

Inter American University of Puerto Rico

**GUAYAMA CAMPUS**

INTER AMERICAN UNIVERSITY OF PUERTO RICO

GUAYAMA CAMPUS

## **Contingency Plan for Emergencies due to Natural or Other Disasters**

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By: Safety Committee

*Revised: July 21, 2021*

Inter American University of Puerto Rico

**GUAYAMA CAMPUS**

March 1, 2021

**UNIVERSITY COMMUNITY**

I am pleased to present the Inter American University of Puerto Rico, Guayama Campus and the Inter Humacao University Center Contingency Plans for Emergencies due to Natural and Other Disasters.

The preparation of these plans was carried out according to the **Normative Document G-0918- 046 of September 5, 2018, GUIDES AND STANDARDS FOR THE PREPARATION OF CONTINGENCY PLANS FOR EMERGENCIES DUE TO NATURAL OR OTHER DISASTERS.**

We recognize the importance of maintaining the highest level of security and minimizing risks within our community. As well as the responsibility that we have to maintain an environment of well-being, protect the members of the community and watch over the assets and interests of the physical facilities.

We urge all members of the university community to study the Contingency Plan for Emergencies due to Natural or Other Disasters and use it as reference. A copy of the Contingency Plan will be in the Office of the Dean of Administration and on our Web page under the Dean of Administration and Security.

We appreciate everyone's collaboration for the successful implementation of the Contingency Plan.

Dra. Angela de Jesús

Chancellor

**LEGAL BASIS**

These Guides are adopted by virtue of the authority conferred to the Chancellor of the Campus by the President of the University and by the Board of Trustees in the University Statutes. They are also supported by applicable federal and Puerto Rico regulations: Explosives Act of Puerto Rico, *USA Patriot Act*, *Homeland Security Act* , *Public Health Safety and Bioterrorism Preparedness and Response Act*, *Enhanced Border Security* , *Visa Entry Reform Act* , *the Campus Security Act* , Regulations of the Department of Federal Agriculture, Guide for Preparation of AEMEAD Emergency Plans (Guide for Review), Law on Safety and Health at Work of Puerto Rico, (PROSHA), the Normative Document G-0918 -046: Guidelines and Standards for the preparation of Contingency plans for Emergencies due to Natural or Other Disasters ”, among others.

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**I. INTRODUCTION**

- A. The Guayama Campus of the Inter American University of Puerto Rico has among its priorities the responsibility of establishing plans aimed at maintaining and preserving the life, health and safety of its employees, students and visitors. In addition, among its goals, it seeks to protect physical facilities, equipment and materials and the environment through the implementation of preventive and corrective measures. To fulfill this task, it is necessary to use the resources that are available and set a Contingency Plan that includes handling of environmental emergencies, and those related to fires, placement of explosives, hurricanes, earthquakes, technological accidents and medical emergencies or others, as well as those related to armed conflicts and acts of terrorism.
- B. The establishment of this Plan meets the requirements of the law covered by OSHA CFR 29: 1910.38 (*Employee Emergency Plans and Fire Protection*) and other federal and state regulations (CFR 29 1910.1200) and **State Agency for Emergency Management and Disaster Administration (AEMEAD)**, the Fire Department, among others. These regulations state that each employer must have a written program for handling emergencies that include actions that the employer and the employees must follow for the protection and safety of the people and necessary actions for the protection of the physical plant, equipment, materials, and the environment. This plan should define what is considered an emergency and the actions that must be followed. The plan must also include:
1. Procedures of evacuation and escape routes for every emergency.
  2. Procedures that must be followed by the employees that will remain after the evacuation.
  3. Procedures for determining, after controlling the emergency, that the number of people who were working during the emergency is the same number as at the end of the emergency.
  4. Personal responsible and how they must report the emergencies in written form.

5. Names of the persons in charge of providing additional information about responsibilities or procedures.

- C. To be successful, an effective communication process in which there is participation, dialogue and action is necessary. All components of the university community must feel committed and part of the process from the beginning. It is essential that they contribute with ideas, and willing to work as a team to achieve a design and implementation of a Contingency Plan that meets the needs of our Campus.
- D. In the first part of this plan, a wide number of hazards that can be found in the work areas and that make employees potentially vulnerable in case of an emergency and that puts them, visitors and students at risk are evaluated. The second phase is of preparation, emphasizing on the activities, procedures, programs, and changes that will be developed to properly prepare employees to respond to an emergency. The emergency response stage includes the activities required to manage and control an emergency. The last stage, that of recovery, includes all those activities designed with the purpose of returning the Institution to a functional state.

## II. **PURPOSE**

This Contingency Plan has been designed with several objectives. Achieving them, will provide us with a reliable and well-prepared work and study atmosphere to handle any emergency that occurs in our Campus. In addition, it offers the necessary tools to make the right decisions during a period of crisis. It also provides employees with adequate and safe procedures that they must follow to safeguard their physical and emotional safety. Additionally, it helps protect materials, equipment, physical plant, and documents, as well as the neighboring community from the effects related to an emergency that may occur in the Campus. The proper establishment of this plan provides us with the mechanisms to protect our environment. Among the most important objectives are the following:

A. Identify possible causes of accidents.

- B. Describe corrective measures that allow the prevention of accidents and injuries, including occupational diseases.
- C. Provide orientation and training to employees and students on the measures to be taken to prevent health risks, accidents, fires or any other emergency.
- D. Maintain a safe work environment, free of risks that may cause harm to students, visitors, or employees.
- E. Protect the Institution's documents and property.
- F. Train and guide the university community on how to prepare, respond or know what to do before, during and after an emergency.
- G. Establish evacuation routes and actions to take in order to evacuate the buildings and assure that occupants reach a safe place.
- H. Establish actions to take when the following emergencies occur:
  - 1. accidents related to hazardous substances
  - 2. accidents related to biological material spills
  - 3. failures in the electric power system
  - 4. fires
  - 5. floods
  - 6. explosive device threat
  - 7. hurricanes
  - 8. earthquakes
  - 9. medical emergencies
  - 10. technological accidents
  - 11. comply with the laws state and federal

### III. **DESCRIPTION OF THE PHYSICAL PLANT**

In 1983 the current facilities of the Guayama Campus were inaugurated, in an area of 50 acres of land located on Highway 744, K. 1, H 2 of Barrio Machete, near Highway # 54 in the southern part of the town of Guayama. The adjacent towns of the southeastern region of Puerto Rico served by the Campus are: Guayama, Maunabo, Arroyo, Patillas and Salinas, among others. The Guayama Campus main facilities and buildings are:



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- A. Building of Telecommunications -It houses the director's office, two offices for the computer technicians, two computer labs., the Distance Learning Center and the office of the director.
- B. Information Access Center – This center provides areas such as Public Service, Electronic Information, Book Collection, Photocopy Machines and Technical Services. It also has the Sala Palesiana, Audiovisual Center, Center for the Development of Instruction (CDI), and the director's and secretary's offices. In addition, there is a skills laboratory and administrative offices.
- C. Building A - There are 10 classrooms and a Sports Technology Skills Laboratory.
- D. Building B – There is a Faculty Lounge, the Title V Project Office, the Learning Center, five classrooms, the University Chapel and Office, the Promotion, Marketing and Recruitment Office and the Science and Math-Upward Bound Program Office.
- E. Building C - There is a Natural Science Biotechnology Sills Laboratory and three computer labs.
- F. Building D – There is a Biology Lab, a Physics Lab, a Chemistry Lab, a Networks Lab, a Chemical Reagent Warehouse and the Instrumentation Area.
- G. Building E – There is a First Aid Center, an Ice Cream Shop, a Cafeteria, and the administrative offices of the Dean of Studies and the Enrollment Services Management.
- H. Annex B – There are Veterinary Medicine Skills Labs and classrooms.
- I. Student Services Building – On the first floor and north side of the building, there are two (2) classrooms and the Pharmacy Skills Laboratory and on the south side, there is a Nursing Skills Laboratory. On the second floor and north side, there are Offices for the Academic Departments and offices for the faculty. Also, on the second floor, south side, there are the offices of the Dean of Administration and Dean of Academic Affairs. Finally, The Chancellor's Office and the Office of Evaluation and Strategic Development are located on the third floor.

**IV. ORDER IN SUCCESSION OF COMMAND**

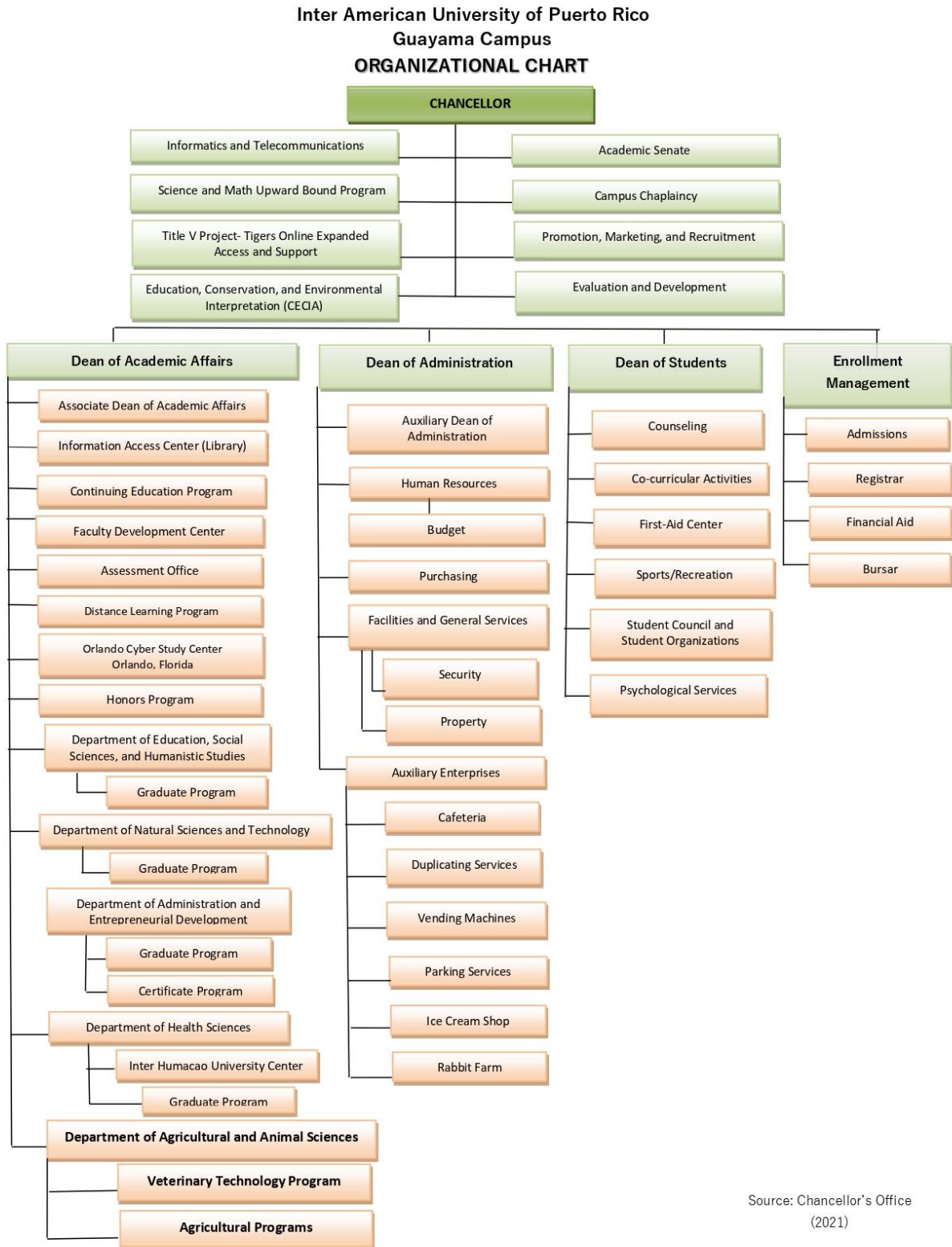
- A. Chief Executive (Chancellor): Dr. Angela de Jesús Alicea
- B. Dean of Academic Affairs: Dr. Elia Colón Berlingeri

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- C. Associate Dean of Academic Affairs: Dr. Martha Echandy
- D. Dean of Administration: Dr. José M. Romero Vázquez
- E. Dean of Students: Dr. Rosa J. Martínez Ramos
- F. Assistant Dean of Administration: Ms. Cynthia D. Rodríguez Burgos

NOTE: The Order of Succession of Command will be informed to all university employees.

V. **CAMPUS ORGANIZATION CHART**



Source: Chancellor's Office  
(2021)

**VI. SAFETY AND EMERGENCY MANAGEMENT COMMITTEE**

This plan will be implemented, directed, and evaluated by a Safety Committee appointed by the Chancellor of the Campus. It is made up of the following officials:

- A. Dr. Angela de Jesús Alicea - Chancellor
- B. Dr. José M. Romero Vázquez - Dean of Administration – Committee Chairman
- C. Mrs. Arcilia Rivera González - Nurse - Committee Vice President
- D. Ms. Cynthia D. Rodríguez Burgos - Assistant Dean of Administration
- E. Ms. Juana Aponte Cabrera - Director of Information Technology and Telecommunications
- F. Ms. Migdalia of León González - Health Science Laboratory Technician
- G. Mr. Juan G. Rodriguez Correa - Natural Science Laboratory Technician
- H. Prof. Yaitza Rivera Carrión - Associate Director of Nursing - Inter Humacao University Center
- I. Ms. Kenia Gomez Rivera – Nursing Laboratory Technician – Inter Humacao University Center

**VII. RESPONSIBILITIES OF THE COMMITTEE**

- A. The Safety and Emergency Management Committee is an internal organization established with the purpose of ensuring that the Campus complies with state and federal security laws. In addition, it promotes a safe and adequate work and study environment. To achieve these goals, the Safety and Emergency Management Committee seeks to fulfill the following responsibilities and / or functions:
- B. Design, manage and evaluate the Safety and Emergency Management Plan
- C. Recommend the personnel that will be part of the work teams
- D. Discuss the Plan with relevant agencies
- E. Distribute and discuss the plan with the university community for them to be informed and make recommendations
- F. Integrate the recommendations or changes to the Plan
- G. Ensure compliance with the requirements of the regulatory agencies

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- H. Recommend changes in physical plant when necessary and ensure compliance with law requirements
- I. Organize drills and evacuations of facilities coordinated along with government agencies
- J. Evaluate the drills
- K. Collect all the information related to the drills and assign a collaborator who will oversee keeping records
- L. Recommend the staff who will oversee keeping all the information related to safety, health and emergency management
- M. Review the Plan, at least once a year or when necessary
- N. Prepare written reports

**VIII. EMERGENCY OPERATIONS CENTER**

- A. The Chief Executive Officer of the Campus will constitute the Emergency Operation Center, as an organization of continuous operation during any emergency. The organization and center is made up of representatives from the following areas:
  - 1. Chief Executive (Chancellor) - Dr. Angela de Jesús Alicea
  - 2. Dean of Administration - Dr. José M. Romero Vázquez
  - 3. IT and Telecommunications Director - Ms. Juana Aponte Cabrera
  - 4. First Aid Center Officer - Mrs. Arcilia Rivera González
  - 5. Representative of the Work Brigades
  - 6. Concessionaires with areas of the Campus under their responsibility
  - 7. Any other personnel that the Chief Executive believes pertinent
  - 8. The Emergency Operations Center is located at *Terraza El Tigre*. An alternate location is at the Informatics and Telecommunications Center.

**B. Functions of the Emergency Operations Center**

- 1. Inform the university community on measures to be taken in case of an emergency.
- 2. Provide surveillance services and coordinate necessary measures to maintain order and protect property.

3. Establish and maintain communication, also coordinate necessary activities with agencies that provide services in case of emergencies.
4. Implement the Contingency Plan in case of a hurricane, a storm, an earthquake or acts of terrorism.
5. Restore normalcy once the emergency has ended.
6. Use the Alert System to keep the university community informed.

**C. The Emergency Operations Center has the following equipment, materials and/ or resources:**

1. Telephones and / or communication radios
2. Radio receivers that pick-up news bulletins and instructions from the National Meteorology Service and from the Emergency Management and Disaster Administration Federal Agency.
3. First aid equipment.
4. Hurricane track maps.
5. Location maps and physical plant floor plans.
6. Key personnel list with their name, address, and telephone number.
7. List of telephone numbers of the agencies that provide emergency services.
8. Emergency equipment such as: electric plants, portable electric lamps, boots, protective helmets, and anti-gas masks.
9. University employees' contact telephone numbers.
10. Emergency Committee members' contact telephone numbers.
11. Acetylene equipment.
12. Nonelectric operated saw.
13. Copy of emergency plans.
14. Emergency System 9-1-1

**IX. WORK GROUPS  
OF THE SAFETY AND EMERGENCY MANAGEMENT COMMITTEE  
AND THEIR RESPONSIBILITIES**

The organization of the Committee, the personnel in charge and the alternate personnel that will be responsible during the emergency, as presented below, was

established. Also, the responsibilities and functions of personnel in charge and work groups were established.

- A. Director of the Safety and Emergency Management Committee – Chancellor:  
Will serve as a liaison between the Central Administration and the Safety Committee. Will be responsible for coordinating all committee work, will design the procedures to follow in order to comply with the laws and recommendations, will assign the necessary funds necessary to carry to out the changes. Also, will receive and evaluate reports and prepare recommendations. In addition, will be in charge of appointing a member as chairman of the committee and will prepare a list, in order of importance, of the Campus’ documents.
- B. President of the Safety and Emergency Management Committee - Will guide work of the committee and will serve as a liaison between the institution, the agencies, and the staff. Will preside over meetings, will appoint, along with the Chancellor, the staff that will be part of the work groups, and will coordinate work for the different groups. Additionally, will lead the operations during the emergency and determine the actions to follow until personnel of the agencies responsible for emergency responses arrive.
- C. Vice President of the Safety and Emergency Management Committee- will represent the President in his/her absence and will help him/her in the compliance of responsibilities.
- D. Evacuation Subcommittee - This work group will have six (6) employees with work schedule: Monday through Friday from 7:00 AM to 5:00 PM and five (5) employees from 5:00 PM to 10:00 PM. On Saturdays there will be five (5) employees from 8:00 AM to 5:00 PM. This group will be responsible for being completely acquainted with the Safety and Emergency Management Plan and must know all exits of buildings and of the Campus, and the location of the keys to open all locks, doors or gates. The work group will direct people to the designated meeting places for each type of emergency, will ensure that the evacuation process is carried out in an orderly and prompt manner

and will keep employees and students in these areas until they receive further instructions.

- E. Group Leaders - Each office or department will have a leader who will be responsible for ensuring that the employees in their area correctly follow the guidelines offered by the Evacuation Subcommittee. Will help direct personnel to assigned meeting places for each type of emergency and will ensure that the evacuation is carried out quickly and orderly. They will keep the personnel and students in these areas until they receive further instructions. Also, they will provide information on safety issues at work and kinds of problems encountered when an emergency occurs.
  - F. Co-leader - Will take the place of the leader in his / her absence and will help in the fulfillment of responsibilities.
  - G. Receptionist - Will be designated in each work schedule and whose responsibility will be to notify government agencies responsible for emergency responses. The notification must be authorized by the Chancellor, or the person authorized by him/her.
  - H. University Guard - Will assign appropriate surveillance to maintain order and safeguard lives and property. Will designate personnel to direct traffic and the evacuation process of the university community. If there is a hurricane or any other type of disaster warning during the weekend or during holidays, he/she will notify the Chief Executive (Chancellor) or the person who follows in the order in succession of command of the Campus, who will determine when to activate the Committee for Emergencies.
  - I. In the Annex 1, is a list of contact telephone numbers of all agencies responsible for handling emergencies. The phone numbers on the list will be updated every six months or when any change in the agencies, employees or telephone numbers may occur.
- X. PHYSICAL SAFETY CONCEPTS - UNIVERSITY GUARD**

Although safety is everyone's responsibility, the Office for Safety is the administrative entity in charge of coordinating preventive safety and informative



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efforts as well as implementing corrective actions to maintain a safe environment on Campus. The University Guard is adjoined to the Dean of Administration. The Office for Safety's role is to provide a safe and suitable environment for students, faculty, administrative employees and general public, in a legal and constitutional manner respecting the civil rights of individuals and of the university community.

### **A. Access to the Campus**

1. The Guayama Campus of Inter American University of Puerto Rico has a main entrance located on Highway # 744 Km. 1.5 (see map). This access is used for the entrance and exit of vehicles and pedestrians. Both vehicle and pedestrian access is controlled by the University Guard. An additional access is used for vehicles of garbage collection and auxiliary company services.

### **B. Access Control**

1. Gates and access roads to the University are controlled by the University Guard, who will comply with the Vehicle Access, Transit and Parking Regulation.

### **C. Access Hours**

1. Monday to Friday:  
6:00AM to 10:00PM
2. Saturdays:  
7:00 AM to 5:00 PM
3. Note: Gates are opened and closed in accordance with the need on holidays with academic activity. The following map shows access to the Guayama Campus.

**XI. MASTER PLAN**



A. The University Guard will maintain a daily record of people who are not part of the university community in vehicles to which it allows access, transit and parking or that do not have a student or employee parking permit. Outside of regular work hours, any vehicle that requests access to the Campus, will also be registered. The following information will be recorded in the registry log:

1. Vehicle license plate number
2. Driver's name and driver's license number
3. Number of people who travel in the vehicle
4. Person or office that he/she will visit

5. Date and hour of entrance to and exit from the Campus
6. Entry of guide dogs in vehicles is permitted, however entry of pets or other animals. is not allowed.

**B. Permission for Access of Employee and Student Vehicles**

1. All students and employees are required to have a permit to park a vehicle on the University grounds. Students and employees interested in obtaining a parking permit must complete a document provided by personnel of the Dean of Administration's Office.
2. In the case of students, they will be required to present the following documents when requesting permission:
  - a. Student ID
  - b. Student's Official Enrollment Document with evidence of having paid tuition.
  - c. Valid Driver's License
  - d. Valid License of Vehicle
  - e. If the applicant is not the owner of the vehicle, he/she must submit an authorization from the owner.
3. In the case of employees, only one permit per vehicle will be issued and it will not be transferable to any other vehicle.
4. The following documents will be required when requesting the permit:
  - a. The parking permit is a privilege that does not guarantee a parking space and does not imply responsibility of the University for the care or the protection of the vehicle or for the property left inside the car.
  - b. A permit will automatically expire when the conditions under which it was issued end. For example, in the case of the sale or transfer of the vehicle, cessation in the use or termination of studies, among others.
  - c. The office responsible for granting the permits for parking, will keep a record with the following information and/or any other that is pertinent:
    - i. Name of the student or employee.

- ii. Student or employee ID
- iii. Student or employee driver's license number
- iv. Vehicle make, model and license number
- v. Permit number and period of effectiveness
- vi. Department in which he/she works or studies

**C. Access to contractors**

Contractors must coordinate their work with the Office of Conservation and Maintenance or with the Dean of Administration and must inform the name of the employees who will work along with their vehicle license plate numbers. The list of the employees must be presented to the Supervisor of the Conservation and Maintenance Office.

**D. Traffic and Parking Rules**

1. Each driver must obey and comply with traffic signs and speed limits within the grounds of the University and with the Puerto Rico Commonwealth Vehicle and Transit Law, as amended (Law 22 January 7, 2000).
2. Pedestrians have the right to always enter the Campus and access transit routes and parking spaces.
3. The appointing authority of each Campus will establish and set the speed limits within each zone or area, ensuring that limits are reasonable and do not contravene with Law 22, previously cited.
4. The driver or owner of the vehicle is responsible for any damage caused while driving or parking on the University grounds.
5. Vehicles will transit and be parked only in authorized zones or areas.
6. The spaces reserved for official vehicles of the University, for loading and unloading of equipment, for people with physical disabilities and for employees who occupy certain positions, must not be occupied by other vehicles.
7. A vehicle cannot be parked in areas intended exclusively for transit or in front of electric substations, fire water hydrants and/ or other areas properly identified.

8. The appointing authority of the Campus will set the days and hours in which parking will be available for work or study.
9. Vehicle access, transit or parking in the University will not be permitted if it produces excessive sounds such as: those produced by defective mufflers, speakers, loudspeakers, radios, sirens and/or other sound equipment.
10. Bicycles and motorcycles will be parked in the assigned areas.
11. The transit and parking areas will not be used for meetings, recreational activities or of any other nature, unless they have been authorized by the appointing authority of the Campus.
12. The Safety personnel is authorized to operate an electronic surveillance system, with the aim of preventing criminal acts in parking areas and/or inside buildings.

**E. Non-Compliance (Infractions)**

The following acts will be considered infractions and will be penalized:

1. Access, transit or parking on grounds of the University without permission or with an expired or revoked permit.
2. Non-compliance with traffic signs or speed limits within the grounds of the University, and/or with the Puerto Rico Commonwealth Vehicle and Transit Law, as amended (Law 22 January 7, 2000).
3. Transit or park in unauthorized areas or spaces, occupy more than one parking space or obstruct the exit of other vehicles.
4. Drive in the opposite direction.
5. Produce unnecessary noises.
6. Drive under the influence of alcohol or illegal substances, and/or have them in the vehicle.
7. Allow another person to use a permit to drive or park on university grounds or use it while in a vehicle other than the authorized one.

8. Refuse to identify oneself and/ or to the inspection of the vehicle by the University Guard or by any other authority of the Institution.
9. Destroy, damage, and/or ignore a non-compliance ticket.
10. Carry fire weapons and/or carry them in the vehicle without authorization.
11. Disobey the University Guard's instructions or indications.
12. Perform other acts that violate the University's regulations or standards.

**F. Notification of infractions**

The University Guard will issue notices for the infractions that are committed and will deliver them to the offenders or will post them on their vehicles. When the offender is a student, a copy of the ticket will be sent to the Bursar Office. If the offender is an employee, copies of the ticket will be sent to the Human Resources Office and to the Bursar's Office.

**G. Sanctions**

Each infraction will be subject to one of the following fines or penalties, depending on the case and/or on the decision of the Dean of Students or Dean of Administration:

1. A verbal or written admonition.
2. A \$ 15.00 fine, which must be paid at the Bursar's Office during the following ten (10) days after the date the offender is notified.
3. A \$ 500.00 fine for the use of a parking space reserved for people with disabilities and must be paid at the Bursar's Office during the following thirty (30) days after the date the offender is notified. (This fine will be tempered with the amendments made to the Law that governs parking for people with disabilities).
4. Suspension of the permit for a specified period which may be from thirty (30) days to one year.
5. The Campus, aware of its responsibility, established reasonable safety measures to protect the students, employees, visitors and the property of the Campus. The following are reasonable measures:
  - a. Creation of the University Guard.

- b. Organization of a Safety Committee.
- c. Preparation of a Security Plan.
- d. Establishment of security measures to control access of visitors and vehicles to the Campus.
- e. Preparation of a Safety Annual Report according to *"The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act. (The Clery Act)"*.

#### **H. University Guard**

1. Although safety is everyone's responsibility, the Office for Conservation and Maintenance is the administrative entity in charge of coordinating preventive and informative safety efforts and adopt corrective actions in order to maintain a safe environment on Campus.
2. The University Guard is adjoined to the Office for Conservation and Maintenance, in turn connected to the Dean of Administration.
3. The role of the Office for Conservation and Maintenance is to provide an adequate and safe environment for students, faculty, administrative employees and visitors, in a constitutional legal manner and respecting the civil rights of individuals and of the university community.
4. The officers of the University Guard work three (3) daily shifts starting the first shift from 6:00 AM to 2:00 PM, the second shift from the 2:00 PM to 10:00 PM and the third shift from the 10:00 PM to 6:00 PM the seven (7) days of the week. The Office for Conservation and Maintenance is located next to the office of the Dean of Administration.

#### **I. Responsibilities of the University Guard**

Some of the responsibilities of the University Guard officials, but not all, are:

1. Protect the life and property of the university community.
2. Avoid criminal activities through preventive patrol of observation and detection.
3. Respond to current or reported criminal activities.
4. Ensure the welfare of the University Community.
5. Investigate incidents.

6. Investigate suspicious activities or persons.
7. Respond to alarms.
8. Control vehicle and pedestrian access to the Campus.
9. Ensure compliance with Students' Regulations.

**J. University Guard Behavior**

1. The relationship between the University Guard and the university community is of vital importance. Therefore, the entire University community should be treated in a courteous and professional manner by the officers.
2. The policy of the University states that there will not be tolerance for disrespectful, rude and/or unprofessional treatment of its employees towards the University Community.
3. If any member of the community feels he/she has been treated in an unprofessional way, he/she can submit a complaint to the:
  - a. Dean of Administration at (787) 994-9500 or (787) 864-3420
  - b. University Guard:
    - i. (787) 864-2222, Ext. 2214 or Direct Number (787) 864-2217
    - ii. (787) 864-2222, Ext. 0 or (787) 864-6414 (Receptionist)

**K. Reasons for immediate assistance and to report:**

1. A crime in progress.
2. Any suspicious activity or person on Campus.
3. Strange odors (fuels, propane gas, or other chemical compounds).
4. Any alarm that is activated and ringing.

**L. How to Report a Crime**

1. If you are a victim or witness of a crime, you must report it immediately to the University Guard.
2. To report it on time can provide immediate necessary assistance.
3. When calling to report a crime, please have the following information:
  - a. A brief description of what happened.
  - b. Place where the incident occurred.
  - c. Time in which the incident occurred.



- d. If the suspect is armed.
  - e. Where and when was the suspect seen for the last time.
  - f. Physical characteristics of the suspect, such as:
    - i. Gender
    - ii. Race
    - iii. Age (approximate)
    - iv. Height (approximate)
    - v. Weight (approximate)
    - vi. Hair color and length
    - vii. Clothes and shoes (type, color)
    - viii. Facial hair
    - ix. Tattoos and/or scars
4. Many times, we have asked ourselves if we are being witnesses of a crime, and since we doubt at times, we ignore it. Remember that the people are not suspicious, but their behavior is. Some signs of suspicious behavior are:
- a. A person running and looking furtively at his/her surroundings, as if being watched or followed.
  - b. A person who shows an aggressive behavior, talks incoherently or exhibits immobility.
  - c. A person who is not a member of the Police force and is carrying a weapon.
  - d. A person carrying objects (computers, office equipment, etc.) at unusual times and places.
  - e. A person who goes door to door in an office trying to open them.
  - f. A person forcing his/her entrance to an office or vehicle.
  - g. One or more people inside a parked vehicle, scanning the area.
  - h. A person (specially a woman) who is being forced to go inside a vehicle.
  - i. Strange sounds such as: shouting, loud discussions, among others.

5. If you observe any of these signs or any activity which is not normal or correct, please call the University Guard immediately at 787-864-2222 Ext. 2214. Also, you can report the criminal or suspicious activity anonymously by calling (787)-994- 9500 (Dean of Administration).

**M. Access Inside Buildings and Offices**

1. Maintaining adequate control of entrance to buildings and offices of the Campus is essential for physical as well as for property safety. To make this possible, it is always necessary to keep control of all property keys and a registry of the people that enter the Campus.
2. The Campus has several offices with controlled access, due to the nature of documents and materials. In some of these, there is an access electrical control system that works with an ID card. These offices are the following:
  - a. Classrooms
  - b. Internet Server Room
  - c. Information System
  - d. Electronic Safety
3. Access to the other offices and premises of the Campus is controlled by the personnel who works in them. Following the Policy for Safety in the University System of the Inter American University of Puerto Rico, as stated in Circular Letter F-0807-014, it will keep the entire university community informed about criminal acts that occur within the Campus and that attempt against personal or property safety. This will be announced through informative bulletins, circular letters and memoranda prepared by the Chancellor, Safety Office, Dean of Administration and by the Safety Committee.
4. In addition, the Dean of Administration will prepare a Safety Bulletin, which will be published on the Internet and e-mailed; it will include recent criminal statistics of the past three years. This report must be published by October 1 of each year. With this report, an Annual Report on Safety Policies and Criminal Acts is also prepared. These reports meet the requirements of 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 Department of Education annually requests that all educational institutions that receive federal funds, send a report through their Internet page ([http // surveys.ope.ed.gov / security](http://surveys.ope.ed.gov/security)), a report on the criminal incidents that occurred inside and/or outside the Campus if any.

**N. Safety with Management Information on the Electronic System (BANNER)**

1. The safety related to the BANNER system is managed and controlled at the Informatics and Telecommunications Center in the University System Central Office. The Campus is responsible for maintaining adequate control of access granted to employees.
2. The directors of departments or offices are responsible for requesting the cancellation of passwords when an employee resigns, is transferred to another Campus or is no longer required to use the system. Also, for the cancellation of a password, the director must follow established procedures.

**O. Visitors**

1. At the time of identifying a visitor or visitors, the University Guard will write the name and the office and purpose of the visit in the "Visitors Registry" Book.
2. The University Guard will register the vehicle and the visitor will be instructed on the parking lot to be used (Parking B North) and the safety regulations of the facilities as well as speed, traffic and parking in reverse.
3. The University Guard will hand the visitor (s) a visitor identification tag and will ensure that the visitor(s) place it on his/her/their shirt, blouse, suit, sweater or other clothing and the tag must be placed on a visible place.
4. The University Guard will inform the visitor (s) to return the visitor identification tag when leaving the Campus.

**XII. XI. CONTINGENCY PLANS**

**The government agencies and their role during Emergencies**

There is a list of the main government agencies and their functions during emergencies. Each of these agencies has its own emergency plan and is

activated before, during and after the emergency, at the same time they work in coordination to solve the problems faced.

**A. Municipal Office for the Management of Emergencies and Disasters**

1. It is the agency that coordinates all the resources and efforts of state agencies to respond to any type of emergency.
2. One of the functions of this agency is the evacuation of the people who live in areas of high risk so that they will not suffer physical damage.
3. At present, there are 300 schools that provide temporary shelter for these people. In these shelters, people are provided with a sleeping cot and food.
4. Important telephone numbers to call in case of an emergency are State Agency for Emergency Management and Disaster Administration: (787)-724-0124 (Central Office) and (787) 864-1600, Guayama Office

**B. The American Red Cross**

1. It provides quick, effective and efficient help to victims of any disaster. It also helps to assess damage to the property, provide emergency services to families, mass care, home items, technical government help, distribute food and track disappeared victims. In addition, they can provide guidance on how to prepare a first aid medicine cabinet.
2. American Red Cross (787) 758-8150 or (787) 725-0121.

**C. Authority of Water Supply and Sewerage**

1. Its main function is to provide potable water service. However, during some emergencies, the drinkable water service is interrupted when there is no electricity service since the pumps cannot function. In other occasions, the water that reaches the treatment plants is too murky and since it cannot be processed, the pumps automatically turn off. Once the water service is restored, citizens must follow the recommended water sterilization process. The Water Supply and Sewage Company also provides guidance and repairs broken pipes.
2. Water Supply and Sewerage Authority of Puerto Rico: (787) 281-7878 or 1-800-981-7878, Guayama Office

**D. Authority of Electric Power**

1. Its main function is to provide electric power service. In addition, they prune trees to prevent the loss of power lines during an emergency and guide the public on the proper installation of electricity generators. They also check fallen wires, problems with power supply outlets and transformers, and remove and replace damaged or fallen electric poles, among other duties.
2. Electric Power Authority (787) 289-3434, Guayama Office

**E. Emergency Management Federal Agency**

1. This agency oversees providing services before, during and after an emergency and coordinates public assistance ranging from those related to toxic waste spills to those related to the American Red Cross.
2. It also provides services for public support and advice to prevent life and/or property loss, as well as financial aid. Everyone in need, can request these services.
3. FEMA guides on insurance and on actions to be taken after a hurricane. (FEMA) Federal Emergency Management Agency (787) 729-7637.

**F. Firefighters of Puerto Rico**

1. Division of Fire Prevention
2. The main function is to guide the community in order to avoid risks and to protect the life and property in case of a fire.
3. It is also in charge of inspecting buildings so that they comply with applicable state and federal laws related to the prevention of fires and provide advisory and pertinent trainings.
4. Division of Fire Extinction
5. It responds to emergency calls in case of fires, and activates the firefighters to extinguish them using the necessary equipment, depending on the type of fire.
6. Firefighters of Puerto Rico (787) 343-2330, Guayama Office (787) 864-2330

**G. Environmental Protection Agency**

1. The Environmental Protection Agency (EPA) implements federal laws designed to promote public health by protecting air, water, and soil from environmental pollution.
2. EPA strives to comply with its mission through the integration of a variety of activities such as: research, monitoring, adjusting standards and complying with laws.
3. In addition to these activities, this agency coordinates and provides support for research and for government federal and state environmental improvement activities, for public and private groups, individuals, and educational institutions, to try to determine and comply with safe levels of pollution, it also identifies and regulates sound sources and supervises plans for management of hazardous and non- hazardous solid waste.
4. Furthermore, it monitors the operations of other federal and local agencies responsible for protecting the environment.

#### **H. Board of Environmental Quality**

1. The Board of Environmental Quality was created under the Environment Public Policy Law, Act No..9 with the purpose of protecting the environment by using natural resources wisely and justifiably, stimulating the interrelation between the human being and the environment.
2. This law also grants the Board of Environmental Quality regulatory and administrative powers, in addition to judicial powers.
3. Board of Environmental Quality, (787) 864-0103, Guayama Office

#### **I. Occupational Safety and Health Administration**

1. The mission of the Occupational and Health Administration (OSHA), is to ensure a safe and healthful work environment and conditions by establishing and enforcing standards and by providing training, education and assistance to employees.
2. In other words, it is responsible for protecting worker health and safety to save lives, prevent accidents, and/ or injuries.
3. Occupational Safety and Health Administration, (787) 746-3070, Puerto Rico

**XIII. EVACUATION PLAN**

- A. The evacuation of students, faculty, employees, and visitors during an emergency is vitally important.
- B. During many emergencies, evacuation of all or partial facilities is required, for this reason, it is extremely important to receive the alert as soon possible to inform the members of the community and implement Plan procedures.
- C. Employees, faculty and students will be trained on their responsibilities, on evacuation procedures and how to identify the safe meeting points after the emergency.
- D. Posters with diagrams will be placed in all corridors indicating the escape or exit routes and in which direction to walk to be able to reach the safe meeting points after the emergency.
- E. The personnel will be divided by areas. Each area will have a leader responsible for coordinating, along with the Evacuation Subcommittee, the evacuation of the employees from their area.
- F. A map with the evacuation routes should be prominently displayed in each area.
- G. The group leaders and the Evacuation Sub-committee will be specially trained, this includes learning techniques for counting and identifying personnel and how to evacuate people with physical limitations.
- H. **During the Evacuation:**
  - 1. Each person must perform the functions assigned (turn equipment off, put locks, and close doors).
  - 2. Upon arrival to the safe meeting point, after the emergency, the leader and each person must verify that their peers and those of nearby offices, are safe.
  - 3. If there is sign of a missing person (s), the leader and personnel of the Evacuation Committee must be notified immediately.
  - 4. Roads of the Campus cannot be used as meeting points, for they will be used to move vehicles for emergencies and an accident can occur.

5. The last to leave the area will be the leader of the group and will inspect the area and make sure that no one was left behind. The leader will then meet with the rest of the group.

**I. Functions of Faculty and Students:**

**1. Faculty**

- a. The faculty will be responsible for knowing the plan, evacuation routes, and meeting points.
- b. They will end their classes and announce the need for an orderly evacuation using the nearest exit route.
- c. Also, professors will aid those students with special needs and will verify that all students have left the area and arrived at the safe meeting points.
- d. If in a laboratory, the professor must make sure that all procedures potentially dangerous have been completed (close gas wrenches, turn off burners and lights, among others) as well as close doors.
- e. Once at the safe meeting point, the professor must call list and check that all students have arrived to the safe meeting point, if a student is missing, the professor must notify the personnel of the Evacuation Subcommittee.

**2. Students**

- a. It is the students' responsibility to leave the building in an orderly manner following the nearest safe route and remain with their class group upon arrival to the safe meeting point to receive further instructions.

**3. Group Leaders**

- a. Group leaders will stop work and announce the need for an orderly evacuation using the nearest exit route.
- b. They will provide help to those employees with special needs and will verify that everyone has left the area.



- c. Once at the safe meeting point, the leader will verify that all colleagues are together by counting them.
- d. Refer to page 41 - Leaders of the Group.

**4. Employees**

- a. Employees are responsible for evacuating the building in a thorough way following the nearest exit route and remaining with their work colleagues at the safe meeting point until they receive other instructions.
- b. Before an evacuation, employees must comply with assigned tasks in case of an emergency following the group leader's instructions.

**5. University Guard**

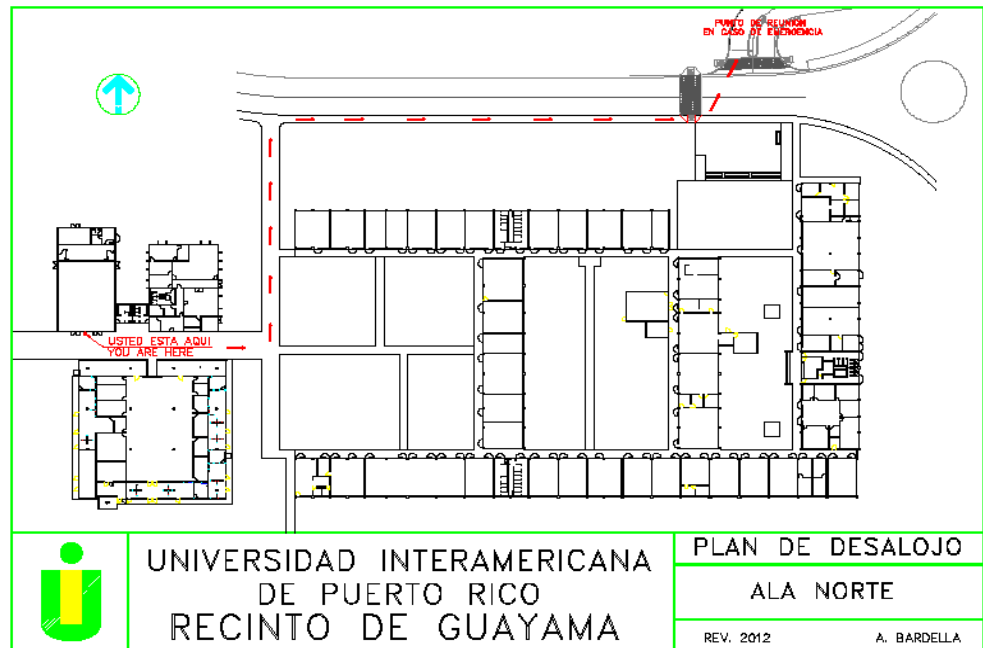
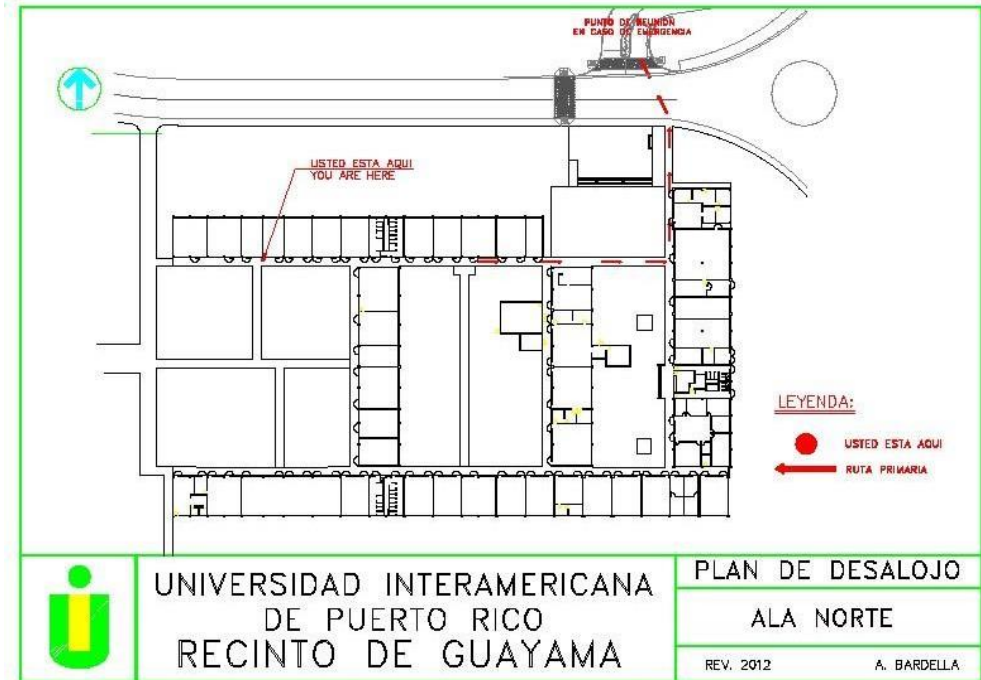
- a. The university guard is responsible for directing vehicles during an emergency (ambulances, fire trucks, or others.) as well as to ensure order within the facilities.
- b. During the emergency, no person will be permitted to enter the Campus unless they belong to the agencies responsible for the management of emergencies.

**6. Safe Meeting Points**

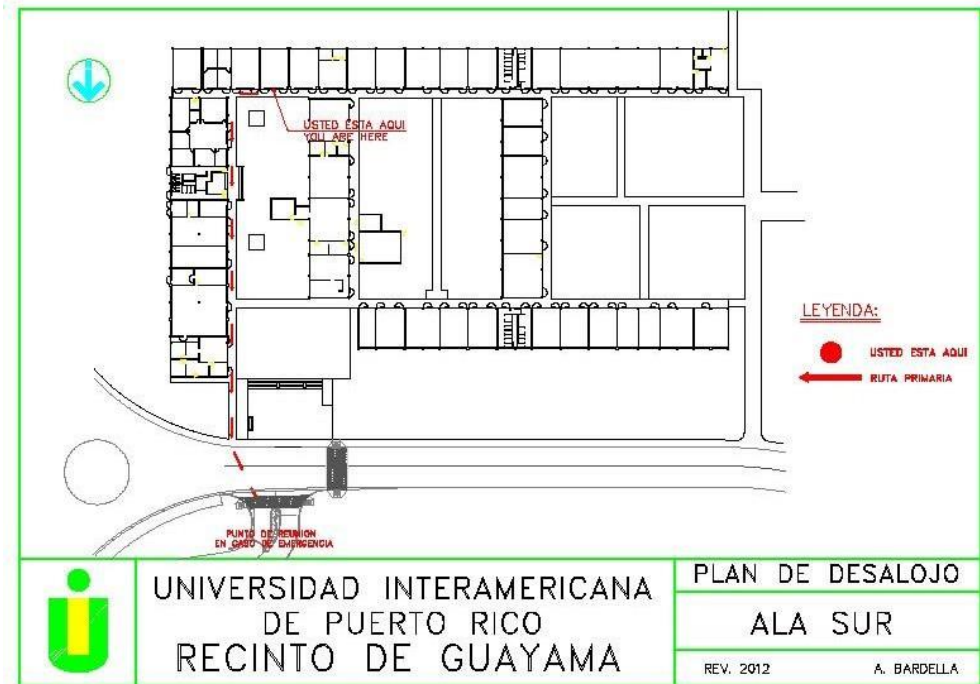
- a. Several safe meeting points have been identified inside the facilities of the Campus.
- b. They are distant from the buildings and of potentially dangerous areas. In the event of an emergency that requires evacuation of the facilities, employees, students, and visitors must follow the evacuation routes assigned to their areas until they reach the safe meeting point.
- c. If the meeting point is close to the emergency area, employees and students will move to another point.
- d. When the employee reaches the meeting point, he/she must notify the group leader, in like manner, the students will notify their professors.

- e. This will allow leaders to be informed that all personnel and students are out of danger.

7. Evacuation plan North wing



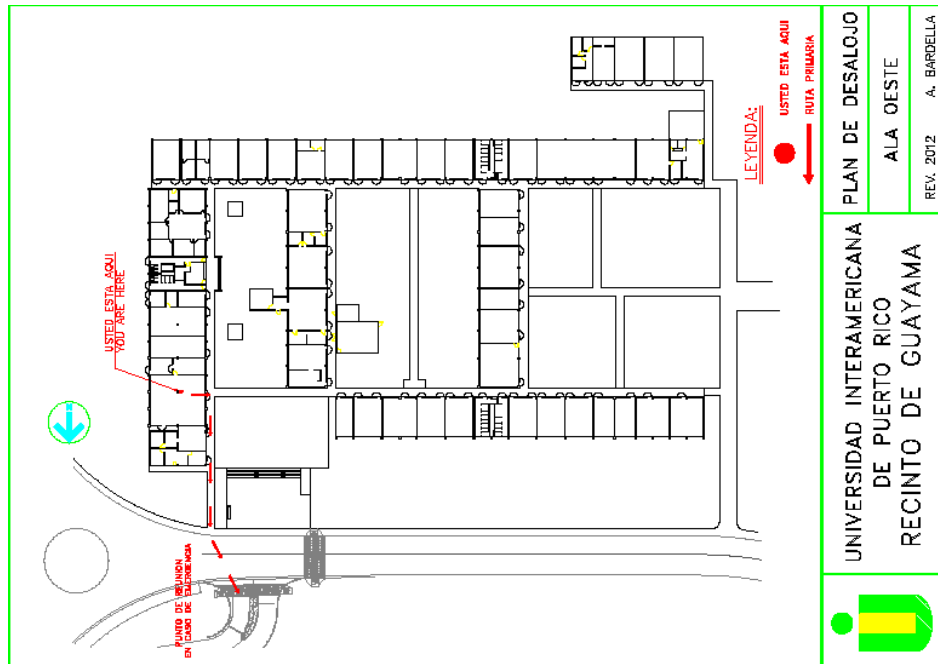
8. Evacuation plan South wing



9. Evacuation plan South wing



10. Evacuation plan West wing



**J. GROUP LEADERS**

| <b>Building Prof. Carlos E. Colón Ramos</b> | <b>Group Leaders</b>            |
|---|---------------------------------|
| First Floor North                           | Miss Ruth M. González González  |
| First Floor South                           | Mrs. Migdalia de León González  |
| Second Floor North                          | Ms. Adlin Iraola Villega        |
| Alternate                                   | Mrs. Alba Sanabria Zambrana     |
| Second Floor South                          | Mrs. Tamara de Jesús Montañez   |
| Alternate                                   | Mrs. Clarisa Santana Santiago   |
| Rectory                                     | Mrs. María de los A. Aquiles    |
| Alternate                                   | Mrs. Lydia E. Hernández Morales |
| Information Access Center                   | Mr. Ediberto Cintrón            |
| Alternate                                   | Mr. Javier Rivera               |
| IT and Telecommunications                   | Mrs. Juana Aponte               |
| Alternate                                   | Mr. Mikel Rivera                |

|                          |                                 |
|--------------------------|---------------------------------|
| Building A               | Members of Faculty              |
| Building B               | Faculty                         |
| Distance Learning        | Mr. José Limardo / Faculty      |
| Title V                  | Miss Mariely Lebrón             |
| Promotion and Chaplaincy | Mrs. Wanda Espada               |
| Upward Bound Project     | Mrs. Omayra Rodríguez           |
| Building C               | Mr. Juan G. Rodríguez / Faculty |
| Building D               | Mr. Juan G. Rodríguez / Faculty |
| Building E               |                                 |
| Dean of Students         | Mrs. Hilary Arizmendi           |
| Enrollment Management    | Mrs. Madeline Ramirez           |

**XIV. MEDICAL SERVICES AND FIRST AID**

- A. Inter American University, Guayama Campus, has a First Aid Center managed by a graduate nurse. The center is in Building E and has: an observation area, first aid kits and medicine cabinets with prescription free medications. In addition, there are wheelchairs, medical equipment such as: blood pressure monitors, pulse oximeters, glucose meters, digital thermometers and an automated external defibrillator. In addition, there are materials such as gloves, gauze, alcohol pads, feminine towels, among other materials.
- B. Any member of the university community who feels sick or has an accident on Campus will visit the First Aid Center. The First Aid Officer will evaluate the situation and provide first aid care in less serious cases; however, the first aid officer will call 9-1-1 in cases of greater complexity to transfer the person to Menonita Hospital in Guayama, a hospital only 5 minutes away from the Campus. If it is difficult for the person to reach the First Aid Center, the officer or nurse will move to the place of the situation or accident and will apply the first aid or channel transfer to the hospital. When the First Aid Official is not in working hours, the University Guard will call 9-1-1. It is not allowed to move or transfer

any person in an unofficial car to the hospital. If the student's family member or sick person decides to go to the hospital on their and in their own car, the decision will be stated in a written report. The University Guard on duty, under no circumstances, will offer or administer medications to people who are sick or have an accident on Campus.

**D. In the absence of the First Aid Center Officer**

1. If the First Aid Officer is not present, the Emergency Management Guide is put into operation, this means that the university guard will make the 9-1-1 call and will identify the location of the person with a health situation or an accident. As stated before, the First Aid Center has: an observation area, first aid kits and medicine cabinets with prescription free medications. There are also wheelchairs, medical equipment such as: blood pressure monitors, pulse oximeters, glucose meters, digital thermometers and an automated external defibrillator. In addition, there are materials such as gloves, gauze, alcohol pads, feminine towels, among other materials.
2. If a health issue or event occurs to a faculty member resulting in death, the employee or student who has observed the situation, must notify the First Aid official.
3. The official will immediately notify the Dean of Administration and the Dean of the corresponding area (Academic, Administrative, or Student). The Dean of Academic Affairs will notify family members and/or relatives, while the Dean of Administration will notify OSHA (the Occupational Safety and Health Administration) and corresponding government agencies. No member of the University Community, except for the Chancellor, will be authorized to offer information to the press about the event. The Chancellor will inform the President of Inter American University of Puerto Rico and its Legal Division about the mishap situation.

**E. Personnel trained in CPR**

1. With the purpose of providing greater support during a health situation, employees from different work areas were trained by the First Aid Center Official.

| <b>Name</b>                 | <b>Office of Service</b>    |
|-----------------------------|-----------------------------|
| Alex Colón Ortiz            | Dean of Students            |
| Liset Morales López         | Enrollment Management       |
| Juan G. Rodríguez           | Natural Sciences Laboratory |
| Tamara de Jesús Montañez    | Dean of Academic Affairs    |
| Cynthia D. Rodríguez Burgos | Dean of Administration      |

## **XV. EMERGENCY MANAGEMENT**

### **A. Emergency Management Necessary Supplies and Equipment**

1. A list with all the necessary safety equipment for the management of emergencies and its location will be prepared. The safety equipment must be in optimal conditions as guidelines for its inspection and maintenance will be established. These inspections will be carried out at least every three months. A checklist to identify the equipment to be inspected will be designed. Records of these inspections and maintenance procedures will be saved and will include the name of the person who performed the inspection as well as the date.
2. The safety and emergencies management team must be identified and must be accessible to all employees. In addition, this team will receive training in the use of all equipment and evidence of these trainings will be saved.

## **XVI. ENVIRONMENTAL EMERGENCIES AND / OR ACCIDENTS RELATED TO HAZARDOUS SUBSTANCES**

Chemicals are used to carry out laboratory procedures at the Institution. These chemicals are necessary, but due to their components, they represent certain types of risks and dangers. For this reason, if they are used incorrectly or if an accident occurs, they can cause serious damage to humans or to the environment. It is important to know how to react in these cases, that is the reason why the Safety and Emergency Management Plan includes situations related to

environmental emergencies that involve spills and/or emissions of dangerous substances. Also, a campaign for the prevention of these risks has been put into effect. Although it is very difficult for accidents to occur, as safety regulations have been developed and monitored, it cannot be discarded that the possibility may exist. For this reason, students, faculty and employees must know how to act to protect themselves, protect others and protect the environment. In this way, the possible harmful effects will be noticeably diminished. With this system, safety situations can be managed and the same with crises. Moreover, it complies with federal and state regulations (those related to employee health and safety, use, handling and storage of dangerous substances, generation and transportation of chemical waste, among others) and avoids occupational injuries and accidents and those that affect the environment.

**A. General considerations**

1. Faculty, employees and students must be aware of the risks and dangers associated with hazardous chemicals used at work and laboratory sessions. Data Information Sheets will be used for this purpose (SDS) or the precaution indications on labels.
2. Chemicals must be classified and stored by their chemical and physical characteristics.
3. Access to storage areas of hazardous substances will be restricted.
4. Chemicals or dangerous waste will not be mixed with different components unless there is a procedure that allows it.
5. Unknown reagents containers or waste chemicals will not be handled.
6. Appropriate and necessary personal protection equipment will be used at all times.
7. When waste is generated, it is necessary to know how it will be disposed of, the place where it will be stored, type of container to be used, necessary labeling, and/or others.



8. The area where chemicals and/or hazardous waste are stored must have a communication system to provide emergency instructions to employees and students.
9. Reagents not in use will be stored.
10. There will be fire extinguishers, spill control equipment, and special suits in the hazardous substance storage area and science laboratories.
11. Each laboratory will have a shower, a sink and a fire blanket.
12. All equipment must be inspected at least once a month and the person in charge will keep evidence of these inspections.
13. All areas will be properly labeled.

**B. Procedures to follow in case of emergencies:**

**1. Fires related to dangerous substances**

- a. If the person in charge (professor or laboratory technician) discovers a fire during the lab session, he/she will immediately advise evacuation of the area.
- b. Then he/she will check if there is any person injured. If there is, he/she will call the nurse and the president of the Safety and Emergency Management Committee so that all the emergency procedures be activated. If a person has been affected and his/her clothes is on fire, the fire blanket must be used immediately. The professor will not allow the person to run, this will increase the flames. If there is no fire blanket, he/she must row on the floor.
- c. If there is a fire in a small container, on the working table, it can be turned off by covering the container with a watch glass. A towel will not be used. If the fire has spread over a larger area and cannot be extinguished in a period of 30 to 40 seconds, the person in charge will use a fire extinguisher if trained, however he/she will not try to extinguish it without prior warning to other people. This is the procedure that must be followed when there is no potential for explosion or toxic smoke.

- d. If the fire cannot be controlled using the techniques mentioned above, the person in charge will call the President of the Safety and Emergency Management Committee and a member of the Fire Fighting Subcommittee so that procedures for the management of this kind of emergency may be followed.
- e. All power lines will be turned off and all flammable gas or liquid lines will be closed.
- f. The combustible material involved in the fire and any other material found near the accident must be identified.
- g. If it is a fire of great proportions, if toxic fumes are generated, if there is potential for an explosion, or if there is pollution threat to the environment, the professor must close doors, call the President of the Committee to activate all procedures for fire management including the activation of an alarm and must call the fire fighters.
- h. The facilities will be evacuated following the Evacuation Plan. The meeting points must be located against the wind flow.

## **2. Spills of dangerous substances**

- a. A release of a hazardous substance is defined as an intentional or accidental spill, leaching, pumping, release or placement of the substance. The spills can be classified into:
- b. Minor Spill - Generally defined as one involving a cylinder or container with a maximum content of 55 gallons.
- c. Greater Spill  
- generally defined as all that which involves packaging with greater amounts of 55 gallons.
- d. Also classified as of:
  - i. High risk - are large spills of extremely dangerous materials. They generally occur in places that are difficult to access. These spills will be handled by the emergency

- response team, and the fire department or any other agency, if necessary. High risk spills may require the evacuation of all facilities.
- ii. Low risk - small spills are low hazard materials and occur in places of easy access. These spills will be handled by the area workers and the emergency response team that use personal protective equipment and that have been trained, required by OSHA 1910.1200. Low risk spills do not require the evacuation of all facilities.
- e. The management of both types of emergencies, regardless of size, requires that staff have the knowledge, the techniques and the necessary practice to be able to face them. Handling a spill, even a small one, requires considerable effort and time.
  - f. The following issues must be considered to determine the severity of a spill:
    - i. A spill of any quantity of some chemical substances can be extremely dangerous due to the components of the substance (For example: toxic).
    - ii. The spill of several gallons of a chemical substance may not be as serious due to the components.
3. The severity of a spill can increase or decrease depending on where it occurs or the conditions that exist in or near the area. For example, using fire and the spill is of a flammable substance.
  4. A spill is considered a spill when a certain level or quantity specified by law is exceeded.
  5. If there is a chemical spill, the correct procedure that the person in charge, professor, or lab technician, must follow is:
    - a. Students, faculty and/or visitors will evacuate the area immediately.

- b. The substance spilled, the danger it may represent, the quantity, location and extent will be identified. If the dangerous substance cannot be easily identified, the person in charge will not take the risk of trying to identify it.
- c. The potentially dangerous area will be clearly delimited, and the flow of people will be controlled by closing doors.
- d. The person in charge will call the President of the Committee and will provide the information collected in step two. The President will provide guidance and assistance and will determine if it is necessary to activate the entire Committee and the emergency procedures. However, if the employee determines that it is a serious situation, due to the amount spilled or to the dangerousness of the chemical substance, he/she will call the President of the Committee to active the alarm and immediately proceed with the emergency procedures. If this is not the case, the employee will continue with step number 6.
- e. If it is a spill of high risk and that requires the evacuation of the facilities, the process will take place in opposite direction of the flow of the wind. Also, the safe meeting points to be used will be located opposite the flow of the wind.
- f. The spill will be controlled by using the correct personal protection equipment.
- g. To minimize the impact to the environment, the spill will be controlled using absorbent or neutralizing material that is compatible with the spilled substance and dikes.

- h. The spilled material, including the materials that were used and the contaminated soil, if any, will be collected and placed in appropriate containers.
- i. The containers will be labeled, stored and/or disposed of appropriately according to regulations.
- j. The area affected will be cleaned.
- k. The Safety Committee will verify whether the conditions of the area are appropriate and safe to resume work.
- l. The Safety Committee will investigate the causes of the spill and prepare a report of findings.
- m. The Committee will prepare a final report that will include the preventive and corrective measures to avoid a future accident.
- n. The Chancellor will make n arrangements to make changes in physical plant if necessary.
- o. All necessary corrective measures and changes to procedures will be implemented.
- p. If the person in charge does not have the correct personal protection equipment or does not know the procedures to follow while handling these types of emergencies, he/she will not expose to the dangers. He/she will seek information from the Occupational Safety and Health Administration Office of the Campus and/or hire the services of a specialized company.

**6. Responsibilities of the Committee President**

- a. He/ She will respond to the emergency call immediately.
- b. He/ She will activate the emergency procedures (evacuation of the facility, counting of staff, calling the agencies responsible for responding to emergencies , among others).

- c. He/ She will make arrange with the university guard so that the agencies can have access to the facilities.
  - d. He/ She will receive personnel from the agencies and offer the necessary information, including the Data Sheets of the reagents involved in the accident. This information must be approved by the Chancellor.
  - e. He/ She will provide the support and resources needed for cleaning the spill and the area affected.
  - f. He/ She will evaluate the causes of the accident along with the Subcommittee on Research.
  - g. He/ She and the Inspections Sub-committee for will determine if the conditions of the area allow employees to restart work.
  - h. He/ She will prepare reports required by the regulating agencies. The reports must be approved by the Chancellor and by the President of the Institution.
7. All spills of dangerous substances will be handled by using the appropriate equipment. This equipment will be available in the laboratories and in the chemical reagent warehouse. Waste arising from the spill, will be discarded following the procedures specified by law. No matter the type of spill or accident that may occur, it must be notified to the President of the Safety and Emergency Management Committee. Every incident or accident will be documented, and an Accident, Incident or Theft Report Document will be completed. An investigation will be carried out and a final report will be prepared, it will include the reasons why the accident occurred and recommendations so that it does not happen again. Corrections will be made to these procedures, if necessary.

Findings of the investigation will be reported to the university community.

**XVII. GUIDE FOR RESPONDING TO ACCIDENTS DUE TO BIOLOGICAL MATERIAL SPILLS**

- A. When a culture or human body fluid spill occurs outside the biological safety cabinet, aerosols that can be dispersed into the air inside the laboratory are generated. Also, areas with which there is physical contact, can be contaminated. These spills are very serious because they involve organisms, which in most cases are pathogenic and can transmit diseases through spray or by direct contact with contaminated surfaces.
- B. To reduce the possibility of exposure by inhalation or physical contact in this type of accident, the following general procedures must be followed:
1. Any person who works with infectious or potentially infectious biological material, must be properly trained in the appropriate handling of procedures and techniques.
  2. Employees will be trained in the handling of infectious biological materials at least once a year.
  3. To work with biological materials will require the use of universal precautions, engineering controls, safe work practices, and personal protection equipment. When the type of biological material cannot be identified, it will be treated as if it were infectious material.
  4. The personnel must be aware of the risks and dangers related to the use of this type of biological material.
  5. All biological material will be properly identified, including precautions.
  6. All employees exposed to human body fluids will be vaccinated against Hepatitis B.

7. To handle biological material will require using personal protection equipment and the biological safety cabinet when necessary.
8. If a biological material spill occurs, the person will try not to breathe the contaminated air.
9. The contaminated area or laboratory will be evacuated.
10. No person will enter the area or laboratory for decontaminating until at least half an hour has passed. If the laboratory has an air extraction system during that period, the aerosol will be removed from the air. If it does not have this system, there will be another recommendation. The Chancellor or the person he/she appoints will communicate with the Occupational Safety and Health Administration Office.
11. To enter the contaminated area, personal protection equipment will be used. This equipment includes a lab coat with long sleeves, disposable gloves, a disposable shoe cover, safety glasses and a mask or “*full face shield*”. This equipment will protect from contact with contaminated surfaces, and eyes and mucous membranes from exposure to dispersed material.
12. Although in science labs of the Campus, personnel work mostly with agents belonging to safety level 1, procedures to work with organisms that belong to the following two (2) safety levels have been included. Security level two (2) is considered important since it includes organisms that can be transmitted by contaminated blood, body fluids and/or tissues.

### **C. Safety Levels of Biological Materials**

#### **1. Biosafety Level 1**

- a. The facilities, practices and safety equipment that are used in high schools and in the universities are sufficient in order to work with biological material.



- b. Some bacteria related to biosafety level 1 are:  
*Bacillus subtilis*, *Naegleria gruberi*, canine hepatitis virus, microorganisms' chains that do not cause human disease, among others, however it must be considered that some of these may be opportunistic in those patients with an affected immune system.
- c. The laboratory is not required to be separate from the rest of the building. Generally, it is recommended to work with these agents on working tables using microbiology standard practices and techniques.
- d. When the microorganisms belong to the BSL1 group, the person in charge will use the following procedure to clean up the spill:
  - i. He/ She will use personnel protection equipment.
  - ii. He/ She will use paper towels with disinfectant and place on the contaminated area.
  - iii. After the area is cleaned, he/she will place the used paper towels in a plastic bag and into the trash can.
  - iv. He/ She will use paper towels with disinfectant to clean the area again

## **2. Biosafety Level 2**

- a. Safety equipment, practices and designs like clinical and diagnostic laboratories, or to educational institutions that work with a broad spectrum of moderately infectious agents or that are associated with human disease is required. Microorganisms included are Hepatitis B, HIV, Salmonella, and *Toxoplasma* spp.
- b. Although organisms at this level are generally not transmissible through aerosol, it must be seriously taken into consideration that the

possibility of exposure to them increases when aerosols are generated, or large spills occur.

- c. For organisms that belong to the BSL group 2 the person responsible (professor or laboratory technician) will use the following procedure:
  - i. He/ She will require the use of level 2 biological safety cabinets for any material containing human blood, body fluids, tissues or others.
  - ii. He/ She will consider extreme safety measures with contaminated needles and sharp instruments.
  - iii. He/ She will alert everyone in the contaminated area. The best option is to evacuate the area. Visitors will not be allowed while working with these agents.
  - iv. He/ She will wait the time recommended in the general procedure.
  - v. He/ She will use the personal protection equipment.
  - vi. He/ She will cover the spill with paper towel or other absorbent material.
  - vii. He/ She will carefully place sodium hypochlorite 1:10 solution (Clorox bleach-) around the edges of the spill and then in the center and will avoid splashing.
  - viii. He/ She will wait 30 minutes and after that using paper towels will wipe up the spill, working from the edges inward.
  - ix. He/ She will clean the area again using paper towels with disinfectant.
  - x. He/ She will place used paper towels in a plastic bag before throwing in the trash can.

**3. Biosafety Level 3**

- a. It is required to have facilities and equipment similar to those of clinical and diagnosis laboratories, teaching and research or as in industries that work with exotic agents and those that have the potential to be transmitted through the respiratory system and can cause serious illness or death.
- b. *Mycobacterium tuberculosis*, *Coxiella burnetii*, and St. Louis encephalitis are examples of dangerous agents.
- c. If the agents or organisms belong to the group of maximum danger BSL, the person in charge must follow the following procedure:
  - i. All work regarding these agents must be done in level 3 safety cabinets.
  - ii. Access control to the area and ventilation to reduce the formation of aerosols is required.
- d. If there are injured or contaminated persons, they must be removed from the area and receive help immediately. The leader will use personal protection equipment, and if he/she must move people, will use protective glasses, gloves, a lab coat and a respirator.
- e. Faculty, students and employees will be alerted to evacuate the area.
- f. Doors to the contaminated area will be closed.
- g. The leader will immediately call the nurse of the Campus and the President of the Safety and Emergency Management Committee to activate the necessary emergency procedures.
- h. The leader will call the agency in charge of this type of spill to clean the area.

- i. The Safety Committee will investigate to determine the reasons for the accident.
- j. The Committee will prepare a final report containing the corrective actions to be taken to avoid future accidents.
- k. Necessary changes will be implemented.

**4. Biosafety Level 4**

- a. In this level, highly infectious agents or toxins that can be transmitted by aerosols and that are potentially fatal are studied.
- b. For these agents there is no therapy nor vaccine.
- c. This laboratory must be in isolated areas of the building or in a building.
- d. Exclusively for it. All work will be performed in a biological cabinet class III.
- e. The staff of the laboratory has to use clothing that covers the body completely and that are supplied by air.

**D. Responsibilities of the employees**

- 1. Participate in trainings and educational programs
- 2. Observe the Universal Precautions whenever performing work
- 3. Know the routes of exposure and transmission
- 4. Report accidents

**E. Protocol to prevent accidents with biomedical waste in the Skills**

**Laboratory of the Nursing Program**

- 1. The Skills Laboratory of the Nursing Program will use the protocol presented below when handling biomedical waste to prevent accidents.
- 2. Procedures performed in this Lab are venipuncture, parenteral drug administration and intravenous catheter insertion.

3. Syringes and needles are used for these procedures, which require that they be deposited immediately in a container provided by a company regulated by the Environmental Quality Board.
4. There is a contract for the collection of waste with the company Western Medical Waste Collection Services.
5. As soon as a biomedical waste generator is registered with the EQB, an identification number is assigned. For our Campus it is DRM 30-93-9-0042.

**F. Steps for the handling sharp objects:**

1. After using the sharp objects (needles or syringes) they are immediately deposited in the containers provided by the company. The containers are placed in the area where the procedures are being carried out.
2. When procedures are not being done, the container are kept in closed area.
3. When three fourth parts of the capacity of the container are filled, it is sealed. This seal will prevent it from being opened again.
4. The lab technician or person in charge will call the company to pick up the container (s).
5. No special procedure for handling other types of biomedical material is required because the blood used is a synthetic dye composed of sugar and other artificial colors that appear to be blood. Biomedical waste containing human blood is not generated.
6. If a person is punctured with a sharp object while performing a procedure in the skills lab, he/she should:
  - a. Report it to the professor or to the laboratory technician
  - b. Wash with water and soap immediately.
  - c. Put disinfectant solution on the wound.
  - d. The student, professor or employee will be referred to the doctor for follow-up.

**G. Protocol to prevent accidents with biomedical waste in the  
Biology Laboratory**

1. In the Natural Sciences laboratories, experiments that generate a minimum amount of biomedical waste that contain human blood, such as lancets and cottons are carried out.
2. To avoid accidents or spills of this type of material, the following protocol is followed:
  - a. After using the sharp objects, they will be deposited in the container provided for this type of material, and which will be in the place where the procedure is taking place.
  - b. While no procedures are being carried out this container will be kept in a closed area
  - c. In this same container swabs, lancets and any contaminated materials will be placed
  - d. When three fourth parts of the capacity of the container are filled, it is sealed. This seal will prevent it from being opened again.
  - e. The Lab technician or person in charge will call the company pick it up the container (s).
3. Generally, substances that simulate human blood and saliva are used in the laboratory.

**XVIII. FAILURE IN THE ELECTRIC POWER SYSTEM**

- A. Although it is a rare situation in our Campus, during the year we faced blackout problems due to various reasons, almost all of them beyond our control.
- B. The Campus has installed an electrical generator system that serves all its facilities.

C. The Campus leaders have established the following procedure in the event of a failure in the electric power system and/ or in case that the generators do not activate:

**D. Employees**

1. Unless there is a fire, employees will remain in their respective work areas until they receive instructions.
2. They will help visitors in their areas leave the facility.
3. They will use flashlights. If in a laboratory only explosive proof flashlights will be used.
4. Candles or any other form of fire lighting will not be used.
5. If work is suspended, he/she will use the closest and safest route to his/her car.
6. The employee will follow the instructions of the university guard to evacuate the parking lot .

**E. Person In charge of the Evening and Saturday Program**

1. He/ She will check if the problem is internal. If it is not, he/she will communicate with the Electric Power Authority Emergency Office is to verify the situation and the duration of the outage.
2. He/ She will suspend classes and work offices if the emergency will last more than three (3) hours
3. If classes and work are suspended, he/she will coordinate evacuation of facilities with the university guard. It is important to notice that the Campus and the parking lot will not have adequate lighting.
4. If a student needs to make a call to be picked up and public telephones within the facilities are not in service, the person in charge will provide an office telephone to make the call.
5. Students will be kept in one area. They will not be allowed to stay alone inside facilities.

6. The person in charge will verify that all offices, classrooms and areas in the Campus have been evacuated and that emergency light are on.

**F. Professors**

1. Unless there is a fire, professors and students will remain in their classrooms until they receive instructions.
2. Candles or any other form of fire lighting will not be used.
3. The professor will verify if a student needs to arrange for someone to pick them up in case classes are suspended.
4. If classes are suspended and a student does not have transportation and needs to make a call, the professor will refer the student to the Evening and Saturday Program Director's Office for help.
5. If classes are suspended, he/she will direct students to the nearest exit route and to follow the instructions of the university guard to evacuate the parking lot.
6. He/ She will verify that all students have exited the classroom to the parking lot or to the Evening and Saturday Program Director's Office.
7. He/ She will follow the instructions of the university guard to evacuate the Campus.

**G. Students**

1. Unless there is a fire, professors and students will remain in their classrooms until they receive instructions.
2. Students will follow instructions of the professors.
3. If classes are suspended, they will use the closest access routes to get to their car.
4. The student will notify the professor if he/she needs to arrange for transportation.
5. If the student does not have a telephone to call a person to come and pick him/her up, he/ she will use a telephone in the director's office.



6. The student cannot stay in the facilities.
7. The student will follow the instructions of the university guard to evacuate the Campus.

## **XIX. EMERGENCY PROCEDURES IN CASE OF FIRE**

### **A. Types of fires**

It is important to be able to identify the different types of fires in order to know how to handle a fire according to the characteristics that each one presents.

1. Class A fire in common combustible material  
such as wood, cloth, paper, rubber, and some plastics
2. Class B fire in flammable liquids, oils, fats and flammable gases
3. Class C fires that involve computer power.  
fires in combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium. These metals can react violently with water or other chemicals.

### **B. Fire Prevention Standards to be Met**

#### **1. Exits and parking**

- a. The keys to locks for access to controlled areas, will be kept in the place designated for that purpose.
- b. Motor vehicles must be parked in reverse facing the departure areas to facilitate evacuation if necessary.

#### **2. Risks of Fires**

- a. It is prohibited to keep containers with flammable liquids or gases inside buildings. They will be placed outside the buildings in an appropriate place, away from a heat source, or stored on shelves that meet law requirements or in the reagent warehouse located in Building D.
- b. All flammable material will be identified using the corresponding label.
- c. Smoking inside or within 50 feet of storage areas of flammable liquids or gases, including the Natural

Sciences Laboratories is prohibited. “NO SMOKING” signs in these areas are posted.

- d. The trash and other debris will be removed frequently from the buildings.
- e. The filters and heat ducts in the kitchen hood in the cafeteria will be cleaned regularly.
- f. Any deficiencies in the electrical system will be repaired immediately by authorized and licensed experienced electrician personnel.
- g. Gas keys prior to turning on the stove will be revised.
- h. Professors of Science and Science laboratories will make sure to close gas taps when ending a class period and report that the main valve is closed at the end of the day. The Physical Plant personnel must periodically inspect the valves of the gas tanks to detect possible leaks.

**C. Equipment for Protection against Fire**

- 1. All the equipment for protection against fire must be kept in good conditions.
- 2. There will be a fire extinguisher in each area.

**D. Procedures to follow in case of fire**

- 1. Some of these events will occur simultaneously.
- 2. If you are trying to escape a fire, never open a door without feeling it first. Use the back of your hand to avoid burning your palm. If the door is hot, find another way out.
- 3. The person who notices the occurrence of fire or the presence of smoke, will immediately give the voice of alert to the other officials, considering not to cause panic. This person will also make sure to notify the telephone operator about the emergency.
- 4. The executive chief or the person in command will give instructions to call the Fire Department or other government agency. For example: “(Say your name) is speaking from the telephone number (indicate the number) to report

a fire that is occurring at the Inter American University, Barrio Machete in Guayama."

5. The telephone operator will also call the Puerto Rico Police Department, Civil Defense, Medical Emergencies, and the Institutional authorities (see directory). Unless her safety is at risk, she will stay on the phone.
6. If it is not possible to call due to damage in the telephone system, a messenger will be sent, by a motor vehicle, to notify the emergency to the Fire Station, located in La Hacienda Urbanization.
7. The guard on duty will meet the firefighters at the main entrance and direct them to the area on fire.
8. The Safety Committee chairperson or her / his substitute will assess the situation to determine if any areas or all buildings need to be evacuated. In this evaluation, she will also determine if the Sub-Committee on Fire Extinguishing will proceed to control or extinguish the fire with the available equipment, considering the safety of the personnel is not at risk. She will appoint an authorized person to shut down the power switch at the previously identified location.
9. If eviction is ordered, the Eviction Sub-Committee will begin to vacate the building where the fire started and then proceed to the buildings closest to the source of the fire. The last person to leave the fire area will close the door to contain the fire; she does not lock it to facilitate the work of emergency personnel.
10. If it is necessary to evacuate, the occupants will be directed towards the designated meeting points for each one of the buildings. The occupants must be placed in areas where the direction of the wind is opposite to the direction of the fire and will be advised not to interfere with the emergency personnel and emergency service units. Motor vehicles will not be evacuated unless they are in imminent danger from the fire.
11. The Campus executive chief or the next available person in the chain of command will report to the emergency unit officer in charge about the fire situation in progress.

12. If the president of the Safety Committee understands that the fire is in its initial stage, he will request the Sub-Committee on Fire Extinguishing to extinguish it. The procedure to be followed will depend on the type of fire:
13. Class A - Extinguish all common fuel fires by cooling the material below its ignition temperature and soaking the fibers to prevent reignition. Use pressurized water, foam, or all-purpose dry chemical extinguishers. **DO NOT USE** carbon dioxide or common dry chemical fire extinguishers.
14. Class B - Extinguish all flammable liquid, grease, or gas fires, removing oxygen, preventing vapors from reaching the ignition source or preventing a chemical chain reaction from occurring. Foam, carbon dioxide, common dry chemical, and all-purpose dry chemical and halon extinguishers can be used.
15. Class C - Extinguish all fires on energized electrical equipment using an agent that does not conduct electrical current. Carbon dioxide, common dry chemical, halon, or all-purpose dry chemical extinguishers can be used. **DO NOT USE** water extinguishers. All-purpose chemical fire extinguishers leave a residue that can be harmful to sensitive equipment such as computers or other electronic equipment; those of carbon dioxide or halon are preferred in these cases because they leave a smaller amount of residue.
16. Class D - Extinguish all fires with combustible metals such as magnesium, titanium, potassium, and sodium with dry powder extinguishers specially designed for these materials. In most cases, these absorb heat from the material by cooling it below its ignition temperature.
17. In any case:
  - a. Pull the pin on the extinguisher.
  - b. Point the extinguisher nozzle at the base of the fire.
  - c. Squeeze the trigger keeping the extinguisher in the upright position.
  - d. Move the nozzle from side to side, covering the fire area with the extinguishing agent.
  - e. If a person or group of people is trapped in the area where the fire occurs:
  - f. If a liquid has ignited, the fire can be smothered with damp cloths.

- g. If fire occurs inside a container, cover it.
- h. If someone's clothing catches on, roll it on the floor, or wrap it with a blanket.
- i. If you are in a smoky place, crawl forward; the temperature is lower, and the air is cleaner near the ground. Cover your nose and mouth with a cloth to help your breathing.
- j. If there is smoke or fire behind a door, keep it closed and cover the cracks with wet cloths.
- k. If any person is injured or affected because of the fire, the First Aid Sub-Committee will provide the necessary assistance.
- l. After the situation is controlled, the president of the Security Committee or her substitute will wait for the directions of the officer in charge of the emergency units to allow the personnel to return to the buildings.

**E. Plan for emergency management due to explosive device threat**

1. Objectives:

- a. Establish a plan of action to follow when bomb threats arise.
- b. Create awareness among employees and students about the importance of knowing the action plan to follow when a bomb threat is received.
- c. Establish a communication system with the police authorities.

2. Procedure

- a. When receiving a warning or bomb threat call, do the following:
- b. Listen well; do not interrupt the caller.
- c. Try to keep the caller on the phone for as long as possible.
- d. Stay calm, do not be alarmed, or alarm anyone.
- e. Ask the following questions to the person on the phone to obtain as much information as possible to locate the explosive artifact or bomb:
  - i. Where is the bomb located? In which building is it located?

- ii. When will the bomb explode?
      - iii. What is its appearance?
      - iv. Who is calling? or What is your name?
      - v. If available use the Fact Sheet designed to be used when threatening calls for explosive devices are received.
    - f. The person who receives the call will notify the chief executive officer or chancellor immediately. In her absence, the Campus dean of administration and the dean of studies will be notified. Outside working hours, the shift supervisor will be notified. Whatever the case, the Police Department will be called at 787-866-2020.
    - g. The dean of administration, the physical plant supervisor and the Chair of the Safety and Emergency Management Committee will be notified.
    - h. The alarm will be raised, and the buildings will be evacuated according to the established plan.
    - i. The university guard will be notified so that they remain alert and allow rapid access of the Police to the Campus grounds.
  3. Search and Location of the Artifact
    - a. No employee or Campus official will touch, remove, or manipulate any suspicious device or object.
    - b. Upon the arrival of the Police, the chancellor and the Chair of the Safety and Emergency Management Committee along with dean of administration and the Physical Plant supervisor, will help with the search and provide all possible information about the situation.
  4. Building Eviction
    - a. In the event of a bomb threat, the guideline measure to be followed is the evacuation of all the Campus facilities.
    - b. The evacuation of the service offices, administration offices, and classrooms will be carried out according to the evacuation plan established in the Emergency Management Plan.
  5. When a suspicious object is located follow these guidelines

- a. No official or employee of the Campus will dispose of the suspicious object.
  - b. The instructions issued by the Police Department will be followed and all necessary help will be provided.
  - c. The instructions of the Police Department and their authorization to continue working in Campus facilities will be awaited.
6. Procedure to follow in the event of an explosion
- a. The explosion of a bomb in a building creates a dangerous situation.
  - b. This situation gives jurisdiction in first instance to the Puerto Rico Police Department and then to the Federal Bureau of Investigation (FBI) to intervene, with the purpose of looking for evidence of what had happened.
  - c. The first person in the Campus who finds out about this situation must immediately notify the Police Department and the Fire Department if a fire develops.
  - d. If someone is injured, the Campus nurse will be called immediately.
  - e. The Safety and Emergency Management Committee Chair, the chancellor, and the dean of administration will be notified immediately.
  - f. All necessary emergency procedures will be activated.
  - g. Responsibilities of the Emergency Management Committee Chairperson
  - h. Verify that the Police Department has been called and that the injured have been transferred to the nearest hospital.
  - i. Collaborate in the search for the explosive device.
  - j. It will ensure that access to the affected area is not allowed until authorized by the Police Department and the FBI and until the Inspections Subcommittee has verified that the conditions in the area are adequate.
  - k. It will call an extraordinary meeting to prepare a final report that will be submitted to the Rector.

7. Employees, Visitors, and Students' Responsibilities
  - a. Employees, visitors, and students must follow the instructions to vacate their areas and go to the meeting points.
  - b. They will not return to their work areas and classrooms until authorized.
8. Responsibilities of the Chancellor
  - a. She will be the person who provides information in social media.
  - b. Along with Inspections Subcommittee, the Dean of Administration, and the Physical Plant Supervisor, she will inspect and assess the affected areas to identify damages.
  - c. She will collaborate in the preparation of the situation final report.

**F. Technological accidents**

1. Electronics and computer labs are also potential sites for accidents. Loss of materials, equipment, and even lives may occur. To avoid emergency and hazardous situations, the following safety rules have been established.
2. Safety Standards for Electronics and Computer Laboratories
3. Each laboratory must have at least two properly labelled *exit* doors.
4. The laboratory will have at least one Class C fire extinguisher. It must be inspected at the beginning of each academic semester.
5. The laboratory's electrical system must follow the power requirements needed to operate the equipment in site. Each classroom will have a central switch box with which the power can be disconnected in an emergency.
6. Each receptacle in the laboratory will be equipped with a discharge or ground line.
7. A specialist who can handle emergency situations (an instructor) should always be present in the laboratory.
8. Equipment and materials used in the laboratory must be certified as meeting UL safety standards.
9. Every lab user must receive orientation on safety rules and procedures prior to using the facilities.



10. The use of jewelry, watches, loosen or oversized clothing, and long loose hair that could get entangled and / or create direct contact with the equipment or circuits under test will be prohibited in the Electronics Laboratory and Computer Repair Laboratory.
11. It will be forbidden to consume any beverage or food in the laboratory.
12. The inappropriate use of laboratory materials or equipment is prohibited.

**G. Procedures to Follow in Case of Emergencies at Electronics and Computer Laboratories**

**1. In case of fire**

- a. Evacuate all users from the laboratory.
- b. Deactivate the laboratory's electrical system.
- c. If possible, put the fire out with the extinguisher.
- d. If you cannot put the fire out, contact the members of the Subcommittee on Fire Extinguishing, and the Committee's Chair, so that all emergency procedures are activated.
- e. Inform the corresponding authorities like Campus Administration and the fire station
- f. Instruct the University Guard to allow firefighters access to the Campus.
- g. The Inspections Sub-committee and the firefighters will certify permission to returning to the laboratory and its activities.

**2. In the event of an electric shock**

- a. Deactivate the laboratory's electrical system.
- b. Evacuate all lab users.
- c. Inform the Campus nurse to offer necessary medical assistance.
- d. Call the First Aid Sub-committee and its Chair, so that all the necessary emergency procedures are activated.
- e. In both cases, the Referral Sheet will be filled out and the Investigations Subcommittee will investigate and prepare a report to include findings, recommendations, and changes in procedures if necessary.

**XX. EARTHQUAKES**

**A. Preparation for Earthquakes**

1. Instruct key Campus employees on how to handle and deactivate the power supply's main panel and on how to operate the water stopcocks and gas tanks valves. They must be cautious not to close the gas valves unless there is an emergency. They must be reminded to relight all the lights of the burners and ovens if any and others for that matter.
2. When an earthquake occurs, there is the possibility that the Campus will be cut off for several days. For this reason, it is important that we keep a stock of supplies and basic medicines to last for several days, in the supply area in the Chancellor's Office. The risks in the Campus in the event of an earthquake must also be identified, so key personnel must be instructed on this matter.
3. On the other hand, the Inspections Sub-committee must identify the possible risks for the Campus in the occurrence of an earthquake. Every work area in Campus should be envisioned under the effects of an earthquake to identify potential risks or threats.

**B. Some Possible Risky Events in the Occurrence of an Earthquake are**

1. Equipment in high places such as bookcases, cabinets or modular units may fall.
2. Water heaters can be dislodged from pipes and break.
3. Fixtures and electronics and / or electrical equipment that is not fixed can move out of its hooks.
4. Hanging items could break off their hooks.
5. Pictures and laminates with heavy frames or mirrors may fall from the walls and break or hurt someone.
6. Locks in laboratories and offices or in some cabinets may not keep the doors closed in the event of an intense earthquake.
7. Heavy objects on high, open slats can fall and break or hurt someone.
8. Flammable liquids, such as paint and cleaning products not stored appropriately can spill to have dangerous consequences.

9. Chemicals not stored safely may also spill and burn someone or ignite.
10. It is strongly recommended that the appointed key personnel take the necessary measures to oversee and correct all the above potential hazards, secure flammable liquids, and chemicals, and fix to the walls or relocate heavy objects as necessary.

**C. Earthquake Drills on Campus:**

1. It is very important to know where to seek protection when places start to shake. Campus staff and students can get used to reacting correctly and spontaneously by planning and practicing through drills what to do before actual earthquakes strike.
2. All Campus employees and students must know the safe places in each area of the Campus.
3. Safe places to stay during an earthquake could be: under door frames, against load-bearing walls, and under heavy furniture such as sturdy desks and tables.
4. Everyone should stay away from windows, hanging objects, mirrors, and tall furniture.
5. Drills must be conducted spontaneously along the academic terms.
6. The chancellor, Campus staff, and students should be aware of and prepare for the possible emotional reactions they may experience after an earthquake.

**D. During the earthquake:**

1. During an earthquake one can experience a shaking that starts softly and within a second or two grows so violently that it can knock anyone off their feet or can be shaken by a violent vibration as if the work area were hit by a truck. A second or two later the person will feel the shaking and, as in the first example, will find it very difficult if not impossible to move from one place to another. When experiencing an earthquake, the following rules must be observed:
2. Get into a fetal position under sturdy desks or tables and hold on to their legs; lean on load-bearing walls; or lie down next to a large piece of furniture, according to the recommendations of the triangle of life.

3. If you are outside, you should stay in an open space away from buildings, trees, walls, and power lines.
4. If you are in a crowded area, do not try to rush to the exit as other people would.
5. Stay away from slats that contain heavy objects; these could fall on you and cause injury.
6. If you are in the parking lot, get away from the power lines area if you have already started the car. If you are in a car, stop the vehicle, get out of it, and lie down next to it. Stay there until the earthquake has passed. If the earthquake has been very intense, do not attempt to continue driving because it could be dangerous.

**E. When the Shaking Stops:**

**1. Check if Someone Is Hurt**

- a. If someone has stopped breathing, apply CPR techniques. If someone has with bleeding wounds, apply direct pressure to the wounds. Do not move people who are seriously injured unless their location puts them in danger. Cover wounded people with blankets to keep them warm. For more detailed emergency procedures, a first aid book should be consulted.
- b. The telephone is a very necessary communication tool in an emergency situation. It should only be used when circumstances justify it. Broken glass and debris may have fallen to the ground which could injure someone. The categorical recommendations are:
- c. Do not use the telephone unless there is a very severe injured person whose life is at risk.
- d. Wear shoes in areas where there is debris and broken glass.

**2. Identify Dangerous Situations**

- a. Put out small fires, if possible; if they cannot be put out, leave the area immediately and notify trained fire-fighting personnel.
- b. Inspect buildings for damage and abandon them if it is dangerous to remain in them.

- c. Check gas, water, and electrical lines to make sure there are no faults. If you smell gas, proceed to close the main gas valve. Do not turn on the gas or use the electricity until all areas have been inspected. Do not light matches while investigating a gas leak.
- d. Disconnect the electricity system if there is any fault in the wiring of the Enclosure.
- e. Do not allow people to touch electrical wiring on the floor or damaged electrical appliances.
- f. Remove spilled medicines, bleach, gasoline, and other flammable liquids.
- g. Verify that the plumbing services are in good condition before using them. If necessary, seal the drains of the bathrooms and sinks to prevent the return of used water.
- h. Check the supply of water and food. If the water service has been interrupted, use the water stored in the tanks of the toilets and in water heaters, for emergencies.
- i. Inspect Enclosure structures to identify significant damage or cracks.
- j. When inspecting files, cabinets, and shelves, carefully open doors for heavy objects that may fall off the slats.
- k. Use the radio (s) of batteries or that of a car to receive information about the seismic event and the damage it has caused.
- l. Use charcoal for cooking if necessary and only outside the buildings.
- m. Use official vehicles only in case of emergency. Do not go to visit seriously affected places. Cooperate to keep exit accesses clear to facilitate the transit of emergency vehicles.
- n. Be prepared for subsequent tremors. They are usually less intense than the main quake, but some could be strong enough to cause additional damage to structure already weakened during the first quake.

**XXI. ACTIONS TO BE TAKEN AGAINST HURRICANES, STORMS AND FLOODS**

Due to its geographical position, Puerto Rico is exposed to being impacted by hurricanes, every year. Due to the serious climatic changes that have occurred on the planet, the possibility of this happening has increased. For this reason, we must be prepared to face this situation.

**A. Preventive Measures**

1. Carry out thorough inspections of the physical facilities and surroundings. Prepare a detailed report on everything that requires repair to correct any deficiency that may represent a risk to human life and property.
  - a. Remove debris, garbage or materials that could be blown away by the wind or by water currents.
  - b. Coordinate with the Electric Power or Telephone Authority so that specialized work groups proceed with the unhooking or cutting of tree branches that could affect the electric or telephone lines.
  - c. Stock first aid kits and keep emergency rooms properly equipped. Where there is no emergency room, an adequate space will be designated for these purposes.
  - d. Maintain an adequate inventory of materials, tools, and equipment necessary to face an emergency.
  - e. Review the lists of personnel who will form and participate in the emergency working groups.
  - f. Provide orientation to employees and students on the Contingency Plan.
  - g. Determine the need for shutters or protective panels to secure vulnerable areas in each structure. Manage the construction, purchase, preparation, and storage of the mentioned protectors. Make the necessary repairs to the buildings and other structures in Campus.
  - h. Fill the auxiliary, main and portable power generators fuel tanks.
  - i. Identify places susceptible to flooding and apply the necessary security measures including:
    - i. drain cleaning.

- ii. use of platforms to raise equipment and materials from the floor.
- iii. opening doors so that the water leaves and closing doors and windows so that the water does not enter.

**B. Official Weather Bulletins and Measures to Be Taken**

1. The National Weather Service in San Juan, PR issues bulletins and releases information originated at the National Hurricane Center in Miami, USA on the progress of a tropical depression, tropical storm, or hurricane.
2. The bulletins, issued every six or less hours, include details on the location, intensity, possible trajectory, and the potential cyclone's threat warning level.
3. These bulletins are used as time frames for the Campus to the prepare and take the measures established below.

**C. Actions to Be Taken in the Event of a Hurricane or Storm Warning**

1. As soon as a warning is issued, the following measures will be taken.
2. The Dean of Administration will keep informed of the progress of the system.
3. The directors of departments and offices will carry out the preparation phase established in their operational plans related to the team, brigades, and support groups.
4. Mitigation tasks will be carried out to minimize the effects of the hurricane or storm to the most susceptible areas in Campus.

**D. Steps to be Taken before a Hurricane or Storm Watch**

1. Announcement are issued by the National Hurricane Center for a certain area. These advise the population to stay alert and ready to act if a hurricane or tropical storm warning is issued.
2. This information is generally issued between 48 and 24 hours before the threat, as there is the possibility of a close or direct impact to the local area.
3. The Emergency Committee of each unit will be activated and will meet in the Campus Operations Center to discuss the work and actions to be carried out.
4. Supply the official vehicles with gasoline and oil. Keep reserve of the fuel securely to be used when necessary.
5. Move files with drawers against the walls and away from windows.

**GUAYAMA CAMPUS**

6. If available, set up shutters or wooden panels on glass windows and doors. If wooden panels cannot be installed, place adhesive security tape on glass doors and windows to protect them from becoming projectiles on impacts. Besides, make sure that doors and windows are fully closed.
7. Move electronic equipment to areas away from windows, place them on top of desks or other furniture, and cover it with waterproof material.
8. Relocate to upper areas the books from the lower shelves at the library and cover the bookshelves with plastic materials.
9. Do not use the phone unnecessarily.
10. Secure all loose objects in the offices and Campus grounds.
11. Get canned food and water for at least three days.
12. Get properly equipped first aid kits.
13. Stay out of floodplains.
14. Have a portable lighting system on hand; it may include flashlights, hand lamps, and gas lamps, and avoid using candles.
15. Be ready to assist other collaborators, in Campus.

**E. Measures to Be Taken Before the Warning of a Hurricane or Storm**

1. A warning is an announcement issued by the National Hurricane Center, indicating that within the next 24 hours, in certain local areas, hurricane or storm winds, heavy rains, and dangerous storm surges may be felt. As soon as it is issued, the following actions will be carried out.
2. The University's president will issue instructions to the Campus Chief Executive. She will pass the necessary ones on to her staff and advise them to remain on the alert; staff that does not have assignments within contingency plan will be allowed to return home.
3. Power switches will be disconnected, as needed.
4. All the previously stated protection, security, and mitigation measures will be completed according to the Campus emergency plans.

**F. During the Hurricane or Storm**



1. During the emergency, the minimum personnel necessary to execute the Contingency Plan will remain in the unit, as determined by the person who, in the order of command succession, oversees the unit.
2. These employees must be people of recognized good judgment, capable of making the best decisions and of proceeding proactively in the face of the different critical circumstances that may arise during the impact of the natural phenomenon.

**G. After the Hurricane or Tropical Storm Has Passed**

1. After the University's President issues the return instructions, the person who was overseeing the Campus or unit will instruct the Emergency Operations Center on the actions to take considering the incidents that may have occurred during the impact of the meteorological event and the effects they have had on the facilities.
2. A rapid loss and damage assessment will be carried out to inform the Central Office of the System and the corresponding government agencies to initiate assistance requests.
3. A more detailed and formal evaluation will follow, considering:
  - a. Losses of:
  - b. human life
  - c. property
  - d. Damages to:
  - e. human life (injured)
  - f. property:
  - g. buildings
  - h. roads
  - i. Access
  - j. Services:
  - k. water supply
  - l. sewer system
  - m. power lines and equipment
  - n. telephone phone lines and equipment

- o. gas lines and equipment
  - p. other materials and equipment
- 4. After the thorough assessment and as soon as possible, the person who was overseeing the Campus will contact the Central Office of the System to report the damages identified and the current conditions of the Campus.
- 5. Photographs of the damages identified in the thorough assessment of the Campus property will be taken and included in the detailed written reports prepared for the corresponding claims to the insurance companies and the federal or state agencies.
- 6. Roads, paths, and sidewalks will be cleaned, and the buildings will be enabled to return to routine operation as soon as possible.

#### **H. Floods**

- 1. In the past, areas surrounding the campus have flooded keeping, on some occasions and for several hours, staff and students from leaving the premises. To prevent this from happening again or an emergency that causes the immobilization of vehicles to leave the Campus, the following steps must be followed.
- 2. Promote knowledge about the risks to which the area where the Campus is located is exposed.
- 3. Stay informed of weather conditions.
- 4. Contact the Civil Defense when rain gets heavy or torrential to verify with that agency the possibility for the Campus of getting flooded. If there is a possibility of serious flooding in the area, work and classes should be suspended.

#### **I. What to do with the victims when handling different emergencies?**

##### **1. Fire**

- a. Remove the victim from the heat source.
- b. If the person is running, stop him, place him on the floor and put out the flames with a blanket.
- c. Remove clothing including shoes and jewelry.

- d. Cool burns with water for several minutes.
- e. Cover the victim with a clean, dry sheet.
- f. If clothing sticks to the victim's skin, do not remove it. Cool skin with water.
- g. Keep the patient at a comfortable temperature.
- h. If the victim does not respond, the nurse will begin cardiopulmonary resuscitation or CPR.
- i. Transport the victim to the nearest emergency room.

**2. Unconscious victims**

- a. Move the victim to a safe place.
- b. If the victim does not respond to communication attempts, is not breathing, and has no pulse, begin CPR or cardiopulmonary resuscitation, immediately call 911 for help and transfer to the nearest emergency room.

**3. Earthquakes**

- a. If debris falls on a person, it will be removed, and the victim will be moved to a safe place.
- b. Apply first aid to the injured person, immediately.
- c. If the victim does not respond, follow the steps established to treat unconscious victims immediately.
- d. Transport the victim to the nearest emergency room.

**4. Major injuries**

- a. Cover the wounds with sterile gauze and apply direct pressure on them; remember that you must use personal protective equipment.
- b. If the victim has profuse bleeding, make, and apply a tourniquet.
- c. Transport the victim to the nearest emergency room as soon as possible.

**5. Less serious injuries**

- a. Cover the wounds with sterile gauze; remember that you must use personal protective equipment.
- b. Transfer to the nearest emergency room.

**6. Nerve attack**

- a. Try to control the person.
- b. Transport the victim to the nearest emergency room

**7. Exhaust of gases**

- a. Transport victims to a ventilated area.
- b. Ask the Campus nurse to use the oxygen tank for the most affected victims.
- c. Immediately transfer victims to the nearest emergency room.

**8. Chemical substances**

- a. If chemicals are in contact with the eyes, skin, or any other part of the body, the victim will wash the area with water for 15 minutes.
- b. Immediately transfer victims to the nearest emergency room.

**9. Emergencies on campus with employees, students, and visitors**

- a. The situation will be notified immediately to the Campus nurse.
- b. The nurse will be responsible for managing the victim, according to the established protocols.

**XXII. ACTIONS TO BE TAKEN IN THE EVENTS OF TERRORISM**

**A. General Preparations**

1. Preparations for this type of disaster are very similar to those for natural disasters, particularly earthquakes. It is therefore advisable to review them and ensure that they are carried out periodically. It is important to emphasize the following measures.
2. Stock the first aid kits and keep the First Aid Center properly equipped.
3. Prepare or review the lists of personnel who will work in the emergency brigades and coordinate the offering of the training that they must receive.
4. Provide ongoing orientation to university staff and students on the Safety and Emergency Management Plan for these disasters, including the Evacuation Plan.
5. Designate an area that protects against radiation emitted by the falling particles after a nuclear or radiological explosion. A basement or any underground area is the best place to protect yourself from radioactive

fallout. A good shelter could also be the central windowless area on the middle floors of a multi-story building.

6. Other measures include:
  - a. Identify one or more safe places in case it is necessary to stay at work or study areas.
  - b. Maintain up-to-date lists of university staff and students by place of work or study, including addresses and telephone numbers.
  - c. Prepare a communication plan with family members of students and employees.
  - d. Identify refuge centers and routes to reach them if necessary.

## **B. Chemical or Biological Attack**

### **1. General Preparations**

- a. Prepare a disaster supply kit.

### **2. Actions to be taken during a chemical or biological attack**

- a. Be attentive to the media to get instructions from the authorities on whether to stay indoors. If the instructions indicate that this must be done, the following actions will be taken.
- b. Turn off all types of ventilation devices (air conditioner, fans, etc.).
- c. Seek refuge in an internal room, preferably without windows. Seal the room with duct tape and plastic sheeting. Ten square feet of floor space per person will provide enough air to prevent carbon dioxide build-up for up to five hours.
- d. If the chemical or biological attack surprises people in an unprotected area, they must:
  - i. Try to get out of the contaminated area.
  - ii. Try to seek shelter as quickly as possible.
  - iii. Listen to the radio for official instructions.

### **3. Actions to be taken after a chemical attack**

- a. Immediate symptoms of chemical exposure can include blurred vision, eye irritation, shortness of breath, and nausea.

- b. A person affected by a chemical or biological agent requires the immediate attention of professional medical personnel. If this medical care is not available, decontaminate yourself and, if possible, assist in the decontamination of others.
- c. Decontamination must be done within minutes of exposure to minimize health consequences. However, you should not leave the shelter to help others until the authorities announce that it is safe to do so.
- d. Be extremely cautious when decontaminating or helping others who have been exposed to chemical agents. The following is advised:
- e. Remove all clothing and other items in contact with the body. Contaminated clothing that is normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put the clothes in a plastic bag, if possible. Decontaminate your hands with soap and water. Remove the glasses or contact lenses and decontaminate them in a saucepan with detergent or household bleach.
- f. Be sure to remove all articles that meet the body.
- g. Wash eyes with plenty of water.
- h. Wash face and hair gently with soap and water; then clean well with plenty of water.
- i. Decontaminate other parts of the body that may have been contaminated, wash them without scrubbing or scraping, with a cloth soaked in soap water and rinse with water.
- j. Put on clean clothes, if possible.
- k. It is advised to get medical attention at a hospital.

**4. Actions to take after a biological attack**

- a. In many biological attacks people will not realize that they have been exposed to a biological agent. The first indication of exposure may be felt when symptoms of disease caused by the biological agent are noticed. Medical attention and treatment are to be seek immediately.

- b. In attacks with anthrax, it is possible to alert people of a potential exposure. In these cases, it is important to:
- c. Be attentive to official instructions on radio, television, and emergency alert systems.
- d. If your clothes or skin meets a visible and potentially infectious substance, remove your clothing, and place it in a bag with your other personal effects.
- e. Clean skin immediately with hot soapy water.
- f. Put on clean clothes and seek medical attention.

**C. Nuclear and radiological attack**

**1. General Preparations for a nuclear or radiological attack**

- a. Learn all the red flags and warning sources in your community. Make sure the signals are known, what they mean, how they will be used, and what should be done when they are heard. Identify and locate buildings which have been designated as a refuge or place of protection against radioactive fallout.
- b. Call the emergency management agency.
- c. Instruct employees and visitors about where the shelters are located and what actions to take in the event of an attack.
- d. Consult and know the evacuation plans of the unit.

**D. Actions to be taken during a nuclear or radiological attack**

- 1. Do not look at the glow or fireball because it might lead to blindness.
- 2. If an attack warning is given:
- 3. Protect yourself as soon as possible and stay on site unless instructed to leave.
- 4. If the warning catches you outside of a structure and you cannot immediately enter below deck, stand behind an area that might offer you some protection, or lie down on the ground and cover your head.
- 5. Protect yourself from radioactive fallout in shelter immediately.

6. Have a battery-powered radio at hand, listen to official information and follow instructions, giving preference to local officials who know the situation better.

**E. Actions to be taken after a nuclear or radiological attack**

1. In a public shelter or unit:
2. Do not leave the shelter until officials say it is safe to do so.
3. If you are in a fallout shelter, stay there until local authorities say it is advisable to leave. The stay in the shelter can range from one or two days to four weeks.
4. Although it can be difficult, do your best to maintain good sanitary conditions in the shelter.
5. Food and water can be scarce. Use them wisely, without severe rationing for the sick or the elderly.
6. Cooperate with those in charge of the shelter.

**F. Return to the physical facilities or home**

1. Keep tuning the radio to know what to do, where to go, and what places to avoid.
2. If your workplace was within range of the bomb blast wave, check first for any signs of collapse or damage of structures.
3. Clean up spills of medicines, drugs, flammable liquids, and other potentially dangerous materials, immediately.
4. Use portable battery-powered radios to listen to information on community services available.
5. Check for damage from broken water pipes and downed power lines.
6. Check if the gas, water, and electricity had been disconnected, before leaving for the shelter.
7. Do not connect the gas; the gas company will do this and give you further instructions.
8. Turn on the water lines only after it is known that the water system is working, and the water is not contaminated.



9. Connect electricity only after wiring is known to be undamaged and electrical power system is working.
10. Check that the sewer lines are intact before using the sanitary facilities.

**G. Actions to be taken after one of these attacks (chemical, biological, nuclear, and radiological)**

1. In addition to the actions mentioned in each case, such as those relating to the portable battery-powered radio and listening to the news and instructions, the following measures should also be considered:
2. Act according to the established Campus Emergency Plan.
3. Make efforts to search for injured people and offer first aid.
4. Do not move injured people unless they are in immediate danger.
5. Check the food and water supplies. Emergency water can be obtained from water heaters, melted ice, toilet tanks, and canned vegetables.
6. Check buildings for cracks or damage including roofs, walls, and footings.
7. Carry out a quick evaluation of losses and damages, to inform the Central Office of the System and concerned agencies and to be able to request the necessary assistance to carry out a more detailed and formal evaluation.
8. Cooperate with Public Health, Emergency Management, Civil Defense, Police, and other agencies.

**XXIII. PUBLIC HEALTH EMERGENCIES**

- A. Among the different possible emergencies to experience are those related to public health, typified by epidemics or pandemics. These can be caused by viral and / or bacterial infectious diseases. To address these, the University will follow the protocols established by international and national agencies, including: The World Health Organization, the Center for Disease Control, the Department of Health and Human Services, and local government agencies.
- B. Once the possible effects of epidemics or pandemics in the university community are evaluated, the corresponding internal protocols will be issued to deal with situations, as they arise, including aspects of prevention, reduction or cancellation of activities, and emergency measures.
- C. **Protocol to face epidemic or pandemic situations**

1. Any employee who indicates having symptoms of an epidemic or pandemic illness should be instructed to leave the work area and consult a physician immediately.
2. Any supervisor who observes that an employee is presenting symptoms of an epidemic or pandemic illness, should be instructed to leave the work area and consult a physician without hesitation.
3. These measures shall prevail in force, from when they are ordered to be put into practice, until the Office of the President informs the contrary or amends them.
4. The prevention protocols against COVID-19, Influenza, Mycoplasma, Ebola, and Cholera established in the Guayama Campus and Inter Humacao University Center will be followed. These protocols are in the areas of the Administration Office, in the First Aid Center, and on the official website of the Campus.

#### **XXIV. ACTIVITIES AFTER THE EMERGENCY**

The recovery time for the services provided by the Institution will largely depend on the damage suffered during the emergency. The chancellor and the president of the Safety and Emergency Management Committee will prioritize the activities to be followed, the personnel to be assigned, and the resources available.

##### **A. Collection of data and documents**

1. Documentation is crucial after the emergency. All reports and records used during this process to gather evidence and activities carried out will be kept for reference. The custodian of documents will be responsible for collecting all this information. It will be used to conduct investigations, make insurance claims, and to issue possible legal claims. All this information will be reviewed by the chancellor who will determine the course of action to follow. Recommendations or amendments to the Plan will also be made if necessary.

##### **B. Investigation of the incident**

1. The impact of the emergency will be investigated as soon as possible. This investigation will be carried out to determine the reasons why the emergency occurred and what can be done to correct the failure, and if possible, prevent it

from occurring again. Regulatory agencies generally carry out their own investigations and they may request assistance from the Institution's Committee. The Investigations Sub-committee will oversee the investigation will prepare a final report to be submitted to the Committee and to the chancellor. The latter will be responsible for making the changes to comply with the recommendations.

**C. Minor incidents**

1. Minor incidents will be investigated by area leaders in conjunction with a member of the Investigations Subcommittee. A final report will be prepared and submitted to the Committee.

**D. Major incidents**

1. When major emergencies occur, the Investigations Subcommittee will carry out the investigation. A final report will be prepared and submitted to the Committee and discussed with the chancellor. When the emergency is of a great magnitude, loss of life or damage to the environment occurs, state and federal agencies will conduct their own investigations and the Committee will be available for their duration. A report on minor and major incidents will be prepared quarterly and evidence of actions taken will be kept for correction, if possible.

**E. Review of Damages**

1. After the emergency, an analysis must be made of the damages and losses suffered by the Institution. The main emphasis should be on damages to the structures, safety issues by areas, and repairs that need to be carried out. The chancellor and the members of the Committee will carry out the review.

**F. Other activities**

1. Meetings - Inform staff of any hazards and unsafe conditions they may encounter in the facilities. Meetings may be necessary to work through the emotional issues that affect employees. The chancellor will coordinate counseling sessions for affected employees.
2. General evaluation - Review all actions, good and bad, carried out before, during and after the emergency. Prepare a final report that includes changes,

recommendations and difficulties encountered. In addition, an estimate of the damages to the unit will be prepared, as soon as possible, after the emergency.

## **XXV. ELECTRONIC SURVEILLANCE AND RECORDING PROGRAM**

### **A. Introduction**

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

### **B. Purpose**

1. The purpose is to regulate the use of CCTV and cameras to:
2. Promote a safe environment that discourages criminal acts.
3. Deter acts of vandalism.
4. Help the security officers to maintain order and healthy coexistence on the premises of the Campus.
5. Obtain evidence to be used in any internal disciplinary process, administrative and / or before the Courts of Justice with competence.

### **C. Scope**

1. This program applies to all the facilities of the Inter-American University, Guayama Campus.

### **D. Responsibilities**

#### **1. Chief Executive**

- a. Make sure this procedure is implemented in Campus.
- b. Designate the key personnel to have access to the monitors and the tapes recorded through electronic surveillance.
- c. Authorize in writing the duplication of the recorded tapes, if necessary, with prior consultation and written consent of the Office of Systemic Legal Advice.

- d. Authorize in writing the delivery of recorded tapes to other people as determined, with prior consultation and written consent of the Office of Systemic Legal Advice.
- e. Authorize in writing and with prior consultation and written consent of the Office of Systemic Legal Advice the destruction or use of any recording or documentation generated from said recording, which has been used as evidence in any internal, administrative and / or judicial process.

**2. Dean of Administration**

- a. Implement the Program in the Campus

**3. Conservation and Maintenance Director**

- a. Coordinate the use of the cameras, in accordance with the instructions of the Chief Executive Officer.
- b. It will determine the employees in charge of the daily operation of the cameras and will instruct them in this regard. o It will be responsible for maintaining the confidentiality of each reported event and will instruct its employees accordingly.
- c. It will keep the recordings and documents that arise from any incident.

**E. Guarantees**

- 1. The University guarantees that the use of electronic surveillance will be carried out professionally, legally, and ethically.
- 2. The use of electronic surveillance specifically aimed at discriminating against individuals based on characteristics of sex, race, national origin, sexual orientation, physical disability, or any other type of classification is prohibited.
- 3. Electronic surveillance cameras will not be installed in areas where there are expectations of intimacy and / or privacy, such as: restrooms, lactation rooms, areas for changing clothes in gyms or sports facilities and in places that are specifically prohibited by federal and / or state law.

4. The Campus has an Electronic Surveillance Center located in the surveillance post at the entrance to the Campus. The Center has monitors, as well as a server for managing the camera system. At this moment, there are 13 cameras located in high-risk places. The aim is to continue strengthening this surveillance system.

**F. Procedures**

1. Signs and warnings will be placed in the areas designated by the administration near each electronic camera, to inform that it is in an area where it is recorded electronically.
2. The personnel working in electronic surveillance will be trained in the technical use of cameras and in the legal provisions for the use of this technology.
3. Only employees authorized by the Conservation and Maintenance Supervisor may be in the areas designated for electronic surveillance.
4. A log will be kept in the place destined for the server where the operations of the areas intervened by the electronic cameras will be recorded, which will contain the following information:
5. Name of the employee
6. Date and time of entry and / or exit.
7. Number of monitors in use.
8. Incident report, if any.
9. All recording used as evidence in an internal, administrative and / or judicial process must be kept until all the procedures in question are completed. Said tape may not be destroyed and / or used again without the written authorization of the Office of Systemic Legal Advice.
10. The recordings will remain stored in the area designated by the administration for a period of thirty (30) days. At the end of said term, the tapes will be available in accordance with the technical specifications of the equipment used to record, except in those situations established above and in accordance with the provisions of these Regulations.

11. If any incident appears to be of a criminal nature, the Director of Conservation and Maintenance will act in accordance with institutional security regulations.

**G. Incident documentation**

1. If, when monitoring the cameras, the persons in charge observes incidents that could endanger the life and / or property of the university community, the officer on duty must:
2. Immediately notify the security guard assigned to the area in question, to act in accordance with the instructions received:
3. Complete the designated form on incidents observed on the monitors.
4. He will deliver said completed form to the Dean of Administration, who must keep it for the duration of the investigation and any process that is carried out because of the incident in question. These forms may not be destroyed without the prior written authorization of the Chief Executive Officer.

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**LIST OF EMERGENCY PHONES**

| <b>Organization</b>   | <b>Telephone</b>                 |
|---|----------------------------------|
| Emergency System  | <b>9-1-1</b>                     |
| Guayama State Police (Command)                                    | (787) 866-2020                   |
| Guayama Fire Department   | (787) 864-2330                   |
| <i>Menonita</i> Hospital Guayama                                  | (787) 864-4300                   |
| State Insurance Fund  | (787) 864-0095                   |
| Civil Defense   | (787)864-1600                    |
| P.R. Health and Safety Office                                     | (787) 754-2172                   |
| Environmental Quality Board                                       | (787) 767-8181<br>(787) 864-0103 |
| PAS Line (First Psychosocial Help)                                | 1-800-981-0023                   |
| Help Center for Victims of Rape Ponce                             | (787) 290-3636<br>(787) 842-3315 |
| <b>InterAmerican University of Puerto Rico<br/>Guayama Campus</b> | <b>(787) 864-2222</b>            |
| Office of the Chancellor  | Ext. 2251                        |
| Office of the Dean of Academic Affairs                            | Ext. 2216/2224                   |
| Dean of Administration  | Ext. 2236                        |
| Dean of Students  | Ext. 2212-2205                   |
| University Guard  | Ext. 2214                        |
| First Aid Center<br>Mrs. Arcilia Rivera - First Aid Ext. 2247     | Ext. 2247                        |



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|  |  |
|--|--|
|  | Direct phone: (787) 864-2275<br>Cell: (939) 389-2042 |
| Health Care Center: Industrial Hospital<br>Medical Center<br>Location: Río Piedras, PR | Phone: (787) 754-2525                                |

**ANNEX 2**

**INTER-AMERICAN UNIVERSITY OF PUERTO RICO  
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**Guide to Identify Risks and Hazards in the Workplace**

Area (s) \_\_\_\_\_

Date \_\_\_\_\_

Personnel conducting the inspection

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| <b>Problems with floors or stairs that can cause trips, slips and falls</b> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1. Highly waxed or polished floors or stairs                                |            |           |
| 2. Spilled water, oil, or soap  |            |           |
| 3. Broken or loose equipment covers   |            |           |
| 4. Rough or chipped surfaces  |            |           |
| 5. Nails sticking out   |            |           |
| 6. Broken or problem handrails  |            |           |
| 7. Lack or poor lighting  |            |           |
| 8. Clogged or broken steps  |            |           |
| 9. Extension cords on the floor or ladder                                   |            |           |
| 10. Poorly placed dumpsters   |            |           |
| 11. Raised rugs   |            |           |

| <b>Objects that can tip over or fall on people due to being incorrectly positioned, located in inappropriate places, or not being well anchored</b> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1. Files  |            |           |
| 2. Shelves  |            |           |
| 3. Ceiling fixtures or lights   |            |           |
| 4. Objects fixed or adhered to walls or any other surface   |            |           |
| 5. Materials in pallets (books, boxes, etc.)  |            |           |

| <b>Places, materials, or equipment that can cause collision and / or obstructions</b> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1. Obstructed hallways, doors, or stairs  |            |           |
| 2. Tubing or valves that are clogging or clogging                                     |            |           |
| 3. Sharpeners or other small equipment  |            |           |
| 4. Desks, filing drawers, etc.  |            |           |
| 5. Office equipment   |            |           |

| <b>Equipment or equipment installations</b> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1. Unprotected moving parts guards          |            |           |
| 2. Misplaced or damaged extensions          |            |           |
| 3. Bad fences                               |            |           |
| 4. Furniture misplaced or installed         |            |           |
| 5. Equipment broken or with problems        |            |           |
| 6. Broken or problem transport carts        |            |           |
| 7. Broken trash cans                        |            |           |
| 8. Broken metal equipment corners           |            |           |
| 9. Electric fans with problems              |            |           |
| 10. Equipment placed insecurely             |            |           |

| <b>Fire related equipment, warning signs, exit signs, and others</b>        | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1. Disposing of papers and waste in an unsafe manner                        |            |           |
| 2. Storing flammable materials in an unsafe manner                          |            |           |
| 3. Well-identified no-smoking areas   |            |           |
| 4. Identified emergency exits   |            |           |
| 5. Identified exit corridors  |            |           |
| 6. Exit accesses available, unobstructed and in good condition              |            |           |
| 7. Necessary signs and emergency lights                                     |            |           |
| 8. Firefighting equipment (hoses, unobstructed and inspected extinguishers) |            |           |
| 9. Smoke detectors  |            |           |

| <b>Fire related equipment, warning signs, exit signs, and others</b>                                 | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 1. The fire alarm system is certified  |            |           |
| 2. Sockets with covers   |            |           |
| 3. The firefighting equipment is appropriate   |            |           |
| 4. The location of the firefighting equipment is well labeled  |            |           |
| 5. The collaborators who require it have been trained in the use and handling of fire extinguishers. |            |           |
| 6. Practices and procedures are in place to control the risk of fires and sources of ignition.       |            |           |
| 7. A written fire response plan is in place  |            |           |

| Other aspects to consider  | Yes | No |
|--|-----|----|
| 1. Adequate hygienic conditions  |     |    |
| 2. There are no emanations of gasses   |     |    |
| 3. Suitable arrangement of desks, tables, or furniture   |     |    |
| 4. Adequate aisle width  |     |    |
| 5. Adequate order and cleanliness of the area  |     |    |
| 6. Adequate ventilation and lighting   |     |    |
| 7. Storage of hazardous materials as established by law  |     |    |
| 8. Inadequate storage of materials that may increase the risk or damage in the event of fire (paper, plastics, others) |     |    |
| 9. The number of exits from the areas and the Enclosure (gates) is adequate  |     |    |

**Recommendations:**

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**Guide to Determine Risks and Hazards in Science Laboratories**

| Laboratory evaluation                                   | Yes | No |
|---|-----|----|
| 1. Gas detectors working                                |     |    |
| 2. Eye washer working                                   |     |    |
| 3. Shower (Inspection and operation)                    |     |    |
| 4. Hoods (Inspection and operation)                     |     |    |
| 5. Reagent labels in good condition                     |     |    |
| 6. Containers identified correctly and legibly          |     |    |
| 7. Clogged fire extinguishers                           |     |    |
| 8. Inspected fire extinguishers                         |     |    |
| 9. Reagent store lamp working                           |     |    |
| 10. Reagent storage extractor working                   |     |    |
| 11. Reagent spills on the floor or tables               |     |    |
| 12. Slippery floors                                     |     |    |
| 13. Obstructed doors                                    |     |    |
| 14. Safety signs posted                                 |     |    |
| 15. Ceiling lights working                              |     |    |
| 16. SDS available for each reagent                      |     |    |
| 17. Updated reagent inventory                           |     |    |
| 18. There is a Program for Risk Communication           |     |    |
| 19. Safety lights working                               |     |    |
| 20. Explosive proof receptacles and lights in warehouse |     |    |
| 21. Labeling of compressed gas cylinders                |     |    |
| 22. The cylinders are tied and with their caps          |     |    |
| 23. Certified autoclave                                 |     |    |

**ANNEX 3**

**ALARM AND EMERGENCY COMMUNICATION SYSTEM**

An early warning is necessary to carry out the evacuation procedure in an organized manner and without putting the lives of staff, students, and visitors at risk.

**Alarms**

Among the most important actions that the employer must carry out are the way of communicating the emergency and giving an early warning. In the case of alarm systems to notify the alert, it is required to comply with the regulation of OSHA CFR 29: 1910.165 that specifies the following:

The alarm must be perceived even when there are ambient noises and / or perceived at different light levels (a light system will be used for the deaf) by all individuals within the facilities. The teachers, group leaders, members of the Evacuation Subcommittee will provide special assistance to those who have special limitations.

The alarm activation must allow sufficient time to vacate the facilities.

The alarm system must be distinctive and recognized as a sign to vacate all areas or to perform the functions assigned in the Safety and Emergency Management Plan.

The alarm system must be distinctive and recognized as a sign to vacate all areas or to perform the functions assigned in the Safety and Emergency Management Plan.

If the alarm system is used for different purposes, different forms of alert or sound should be used.

In our Campus we have two alarm systems. They are in the Prof. Carlos E. Colón Ramos Building. They are used only to communicate that there is an emergency in the Institution. The activation of the alarm will be carried out by any employee and / or student who observes a situation that warrants it. During the 7:00 a.m. to 5:00 p.m. work shift, four (4) employees will be assigned to activate the alarm in the event of an emergency. On the 5:00 p.m. to 10:00 p.m. shift two (2) employees will be assigned, and on Saturdays between 7:00 a.m. and 5:00 p.m., also two (2) employees will be assigned. The alarm system will be tested

once a month, after notifying the entire university community. The staff in charge will be drilled once a year on how to use the system and the entire university community, will get a review at the beginning of each academic semester and summer session, on the importance of listening to the alarm and what they should do after its activation.

The chair of the Safety Committee will be responsible for ensuring that this review is coordinated and carried out. A record will be kept of the dates and persons who carry out the review. In the event of any difficulties, a report will be prepared. It will include recommendations to correct deficiencies. The recommendations will need to be applied within the next five business days. After the corrections, another test will be carried out.

### **Emergency alert communication**

It is important to identify the necessary procedures to communicate an emergency within the facilities. These will be evaluated at least once a month. The emergency alert must be offered quickly so that the evacuation of the facilities can be carried out in a controlled and rapid manner as well as the notification of the related emergency agencies, so their responses are effective.

### **Minor incidents or emergencies**

Small incidents or minor emergencies (e.g., medical emergencies) will not have to be notified to the entire community. The most appropriate way to report them will be by telephone. In first place, the president of the Committee will be notified and will make decide what other personnel needs to be alerted. If there is no telephone in the area where the president is, a member of the staff must notify it. If the president is not present, the vice-president will assume the responsibilities. In the event of a medical emergency, the Campus nurse will be the first person to be notified, and she will proceed as established in the Emergency Plan.

### **Major incidents or emergencies**

An example of major incidents are fires or explosions, and they require that all or almost all the university community be alerted. First, the emergency alarm will be activated, then all the procedures included in the Safety and Emergency Management Plan will be activated.



## **Protocol for the Use of the Automatic External Defibrillator in the Facilities of the Inter-American University, Guayama Campus**

### **Introduction**

The Inter-American University, Guayama Campus acquired the Automatic External Defibrillator in accordance with Law 141 of August 1, 2008, known as the law, to establish the use of the Automatic External Defibrillator in private establishments that serve the public.

### **Applicability**

This protocol is applicable to our Campus since we have the capacity to receive more than 500 people simultaneously, (with this number of people, at least one defibrillator is required).

### **Purpose**

The availability of an automated external defibrillator could be the difference between life and death for a person. In a cardiac arrest event, for every minute that passes without defibrillation treatment, the chances of survival decrease by ten percent (10%).

### **Definitions**

In accordance with the standard for the use of the defibrillator at the University and in accordance with the regulations of the Department of Health for the use of the defibrillator, the following terms will have the meaning expressed below:

1. Capacity - refers to the maximum number of people that can occupy or be present in a certain place. To determine the capacity of people, the occupant load criteria will be used according to the content of the Human Safety and Fire Protection Code, Regulation No. 7364 of the Puerto Rico Fire Department.
2. Defibrillation - emergency treatment in which an electronic device delivers an electric shock to the heart to restore the normal contraction rhythm of a heart in dangerous arrhythmia or cardiac arrest.
3. Automated External Defibrillator - portable device used to electrically stimulate a fibrillated heart. It consists of a mechanism of two electrodes that are applied directly to the person's chest, between which an electric current pass, which, applied as soon

as possible after the cardiac arrest, allows a high percentage to restore normal heart rhythm lost.

4. Ventricular fibrillation or cardiac arrest - is the sudden and unexpected interruption of the functioning of the heart. Failure to administer defibrillation can result in sudden death.
5. Private establishment - those places belonging to private persons or entities where defibrillators will be installed according to the capacity of the place.

### **General Characteristics of the Automatic External Defibrillator**

1. The defibrillator purchased is well identified.
2. Has spoken instructions in Spanish.
3. Easy handling.
4. It has a green bulb that when lit indicates that it is ready to use.
5. Designation of AED and Liaison Program Coordinator

The Guayama Campus has appointed Mrs. Arcilia Rivera González, Officer of the First Aid Center, as coordinator in charge of the AED Program and Liaison with the Department of Health.

### **Emergency Response Plan**

In the event of an emergency that involves the use of the defibrillator, the Guayama Campus has designated four people to use and manage it:

1. Migdalia de León González, Health Sciences Skills Laboratory Technician, Monday through Friday from 8:00 a.m. to 5:00 p.m.
2. Javier Rivera Lebrón, Audiovisual Technician from Monday to Thursday from 4:00 p.m. at 9:00 p.m. and Saturdays, 8:00 a.m. to 5:00 p.m.
3. Arcilia Rivera González, First Aid Center Officer, hours Monday through Thursday from 9:00 a.m. at 6:00 p.m. and Friday and Saturday from 8:00 a.m. to 12:00 p.m.

Once the emergency is identified, the 9-1-1 emergency system will be activated immediately.

1. The CPR will start immediately applying the ABC.

2. The AED located in the First Aid Center will be searched immediately.

Once the AED is at the emergency site, the clothing that covers the chest will be removed, the garments (see procedure in case of garments), if there are hairs, only the electrode area will be shaved, the electrodes will be placed one level of the right clavicle and another under the left breast, the person has a pacemaker placed, the lead will be placed further to the right of the pacemaker and the device instructions will be followed.

The unit could shock automatically without pressing a button. The defibrillator gives the alert to move away from the patient to deliver the shock.

### **Procedure to follow when handling garments**

If the affected person has garments (chains, long screens) these will be removed, the amount removed will be counted, they will be placed in an envelope, they will be sealed and they will be delivered to a family member in case the person is unconscious.

### **Location and Labeling**

1. The defibrillator will be in the First Aid Center.
2. The defibrillator is inside an alarm box (there is a set of keys to place the alarm, not to close the box).
3. Each person trained to operate the defibrillator will have a key to search for the device in the event of an emergency.
4. The area is identified with a sign.
5. In a pocket of the package used to mobilize the defibrillator there are available: masks, gloves, disposable razor, gauze pads and scissors.

### **Maintenance**

1. The Cardiac Science brand defibrillator in Campus can self-check daily, weekly, and monthly as part of its preventive maintenance.
2. The green light bulb indicates that the equipment is ready for use.
3. It has a lithium battery with a 4-year warranty.
4. The unit is guaranteed for 7 years.
5. Has a record-keeping program,

6. A review of the expiration date of the electrodes will be kept to always have the date available.

### **Training**

The four people assigned to use and manage the equipment were trained in:

1. CPR on March 12, 2010.
2. Use and Management of the Defibrillator on March 26, 2010.
3. The trainings included:
4. Identification of conditions that require the use of a defibrillator.
5. First aid procedures in basic resuscitation techniques and basic life support.
6. Basic procedures and handling of situations in case of medical emergencies.
7. Operation and management of the defibrillator according to the manufacturer's specifications Cardiac Science.

**INTER AMERICAN UNIVERSITY OF PUERTO RICO  
GUAYAMA CAMPUS  
DEPARTMENT OF AGRICULTURAL AND ANIMAL SCIENCES  
VETERINARY TECHNOLOGY PROGRAM**

**VETERINARY TECHNOLOGY PROGRAM EMERGENCY AND EVACUATION PLAN**

Inter American University of Puerto Rico-Guayama Campus (IAUPR-GC) acknowledges the importance of maintaining the highest level of security to minimize risks within the campus community. A security contingency and catastrophic events protocol has been established in accordance with IAUPR-GC Contingency Plan for Emergencies due to Natural Disasters, available at <http://guayama.inter.edu/wp-content/uploads/Decanatos/Seguridad/plan-de-contingencia.pdf>

IAUPR-GC Contingency Plan for Emergencies has legal basis applicable under federal and Puerto Rico regulations, such as Puerto Rico Explosives Act, USA Patriot Act, Homeland Security Act, Public Health Safety and Bioterrorism Preparedness and Response Act, Enhanced Border Security, Visa Entry Reform Act, the Campus Security Act, Federal Department of Agriculture Regulations, AEMEAD Emergency Plan Preparation Guide (Review Guide), Puerto Rico Occupational Health and Safety Act, (PROSHA), and Normative Document G-0918 -046: Guidelines and Norms for the preparation of Contingency plans for Emergencies due to Natural or Other Disasters.

Campus emergency committee and the veterinary technology program personnel informs students, faculty, employees, and the public about Law 101-542, known as the Student Right to Know and Campus Security Act, which establishes that the university must collect data, disclose, and keep the university community informed about incidents that occurred at the Institution. By releasing this information, the institution complies with the CLERY Disclosure of Campus Security Policy and Campus Crime Statistics Act, which is a federal statute that requires colleges and universities participating in federal financial aid programs to maintain and release statistics and safety information about crimes on Campus. It is essential that everyone knows the potential risks and works together to reduce them.

**I. Purpose**

The following contingency plan was developed to address emergency and evacuation protocols of on-campus laboratory animals that are used by the Veterinary Technology Program (VTP) during emergencies. To guarantee the animal safety and welfare is the priority of the Veterinary Technology Program of GC.

To respond to an emergency that may affect personnel and animals, the following priorities will to the situation:

- protect human safety, health, and welfare
- animal safety, health, and welfare
- provide continuous animal care
- safeguard property infrastructure of animal facilities
- clean surrounding areas of the physical environment

- restore teaching and administrative operations in the animal facilities

## **II. Background**

There are no animals kept overnight in the veterinary technology facilities. However, there are occasionally laboratory animals including rats, mice, and rabbits housed for short periods of time during academic terms.

During weekends and holidays the lab animals are taken home by their owners. Animals other than lab animals are brought in by students or employees. only as-needed for teaching purposes.

## **III. Chain of Command and Plan Implementation**

The Animal Care and Use Protocol of the Veterinary Technology Program submitted to the Institutional Animal Care and Use Committee (IACUC) establishes the following emergency procedures:

### **A. Emergency Procedures**

Are procedures determined to provide for emergency veterinary care both during and outside of regularly scheduled hours also when animal facilities may be affected by different types of events, such as natural disasters, that affect animals, experiments, and facilities. It is necessary to establish a planned and coordinated emergency response because these events can affect animal welfare for this reasons Principles of disaster preparedness and response have been integrated to the Safety and Emergency Management Plan. For these reasons, there is need to assess risk levels, preparedness and contingency plans in the event of disasters, especially:

1. After hours contact details:
2. Contact person:
3. Home telephone:
4. Mobile:
5. Email:

### **B. Evacuation plan**

IAUPR-GC does not have a back-up facility especially prepared to evacuate animals in the event of an emergency. However, it has an auditorium which has considerable space for temporarily housing animals. Evacuation will be considered based on the details of the disaster. The decision to evacuate animals will be made by consulting with Program Director.

### **C. Operating arrangements during an emergency for animal welfare**

1. In the event of an emergency, institutional security personnel will be able to reach the persons responsible for the animals.
2. Each procedure should identify an individual responsible for assisting in the coordination of the emergency response. An alternate person should also be identified, in case the primary individual cannot be reached.
3. If possible, some staff members who live close to the facility will be assigned to come to work during or after the emergency

4. Essential personnel should have access, keys to supply storage, etc.
5. Ensure that animal's medical and feeding information, food, medicine and other supplies accompany them.
6. A supply of food, bedding, water and personal protective equipment will be saved at all times; for a minimum of five days.
7. An adequate supply of bleach/chemical sanitizers, and any other needed emergency supplies will be stored for the same number of days.
8. Drinking/treated water will in clean containers in the facility.
9. Maintain information of animals being securely kept in facility.
10. Identify animals can be properly and easily identified.
11. Identify animals that require special attention
12. Secure the animal in a cage, box, or locked area
13. Cages will have food and fresh water to the maximum.
14. Consider animal's sanitation needs. Clean all soiled cages and bottles of water.
15. Ensure that basic medical supplies for all animals are on hand.
16. Turn freezers and refrigerators to coldest setting
17. Secure all chemicals
18. Secure all documents

**D. After the emergency**

1. Establish how to access the area.
2. Refresh animal water bottles and food supply immediately.
3. Conduct animal health assessments.
4. Clean and disinfect evacuation areas after animals have been relocated to their standard locations.
5. Call the person responsible to manage the power back-up equipment.
6. Evaluate emergency plan and make adjustments.