - 1. Verify is anyone is hurt:
 - a. If someone has stopped breathing, administer first aid treatment (begin rescue breathing). For someone who has a bleeding wound, apply direct pressure on the wound. Do not move someone who has been seriously injured unless he or she is in danger where they are located. Cover persons who are hurt with blankets to keep them warm. For more detailed emergency procedures, consult the first aid book.

The telephone is a necessary communication tool in an emergency situation. It should only be used where the circumstances warrant. Add the following recommendation: "Do not use telephones unless there is someone severely hurt or a great risk of losing their lives."

- a. Do not use telephones unless there is someone severely hurt.
- b. Use shoes in areas where there is rubble and broken glass.
- 2. Investigate causes of hazards:
 - a. If possible put out small fires; if not, you must leave the place immediately and warn the trained personnel.
 - b. Inspect any damages in the buildings; if it is dangerous abandon them when you can't remain inside.
 - c. Verify the gas, water and power lines, ensuring there does not exist a breakdown. In the event you smell gas, close the main valve. Do not turn on the gas or utilize the electricity until all areas have been inspected. Do not light a match while there is and investigation on gas leakage.
 - d. Disconnect the electrical system if there is a power breakdown in the existing wiring of the Campus.
 - e. Do not allow any person to touch wiring laying on the floor or electrical appliances that may be damaged.

- f. Remove medicines, bleaching agents, gasoline, and other flammables liquids that may have spilled.
- g. Verify that the pipelines of the bathrooms are in good conditions before using them. if necessary, cap the sewage pipes of the bathrooms and sinks to prevent the return of wastewater.
- h. Inspect water and food. If water service has been interrupted, use water that has been stored inside the toilet tanks (not in the toilet bowl) and the water heaters (if any) for emergencies.
- i. Verify if any damage has occurred to the infrastructure of the Campus, especially check any cracks.
- j. When inspecting files, cabinets, and shelves, open carefully the doors incase there are any heavy objects that could fall down from the shelves.
- k. Use battery-powered radios or batteries from cars to receive the information of reporting damages.
- I. Use coal for cooking outside the buildings in case there is an emergency.
- m. Use the official vehicles only in case of an emergency. Do not visit places that have been severely damaged. Cooperate to keep the exit access cleared to facilitate the transit of emergency vehicles.
- n. Be prepared for aftershocks. These are usually les intense than the main earthquake but some could be strong enough to cause additional damage to the infrastructure which has already been weakened by the first earthquake.

III.6j. Actions to be taken in response to hurricanes, storms, and floods

Puerto Rico is potentially exposed to be affected by a hurricane every year because of its

geographical position. As a consequence of climate changes of our planet the possibility of these weather

events has increased. For this reason, we should be prepared to respond to this situation.

A. Preventive measures

Preventive measures

1. Conduct thorough inspections of the physical facilities and surroundings. Prepare a detailed report about everything that requires to be repaired to correct any deficiency that could present a risk to human life and property.

- 2. Eliminate rubble, garbage or debris that could be blown away by strong winds or water currents.
- 3. Coordinate with the Puerto Rico Electric Power Authority or Telephone so that specialized working teams may proceed cutting branches off trees that could affect the power or telephone lines.
- 4. Stock the emergency health kits and keep emergency rooms appropriately equipped. If there is not an emergency room, designate an adequate place for this purpose.
- 5. Keep an adequate inventory of materials, tools, and necessary equipment to respond in an emergency event.
- 6. Check the lists of personnel who will be participating in the working teams.
- 7. Provide training to the employees and students about the Contingency Plan.
- 8. Determine the need of metal sheets or protective panels to secure any vulnerable areas within each structure and get the construction and storage of such panels and metal sheets in order as well as the structural and portable arrangements.
- 9. Fill the fuel tanks of the auxiliary electrical main and portable plants.
- 10. Identify places that are susceptible to floods and manage the necessary safety measures as applicable, among them:
 - a. cleaning water drainage.
 - b. use of platforms to lift equipment and materials from the ground.
 - c. opening of doors so that water may go out and closing of doors and windows so that water does not come inside.
- B. Bulletins and measures

The Weather National Service broadcasts bulletins and informative communications dispatched by the National Center of Hurricanes about the progress of a tropical depression, storm, or hurricane. These bulletins contain details about the location, intensity, and the movement direction of the cyclone; it may also contain in its text a hurricane watch and/or a warning for specific areas. The warnings are numbered and are broadcasted regularly every six hours or more frequently if conditions should require it. Keep alert to weather bulletins.

Using the information of these bulletins it is necessary that each unit makes preparations and take the necessary measures as established here:

I. Measures to be taken in response to a hurricane or storm WARNING

A warning is a formal announcement of the National Hurricane Center about the progress of a

Tropical Depression. it is of general informative character and contains details about the location intensity, and movement direction of the atmospheric disturbance.

As soon as a warning is issued, take the following measures.

- 1. The Administration Dean will keep informed of the progress of the system.
- 2. Departmental and office directors will carry out the preparation phase that has been established in their operational plans related to equipment, brigades, and support groups.
- 3. Mitigation work will be conducted, tending to minimize the effects of the hurricane or storm in the most susceptible areas.
- II. Measures to be taken in response to a hurricane or storm WATCH

Announcement broadcasted by the National Hurricane Center for specific areas. It requests to remain alert and prepared to take action in case a hurricane or tropical storm watch is issued.

This information is broadcasted generally between 48 to 24 hours before the treat as there exists the possibility it affects us.

- 1. Activate the Emergency Committee of each unit and meet in the Operations Center for the discussion of the works and actions to take place.
- 2. Provide gasoline and oil to the official vehicles. Keep a reserve of these liquids in places that have the highest security and facility to be utilized when necessary.
- 3. Move los archives so that the drawers face the walls, far from windows.
- 4. Place hurricane panels on the windows and glass doors as they become available. When panels are not available, install security tape on the doors and glass windows to protect them from the impacts of loose debris.
- 5. Move the electronic equipment to areas far from windows, placing them over desks or other furniture, covering them with impermeable material.
- 6. Cover the book shelves of the libraries and other places; relocate the books of the lower shelves.
- 7. Do not use the telephone unnecessarily.
- 8. Secure all loose objects in the surroundings.
- 9. Make food provisions for a minimum of three days (preferably canned food).
- 10. Make sufficient provisions of drinking water.
- 11. Supply a first aid kit, adequately stocked.
- 12. Keep away from flood areas.
- 13. Supply a good lighting system for emergencies, hand- lamps, gas and flash lights. (Avoid candles)
- 14. Offer assistance to others.
 - III. Measures to take in response to a hurricane or storm WARNING

A warning is an announcement issued by the National Hurricane Center,

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indicating that in the next 24 hours hurricane or storm winds, heavy rains, and dangerous tidal surges may begin.

As soon as the warning is issued, the following actions will take place:

- 1. The President will issue instructions to the Senior Executives of the University system units who will inform their staff to be on standby alert, allowing personnel who does not have any assignments in the contingency plan to return to their homes.
- 2. Disconnect power switches as needed.
- 3. Take all safety measures in each University system unit as needed.
- 4. All offices and units will have completed preparedness for protection, security, and mitigation actions.

IV, During the hurricane or storm

- 1. During the emergency, the minimal number of staff required to carry out the Contingency Plan will remain in the University system units as determined by the person who according to the chain of command, is in charge.
- 2. These should be persons of recognized good judgment, capable of making the best decisions, who proceed proactively in many different circumstances that could arise at critical times as these.
- V. After the storm or hurricane
 - After the President issues the instructions to return, the person in charge of each University system unit, according to the established chain of command, will instruct the Emergency Operations Center regarding the most suitable measures to take for whatever circumstances that could have occurred during the hurricane or storm and its effect on Campus. A quick damage and loss assessment will be conducted; results will be informed to the System Central Office and to all agencies concerned to request the necessary assistance.
 - 2. This will be followed by a more detailed and formal assessment considering:
 - a. Loss of:
 - human life
 - property
 - b. Damages to:
 - human life (injured)

buildings

- property:
- -
 - roads
 - access



- services of:
 - water
 - sewage
 - electricity
 - telephone
 - gas
 - materials
 - equipment
- 3. It is expected that as soon as possible and making use of any means available, the designated employee will contact the System Central Office to report the damages suffered, if any, and the prevailing conditions in the University system unit.
 - a. With the greatest serenity proceed to open roadways, evacuate and clean the buildings with the purpose of resuming operations as soon as possible.
 - b. Proceed to take photographs of any damaged property, equipment, and materials during the emergency and to prepare a written report with details of the damages towards submitting a claim to the insurance company and to the state or federal agencies as applicable.

III.6k. Floods

For the past years the surrounding area of the Campus has flooded at times for many hours,

hindering the exit of the staff and students present at the facilities. To prevent this from happening and to

prevent any emergency that could require the mobilization of vehicles not having a way to exit the Campus,

the following norms shall be followed:

- 1. Have knowledge of the potential risks of the area where the University is located so that we can be appropriately prepared.
- 2. Keep ourselves informed of the weather conditions.
- 3. When rain starts to pour, verify with the Civil Defense of Puerto Rico about the possibility of floods happening in the area where the Campus is located.
- 4. If there is a potential of severe flooding in the area, classes and work shall be suspended. The Senior Executive will make this decision.

III.6I. Medical emergencies

An objective of this Emergency Plan is to ensure a healthy and safe environment for the welfare of

the students, employees, and visitors. During the management of the emergency which could be earthquake, hurricane, flooding, explosives, fire, environmental emergencies, technological accidents, and/or electricity system malfunctions, the institution might consider the possibility of offering primary medical attention (first aid) to the victims of any such emergencies. These services need to be organized with anticipation to be effective and prompt when needed in case of any emergency.

In the event of an emergency that involves victims, these will be managed immediately until they can be transferred to the nearest emergency room. The most accessible hospital to Inter American University is five minutes from Campus, the San Lucas Episcopal Hospital in Guayama. This hospital will become a clinical scenario to transfer victims. As a second alternative victims can be transferred to the emergency room at Santa Rosa Hospital, located 10 minutes from the University. It is of upmost importance to prepare a first aid case that contains the necessary materials and medication to manage any emergency.

What to do with the victims when managing different emergencies?

- A. Fire
 - A. Remove the victim from the source of heat.
 - B. If someone who catches fire is running, stop him/her, get the person down to the ground and put the flames out.
 - C. Remove clothing including shoes and jewelry.
 - D. Keep the burned skin cool applying water for several minutes.
 - E. Cover the victim with a clean and dry sheet.
 - F. If the clothing sticks to the skin, don't remove it. Cool down the skin with water.
 - G. Keep the patient at a pleasant temperature.
 - H. If the victim does not respond, apply CPR (nurse).
 - I. Transport the patient to the nearest emergency room.
- B. Unconscious victims
 - A. Remove the victim to a safe place.
 - B. If the victim is unresponsive, does not breath, pulse is not present, begin CER immediately, calling 911 and transferring the patient to the nearest emergency room.

- C. Earthquakes
 - A. If any debris fall on a person, these will be removed to take out the victim to a safe place.
 - B. Provide first aid immediately.
 - C. If the victim is unresponsive, follow the procedure for unconscious victims immediately.
 - D. Transport the patient to an emergency room.
- D. Major injuries
 - A. Cover the area with sterile gauze pads applying direct pressure over the wound; use personal protective equipment.
 - B. Apply a tourniquet if necessary.
 - C. Transport the victim to an emergency room as soon as possible.
- E. Minor injuries
 - A. Cover the area with sterile gauze pads; use personal protective equipment.
 - B. Transfer the victim to the nearest emergency room.
- F. Nervous breakdown
 - A. Try to control the patient.
 - B. Transfer the patient to an emergency room.
- G. Gas escape
 - A. Transport the victims to a ventilated area with no contamination.
 - B. Notify the nurse on Campus of the need of an oxygen tank for the worst affected victims.
 - C. Transfer the victims to an emergency room immediately.
- H. Chemical substances
 - A. In the event of chemical eye or skin burns, flush the area for 15 minutes.
 - B. Transport the victim to an emergency room immediately.

I. Emergencies on Campus with Employees, Students and Visitors

- 1. Immediately notify the University nurse.
- 2. The nurse will have the responsibility of treating the victim according to the protocols she has established.

III.6m. Actions that should take place in response to terrorism events

A. General Preparedness

The process of preparedness for this type of disaster is very similar to the ones for natural disasters, especially earthquakes. It is recommended then, to revise them ensuring that this is done periodically. It is important to emphasize the following measures:

1. Stock the first aid kits and keep them appropriately equipped at the medical dispensary.

2. Prepare or revise the lists of personnel that will work in the emergency brigades and in the training they should receive.

3. Provide continuing training to University staff and students about the Emergency and Safety Management Plan for these type of disasters, including the Evacuation Plan.

4. Designate a place or area that provides protection against radiation emitted by the "rain" of particles that fall after a nuclear or radiological explosion. A basement or any area underground is the best place to seek protection. Another sheltered area can be a central area without windows in the middle floors of a multi-floor building.

Other measures included are:

- a. Identify one or more safe places in case it is necessary to stay in the work or study places (buildings).
- b. Keep up to date the lists of the University staff and of students by the work or study area, including addresses and telephone numbers.
- c. Prepare a communication plan to contact relatives of employees and students.
- d. Identify refuge centers and routes to reach them in case a given situation requires this.

m.1 Chemical or biological attacks

- 1. General Preparedness:
- a. Prepare a kit for disaster supplies.
 - 2. Measures to be taken during a chemical or biological attack
- a. Stay informed through the radio about instructions of the authorities regarding staying in the place or leaving.
- b. If the instructions are to stay in the place where you are:
 - 1. Turn off all types of ventilation (air conditioning, fans, etc.).
 - 2. Seek shelter in a room or internal room, preferably without windows. Seal the room with adhesive tape and plastic covers. An approximate space of ten square feet should provide enough air to prevent the progressive accumulation of carbon dioxide up to five hours.
 - 3. If the chemical or biological attack surprises someone in a protected area, he/she should:
 - a. Try to leave the contaminated area.
 - o. Try to find shelter as soon as possible.

- c. Listen to the radio for official instructions.
- 3. Measures to be taken after a chemical attack

The immediate symptoms after exposure to chemical agents could include blurred vision, irritated eyes, difficulty in breathing, and nausea. Someone who has been affected by a chemical or biological agent requires immediate attention by medical professional staff. If it is not immediately available, decontaminate yourself and if possible, help decontaminate others. Decontamination should take place within minutes of exposure to minimize health related consequences. (Nevertheless, no one should leave the shelter to help others until the authorities announce that it is safe to do so).

Be extremely careful when helping others that have been exposed to **chemical** agents. The following is advised:

- a. Remove all clothing and other articles that have contact with the body. Contaminated clothing that normally is removed over the head should be cut to prevent contact with the eyes, nose, and mouth. Put clothing inside a plastic bag if possible. Decontaminate hands with soap and water. Remove eye glasses or contact lenses and decontaminate in a pan with detergent or household bleach.
- b. Make sure you remove all articles that have contact with the body.
- c. Flush eyes with lots of water.
- d. Wash face and hair gently with soap and water; afterwards clean thoroughly with lots of water.
- e. Decontaminate other parts of the body that could have been contaminated; wash them (without rubbing or scrubbing) with a cloth soaked with soap and water and then rinsing with water.
- f. If available change into clean clothing maybe form the drawers or closet where there is probably no contamination.
- 4. Actions to be taken after a **biological** attack

a. In many of the biological attacks people will not notice they have been exposed to a biological agent. In this case, the first evidence can be noticing symptoms of a disease due to exposure to a biological agent. If you experience these symptoms seek medical attention and treatment.

b. In some situations such as the anthrax letters in 2001, it is possible to alert peole about a potential exposure. In these cases, it is important to:

- a. Keep informed of the official instructions through radio, television, and the emergency alert systems.
- b. If clothing of skin makes contact with a visible and potentially infectious substance, take off all clothing and put it inside a bag with any other personal effects.
- p. Wash yourself immediately with hot soapy water.

q. Change to clean clothing and get medical attention.

m.2 Nuclear and radiological attacks

1. General preparedness in response to a nuclear and radiological attack

a. Learn all warnings and sources of warnings in your community. Make sure you know all the symbols, their meaning, how they are used, and what should be done when activated.

b. Identify and locate the public buildings of the Unit which have been designated as a shelter or place of protection against the radioactive precipitation.

b. Call the emergency management agency.

c. Give instructions to employees and visitors about the place where the shelters are located and what actions should be taken in case of they type of attack.

d. Consult and know the evacuation plans for your Unit.

2. Measures to be taken during a nuclear or radiological attack

- a. Do not look directly at the glare nor at a nuclear fireball you may go blind.
- b. In the case of an attack warning:

1. Protect yourself as soon as possible and remain where you are unless instructed you can leave.

2. If the warning is given when the person is outside and cannot get immediately to a sheltered place, stand behind a place that could provide some protection, lay down on the ground, and cover your head.

c. Protect yourself from radioactive rain in a nearby shelter.

d. Have at hand a battery radio to listen to the official information and to follow instructions, giving priority to official local news information who know best the situation of the local area.

3. Measures that should be taken after a nuclear or radiological attack

Ina public shelter or University unit:

- a. Do not leave the shelter until officials indicate it is safe to do so.
- b. If in a radioactive rain shelter, stay in it until local authorities indicate it is advisable to leave. Your stay could last from one or two days up to four weeks.
- c. Even though it may be difficult, do as much as possible to maintain good sanitary conditions in the shelter space.
- d. Water and food may be scarce. Use them wisely, without severe rationing, especially for children, sick people, or elderly.
- e. Cooperate with those in charge of the shelter.
- 4. Returning to the physical facilities or home.
 - a. Constantly tune in to the radio to know what to do, what to do, where to go, and places that you should not go.

- b. If your work place was within the scope of the blast wave, or if you live in a multiple-level building that was affected by a non-nuclear explosion, check first any sign of collapse or damage.
- c. Clean immediately spills of medications, drugs, flammable liquids, and any other potentially hazardous materials.
- d. Listen to your battery-operated radio for any information about communal services.
- e. Verify if there are any broken water pipes and downed power lines.
- f. Verify if gas, water, and electricity have been disconnected before going to the shelter.
 - a. Do not connect the gas as the gas company will take care of this or will provide instructions.
 - b. Connect the water only after receiving information that the water system is working and the water is not contaminated.
 - c. Connect the electricity only after having information that the electrical wiring is not damages and the electric system is working.
 - d. Verify that the lines of the sewer system have remained untouched before using the sanitary facilities.

Actions to be taken after one of these attacks (chemical, biological, nuclear, or radiological):

In addition to the actions mentioned for each specific case, such as the ones referring to the battery-operated radio and listening for news and instructions, the following measure should be taken into consideration:

- a. Act according to the established plan.
- b. Make arrangements for a search of injured persons to provide first aid.
- c. Do not move persons who have been injured unless they are in imminent danger.

d. Check the food and water. Water for emergencies can be obtained from water heaters, melted ice, toilet tanks, and canned vegetables.

e. Check the buildings looking for cracks or damages including roofs, walls, and foundations.

f. Conduct a rapid assessment of losses and damages, reporting to the Central System Office and corresponding agencies to be able to apply for the necessary assistance and then conduct a more formal and detailed assessment.

g. Cooperate with the following agencies: Public Health, Emergency Management, Civil Defense, Police Department, and others.

IV Activities after an emergency

The recovery time of the services the University offers will depend mainly on the damages

that the institution had during the emergency. The Chancellor and the President of the Safety and Emergency

Management Committee will determine, according to the established priorities, the activities to be undertaken

the staff that will be designated, and the available resources.

IV.1 Documents and data collection

Documentation is crucial once the emergency situation passes. All reports and records used during this process to collect evidence and activities, will be saved so they can be used as reference in the future. The Document Manager will be responsible to collect all this information which will be used to investigate, make claims to the insurance, and for possible legal claims. All this information shall be checked by the Chancellor who will determine the course of action. Make recommendations or amendments to the Plan if necessary.

IV.2 Investigation of the incident

The emergency situation will be investigated as soon as possible. This investigation will be conducted to determine the reasons that caused the emergency event and what can be done to correct any faults and if possible, to prevent these from happening again. Usually the regulatory agencies will also conduct their own investigation; they could request assistance from the Institution Committee. This investigation will be under the responsibility of the Sub-committee of Investigations who will prepare a final report which will be submitted to the Committee and the Chancellor. It will be the Chancellor who will be responsible to make the necessary changes to comply with the recommendations.

IV.2a Minor incidents

Minor incidents will be investigated by the leader of the are in conjunction with a member of the Sub-committee of Investigations. A final report will be submitted to the Committee.

IV.2b Major incidents

When major emergencies occur, the Sub-committee of Investigation will conduct the investigation. A final report shall be submitted to the Committee and discussed with the Chancellor. When the emergency is of serious magnitude, including the loss of human lives or damages to the environment, state and federal agencies will conduct their own investigation and the Committee will be available during the time the

investigation takes place.

A quarterly report on the minor and major incidents will be prepared and evidence of the actions taken during the emergency will be kept for further corrections if necessary.

IV.3 Review of damages

After the emergency an analysis of losses and damages that occurred in the institution should be made. The main focus of this analysis should be damages to the infrastructure, security problems in the various areas, and repairs that must be carried out. The Chancellor and the member of the Committee shall conduct this review.

IV.4 Other activities

Meetings – Inform the staff about any danger and unsafe conditions that could be found in the facilities. Some meetings to work with emotional aspects of the employees may be necessary. The Chancellor will make the arrangements for the counseling sessions.

General evaluation – Revise all actions, good and bad, that took place before, during, and after the emergency. Prepare a final report that includes changes, recommendations, and difficulties that were found in this emergency. In addition, an estimate of the damages on Campus will be prepared as soon as the emergency passes.

V. Revision of the Safety Plan of the Campus

V.1 Program of surveillance and digital recording

Introduction

Inter American University of Puerto Rico, aims at ensuring that the University community has a safe environment that protects the life and property through an optimal security system using surveillance technology and digital recording in designated areas. The University acknowledges the need to protect the privacy of its students, employees, and visitors.

Purpose

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The purpose is to regulate the use of television closed circuits and cameras to:

- ✓ Promote a safe environment that discourages criminal acts.
- ✓ Discourage acts of vandalism.
- ✓ Aid security officials to uphold public order and a healthy conviviality on Campus.
- ✓ Obtain evidence to be used in any internal disciplinary administrative process and/or judicial process that may require to be presented to the jurisdiction of the corresponding courts of justice.

Scope

This program applies to all facilities at Inter American University, Guayama Campus.

Responsibilities

- Senior Executive
 - Ensure that this procedure is implemented on Campus.
 - Designate authorized persons to have access to the monitors and the recorded tapes of electronic surveillance.
 - Authorize in writing the duplication of tape recordings, if necessary, with previous consultation and consent in writing of the Office of Systemic Legal Advisory.
 - Authorize in writing the delivery of recorded tapes to other persons as determined, with previous consultation and consent in writing by the of Office of Systemic Legal Advisory.
 - Authorize in writing and with prior consultation and consent in writing of the Office of Systemic Legal Advisory, the destruction or use of any recording or documentation generated of such recording that has been utilized as evidence in any internal administrative or judicial process.

Administration Dean

• Implement the program on Campus.

Director of Conservation and Maintenance

- Coordinate the use of cameras, in accordance to the instructions of the Senior Executive.
- Determine the employees in charge of the daily operation of the cameras; instruct them in this regard.
- Be responsible of maintain confidentiality of each reported event and instruct employees of their compliance.
- Keep recordings and documents that result from any incident.

Guarantees

- The University will guarantee that the electronic surveillance will be used in a professional, legal, and ethical manner.
- The use of electronic surveillance with the specific purpose of discriminating against individuals based on characteristics of sec, race, national origin, sexual orientation, physical incapacity, or any other type of classification, is **PROHIBITED**.
- The electronic surveillance cameras shall not be installed in areas where intimacy and privacy are expected: student dormitories, bathrooms, breastfeeding rooms, dressing rooms in gyms or sport facilities, and in places specifically prohibited by state or federal law.

Equipment and facilities

The University has an Electronic Surveillance Center located in the security post at the entrance of the Campus. This Center has a monitor in addition to a server that manages the cameras system. At this point, the Center has 13 cameras located at high risk places. We strive to strengthen this surveillance system.

Procedures

- Signs and warnings close to the electronic cameras will be located in the areas designated by the administration. These will inform that it is an electronically recorded area.
- The staff that works electronic surveillance will be trained in the technical use of cameras and the legal provisions for the use of this technology.
- Only the employees authorized by the Supervisor of Conservation and Maintenance shall be at the designated areas of electronic surveillance.
- A log book, kept at the location designated for the server, will keep a record of the operations in the areas intervened by the electronic cameras. This log book shall have the following information:
 - Name of the employee.
 - Date and entry and/or exit hour as the case may be.
 - Number of monitors being used.
 - Incident report, if any.
- All recording used as evidence in an internal, administrative, and/or judicial process, shall be kept until all procedures under consideration have ended. Such recording shall not be destroyed and/or used again without the written authorization of the Office of Systemic Legal Advisory.

- Recording will be stored in the area designated by the administration for a time period of thirty (30) days. At the end of that period, recordings can be disposed of in accordance with the technical specifications of the equipment used to record, except in those situations as previously established and in conformity with the provisions of this Regulation.
- If any incident appears to be of criminal nature, the Supervisor of Conservation and Maintenance will act according the institutional security safety regulations.

Documentation of incidents

- Those in charge of monitoring the cameras will observe incidents that could endanger human life and/or property of the University community, the officer in charge will:
 - Notify immediately the security guard assigned to that area so that the guard can act in conformity with the instructions received:
 - o Complete the designated form about incidents observed in the monitors;
 - Submit the completed form to the Supervisor of Conservation and Maintenance who should keep it pending the investigation and any other undergoing process as a result of the issue under consideration. These forms shall not be destroyed without previous written authorization of the Senior Executive.

VI.2. Access to the Campus property

The Guayama Campus of Inter American University of Puerto Rico has a main entrance gate located on the roadway (Carretera) #744 Km. 1.5 (see map). This access is used for the entrance and exit of vehicles and pedestrians. Vehicle access is controlled by University security guards. There is an additional access for garbage collection and services from auxiliary companies.

Entrance control

The gates and access roads to the properties of the University are controlled by the University Security Guard who will act according to the dispositions of the Access, Transit, and Parking Regulation.

Access Schedules

Monday to Friday 6:00am to 10:00p.m.

Saturday and Sunday 6:00am to 5:00p.m.

On holidays that have academic activity the gates will open and close according to need. The following map present the access points of the Guayama Campus.



Campus Security will keep a daily record of all vehicles that are allowed to access, transit, and park, people who are outsiders or that do not have a parking permit as students or employees. Outside of regular hours all vehicles that request access to the Campus will be registered. The following information will be registered:

- a. Number of license plate.
- b. Name of the drive and the number of the driving license.
- c. Number of persona inside the vehicle.
- d. Person or office to visit.
- e. Dates of entry and exit hours.

Only guide dogs in the vehicles of those who need them will be authorized; pets or other animals will not be authorized.
Access permit for Employees and Students

All students and employees are required to request a parking permit for a vehicle to be authorized to park in the University property. Students and employees who are interested in obtaining a parking permit, shall file an application form and follow the procedure determined by the appointing authority of the University. In the case of students, a requirement will be to present th following documents when requesting a permit:

- a. Student identification card.
- b. Class schedule, with evidence of having paid for tuition.
- c. Valid driving license.
- d. Current car license. If the applicant is not the vehicle owner, he or she should present authorization from the owner.

In the case of employees, a vehicle permit will be granted; this permit cannot be transferred to any other vehicle. Presenting the following documents will be a requirement for all applicants of such permit.

The parking permit is a privilege that does not guarantee a parking space and does not imply responsibility whatsoever by the University for the care and protection of the vehicle of any property left inside. All permits will expire automatically when conditions under which the permit was issued cease. For example, in the case of selling or transferring the vehicle, termination of employment or education completion, among others.

The office responsible of issuing the parking permits will keep a register with the following information and and other pertinent information:

- a. Name of the student or employee.
- b. Student number.
- c. Driving license number.
- d. Brand and model of the vehicle in addition to its license number.
- e. Permit number and effective period.

f. Name of the department where he or she studies or works.

Access to contractors

Contractors shall coordinate their work with the Office of Conservation and Maintenance or the Office of the Dean of Administration and will report the name of the employees that will work and the number of their vehicle license. This list shall be submitted in the Office of Conservation and Maintenance.

Vehicle Inspection

All persons authorized to enter in a vehicle to the property of the University, accept by entering the Campus to submit to an inspection by a member or Campus Security or an authorized official. Such inspection will be performed only when there is a reasonable suspicion that the vehicle is used for the commission of any offense, according the the Penal Code in force of the Commonwealth of Puerto Rico and in case the safety and/or tranquility of the human life and/or University property. Discretion to the University authorities is hereby granted to determine when there is reasonable suspicion that justify such inspection.

In the case of those to whom access permits have been issued, the granting and acceptance of such permit will constitute by itself a prior authorization for inspection on whose behalf the permit was issued.

VI.3. Transit and Parking Regulations

All drivers will obey and comply with the dispositions on road and traffic signs and the speed limits inside the Campus and with the applicable dispositions of the Automobile and Traffic Law of the Commonwealth of Puerto Rico, as amended (Law 22).

Pedestrians will have the right of way at all times on roads and parking lots of the University. The appointing authority of each Campus shall establish and set the speed limits within each zone or area, ensuring that such limits will be reasonable and do not contravene the dispositions of the previously mentioned, Law 22. The driver, owner, or the agent of the vehicle is responsible for all damages caused as he or she drives or parks within the property of the University. Vehicles will transit and park only in the authorized areas or zones. The parking spaces reserved for official vehicles of the University, for vehicles that load and unload

equipment, for those who are physically challenged, shall not be occupied by other vehicles. No vehicle shall park in areas of transit or in front of electrical substations, fire hydrants, and other areas that have been clearly identified as such.

The appointing authority of the University will set the days and hours in which the parking lot will be available working or educational matters. Vehicles that produce excessive noise such as faulty mufflers, car horn, speakers, radios, sirens, and other sound equipment, will not be granted access to transit or park in the property of the University. Bicycles and motorcycles will park in the designated areas.

Transit and parking areas will not be used for meetings, recreational activities or other type, except when these have been authorized by the appointing authorities of the University.

The security personnel are authorized by the University to operate an electronic surveillance system with the purpose of preventing criminal acts in the parking areas and inside the buildings.

Traffic Offenses

The following acts will constitute traffic offenses and will involve sanctions:

- Access, transit or park in the property of the University without authorization or with an expired or revoked permit.
- Disobey what has been disposed in traffic signs or speed limits inside the property of the University or the applicable dispositions of the Automobile and Traffic Law of the Commonwealth of Puerto Rico as amended (Law 22 January 7, 2000).
- Transit or park in areas, zones, or unauthorized spaces, occupy more than one space, or obstructing the exit of other cars.
- Drive against traffic.
- Produce unnecessary noises.
- Drive under the influence of alcohol or prohibited substances, or carry them in the vehicle or personally.

- Allow somebody else to use your permit to transit or park in property of the University or use the permit in another unauthorized vehicle.
- Refuse to identify yourself or to inspection by Campus Security or by any competent authority of the Institution.
- Tear, mutilate or ignore a traffic offense ticket.
- Carry firearms without the corresponding authorization in your vehicle or in person.
- Disobey instructions or indications of Campus Security.
- Perform other actions that infringe regulations or rules of the University.

Notification of offenses

Campus University shall issue tickets for the offenses committed and hand over the infractions to the offenders or fix them to their vehicles. When the infringer is a student, copies of the ticket will be sent to the Cashier's Office. If the infringer is an employee, copies of the ticket will be sent to the Human Resources Office and to the Cashier's Office.

Sanctions

Each infraction will convey one of the following sanctions, at the discretion of the Dean of Students or the Dean of Administration, as the case may be.

- a. Verbal or written reprimand.
- b. Fine of \$15.00 which shall be paid at the Cashier's Office within ten (10) days after the date of notification to the infringer.
- c. Fine of \$250.00 for the occupying a reserved space for persons with disability which shall be paid within 30 days after the date of notification to the infringer. (This fine will adjust to the amendments made to the Law that regulates handicapped parking).
- d. Suspension of the permit for a determined time period which could be thirty (30) days up to one year.

The University, aware of its responsibility, established reasonable safety measures to protect the students, employees, visitors, and property of the University. Among the reasonable measure we have:

- The creation of a Campus Security Guard.
- The creation of a Security Committee.
- The preparation of a Safety Plan.
- The establishment of security measures to control the access of visitors and vehicles to the property
 of the University.
- The preparation of an Annual Security Report as established by the "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act. (the Clery Act)".

VI.4. Campus Security Guard

Even though the matter of security is everybody's responsibility, the Office of Conservation and Maintenance is the administrative entity in charge of coordinating preventive and informative security efforts as well as of taking corrective actions to maintain a safe environment on Campus. Campus Security is ascribed to the Office of Conservation and Maintenance which in turn is ascribed to the Office of the Dean of Administration. The role of the Office of Conservation and Maintenance is to provide an adequate and safe environment for our students, faculty, administrative personnel, and public in general in a constitutionally legal way, respecting the civil rights of individuals and the university community.

The officials of Campus Security work three (3) daily shifts; the first one begins at 6:00a.m. to 2:00p.m, the second shift begins at 2:00p.m to 10:00p.m and the third shift begins at 10:00p.m. to 6:00 a.m. seven (7) days a week.

The office of Conservation and Maintenance is located on the east side at the end of the property where the University is located.

Responsibilities of Campus Security

Some of the responsibilities of Campus Security are:

- a. Protect the life and property of the university community.
- b. Prevent criminal activities through preventive patrols of observation and detection.
- c. Respond to ongoing or reported criminal activities.
- d. Ensure the welfare of the University community.
- e. Investigate incidents.
- f. Investigate suspicious persons or activities.
- g. Respond to alarms.
- h. Control the vehicular and pedestrian access to the Campus.
- i. Ensure compliance with the Student Rules and Regulations.

Conduct of Campus Security Guards

The relationship between the Campus Security and the university community is of vital importance. Therefore, all of the University community should be treated in a polite and professional manner on the part of the guard officials. The University policy does not tolerate any disrespectful, rude, or unprofessional treatment of its employees to the University community.

Any member of the community who feels that has been treated in an unprofessional way, can submit a grievance to:

- Supervisor of Conservation and Maintenance, telephone: 939-389-2039.
- Dean of Administration 787-864-3420

Telephone Numbers of Campus Security:

- 787-864-2222 Ext. 2214 or 787-864-2217
- 787-864-2222 Ext. <u>0</u> or 787-864-6414 (Receptionist)

Reasons to report for immediate assistance are:

- A crime in progress.
- Any activity or suspicious person on Campus.

- Extraneous odors (combustibles, propane gas or other chemical compounds).
- Any alarm that is sounding.

How to Report a Crime

Anyone who is a victim or witness of a crime should report it immediately to the Campus Security Guards. Reporting it in good time allows us to provide the necessary assistance quickly. When calling, have at hand the following information:

- a. A brief description of what happened.
- b. Place where the incident occurred.
- c. Hour in which the incident occurred.
- d. If the suspect is armed.
- e. Where and when was the suspect seen last.
- f. Physical characteristics of the suspect such as:
 - ✓ Gender
 - ✓ Race
 - ✓ Age (approximate)
 - ✓ Height (approximate)
 - ✓ Weight (approximate)
 - ✓ Color and length of hair
 - ✓ Clothes and shoes (type, color)
 - ✓ facial hair
 - ✓ Tattoos and scars

Many times, people could wonder if they are actually being witness of a crime, sometimes ignoring it. Remember that people are not suspicious, but their behavior is. Some signs of suspicious behavior are:

a. A person running and sneakily looking around as if someone was observing or following him or her.

- b. A person that shows an aggressive behavior, inconsistent speech, or immobility.
- c. A person that is not a member of the Police Force carrying a gun.
- d. A person carrying objects (computers, office equipment, etc.) in unusual places at unusual hours.
- e. A person who goes door to door in an office trying to open them.
- f. A person forcing his or her entry into an office or vehicle.
- g. One or more persons inside a parked vehicle, scouting the area.
- h. A person (especially a woman) who is being force into a vehicle.
- i. Strange sounds such as screams, loud arguments, etc.

If you see any of these signs or any other activity out of the ordinary please call immediately Campus Security at 787-864-2222 Ext. 2214. You can also report a criminal or suspicious activity calling 939-389-2039 (Supervisor of Conservation and Maintenance).

VI.5. Access to Enter Buildings and Offices

To keep an adequate control of the entry to buildings and offices on Campus is essential for the safety of persons and property. In order to make this possible, it is necessary to keep an adequate control of the keys and a record of everyone who enters the Campus at all times.

The Campus has several offices with controlled access given the nature of the documents and materials. In some of these offices there is an electric controlled access system and a card system. These offices are:

- ✓ Classrooms
- ✓ Server Room
- ✓ Information Systems
- ✓ Electronic Security

Access to the other offices and buildings on Campus are controlled by the personnel working there. According to the Security Policy of the Inter American University System of Puerto Rico, as stated in Circular Letter F-0807-014, the University will keep the community informed about the criminal acts that threaten the personal safety and property and that have occurred on Campus. To accomplish this, informative bulletins, circular letter, and memos prepared by the Office of the Chancellor, Security Office, Dean of Administration, and Security Committee will be issued.

In addition, the Dean of Administration will prepare a Security Bulleting which will be published on the Internet and sent by mail. This bulletin will include among other issues, the criminal statistics of the last three calendar years. This report has to be published by October 1 of each year. Accompanying this report, a Safety and Criminal Act Annual Report will be prepared. These reports comply with the requirements of the Federal Law: "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (The Clery Act), 20 USC 1092 (F). Higher Education Act. Of 1965".

The Federal Education Department requires annually that educational institutions that receive federal funds post on their web page (http://surveys.ope.ed.gov/security), a report about the criminal incidence occurring on Campus and outside of the Campus.

Security of the Information Management Mechanized System (BANNER)

Security related to the BANNER system is administered and controlled by the Computer and Telecommunications Center of the Central Office System. The University is responsible of keeping an adequate control of access granted to employees. Departmental or Office Directors are responsible of requesting the cancellation of passwords when an employee quits, transfers to another University system unit, or is separated from his or her duties in accordance with the established procedures.

VI.6. Visitors

- When identifying the visitors, the Security Guard will register the name, place, and purpose of the visit in the "Visitors Registry."
- Campus Security will register the vehicle and instruct the visitor regarding the use of the parking lot (Parking B North) and the safety regulations of the facilities as well as: speed, transit, and reverse parking.

- 3. Campus Security guard will give the visitors the sticker of **Visitor** ensuring that the visitor places it on his or her shirt, t-shirt, jacket, dress (whichever the case) on a visible place.
- 4. Visitors will be instructed to return the sticker when leaving.

APPENDICES

Lisa of Reagents - Laboratory C¹

- 1) 10% SDS Solution
- 2) 10x phosphate buffered saline (10 xPBS)
- 3) 10x Tris/Elycine/SDS Buffer
- 4) 2,4-dichlorophenoxyacetic acid
- 5) 50 x TAE buffer
- 6) Acetone
- 7) Agar
- 8) Agarose
- 9) Amino acid II
- 10) Arabinose L(+) (lyophilized)
- 11) Banana liquid medium
- 12) Banana medium
- 13) Calcium chloride
- 14) Carrot liquid medium
- 15) Column Buffer
- 16) Concentrated iodine
- 17) Concentrated reaction buffer
- 18) Coomassie
- 19) Ethanol
- 20) Ethidium Bromide
- 21) Fixative (40% methanol, 10% acetic acid)
- 22) Glycerol
- 23) HCl 1N
- 24) India Ink
- 25) Indole kovacs
- 26) Indole-3-acetic acid
- 27) Indole-3-Butyric acid
- 28) Isopropanol
- 29) Kinetin
- 30) Lactophenol
- 31) LB Agar Base
- 32) (Yeast)
- 33) Lily multiplication medium
- 34) Lipase
- 35) Luria Broth
- 36) Murashinge and Skoog micronutrient salt base
- 37) NaOH 0.1 M
- 38) Nitrate A
- 39) Nitrate B

40) Oxidase

- 41) P-60 Gel (Medium)
- 42) Potassium phosphate didabis, anhydrous
- 43) Protein Gel Agarose
- 44) Sodium alginate
- 45) Starch
- 46) Sucrose
- 47) TCA 10%
- 48) TCA 5%
- 49) TLC solution A
- 50) Transformation solution
- 51) Triton x-100
- 52) VP-A alpha NA
- 53) VP-B (40% KOH)
- 54) α-Naphthalene acetic acid

List of Reagents – Laboratory D¹

- 1) Mineral oil
- 2) Aceto carmine
- 3) Alcohol acid
- 4) Bacto LB Agar Miller
- 5) Bacto LB Broth Miller Luria B
- 6) Basic fuchsin
- 7) Bile Salts
- 8) Biuret reagent
- 9) Blood Agar
- 10) Brain heart infusion agar
- 11) Carbol fuchsin
- 12) Methyl violet
- 13) CZAPEK solution agar dehydrate
- 14) Dehydrate agar bowder
- 15) Enteroccosel Broth
- 16) Enterococcus Agar
- 17) Eosin Methylene Blue Agar
- 18) Eosin yellowish
- 19) Ethanol
- 20) Phenophtalein
- 21) Giemsa blood stain
- 22) Gram decolorizer
- 23) Gram iodine

24) Immersion oil Type A 25) Immersion oil Type B 26) Iodine 27) Janus green 28) Kit human DNA (red, blue, yellow) 29) LB agar, Miller 30) Litmus milks 31) Lugol 32) Luria broth agar base 33) Macconkey agar 34) Malachite green 35) Mannitol salt agar 36) Mendo Broth 37) Methylene blue 38) MIL Medium 39) MR-VP Medium 40) Mueller hinton II agar 41) Mueller salt agar 42) Nigrosin 43) Neutral red 44) Nutrient Agar 45) Nutrient Broth 46) OF Basal Medium 47) Phenol Red Dextrose Broth 48) Phenol red sucrose broth 49) Phoroglucino 50) Potato Dextrose Agar 51) Sabouraud Dextrose Agar 52) Safranin T(0.25%) 53) SIM Medium 54) Simmons citrate agar 55) Spirit Blue Agar 56) Starch agar 57) Starch indicator solution 58) Sudan III 59) TC agar 60) Vegetal dye 61) Toluidine blue 1% aqueous 62) Triple Sugar Iron agar

63) Trypticase peptone (Pancreatic digest of casein)

- 64) Trypticase soy broth
- 65) Trypticase soy agar
- 66) Tryptone Blood agar base
- 67) Tryptone Glucose Extract Agar
- 68) Urease test broth
- 69) Wards instant drosophila medium
- 70) Wright stain
- 71) Xylene 100%

Cream-colored Shelf (G14717199)

- 1) 1% sodium benzoate
- 2) 10% tween 20
- 3) 30% sodium chloride agar
- 4) 30% sucrose agar
- 5) 50x TAE buffer
- 6) Active dry yeast
- 7) Agarose
- 8) Antibiotic Assay agar
- 9) Sugar
- 10) Bacterial protease
- 11) Binding buffer
- 12) Black pepper agar
- 13) Blue final DNA stain
- 14) Blue gel and buffer stain
- 15) Bromocresol green agar
- 16) Ethidium bromide
- 17) Calcium chloride
- 18) Chili powder agar
- 19) Cloves agar
- 20) Column buffer
- 21) Column wash buffer
- 22) Control agar
- 23) Coomassie protein stain
- 24) Electrophoresis buffer
- 25) Elution buffer
- 26) Equilibration buffer
- 27) Fast blast DNA stain
- 28) Glycerol reagent
- 29) Gram iodine dilute
- 30) Gran iodine
- 31) Hydrogen peroxide

- 32) Isopropyl (91%)
- 33) Jack bean meal
- 34) L(+) arabinose
- 35) LB agar
- 36) Lb broth
- 37) Yeast
- 38) Luria broth
- 39) Lysis buffer
- 40) Lysis solution
- 41) Mannitol special agar
- 42) Murashige and skoog micronutrient salt base
- 43) Neutralization solution
- 44) Nonfat dry milk blocker
- 45) Oat flakes
- 46) Perfect RNA, Eukaryotic mini RNA binding matrix
- 47) Phosphate buffered saline (10x PBS)
- 48) Plate count agar
- 49) Potato dextrose agar
- 50) Propionic acid agar 0.1%
- 51) Protein extraction buffer
- 52) Protoslo
- 53) Quantum prep matrix
- 54) Recovery broth
- 55) Resuspension solution
- 56) Salt
- 57) Sand
- 58) Simple loading dye
- 59) Skin milk agar
- 60) Sodium dodecyl sulfate
- 61) Sodium nitrite agar (1%)
- 62) Sorbic acid agar 0.1%
- 63) Substrate dilution buffer
- 64) Sucrose
- 65) Sugar
- 66) TBE buffer 20x concentrate
- 67) TE buffer
- 68) Tenderizer
- 69) Tetrahymena pyriformis protease peptone medium axenic
- 70) Tris –Glycine-SDS buffer 10x
- 71) Trisbuffer 0.5 M

- 72) Trisbuffer 1.5 M
- 73) Tris-Glycine-SDS buffer 5x
- 74) Tryptone base layer agar
- 75) Wash buffer
- 76) Wash solution 3x concentrate
- 77) Western blot stain

Refrigerator D-1

- 1) 1,6-hexanediamine 98%
- 2) 1,6-hexilenediamine
- 3) 2-pyridine-carboxaldehyde 99%
- 4) 4-chlorophenoxyacetic acid solution
- 5) Acetyl chloride
- 6) Hexamethylenediamine, 98%
- 7) Infected snails (cecariae)
- 8) Lactophenol cotton blue
- 9) Lily bulb
- 10) L-methlonine 98^+ %
- 11) Spirit blue agar
- 12) Ethyl iodide

Storage Room of Reagents – Laboratory D³

- 1) Activated carbon
- 2) Agar
- 3) Aluminum shot
- 4) Aluminum wire
- 5) Brain heart infusion agar
- 6) Buffer solution pH 10.0
- 7) Buffer solution pH 4.0
- 8) Buffer solution pH 7.0
- 9) Chromium
- 10) Crystal violet
- 11) Decolorizer
- 12) Eosin methylene blue agar
- 13) Galactose
- 14) Gram Iodine Solution
- 15) LB broth lennox
- 16) m Endo agar LES
- 17) Magnesium wire
- 18) Membrane faecal coliform agar

- 19) Nutrient agar
 20) Nutrient broth
 21) Phenolphtalein indicator
 22) Safranin Stain
 23) Sand
 24) TC agar
 25) Trypticase soy agar
 26) Zinc
 27) Gram Safranin
- 28) TLC Plate

Shelf #1

- 1) 1-bromobutane
- 2) 1-butanol (butyl alcohol) o n, butyl alcohol
- 3) 1-propanol
- 4) 2-chloro-2-methylpropane (tert-butyl chloride)
- 5) 2-chlorotoluene
- 6) 2-methyl-2-propanol
- 7) 2-pentanol
- 8) Acetone (2-propanone, dimethyl ketone)
- 9) Acetonitrile (HPLC)
- 10) Acetophenone
- 11) Alphanaphthol
- 12) Aluminum powder
- 13) Aluminum shot
- 14) Benzyl Alcohol
- 15) Bromobenzene
- 16) Butanol (tert-butyl alcohol)
- 17) Butyraldehyde
- 18) Carbol fuchsin
- 19) Cyclohexane
- 20) Cyclohexanol
- 21) Cyclohexanone
- 22) Cyclohexene
- 23) Ethanol
- 24) Ethyl acetate
- 25) Ethyl ether
- 26) Isopropyl alcohol (2 propanol, isopropanol)
- 27) Tert-Butanol

Shelf #2

- 1) Glycerin (glycerol)
- 2) Heptane
- 3) Hexanes
- 4) Iso-amyl alcohol
- 5) Magnesium metal
- 6) Methanol
- 7) Methyl ethyl ketone
- 8) Methyl red (0.2%) solution in methanol
- 9) Methyl salicylate
- 10) N,N-dimethylaniline
- 11) N-amyl alcohol
- 12) N-heptane
- 13) N-Propyl Alcohol
- 14) Permount
- 15) Petroleum Ether
- 16) Sec-butanol (sec-butyl alcohol)
- 17) Sodium borohydride
- 18) Tetrahydrofuran (HPLC)
- 19) Toluene
- 20) Triethylamine

Shelf #3

- 1) 1,4-Dimethoxybenzene
- 2) 2,4-dinitrophenyl-hydrazine (minimum 15% water added)
- 3) 2-naphthol
- 4) Acetanilide
- 5) Acetyl salicylic acid (STD)
- 6) Salicylic acid
- 7) Adipic acid
- 8) Agarose
- 9) Agarose medium EEO
- 10) Albumin
- 11) Alumina
- 12) Aluminum oxide anhydrous
- 13) Amalgamation powder
- 14) Ammonium acetate
- 15) Ammonium chloride
- 16) Ammonium dichromate
- 17) Ammonium iron (II) sulfate hexahydrate

18) Ammonium sulfate

- 19) Anthracene
- 20) Anthrone
- 21) Ascorbic acid
- 22) Aspartame
- 23) Barium chloride dihydrate
- 24) Barium hydroxide
- 25) Barium sulfate
- 26) Basic fuchsin
- 27) Benzoic acid
- 28) Benzophenone
- 29) Blue dextran
- 30) Brilliant blue r
- 31) Bromocresol green
- 32) Bromocresol purple
- 33) Bromophenol blue, sodium salt
- 34) Bromothymol blue
- 35) Cafeina STD
- 36) Calcium carbonate
- 37) Calcium chloride
- 38) Calcium hydroxide
- 39) Calcium phosphate
- 40) Calmagite
- 41) Carbon decolorizing neutral
- 42) Chelex 100 resin
- 43) Chromium metal
- 44) Citric acid anhydrous
- 45) Citric Acid Monohydrated
- 46) Colchicines
- 47) Collagenase
- 48) Congo red
- 49) Copper (II) sulfate pentahydrate
- 50) Copper metal shot
- 51) Cresol red
- 52) Crystal violet
- 53) Deoxyribonucleic acid
- 54) Deoxyribonucleic acid sodium salt
- 55) Dextrose
- 56) D-fructuose
- 57) Difenilamina

58) Diphenylamine

- 59) Diphenylamine sulfonic acid
- 60) Disodium ethylenediamino tetracetate
- 61) Dl leucine
- 62) D-lactose monohydrate
- 63) Dl-alanine
- 64) Dl-aspartic acid
- 65) Dl-Dopa
- 66) Dl-isoleucine
- 67) D-maltose monohydrate
- 68) D-ribose
- 69) Dylbecco's Modified eagle's medium
- 70) Egg albumin
- 71) Eosin B
- 72) Eriochromeblack T
- 73) Ethylenediamine tetra-acetic acid
- 74) Ferrous sulfate
- 75) Gelatin
- 76) Glycine
- 77) Hematoxylin
- 78) Iron
- 79) Hydroquinone
- 80) Hydroxylamine hydrochloride
- 81) Iron metal filings
- 82) Janus green b stain
- 83) Lactase
- 84) Lanthanum oxide
- 85) L-arginine
- 86) L-aspartic acid
- 87) L-cysteine
- 88) L-glutamic acid
- 89) L-histidine monohydrochloride monohydrate
- 90) L-Lysine monohydrochloride
- 91) L-phenylalanine
- 92) L-proline
- 93) L-tryptophan
- 94) L-tyrosine
- 95) Magnesium chloride hexahydrate
- 96) Magnesium sulfate anhydrous
- 97) Magnesium sulfate heptahydrate

- 98) Malachite green (oxalate)
- 99) Malachite green oxalate
- 100) Malonic acid
- 101) Maltose
- 102) Manganese dioxide
- 103) Mercaptoacetic acid, sodium salt
- 104) Methenamine
- 105) Methyl orange
- 106) Methyl red
- 107) Methylene blue
- 108) Naktartrate
- 109) Naphthalene
- 110) Nigrosin
- 111) Ninhydrin
- 112) Orange G
- 113) Orcein
- 114) Orcinol
- 115) Orcinol monohydrate
- 116) Oxalic acid dihydrate
- 117) PABA recuperado
- 118) P-amino benzoic acid
- 119) Phenacetin p-acetophenehydride std
- 120) Phenanthroline
- 121) Phenol red
- 122) Phenolphthalein
- 123) Phtalic acid
- 124) Phtalic anhydride
- 125) P-nitrophenol
- 126) Potassium acetate monobase
- 127) Potassium bisulfate (Potassium hydrogen sulfate)
- 128) Potassium bitartrate
- 129) Potassium bromide
- 130) Potassium chlorate
- 131) Potassium chloride
- 132) Potassium chromate
- 133) Potassium dichromate
- 134) Potassium ferricyanide
- 135) Potassium hydrogen phthalate
- 136) Potassium iodate
- 137) Potassium iodide

- 138) Potassium nitrate
- 139) Potassium periodate
- 140) Potassium phosphate dibasic
- 141) Potassium phosphate monobasic
- 142) Potassium sodium tartrate tetrahydrate
- 143) Potassium tartrate
- 144) Potassium thiocyanate
- 145) Salicylic acid
- 146) Sand
- 147) Sephadex G-150
- 148) Silica
- 149) Silica gel dessicant
- 150) Sodium acetate
- 151) Sodium acetate anhydrous
- 152) Sodium acetate, trihydrate
- 153) Sodium borate
- 154) Sodium bicarbonate
- 155) Sodium bisulfite
- 156) Sodium borohydride
- 157) Sodium bromide
- 158) Sodium carbonate
- 159) Sodium chloride
- 160) Sodium citrate
- 161) Sodium dichromate
- 162) Sodium dihydrogen phosphate
- 163) Sodium dodecyl sulfate
- 164) Sodium dodecyl sulfate electrophoresis grade
- 165) Sodium hydrogen carbonate
- 166) Sodium iodide
- 167) Sodium nitrite
- 168) Sodium oxalate
- 169) Sodium oxalate std
- 170) Sodium phosphate
- 171) Sodium phosphate monobasic
- 172) Sodium sulfate
- 173) Sodium sulfate anhydrous
- 174) Sodium thiocyanate
- 175) Sodium thiosulfate
- 176) Soluble chloride
- 177) Soluble oxalate

- 178) Starch
- 179) Succinic acid
- 180) Sucrose
- 181) Sudan III
- 182) Sulfamic acid
- 183) Sulfanilic acid
- 184) Thymol blue
- 185) Tin
- 186) Toluidine blue O
- 187) Tris (hydroxymethyl) aminomethanol
- 188) Tris-glycine-SDS (dry powder mix)
- 189) Trypsin inhibitor
- 190) Vanillin
- 191) Xylene cyanole FF
- 192) Xylenol orange
- 193) Zinc chloride
- 194) Zinc granular
- 195) Zinc metal
- 196) Zinc sticks
- 197) Zinc sulfate
- 198) Zinc sulfate ahidro
- 199) α-D-Glucose anhydrous
- 200) α-lactose

Shelf 4

- 1) Acetic acid
- 2) Acetic acid glacial
- 3) Acetic anhydride
- 4) Chromic acid
- 5) Adipoyl chloride
- 6) Ammonium hydroxide
- 7) Buffer pH 10
- 8) Ferric chloride
- 9) Formic cid
- 10) Hydrochloric acid
- 11) KIO₃
- 12) Lead nitrate (1M)
- 13) Nitric acid
- 14) Phosphoric acid
- 15) Potassium Hydroxide
- 16) Lucas' reagent

- 17) Silver nitrate
- 18) Sodium hydroxide
- 19) Sulfuric acid
- 20) Trichloroacetic acid (TCA)

Shelf #5

- 1) 1-naphthol
- 2) 2,6-dichloroindophenol
- 3) 2-mercapto ethanol
- 4) Ammonium dichromate
- 5) Aniline solution
- 6) Benzaldehyde
- 7) Benzyl Chloride
- 8) Biuret
- 9) Brucine sulfate
- 10) Carbon tetrachloride
- 11) Catechol
- 12) Chloroform
- 13) Copper II acetate hydrate
- 14) Cupric sulfate
- 15) Dichloromethane anhydrous
- 16) Diphenylamine
- 17) Ethidium bromide
- 18) Formaldehyde (formalin)
- 19) Iodine
- 20) Iodine and potassium iodide
- 21) Iodoform
- 22) Iodomethane
- 23) L-aspartic acid
- 24) Lead acetate
- 25) Lead nitrate
- 26) L-leucine
- 27) Manganous sulfate hydrate
- 28) Methylene Chloride
- 29) Methylene chloride (HPLC)
- 30) N(1-naphthyl) ethylene-diamine dihydrochloride
- 31) P-nitroaniline

32) Potassium chromate

- 33) Potassium dichromate
- 34) Potassium permanganate
- 35) Resorcinol
- 36) Semicarbazide hydrochloride
- 37) Silver nitrate
- 38) Sodium azide
- 39) Sodium dichromate, dihydrate
- 40) Sodium fluoride
- 41) Sodium saccharin
- 42) Solucion formalina 4%
- 43) Sulfamic acid
- 44) Sulfanilic acid
- 45) Trichloro acetic acid
- 46) Triton x-100
- 47) Tween 20
- 48) Urea

Gray Shelves

- 1) 2-mercaptoethanol
- 2) Oil immersion
- 3) Acetic acid
- 4) Acetocarmin
- 5) Acetone
- 6) Acetoorcein
- 7) Acetoorcein 2%
- 8) Acid fuchsin
- 9) Alumcarmine
- 10) Alumcochined
- 11) Anaranjado de metilo
- 12) Bromofenol blue
- 13) Methylene blue
- 14) Thymol blue
- 15) Benedict
- 16) Bismarck Brown
- 17) Biuret
- 18) Brilliant cresyl blue
- 19) Bromocresol green
- 20) Bromocresol purple
- 21) Bromothymol blue

22) Calmagite

- 23) Carmine alcohol
- 24) Carmine alum
- 25) Cloruro de bario
- 26) Congo red stain
- 27) Crystal violet
- 28) Cupric acetate
- 29) Unknown 1 acetone
- 30) Unknown 2 isopropanol
- 31) Unknown 3 methanol
- 32) Unknown 4 ethanol
- 33) Unknown 5 1-propanol
- 34) DNA stain
- 35) Eosin Y
- 36) Erythrosin
- 37) Ethanol 95%
- 38) Fast green
- 39) Fenolftaleína
- 40) Fuchsin basic
- 41) Gentian violet
- 42) Gram crystal violet
- 43) Gram Safranin
- 44) Gran iodine
- 45) Hayem solution
- 46) Hematoxylin Delafield
- 47) Hematoxylinc
- 48) Hucker ammonium oxalate cristal violet
- 49) Iodide
- 50) Iodine
- 51) Iodine lugol
- 52) Iodine
- 53) Lactophenol
- 54) Malchite green hydrochloride (spores staining)
- 55) Mehtylene blue
- 56) Methyl green
- 57) Methyl orange
- 58) Methyl red
- 59) Methylene blue
- 60) Neutral red
- 61) Nigrosin

62) Orange g

- 63) Phloroglucinol (staining solution)
- 64) Phoroglucinol
- 65) Potassium iodide
- 66) Protein (kemtec)
- 67) Protein stain
- 68) Ringer
- 69) Methyl red
- 70) Phenol red
- 71) Safranin
- 72) Sodium bicarbonate
- 73) Starch
- 74) Sudan III
- 75) Sudan IV
- 76) Toluidine blue
- 77) Toluidine blue 1% aqueous
- 78) Green malaguita

Response Agencies Directory

Name of the Agency	Telephone Number
Emergency Management and Disaster Administration Office	911
State Emergency Management and Disaster Administration Office	787-724-0124
Municipal Emergency Management and Disaster Administration Office	787-864-1946
Puerto Rico Aqueduct and Sewer Authority	281-7878 ó 1-800-981-7878
Offices in Guayama:	
Puerto Rico Electric Power Authority	787-289-3434
Puerto Rico Fire Department	343-2330 ó 864-2330

PLAN DE DESALOJO ALA NORTE





PLAN DE DESALOJO ALA SUR









EVACUATION PLAN WEST WING








Functions of Government Agencies during Emergencies

This is a list of the main government agencies and their roles during emergencies. Each one of these agencies has their own emergency plan which is activated before, during, and after an emergency. At the same time, they work in coordination to solve the problems at hand.

A. Municipal Emergency Management and Disaster Administration Office

This agency coordinates all resources and efforts of state agencies to respond to any type of emergency. One of the primary roles of this agency is the evacuation of people that live in high risk places so that no one is harmed physically. At the moment there are 300 schools that provide temporary shelter to these people. These shelters provide a cot, sleeping bag, and food. These are the telephones to call in case of an emergency:

State Civil Defense: 724-0124

Local Civil Defense: 864-1600 or 864-1946

B. American Red Cross

It provides speedy, effective, and efficient help to the victims of a disaster. The American Red Cross help assess damages to property and provide: emergency services to families, mass care, household items, technical help to the government, stores and distributes food, and gives follow-up to disappeared victims. It also provides advise on how to prepare a first aid kit.

C. Puerto Rico Aqueduct and Sewer Authority

Its primary function is to provide drinking water service. However, during emergencies this service is interrupted when the electrical energy is not available as the tank pumps stop working. Other times the water that reaches the water treatment plants is too muddy and as the plant cannot process it, the tank pumps shut off. Citizens should follow the recommended sterilization processes after water service has been restored. This agency also provides guidance to the consumers and repairs broken pipelines.

Puerto Rico Aqueduct Sewer Authority: 281-7878 or 1-800-981-7878

112

Office in Guayama:

D. Puerto Rico Electric Power Authority

Its primary function is to provide electrical energy service. In addition, it prunes trees to prevent the loss of power cables during an emergency. It provides advise to the public on how to adequately install power generators. It verifies fallen power lines, problems with power outlets, electrical transformers. This agency also removes and replaces power line pillars.

Puerto Rico Electric Power Authority: 289-3434

Office in Guayama:

E. Federal Emergency Management Agency

This agency has the responsibility to provide services before, during, and after an emergency; it coordinates assistance to the community. It also provides advise to prevent the loss of human lives and property apart form economical assistance. Everyone can request these services. FEMA also provides advise on insurance and measures to take after a hurricane passes.

Federal Emergency Management Agency: 729-7637

F. Puerto Rico Fire Department

Division of Fire Prevention

This division has the responsibility to advise the community on how to eliminate risks and protect human lives and property in case of a fire. It also is in charge of inspecting the buildings ensuring they comply with the applicable state and federal laws related to fire prevention as well as providing consultancy and relevant trainings.

Fire Division

This division has the responsibility of responding to fire emergency calls and of extinguishing fires using the necessary equipment depending of the type of fire.

Puerto Rico Fire Department: 343-2330

Office in Guayama: 864-2330 G. Police Department of Puerto Rico

H. Hospitals

I. Environmental Protection Agency

The Environmental Protection Agency (EPA) implements federal laws designed to promote public health by protecting air, water, and soil from harmful pollution. EPA endeavors to accomplish its mission by proper integration of a variety of research, monitoring, standard setting, and enforcement activities. As a complement of these activities, this agency coordinates and supports research and the improvement of the environment by the state, and federal public and private groups, individuals, and educational institutions to try to determine and comply with safe levels of contamination. It also identifies and regulates sources of air pollution and supervises the plans hazardous and non-hazardous waste management. EPA monitors the operations of other federal and local agencies who are responsible to look after the environment.

J. Environmental Quality Board

The Environmental Quality Board was created under the Law of Environmental Policy, Law 9, delegating the role of protecting the environment using natural resources in a wisely and judiciously way, promoting interaction between the human being and the surrounding environment. This legislation grants the Environmental Quality Board regulatory and administrative powers as well as quasi-judicial powers. Telephone: 864-0103

K. Occupational Safety Health Administration

The mission of OSHA is to save lives, to prevent accidents, injuries, and to protect the health of all employees. Telephone: <u>746-3070</u>

UNIVERSIDAD INTERAMERICANA DE PUERTO RICO

GUAYAMA CAMPUS

Guide to determine risks and hazards that could be found in the workplace.

Area(s) _____

Date _____

Staff that conducts the inspection

1.

2.

3.

Could cause stumbling, tripping, and falls (Problems with floors or stairways)	Yes	No
Waxed and polished floors or stairways		
Spilled water, oil, or soap		
Broken or loose covers of equipment		
Rough, or splintered surfaces		
Protruding nails		
Handrails with problems or breakage		
Lack of or poor lighting		
Broken or obstructed stair steps		
Electrical extension cords on the floor or stairway		
Misplaced waste baskets		
Loose carpets or rugs		

Could cause people to fall over others because they are misplaced, in an inappropriate place or not well secured

- File cabinets
- Shelves
- Book shelves
- Attachments for the floor or lighting
- Fixed objects or attached to walls or any other surface
- Materials en stacks (books, boxes, etc.)

Yes	No

Could cause collision and/or obstructions Obstructed halls, doors, or stairways Obstructing or obstructed line pipes or valves Pencil sharpener or any other small accessory Desks, file drawers, etc. Office equipment or any other type of furnishing

No

Yes

Problems with Equipment Protectors for moving parts not protected

Misplaced or damaged chord extensions Wiring in bad conditions

Misplaced or poorly installed furniture

Broken fixtures or with problems	
Broken transport carts or with problems	
Broken waste baskets	
Broken corners of metal equipment	
Electric fans with problems	
Equipment placed unsafely	

Fire	Yes	No
Unsafe disposition of papers and waste		
Unsafely storage of flammable materials		
No smoking areas properly identified		
Properly identified exit routes		
Exit halls properly identified		
Available access to exit, with no obstructions and in good conditions		
Necessary emergency lighting and signs		
Fire fighting equipment (unobstructed and inspected hoses and fire extinguishers)		
Smoke detectors		
Certified fire alarm system		
Sockets and plugs with a protective cover		
Adequate fire fighting equipment		
Well marked localization of the fire fighting equipment		
Collaborators that require it, shall be trained in the use of fire extinguishers		
Established practices and procedures to control risks of fires and ignition sources Written fire response Plan is available		
Written fire response Plan is available		

Other considerations	Yes	
Proper hygienic conditions		
There are no emissions		
Desks, mesas, etc. are properly fixed		
Adequate width of the corridors		
Proper organization and cleaning of the area		
Adequate ventilation and illumination		
Storage of hazardous material as established by law		
Inadequate storage of materials that could increase the risk or damages in case of fire (papers, plastics, and others)		
Adequate number of exit routes for the areas and the Campus (gates)		
Salety lights working in proper working order		

No

Recommendations:

Guide to determine risks and hazards in the Science laboratories

Laboratory assessment	Yes	No
Gas detectors in proper working order		
Eye washing working well		
Shower (Inspected and functioning)		
Fire bells (Inspected and functioning)		
Labels of reactive in good conditions		
Containers properly and legibly labeled		
Obstructed fire extinguishers		
Inspected fire extinguishers		
Lamp in the storage reactive area working properly		
Exhaust fans in the storage reactive area working properly		
Reactive spills on the floor or tables		
Slippery floors		

Obstructed doors	
Safety signs are placed properly	
Ceiling lights working properly	
Available MSDS for each reagent	
Updated inventory of reagents	
Existing Program for the Communication of Risks	
Safety lights working properly	
Explosion proof lighting and fixtures in storage	
Signs identifying the cylinders of compressed gas	
Gas cylinders are tied up and with their covers	
Certified autoclave	

Inspection of the reagents storage area Localization: Posterior part of the D-3 Laboratory

Guide to inspect area of chemical waste	Yes	No
The staff that works with hazardous chemical waste knows the procedure for the disposition of chemical waste		
Manifests for the removal of hazardous chemical waste of the last three years are available		
The staff knows how to fill in a request form for the removal of hazardous chemical waste		
Waste is segregated according to compatibility and physical and chemical characteristics		
Containers for chemical waste are stored in the designated area		
Correct labeling such as: CHEMICAL WASTE and with the corresponding chemicals		
Containers have a lid and/or are tightly closed		
Containers are leaking		
Containers can be transported in their present condition		
All hazardous waste are within the storage period required by the law		
There are emissions in the area		
MSDS of the chemicals are included as waste in each container		

Week of _____ from ____ to _____ 0f 201____

Inspected by: _____

UNIVERSIDAD INTERAMERICANA DE PUERTO RICO RECINTO DE GUAYAMA

Document to Submit Recommendations or Safety Problems

Name of the employee: Work Area : Date and time in which the recommendation is submitted or the safety problem identified:

Immediate Supervisor :

Describe the situations observed that you understand represent a physical or health hazard or that could cause an emergency in you work place and/or a recommendation to improve safety.

How much time do you consider necessary for the correction of this problem or for the implementation of your recommendation?

Expects a written response on the actions to be taken:

Yes ___ No ___

Employee's signature

Immediate Supervisor's Signature

Actions recommended by the supervisor:

UNIVERSIDAD INTERAMERICANA DE PUERTO RICO RECINTO DE GUAYAMA

Document to report accidents, incidents or thefts

Select the type of situation to be reported:

- Incident Event where an unplanned situation or unforeseen that involves the loss of equipment of materials occurs
- Accident Event where an unplanned situation or unforeseen that involves the loss of eequipment or material and a human being is affected occurs

Theft – Loss of equipment or materials

Name of the employee: Work Area Date and time in which the situation is reported:

Immediate Supervisor :

Describe the incident, accident or theft (Include the cause):

Person involved:

1.

2.

3.

Witness:

- 1.
- 2.
- 3.

To ensure that this situation does not occur again, changes are required in:

____ Physical Plant ____ Procedures

____ Trainings

____ Others Specify:

Recommendations of the employee:

Expects a written response on the actions to be taken

Yes ____ No ____

Employee's Signature

Immediate Supervisor's Signature

Findings of the investigation and recommended actions by the supervisor and the Sub-committee of Investigations:

ANNEX

EQUIPMENT	CONDITIONS TO INSPECT	TIME OF INSPECTION	PERSON IN CHARGE
Eyewash Unit	Water flow and water level	Weekly	Lab Technician
D-2 D-3		Semester	Physical Plant
Fire blanket	Adequate location	Semester	Lab Technician Physical Plant
Fire Extinguishers	Sealed. Fully charged	Monthly Semester	Physical Plant
D-2	Signed hand tag when inspected or charged.	Conceller	Certified company
-3	Undamaged strap, nozzle, and warning tag Hydrostatic Testing (verify condition of the cylinder which should pressure test for chemicals inside)	Annually	Certified company
Hoses	Appropriate length (across the building, or to the nearest hose). Faucet valve – opens with ease Adequate water flow. Storage – empty and dry.	Every six months Monthly	
First Aid Kit	Includes necessary supplies. No expired dates. Substitute used material.	Semester Beginning of semester	Nurse First Aid Office
Safety showers D-1 D-2 D-3	Adequate water flow. Activation date is in its place. Water cleanness.	Semester Weekly	Physical Plant Lab Technician
Gas Valves	Inspection for possible leaks.	Monthly	Physical Plant
Gas extractors	Adequate ventilation. Adequate flow	Monthly	Physical Plant
Flammable Solvent Storage Cabinet	Ventilation	Monthly	Lab Technician

COLABORATORS IN THE PREPARATION OF THE EMERGENCY MANAGEMENT PLAN

Prof. Nelson González	Representative of the Humanities Department Earthquakes			
Prof. Rubén Dávila	Representative Administration and Business Department Hurricanes and Floods			
Prof. Marisol Torres	Representative of Health Sciences Department Medical Emergencies			
Mrs. Migdalia de León	Representative of the Health Sciences Department Protocol to Prevent Biomedical Waste Accidents of the Skills Laboratory, Health Sciences Program			
Prof. Gerarda Carrasquillo	Representative of the Department of Education and Social Sciences Colocation of Explosive Devices			
Prof. Félix Avilés	Representative Department of Applied Natural Science Fire			
Prof. Gilbert Andújar	Representative Department of Applied Natural Science Technological Accidents			
Mrs. Isabel Vázquez Rolón	Administrative Assistant in the Dean of Administration Office			

GROUP LEADERS EVACUATION PLAN

Student Services Building:		
Basement	Ricardo Lugo Cortijo	
First Floor North	Melanie Rosario	
Alternate	Faculty Members	
First Floor South	Migdalia de León	
Alternate	Faculty Members	
Second Floor North	Tamara de Jesús	
Alternate	Alicia Rodríguez	
Second Floor South	Clarisa Santana	
Alternate	Nydia Santiago	
Office of the Chancellor	Lydia Navarro	
Alternate	María de los A. Aquiles	
Information Access Center	Brunilda Rivera	
Alternate	Wilma Gual	
Computing Center	Juana Aponte (AM) - Héctor Bermudez (PM)	
Alternate	Sr. Mikel Rivera (AM) – Pedro Bermudez (PM)	
Building A	Faculty Members	
Building B	José Romero/Facultad	
Building C	José Limardo/Faculty	
Building D	Juan G. Rodríguez/Faculty	
Building E	Liset Morales	
	Luis Soto	
	Virnaliss Fraticelly	
	Sonia Martínez	

Checklist of supplies in the Operations Center

- a. Flashlights with additional batteries. Keep flashlights handy and place one in each work area. Do not use matches or candles after an earthquake until you are sure there is no gas leak.
 Yes ____ No ____
- b. **Portable radio** with additional batteries. The radio will become the primary source of information as most telephones will be out of service or available only for emergencies. Have telephones and/or radio communication, radio receivers to listen to bulletins and instructions of the National Meteorology Service and the Emergency Management and Disaster Administration State Agency.

Yes _____ No ____

- c. First Aid Kit. Have a recent book on first aid from the Red Cross. The Sub-Committee of Seminars and Trainings will contact the local office of the Red Cross for trainings on their basic first aid courses. They will recommend which members of the Administration and employees will take these trainings.
 Yes _____ No ____
- d. **Fire Extinguishers.** Place and keep a fire extinguisher in accessible places. Remember the different types of fire extinguishers for different kinds of fires such as: electric, oils and grease, and gas. Fire extinguishers ABC aare designed to be used with safety in any type of fire.

e. **Food.** Keep non-perishable food in storage so that it may be used in a diet (if necessary); it should be regularly replaced. Some of this food may be canned food, powdered milk, canned juices, dry cereal and fruit, and unsalted nuts, which are an excellent source of nutrition.

Yes _____ No ____

- f. Agua. Should be stored in closed containers and replaces every six months. Store at least three gallons of water per person in a period of 72 hours.
 Yes____ No ____
- g. **Special items.** Have a supply of medicines, special food for infants or people who have a special diet, enough for at least one week.

Yes _____ No ____

h. **Tools.** Have a pipe wrench and a Crescent wrench which are useful to shut off gas and water.

Yes _____ No ____

i. Hurricanes' path map. Location maps and plans of the physical plant.

Yes _____ No ____

j. List with names, addresses, and telephones of key personnel. Telephone numbers and of portable units (cell phones, etc.) of the emergency agencies.

Yes _____ No ____

k. Emergency equipment such as plants and portable electric plants, boots, crash helmets, and gas masks.

Yes _____ No ____

I. Acetylene equipment.

Yes _____ No ____

Saw that needs no electricity to be operated. Yes _____ No ____

m. Copy of the emergency plans.

Yes _____ No ____

Additional supplies in case of a chemical or biological attack

a. strong adhesive tape and scissors.

Yes _____ No ____

b. plastic covers cut before hand measured and tailored to each opening as in an emergency time is critical.

Yes ____ No ____

c. plastic for doors, windows, and openings for the room that will serve as a place for refuge – this room or internal site should block the entrance of air that could contain hazardous chemicals or biological agents.

Yes _____ No ____

d. sanitary items including soap, water, bleacher or detergent, and others.

Yes _____ No ____

Today, The Bush Administration Announced the Implementation Plan For The National Strategy For Pandemic Influenza. The President's Homeland Security Advisor, Frances Townsend, discussed the Avian and Pandemic Influenza threat and outlined the Federal Government's preparedness and response steps. The Plan translates the National Strategy for Pandemic Influenza into more than 300 actions for Federal departments and agencies and sets clear expectations for State and local governments and other non-Federal entities. It also provides guidance for all Federal departments and agencies on the development of their own plans.

The government is taking action to prepare for a possible pandemic. On November 1, 2005, the day the President announced the *National Strategy for Pandemic Influenza*, the government also submitted a \$7.1 billion emergency budget supplemental request to Congress for pandemic preparedness funding. The request supports the President's strategy by investing in international health surveillance and containment efforts; medical stockpiles; the domestic capacity to produce emergency supplies of pandemic vaccine and antiviral medications; and preparedness at all levels of government. On December 30, 2005, the President signed the Department of Defense, Emergency Supplemental Appropriations to Address Hurricanes in the Gulf of Mexico, and Pandemic Influenza Act, 2006. The Act includes \$3.8 billion for pandemic influenza preparedness, the first installment of the President's request to launch these critical activities. The President's Budget Request for Fiscal Year 2007 includes a \$2.3 billion allowance to support the next phase of the President's strategy.

The Avian and Pandemic Influenza Threat

The pandemic influenza represents a greater risk than the seasonal influenza. Most Americans are familiar with seasonal influenza or the "flu" - a respiratory illness that makes hundreds of thousands of people in the United States sick every year. For most healthy people, seasonal influenza is not life-threatening. Pandemic influenza is different from seasonal influenza because it occurs when a new strain of influenza emerges that can be transmitted easily from person-to-person and for which people have no immunity. Unlike seasonal influenza, which typically affects the frail and sick, pandemic influenza could present as much risk to the young and healthy.

The federal government is keeping a very close watch on the Avian influenza virus known as H5N1. his influenza strain has infected domesticated birds, including chickens, and also migratory and other wild birds in 50 countries across Asia, Europe, and Africa. It has also infected more than 200 people worldwide.

Today, avian flu H5N1 affects mainly birds. Unless people come into direct contact with infected birds, it is unlikely they will contract the disease. There are <u>no</u> reported cases of sustained human-to-human transmission of the current strain of avian flu. If the virus develops the capacity for sustained human-to-human transmission, however, it could spread quickly around the world.

GUIDANCE FOR PROTECTING WORKERS AGAINST AVIAN FLU

BACKGROUND ON THE CURRENT OUTBREAK

An outbreak of influenza A (H5N1), also know as "avian flu" or "bird flu," has been reported in several countries throughout Asia. Cases of avian influenza A (H5N1) in birds have been confirmed in Cambodia, China, Hong Kong, Indonesia, Japan, Laos, Pakistan, South Korea, Thailand, and Vietnam. Human cases of avian influenza have been reported in Thailand and Vietnam. During this outbreak investigation, it has not been determined that avian flu is spread from person to person. This strain of avian influenza A (H5N1) currently affecting Asia has not been found in the United States. The current outbreak of avian influenza has prompted the killing of more than 25 million birds in Asia.

In February 2004, different strains of avian flu were detected among several flocks of birds in the U.S. and state officials ordered the destruction of hundreds of thousands of birds. The avian influenza strain found in Delaware was (H7N2), in Pennsylvania the strain was (H2N2), and the (H5N2) strain was found in Texas. The strain found in Texas has been determined to be "highly pathogenic" to birds. However, the strain of avian influenza in Texas is not the same as the strain that is affecting Asia.¹ There does not appear to be any connection between the illness in the flocks on the East Coast and the flock in Texas. Wild birds are the natural hosts for the virus. Avian flu viruses circulate among birds worldwide and are highly contagious among birds. It is also important to note that the United States annually imports an estimated 20,000 birds from countries with current avian influenza outbreaks, according to the U.S. Fish and Wildlife Service.

BACKGROUND ON INFLUENZA AND AVIAN FLU

Influenza is a category of viruses associated with acute (short), usually self-limited infections, whose symptoms are most commonly fever, muscle pain or aches, and cough. However, illness can be more severe based upon the properties of the virus, the patient's age, pre-existing immunity status, or pre-existing medical conditions.

The influenza virus is described by a three-part naming system that includes the virus type, subtype, and strain. There are three major types (A, B, C) and a number of subtypes which are classified based upon the surface coatings of the virus. These surface coatings determine whether the virus will affect humans, pigs, horses or birds, or more than one type of animal.² Within a specific type and subtype of influenza, there are also important differences in the particular strain of virus. For example, the strain of influenza A (H5N1) that has affected birds and humans in much of Asia is not the same strain that is affecting birds in the U.S. or Pakistan.

Influenza viruses also change or mutate over time. "Scientists know that the avian and human influenza viruses can exchange genes when a person is simultaneously infected with viruses from both the common human influenza virus and the avian type. This process of gene swapping inside the human body can give rise to a completely new subtype of the influenza virus to which few, if any, humans would have any natural immunity...If the new virus contains sufficient human flu virus genes, transmission directly from one person to another (instead of from birds to humans only) can occur."³ Some previous outbreak investigations documented limited human-to-human transmission of avian influenza. It is believed that most cases of avian influenza in humans have resulted from contact with infected poultry or contaminated surfaces.

In particular, influenza A (H5N1) has a documented tendency to acquire genes from viruses infecting other animals.⁴ There is particular cause for concern because this strain of influenza A (H5N1) is now spreading from birds (e.g., chickens, ducks, turkeys) to humans, and scientists are trying to determine if the virus is also spreading from human to human.⁵ Since this strain of influenza virus does not commonly infect humans, the general population may not have natural immunity to the virus. The current strain of

influenza A (H5N1) that is transmitted from birds to humans is considered to be "highly pathogenic."

ROUTES OF EXPOSURE TO AVIAN FLU

Most human influenza infections are spread by virus-laden respiratory droplets that are expelled during coughing and sneezing. Influenza viruses range in size from 0.08 to 0.12 micrometers.⁶ They are carried in respiratory secretions as small-particle aerosols (less than 10 micrometers in diameter).⁷

In an agricultural setting, animal manure containing influenza virus can contaminate dust and soil, causing infection when the contaminated dust is inhaled. Contaminated farm equipment, feed, cages, or shoes can carry the virus from farm to farm. The virus can also be carried on the bodies and feet of animals, such as rodents. "The virus can survive, at cool temperatures, in contaminated manure for at least three months. In water, the virus can survive for up to four days at 72° F and more than 30 days at 32° F. For the highly pathogenic form (of influenza A), studies have shown that a single gram of contaminated manure can contain enough virus to infect 1 million birds."⁸

In a food handling/preparation setting, there is also some concern that avian influenza could be transmitted from uncooked birds or bird products. The World Health Organization has also reported a study that found avian influenza A (H5N1) in imported frozen duck meat. Eggs from infected poultry could also be contaminated with the virus.

ADDITIONAL SOURCES OF INFORMATION

There are other federal agencies and international organizations that have further resources on avian flu.

- The U.S. Centers for Disease Control and Prevention (CDC) has established avian flu public hotlines: Public 888-246-2675; Spanish 888-246-2857; and for Clinicians 877-246-4625. The CDC has additional online resources at <u>http://www.cdc.gov/flu/avian/index.htm</u>.
- The World Health Organization has information on avian flu online at <u>http://www.who.int/csr/disease/avian_influenza/en/</u>.
- Physicians, employers and employees should contact their state or local health department (<u>http://www.cdc.gov/mmwr/international/relres.html</u>) to notify them of any symptomatic employees or suspected exposure incidents.

BAN ON IMPORTATION OF POTENTIALLY INFECTED ANIMALS

The U.S. government has issued an order for an immediate ban on the import of all birds (Class: Aves) from the following Asian countries: Cambodia; Indonesia; Japan; Laos; People's Republic of China, including Hong Kong, SAR; South Korea; Thailand; and Vietnam. The ban applies to all birds, whether dead or alive, and all bird products, such as eggs. This step was taken because birds from these affected countries potentially can infect humans with influenza A (H5N1). This order is enforced by the U.S. Department of Agriculture (USDA), the CDC and other federal agencies, such as the Animal Plant Health Inspection Service of the U.S. Department of Agriculture, Bureau of Customs and Border Protection of the Department of Homeland Security, and the U.S. Fish and Wildlife Service of the Department of Interior. (See http://www.aphis.usda.gov/lpa/issues/ai_us/ai_trade_ban_status.html)

GUIDANCE FOR FARM WORKERS / ANIMAL HANDLERS

Avian influenza is a highly contagious disease of birds which is currently epidemic amongst poultry in Asia. Despite the uncertainties, poultry experts agree that immediate culling of infected and exposed birds is the first line of defense for both the protection of human health and the reduction of further losses in the agricultural sector. However, culling must be carried out in a way that protects workers from exposures to avian influenza virus and therefore reduces the likelihood of illness or gene swapping or

mutation.

Exposure to infected poultry and their feces or dust contaminated with feces has been associated with human infection; however, this is a rare occurrence. The following summarizes the recommendations that have been developed by the CDC and the World Health Organization (WHO) because human infections have occurred in Asia during the current poultry epidemic. They will be updated as more information becomes available.⁴

- All persons who have been in close contact with the infected animals, contact with contaminated surfaces, or after removing gloves, should wash their hands frequently. Hand hygiene should consist of washing with soap and water for 15-20 seconds or the use of other standard handdisinfection procedures as specified by state government, industry, or USDA outbreak-response guidelines.
- 2. All workers involved in the culling, transport, or disposal of avian influenza-infected poultry should be provided with appropriate personal protective equipment:
 - Protective clothing capable of being disinfected or disposed, preferably coveralls plus an impermeable apron or surgical gowns with long cuffed sleeves plus an impermeable apron;
 - Gloves capable of being disinfected or disposed; gloves should be carefully removed and discarded or disinfected and hands should be cleaned;
 - Respirators: the minimum recommendation is a disposable particulate respirator (e.g. N95, N99 or N100) used as part of a comprehensive respiratory protection program. The elements of such a program are described in 29 CFR 1910.134. Workers should be fit tested for the model and size respirator they wear and be trained to fit-check for facepiece to face seal;
 - Goggles;
 - Boots or protective foot covers that can be disinfected or disposed.
- 3. Environmental clean up should be carried out in areas of culling, using the same protective measures as above.
- 4. Unvaccinated workers should receive the current season's influenza vaccine to reduce the possibility of dual infection with avian and human influenza viruses.
- 5. Workers should receive an influenza antiviral drug daily for the duration of time during which direct contact with infected poultry or contaminated surfaces occurs. The choice of antiviral drug should be based on sensitivity testing when possible. In the absence of sensitivity testing, a neuramindase inhibitor (oseltamavir) is the first choice since the likelihood is smaller that the virus will be resistant to this class of antiviral drugs than to amantadine or rimantadine.
- 6. Potentially exposed workers should monitor their health for the development of fever, respiratory symptoms, and/or conjunctivitis (i.e., eye infections) for 1 week after last exposure to avian influenza-infected or exposed birds or to potentially avian influenza-contaminated environmental surfaces. Individuals who become ill should seek medical care and, prior to arrival, notify their health care provider that they may have been exposed to avian influenza.

GUIDANCE FOR LABORATORY WORKERS

Highly pathogenic avian influenza A (H5N1) is classified as a select agent and must be worked with under Biosafety Level (BSL) 3+ laboratory conditions. This includes controlled access double door entry with change room and shower, use of respirators, decontamination of all wastes, and showering out of all personnel. Laboratories working on these viruses must be certified by the U.S. Department of Agriculture. The same BSL 3+ laboratory guidelines are recommended for conducting virus isolation for SARSassociated coronavirus. CDC recommends that virus isolation studies on respiratory specimens from patients who meet the above criteria **not** be conducted unless stringent BSL 3+ conditions can be met. Therefore, respiratory virus cultures should not be performed in most clinical laboratories and such cultures should not be ordered for patients suspected of having H5N1 infection.

Clinical specimens from suspect influenza A (H5N1) cases may be tested by polymerase chain reaction (PCR) assays using standard BSL 2 work practices in a Class II biological safety cabinet. In addition, commercial antigen detection testing can be conducted under BSL 2 levels to test for influenza.

Furthermore, all employers processing biologic specimens suspected of being infected with influenza A (H5N1) must ensure that their employees comply with all provisions of 29 CFR 1910.1030 for employee protection against blood borne pathogens.

GUIDANCE FOR MEDICAL WORKERS THAT TRANSPORT/TREAT AVIAN FLU PATIENTS All patients who present to a health-care setting with fever and respiratory symptoms should be managed according to the CDC's recommendations for respiratory hygiene and cough etiquette and questioned regarding their recent travel history (see <u>http://www.cdc.gov/flu/professionals/infectioncontrol</u> /resphygiene.htm). It has not yet been determined that avian flu can be spread from person to person. However, due to the potential risks of human to human infection, isolation precautions identical to those recommended for SARS should be implemented for all hospitalized patients diagnosed with or under evaluation for influenza A (H5N1) as follows:

- 1. Standard Precautions
 - Pay careful attention to hand hygiene before and after all patient contact.
- 2. Contact Precautions
 - Use gloves and gown for all patient contact.
- 3. Eye protection
 - Wear when within 3 feet of the patient.
- 4. Airborne Precautions
 - Place the patient in an airborne isolation room (i.e., monitored negative air pressure in relation to the surrounding areas with 6 to 12 air changes per hour).
 - The CDC has recommended that, the minimum requirement is a disposable particulate respirator (e.g. N95, N99 or N100) used in accordance with 29 CFR 1910.134 for respiratory protection programs. Workers must be fit tested for -the model and size

respirator they wear and must be trained to fit-check for facepiece to face seal, when entering the room.

 If transport or movement is necessary, ensure that the patient wears a surgical mask. If a mask cannot be tolerated, apply the most practical measures to contain respiratory secretions.

For additional information regarding these and other health-care isolation precautions, see the CDC's Guidelines for Isolation Precautions in Hospitals. These precautions should be continued for 14 days after onset of symptoms until an alternative diagnosis is established or until diagnostic test results indicate that the patient is not infected with influenza A virus (see Laboratory Testing Procedures below). Patients managed as outpatients or hospitalized patients discharged before 14 days should be isolated in the home setting on the basis of principles outlined for the home isolation of SARS patients (see <u>http://www.cdc.gov/ncidod/sars/guidance/i/pdf/i.pdf</u>).

GUIDANCE FOR FOOD HANDLERS

In general, good hygiene practices during handling of raw poultry meat and usual recommended cooking practices for poultry products would lower any potential risk to insignificant levels. Eggs from infected poultry could also be contaminated with the virus and therefore care should be taken in handling shell eggs or raw egg products. Some, more limited, knowledge is available about the effect of food handling and treatment on the influenza virus. While freezing and refrigeration would not substantially reduce the concentration or virulence of viruses on contaminated meat, proper cooking kills such viruses. In general, chicken should be cooked to reach an internal temperature of 180°F. Employers should continuously emphasize the importance of good hygiene practices during handling including hand washing, prevention of cross-contamination and thorough cooking of poultry products.

GUIDANCE FOR AIRLINE FLIGHT CREWS

This guidance is intended to assist airline flight crews in establishing appropriate precautions in the event they must interact with a person suspected of having avian influenza. Personnel should be aware of the symptoms of avian influenza. Although experience with human infection is limited, persons infected with avian influenza would likely have fever and respiratory symptoms (cough, sore throat, shortness of breath).

- 1. Wash hands frequently with soap and water or use an alcohol-based hand rub if hands are not visibly soiled.
- 2. Personnel should wear disposable gloves for direct contact with blood or body fluids of any passenger. *However, gloves are not intended to replace proper hand hygiene.* Immediately after activities involving contact with body fluids, gloves should be carefully removed and discarded and hands should be cleaned. Gloves must never be washed or reused.
- 3. The CDC has developed specific guidance on the handling of sick passengers. (See <u>http://www.cdc.gov/travel/other/avian_flu_ig_airlines_021804.htm</u>)
- 4. The CDC has stated that, the captain of an airliner bound for the United States is required by law to report the illness to the nearest U. S. Quarantine Station prior to arrival or as soon as illness is noted. Quarantine officials will arrange for appropriate medical assistance to be available when the airplane lands and will notify state and local health departments and the appropriate CDC Headquarters' officials.

GUIDANCE FOR TRAVELERS

The CDC has issued precautions for travel to countries that are reporting outbreaks of avian influenza A (H5N1) in humans and animals. **Currently, CDC does not recommend that the general public avoid travel to any of the countries affected by avian influenza A (H5N1).** CDC has issued the following recommendations for travel to countries reporting human or animal cases of avian influenza A (H5N1):

Before you leave:

- Assemble a travel health kit containing basic first aid and medical supplies. Be sure to include a thermometer and alcohol-based hand rub for hand hygiene.
- Educate yourself and others who may be traveling with you about influenza. Information about influenza is provided on CDC's influenza website: (<u>http://www.cdc.gov/flu/</u>).
- Be sure you are up to date with all your shots, and see your health-care provider at least 4–6 weeks before travel to get any additional shots or information you may need. CDC's health recommendations for international travel are provided on CDC's Travelers' Health website: <u>http://www.cdc.gov/travel/</u>.
- You may wish to check your health insurance plan or get additional insurance that covers medical evacuation in the event of illness. Information about medical evacuation services is provided on the U.S. Department of State website: <u>http://www.travel.state.gov/medical.html</u>.
- Identify in-country health-care resources in advance of your trip.

While you are in an area where avian influenza cases have been reported:

- At this time, CDC recommends that travelers to countries experiencing outbreaks of this disease in poultry should avoid areas with live poultry, such as live animal markets and poultry farms. Large amounts of the virus are known to be excreted in the droppings from infected birds.
- As with other infectious illnesses, one of the most important and appropriate preventive practices is careful and frequent hand hygiene. Cleaning your hands often using either soap and water or waterless alcohol-based hand sanitizers removes potentially infectious materials from your skin and helps prevent disease transmission.
- Influenza viruses are destroyed by heat; therefore, as a precaution, all foods from poultry, including eggs, should be thoroughly cooked.
- If you develop respiratory symptoms or any illness that requires prompt medical attention, a U.S. consular officer can assist in locating appropriate medical services and informing family or friends. See this website for more information about what to do if you become ill while abroad http://www.cdc.gov/travel/other/illness-abroad.htm. It is advisable that you defer further travel until you are free of symptoms.

After your return:

- Monitor your health for 10 days.
- If you become ill with fever or respiratory symptoms during this 10-day period, consult a healthcare provider. Before your visit to a health-care setting, tell the provider about your symptoms and recent travel so that he or she can be aware you have traveled to an area reporting avian influenza.
- Information for health care providers wishing to test for or report cases of influenza A (H5N1) and SARS can be found at this website <u>http://www.cdc.gov/flu/han020302.htm</u>

EMPLOYEE TRAINING

All employees with potential occupational exposure, as described in this document, should be trained on

the hazards associated with exposure to influenza A (H5N1) and the protocols in place in their facility to

isolate and report cases or reduce exposures.

Coordinate with the state and local agencies regarding the steps to follow in case of an outbreak or

pandemic influenza emerges.

Determine which employees can perform the duties of other employees in case they have to substitute

them because of illness so that essential services are not interrupted,

Provide trainings on how the disease is transmitted, prevention, how to protect others if you get ill and what to do in the event of sickness.

TELEPHONE DIRECTORY EMERGENCY

NAME	TELEFONE NUMBER	ADDRESS
Dra Angela de Jesús Alicea	787-994-9501	Parque Interamericana
		P.O. Box 3031
		Guayama, PR
Sr. Néstor A. Lebrón Tirado	787-940-3605	Urb. Palmas del Rey
		Calle 11 Q-2
		Guayama, Puerto Rico 00784
Dra. Rosa J. Martínez Ramos	787-994-9502	Urb. Eugene F. Rice Calle D #2
		Aguirre, PR 00704
Sra. Eileen Rivera Rivera	787-994-9503	P.O. Box 1741
		Aibonito, Puerto Rico 00705
Rvdo. Arnaldo Cintrón Miranda	787-390-1318	Bo. Asomante
		Sector Las Abejas Km.2.4 Interior
Ore has A Ortis Develope	020.200.0040	Albonito, Puerto Rico
Sra. Luz A. Ortiz Ramirez	939-389-2040	Urb. Jardines de Monte Olivo 501
		Culture Resulta
Sr. Benjamín Avala Vega	030-380-2030	Carretera Machete #1
Si. Delijanin Ayala vega	303-003-2003	Guavama, Puerto Rico 00784
Dr. Samuel F. Febres Santiago	787-383-3981	Urb Rexmanor Calle 1 F-6
Dr. Canadri i robiot Canadyo		Guavama, Puerto Rico 00784
Sra. Arcilia Rivera González	787-866-0569	Urb. Costa Azul Calle 12 HH-9
	939-389-2042	Guavama, Puerto Rico 00784
Sra. Juana Aponte Cabrera	787-377-3534	Villas del Coquí E-10
·		Aguirre, Puerto Rico 00
Profa. Madeline Cartagena García	787-204-3084	Bo. Ancones
		Monte Verde #5
		Arroyo, Puerto Rico 00784
Profa. Carmen Torres Torres	787-839-4237	Urb. Jardines de Arroyo
	787-929-6119	Calle X C-67
	(Humberto Rodríguez esposo)	Arroyo, PR 00714
Dra. Rosalia Morales Colón	787-864-1546	Calle Monserrate #43-N
	/8/-364-1546	Guayama, Puerto Rico 00/84
Dr. Ray Robles Torres	/87-637-4680	Parque Interamericana #23
Sra María M. Marga Caraía	797 212 2476 (Eapage)	Guayama, Puerto Rico 00784
Sra. Maria M. Mares Garcia	707-312-3470 (Esposo)	Callo Corrigo E 24
		Guavama Puerto Rico 078/
Sra Laura E. Ferrer Sánchez	787-381-0045	Bo Cacao Baio Carr. 755 Km 2.4
	101 301 0043	Patillas Puerto Rico
Srta, Teresa Manautou Hernández	787-839-4537(Padres)	Calle General Group #16
		Arroyo, Puerto Rico 00714
Sr. José A. Vechini Rodríguez	787-864-6563	Urb. Costa Azul
Ŭ		Calle 12 C-10
		Guayama, Puerto Rico 00784
Sra. Victoria Bones Díaz	787-692-1598	Villa del Mar Caribe
		Bo. Barrancas Calle 5 #D-16
		Guayama, Puerto Rico 00784

NAME	TELEFONE NUMBER	ADDRESS
Sra. Julia Leotó Padilla	787-218-2023	Bo. Palmas HC02 Box 4065 Guayama, Puerto Rico 00784
Sr. Jorge Martínez Quiles	No disponible	Com. Las Quinientas Calle Cuarzo #128 Arroyo, Puerto Rico 00714
Sr. Juan Meléndez Pérez	787-864-0469	Bda. Marín Calle 9 #66 Guayama, Puerto Rico 00784
Sr. José J. Díaz Báez	787-866-4826	Bo. Carite Sector Palmasola Carr. 179 Km 11 Hm.9 (cerca negocio El Roble) Guayama, Puerto Rico 00784
Sr. Rafael Figueroa Rodríguez	787-472-9490	Bo. Los Pollos Carr. #3 Patillas, Puerto Rico 00723
Sr. Héctor Sánchez Recenello	787-955-4105	Urb. Villa Monte Ríos A-7 Guayama, Puerto Rico 00784
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