



# **OPERATIONAL PLAN EMERGENCY / MULTI-RISK**

Rev. 05/2023

# OPERATIONAL PLAN FOR MULTI-RISK EMERGENCIES

## **Institution Name**

E.P.E.I.

(Escuela de Peritos Electricistas de Isabela)

## **Physical Address**

Ave. Agustín Ramos Calero, Calle Surinam 1059

Isabela, P. R. 00662

## **Phone number**

Tel. (787) 872-1747

## **E-mail**

escuelasdeperitospr.com

This plan must be kept in an accessible and safe place for quick reference, since it contains the rules by which employees, students and visitors must be governed in emergency situations. The plan is subject to amendment, as required by the evaluation of its content.

**FIRST PART**

**PROMULGATION DOCUMENT**

**This Operational Emergency / Multi-risk Plan has been prepared according to the guidelines established in collaboration with the State Agency for Emergency Management. The primary purpose is to protect life and property from risks and dangers to which our student community may be exposed. For this reason, this Operational Emergency / Multi-Risk Plan goes into effect immediately, under the protection and authority conferred on me by my position as Director of the Institution.**

**I request the participation of all staff, parents, students and visitors of our Institution so that they faithfully comply with the duties and responsibilities assigned in the plan. In addition, I urge you to maintain and maintain complete coordination with private organizations, industry, commerce, the municipality, state and federal agencies, as established by Presidential Order Number 5 (HSPD # 5).**

**The Planning Officer will be responsible for maintaining this plan and must request the necessary operational procedures for effective routine and emergency or disaster operations, as required by the National Incident Management System (NIMS). The necessary training and exercises or drills will be coordinated in each venue to measure the effectiveness and achieve proper maintenance.**

**This operational plan will be coordinated with the response plan of the municipality where the Institution is located, in order to have the resources available in the event of an incident of national significance.**

**To get the materials and equipment required, I urge you to be creative, looking for resources in our community and municipality that can provide them, thus helping us prepare for an emergency.**

Given in Isabela, Puerto Rico, today May 30, 2023.

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**Administrative Director**

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**CERTIFICATE OF VALIDATION**

The preparation of the Escuela de Peritos Electricistas de Isabela Multi-Risk Emergency Operational Plan began on May 30, 2023. We certify that this plan will be validated, studied and changes will be submitted and made for greater efficiency.

Validation Method	Date		
Table exercise			
Fire Simulacrum (announced)			
Fire Simulacrum (not announced)			
Table exercise			
Large-scale exercise (Shake Out)			
Earthquake Simulacrum			
Tsunami Simulacrum			
Great "Shake Out"			

### **EMERGENCY COMMITTEE**

Position	Internal Position	Name
Officer in Charge	Adm. Director	Fernando Babilonia
Security Officer	Finanzas	John Alma
Public Information Officer	Admissions	Marisol Toledo
Liaison Officer	Admissions	Jacqueline Cardona
Operations Officer	Administrative Director Maintenance	Fernando Babilonia Cherily Reveron
Planning Officer	Compliance Director	Elias Rosario
Logistics Officer	Faculty	Luis Acevedo
Support Officer	Integrated services	Zulianny Rosa
First Aid Officer	Registro	Tania Alma

### **PARTICIPANTS IN THE DEVELOPMENT OF THE PLAN**



The undersigned, representing private departments, agencies or organizations, certify that we have coordinated and participated in the preparation of the Multi-Risk Emergency Operational Plan. In addition, we commit to participate in FEMA trainings related to the Incident Command System (ICS) and the National Incident Management System (NIMS) so that their implementation is effective.

<b>NAME</b>	<b>INTERNAL POSITION</b>	<b>SIGNATURE</b>	<b>DATE</b>
Fernando Babilonia	Adm. Director		
Tania Alma	Registrar		
Marisol Toledo	Admission Officer		
Jacqueline Cardona	Admission Officer		
Cherili Reveron	Maintenance		
Zulianny Rosa	Student Services		

**PLAN DISTRIBUTION RECORD**

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## **PART II**

### **OPERATIONAL EMERGENCY / MULTI-RISK PLAN**

#### **TITLE:**

**This document will be known as the “E.P.E.I. Emergency / Multi-risk Operational Plan, Isabela, Puerto Rico.**

#### **LEGAL BASE:**

**As a legal basis, Law 211 of August 2, 1999 is considered, which creates the State Agency for Emergency Management and Disaster Administration and the legal requirements of the Department of the Family, Department of Education and the Port Fire Department. Rico, among others. In addition, emergencies are handled in accordance with the Plan which has been designed, using as a reference the aforementioned Law, circular letters and other documents, laws and procedures that govern emergency management.**

#### **APPLICABILITY:**

**The Emergency / Multi-Risk Operational Plan applies to employees, students and visitors, in accordance with the laws, regulations, circular letters and memoranda that govern the Institution. An emergency means any situation or circumstance for which state and municipal efforts are necessary, aimed at saving lives and protecting property, health and public safety and minimizing risks where any disaster occurs.**

## INTRODUCTION

An emergency can occur at any time. Throughout the year, precautionary measures must be taken to provide protection and security to the faculty, non-teaching employees, students, parents and visitors, and to ensure the conservation of institutional property.

### OBJECTIVES:

1. Provide a guide that will be used by the faculty, non-teaching employees, and students.  
in emergency situations.
2. Establish uniform procedures (protocols) of service and conduct that allow  
employees and students respond effectively.
3. Ensure an understanding of the institution's security standards.
4. Identify lines of authority, faculty responsibilities, and employees not  
teachers and procedures for handling emergencies.
5. Provide and establish a benchmark to be used when reviewing and recommending changes in  
existing standards, procedures and practices.

### PURPOSE:

The purpose of this plan is to provide all employees, students and visitors of our Institution, information on the objectives, standards and protocols for handling emergencies, as well as the duties and responsibilities of employees. Emergencies will be dealt with, following the procedures established in the appendices to this (protocols) for each specific situation. It contemplates the actions to be followed, before (today), during and after the emergency and those measures related to the safety of people within our Institution, the protection of life and the preservation of property.

### SITUATION

#### 1. The following information identifies our institution:

**Name:** EPEI (Escuela de Peritos Electricistas de Isabela)  
**Physical address:** Ave. Agustín Ramos Calero Calle Surinam 1059  
Isabela, P. R. 00662  
**Coordinates:** 18.4950656, -67.0434804  
**Phones / Fax:** 787-872-1747 / 787-830-4267  
**Email address:** epeiinc.info@gmail.com

2. The approximate population in the enclosure is:

<u>150</u>	Students
<u>18</u>	Faculty and non-teaching employees
<u>0</u>	People with disabilities
<u>100</u>	Approximate total in peak hours (including average number of visitors)

3. The busiest hours for people are during the night, from 5:00pm at 10:00pm

4. The possible dangers that may affect the Institution (See Appendix C-1) and that would cause the need to activate the COE are:

*Earthquake*

*Fires*

*Floods*

*Falls*

*Fights*

*Traffic accidents*

*Gas or toxic leak*

*Hurricane*

*Domestic Violence Incidents*

*Incidents of Violence or Terrorism*

*Tsunami*

5. The building is made up of a concrete and steel construction, with three (2) buildings, on the first building in the first floor are located the administrative offices, (3) classroom, library, (2) storage and (3) bathrooms. On the second floor we have (8) classrooms, (1) bathrooms, (1) storage. The second building, the first floor is residential and the second floor (1) Electrical workshop. On the right side of the first building is the entrance ramp for both buildings.

6. The situations that can help control risks to the safety of people or property are the following:

- a. The construction is prepared to face fire and earthquake situations, but it can be vulnerable if it is an event of great magnitude.
- b. There are chemical or fire-vulnerable products within the Institution, close to the refrigeration classroom and are duly identified with the respective signs and security measures.
- c. If there are other risk situations (gasoline garage, solar panels, electric cables, zinc plates, floods, landslides) in addition to natural disasters and Air or automobile accidents to which the general population is exposed.
- d. Fire extinguishers on all floors and with capacity for the measures of needs.

- e. Emergency lamps located in different vulnerable points such as on each floor, stairs and areas of lighting needs.
- f. Emergency exits identified and illuminated 24 hours.
- g. Fire alarm system on all floors.

## **ASSUMPTIONS:**

To compensate for the lack of known factors, it is necessary that:

1. This plan is updated once a year and the actions contemplated in it they are discussed in a meeting of faculty, employees and students; in addition, it is put to the test through exercises and drills to know its effectiveness.
2. In the event of an emergency, the clerk will call 9-1-1 emergency services, fire, police, and medical services as needed to get you there as quickly as possible.
3. The institution has established an organization for the emergency case and has been trained personnel to operate in such a situation.

## **CONCEPT OF OPERATION**

### **GENERAL DISPOSITION**

1. This plan is a guide that provides the procedures to follow to that our Emergency Committee can carry out its functions effectively, before (now), during and after the emergency or disaster
2. The Institution's responsibility is to handle the emergency using its own resources to protect lives, property and essential documents.
3. When the emergency or disaster exceeds the capacity or local resources, then the request for these will be coordinated through the management of Emergency operations. It is extremely important to keep documented all requests for assistance and follow-up management.
4. Those activities or daily functions that are not directly related to the emergency will be suspended. The personnel, material and equipment will be used to support the emergency plan.
5. The responsibilities, actions and sequence of events in the development of the emergency will be covered in detail in the annexes, appendices and standard operating procedures.

## **PHASES IN EMERGENCY MANAGEMENT**

### **MITIGATION:**

During this phase those activities are carried out that can eliminate or reduce the chances of a disaster occurring. Also, those that can reduce the effects of unavoidable disasters.

- a. Fire extinguishers have been placed in different areas of the institution; they are available to the staff.
- b. There are (2) first aid kits located, one in the Assistance Office and another in the Workshop.
- c. An alarm system has been installed and a system has been established warning for emergencies.
- d. Security services have been hired.
- e. All areas are labeled, indicating emergency exits.

### **READINESS STATUS:**

During this phase, the efforts of our Operational Emergency / Multi-Risk Plan are organized, directed, coordinated, controlled and evaluated in order to achieve our mission (save life and property). Through the process, possible risks, needs and the way to address them are analyzed.

- a. We have appointed the Planning Officer and his task force.
- b. The members of the Emergency Committee have been appointed and security and have been assigned their duties.
- c. This plan has been designed, the plan has been distributed and is being oriented staff continuously.
- d. In all places / the Institution is, in a visible place, the map "YOU ARE HERE" to identify the emergency exits.
- e. It is verified that all personnel are trained in first aid, use of fire extinguishers and safety measures. Orientations directed at staff are coordinated annually using resources from the Office for Emergency Management and the Fire Department.
- f. Practice exercises and / or drills on how to act in emergencies have been scheduled at least two (2) times a year.
- g. Activities and workshops are prepared for students and teachers and consulting is provided for all staff, so that social skills and healthy coexistence are developed.

## RESPONSE:

During this phase, those actions are carried out during short-term emergency crises. It helps to reduce damages, victims and accelerates the state of recovery. These activities include the direction and control, notices and warnings, to prevent further effects, evictions and other similar operations.

- a. The Administrative Director will order the activation of the Emergency and Security Committee through the Operations Officer. Activated staff will meet in the Office of the Administrative Director.
- b. To notify an emergency exercise or drill, a memorandum will be sent or all staff will be informed in a meeting. In the case of a real emergency, the bell system will activate to indicate the appropriate protocol to follow.
- c. In the event of a power outage or electrical service failure, the Director will be notified verbally of the emergency. Designated personnel will call out "EMERGENCY PROTOCOL DE (depending on the emergency) and will use a megaphone to give the announcement". Talking car with speakers distributed in our Institution.
- d. The procedure to follow for the orderly eviction, relocation in previously identified safe areas and the indication to return to the Institution, will be established by the Emergency and Security Committee through the Professor.
- e. If an EVICTION is ordered, each teacher who attends a group of students remains with them and will be responsible for the same before (now), during and after the evacuation to the security areas.
- f. If the situation warrants that those present be sent to their residences, the pertinent instructions will be given and the Information Officer will proceed to make the telephone calls.



## RECOVERY

It is the phase that involves restoring all systems to normal, in the short or long term. In the short term: basic services and needs. Long-term: correct or improve deficiencies to avoid or reduce the effects of future eventualities.

- a. An assessment of the damage will be carried out.
- b. It will be determined if the physical plant can be rehabilitated.
- c. The causes of the emergency and the factors that contributed to increase it,
- d. The probable day to restart work will be determined, in accordance with to the indication of Emergency Management, Firefighters, Police or the National Meteorology System, as the case may be. Staff and students will be informed promptly.
- e. Parents or guardians will be informed in the event of accidents or incidents between two or more students.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

### GENERAL

Each employee is already assigned specific tasks. Response organizations from other agencies, industries, commerce and private entities will be integrated, to which responsibilities are assigned according to the needs and available resources.

### ORGANIZATION

The most important parts of the Emergency / Multi-Risk Operational Plan of any institution are the accounting, safety and well-being of the students. Documentation is the key element for all group activities. These groups should be formed to begin the academic year to ensure that they are trained and prepared for the eventuality of an emergency or disaster caused by nature or man.

We have organized the Emergency and Safety Committee, which is activated during real situations, as well as exercises and / or drills. **REMEMBER, YOU MUST PREPARE TO BE ISOLATED FOR 72 HOURS.**

1. Group of the Emergency Operations Center
2. Search and Rescue Group
3. First Aid Group
4. Security and Damage Assessment Group
5. Student Relay Group
6. Support Group

## **RESPONSIBILITIES**

### **1. EMERGENCY COMMITTEE GROUP**

The Administrative Director or his designee shall lead this group. The group The Group of the Emergency Committee will coordinate the training and action of the rest of the groups. They will communicate directly with Emergency Response personnel. All activities of the other groups will be reported to the Emergency Committee. This group is responsible for personnel matters. This group should document any costs incurred during each emergency. Teachers or parent volunteers should be developed to serve on the Emergency Committee Group.

### **2. SEARCH AND RESCUE GROUP**

This group will need to make a preliminary and rapid reconnaissance of the Institution's buildings to identify the location of trapped or injured personnel or students. They will rescue the trapped and injured and assist the First Aid Group to treat the injured. In addition, they must help extinguish fires.

One or more groups of 5 teachers, parents, administrative personnel or volunteers should be established according to the size of the Institution. Students are not to assist in search and rescue efforts. Maintenance employees will not be part of these groups, as they will have to perform other urgent tasks, such as shutting down or shutting down utilities.

### **3. FIRST AID GROUP**

This group should establish first aid treatment areas, classification of wounded (Triage), and provide first aid to people who arrive in these areas. This group will need to coordinate with the Search and Rescue Groups. 3.

### **4. SECURITY GROUP AND DAMAGE ASSESSMENT:**

The components of this group will be responsible for verifying utility services and conducting an initial assessment of damage to buildings. This group must assist in the extinguishing of fires and coordinate with the Search and Rescue Group. In addition, you must secure the Institution to minimize unauthorized access or exit.

A group of teachers should be formed according to the size of the Institution. Maintenance employees should be a good fit for this group. Members of this team must have access to the master keys and be trained to assist the Search and Rescue Group.

## **5. SUPPORT GROUP**

This group must facilitate and coordinate food supplies, its preparation, distribution, water distribution and establishment of Sanitary areas.

### **D. GOVERNMENT ENTITIES**

Cooperation is expected from contact officials from local government agencies and offices that assist in emergencies, such as:

- a. 9-1-1, Emergency Service
- b. Operational Zone Office of the State Agency for the Management of Emergencies and Disaster Management
- c. Local headquarters of the Puerto Rico Fire Department
- d. Local Office of the Emergency Medical Corps
- e. Municipal Office for Emergency Management
- f. Local Police Headquarters of Puerto Rico
- g. Health Department
- h. Local Office of the Department of Housing
- i. Local Office of the Department of the Family

### **POINTS OF REFERENCE**

Here we will mention some nearby establishments that we can use in case of an emergency situation for supplies of medicines, groceries and other necessities.

- a. Pharmacy: Moriah
- b. Commerce: Colmado Roman
- c. Gas station: Shell
- d. Hardware Store: National Lumber
- e. CIMA Hospital

## **ADMINISTRATION AND LOGISTICS**

### **MANAGEMENT**

1. The administrative procedures during the emergency, for the most part, correspond to the procedures in normal periods. During the emergency, greater attention is required in the identification and control of administrative, financial documents and reports, contracts and services, insurance, recruitment and reassignment of personnel.
2. All documents must be identified with the name of the emergency and kept for as long as necessary (Ex: Report of activated personnel, use of equipment, materials, purchases, contracts, etc.).
3. There is an insurance policy for the Institution. Also each student is insured, as well as the personnel that works in the Institution.
4. From the beginning of the academic year, teachers are informed about the need to record the time of entry and exit of students. This is as an emergency measure, as it will serve to verify which students are present during the emergency.
5. Claims and employee protection benefits will be made according to the rules and regulations of the State Insurance Fund. In the case of a major emergency, the Public Responsibility Policy will be appealed. With regard to students, the CVR Insurance Policy will be appealed.
6. It is at the discretion of the Administrative Director to ask the Emergency Committee and Security, a verbal and / or written report of their actions when the Emergency Operational Plan is activated.

### **LOGISTICS:**

1. The Institution has a 2-line telephone service. The teams are located in the reception area and the administrative office.
2. There are smoke detectors in different areas of the Institution.
3. There are several fire extinguishers distributed throughout the Institution and they are within the reach of the staff. If necessary, the use of fire extinguishers will be in charge of the responsible personnel closest to the fire.
4. (10) classrooms are air-conditioned: Administrative offices, the reference room, and the conference room.

5. One (1) main door and (1) back door in the administrative offices and one (2) exit doors. In the classroom areas on each floor one (1) front door and one (1) emergency, exit area.

6. Aisles are approximately eight (6) feet wide and allow for free transit.

7. The alarm system in an exercise and / or drill, or in case of emergency real, will be activated by the Administrative Director, the messenger or assigned person.

## **DEVELOPMENT AND MAINTENANCE OF THE PLAN**

Follow-up is necessary to maintain the action plan. The challenge is to maintain a high level of enthusiasm for change and action, after time minimizes its novelty and before an atmosphere of conformism develops that destroys the plan.

In order to retain the attention of the personnel and keep them focused on the security of the Institution, the subject of security will be presented as part of the faculty meetings. In this way we will provide excellent opportunities to assess progress, pinpoint problem areas, and reinforce the role of staff.

The Administrative Director will be responsible for coordinating the training through the Office for Emergency Management of his municipality for the Institution's personnel.

## **DEFINITIONS:**

**Alert** - Warning to stay active and in constant vigilance in an emergency situation.

**Security Area** - Area previously selected as a place free of danger

**Committee Center Place** - where the Emergency Committee meets, Emergency external communication is received, and instructions are given during the emergency.

**Emergency Committee Designated** - persons who will be in charge of the implementation of the Multirisk Emergency Operational Plan.

**Eviction Means** - the organized, phase-controlled and supervised movement of the population from the danger or potentially dangerous zone and their reception and placement in safe areas.

**Disaster** - A major event where the emergency exceeds the resources available to the agency or state to handle the situation.

**Director** - Refers to the Director of the Institution or person in charge in his absence or absence.

**Exercise** - Simulated action of an emergency or disaster with the purpose of evaluating how prepared you are to face a real emergency.

**Table exercise** - Simulated action of an emergency or disaster with the purpose of measuring the knowledge of the emergency components. It is carried out without the stress or pressure that comes with an exercise or drill.

**Major exercise** - Simulated action of an emergency or disaster in order to assess how prepared you are to face a real emergency. It involves the use of several entities (several schools, a municipality, or a region, for example).

**Emergency** - Any situation or circumstance for which state, municipal or local efforts to save lives and protect property, health and public safety are necessary or to minimize or avoid the risk of a disaster occurring in any part of Puerto Rico.

**Damage assessment** - Systematic process of determining or measuring the extent of loss, suffering or damage as a result of an emergency and / or disaster event.

**Incident Command System (ICS)** - The Incident Command System provides a common organizational structure for first responders to an emergency and entails the coordination and utilization of personnel and equipment at the scene of the incident.

**Emergency Management** - Means preparing for, mitigating, responding to, and recovering from emergencies and disasters.

**Mitigation** - Series of measures that can eliminate or mitigate the probability and / or effects of an emergency.

**Staff** - Teaching and non-teaching staff assigned to the Institution.

**POE / M** - Operational Emergency / Multi-risk Plan

**Campus** - Refers to the building or group of structures of the Institution.

**Preparation** - Planning process for effective response to emergencies or disasters through coordination and use of available resources.

**Recovery** - Activities that will be carried out during a period after the emergency with the purpose of returning to the normal conditions in which the area was before the emergency or disaster.

**Response** - Means those activities aimed at mitigating the immediate and short-term effects that develop as a consequence of an emergency or disaster situation. Response actions include those aimed at saving and protecting lives, property, and meeting basic human needs.

**Search and Rescue (SAR)** - Acronym traditionally used to identify personnel trained in search and rescue methods.

**Simulacrum** - Simulated action of an emergency in order to assess how prepared you are to face a real emergency.

**Triage** - Victim classification system according to their condition.

## **PART III**

### **FUNCTIONAL APPENDICES**

#### **DIRECTION AND CONTROL**

When a disaster is imminent or when there is an emergency, the directors of the precincts give the corresponding instructions.

In the event of an emergency at the Institution, the Administrative Director is the one who activates the Emergency Committee, who will coordinate the available resources. The Emergency Operations Center will be the office of the Administrative Director. Another location will be designated at the time if the interior is not available.

The available resources are: the Emergency and Safety Committee, the Institution's staff and the support staff of government agencies.

#### **ORGANIZATION:**

EPEI (Escuela de Peritos Electricistas de Isabela) operating levels are as follows:

- President
- Administrative Director
- Academic Coordinator



## **INSTITUTION CONTINUITY:**

In order to continue normal operations, after the disaster, the Institution will be governed by the following provisions:

- a. to. In the absence of the Administrative Director, the Institution will be in charge of the Assistant Director, who will activate the Emergency Committee (Appendix A-1) with the direct support of the Liaison Officer and the Planning Officer.
- b. Damage to infrastructure, materials, or books and equipment will be listed on the forms described in Appendix A-2.
- c. If there is no damage or are minor damages that do not affect personal safety, the services will continue to develop normally and the regular services will continue to be provided.
- d. The Security Officer and the Logistics Officer will be responsible for protecting important documents, such as legal files, personal documents, student files, materials and valuable equipment.
- e. and. The order to suspend classes, if the situation warrants it, is the responsibility of the President / Administrative Director.

## **COMMUNICATIONS**

### **EMERGENCY TEAM:**

We have identified the emergency instruments that our Institution has. In the same way, those that are necessary and that must be acquired to be prepared for an emergency or disaster have been identified.

-Ring for touches

1-Fire

2-Earthquake

3-Tsunami

### **INFORMATION MEDIA:**

- a. All information is in charge and / or will be channeled through the Information Officer. We have six frequency radios and a telephone box.
- b. When classes are suspended after an emergency situation, the registrar, teachers, and retention officer will make the necessary phone calls to students. The student population will be kept informed through: WABA-Radio, Channel 5-WARA, Channel 6-WIPR, Facebook and EPEI website (epeicom.com).
- c. If it is required to provide massive information to parents, assistance will be requested from the media.
- d. In case of emergencies, you can stay informed in relation to the operations of our institution, through the following means:
  - Television - Channels 5 and 6

- Radio - WABA 850 AM and 96.1 FM
- e. In addition, they can use our facebook page, and receive text messages. EPEI (Escuela de Peritos Electricistas de Isabela) wants our students and employees to stay informed to act in emergencies.

### **NAMES AND TELEPHONES OF EMPLOYEES:**

In Appendix B-6 there is a list with the names and telephone numbers of the personnel assigned to our Institution. It must be kept strictly available to: (1) The Administrative Director, (2) Director of Financial Assistance (3) Registrar. It is required by Federal Privacy Law for the purposes of the functionality of this Emergency / Multi-Risk Operational Plan and cannot be disclosed to third parties without the consent of the persons concerned.

### **RISK ANALYSIS AND PREPARATION OF THE INSTITUTION**

The Emergency Committee will use as a basis for planning efforts a guide for conducting emergency operations in the event of events that may arise. For this purpose, the various risks or dangers to which Puerto Rico is exposed due to natural and technological causes or those caused by humans have been listed. As an educational entity, we have made it our goal to prepare our employees, students and visitors to face any type of disaster.

All possible risks or dangers that may affect us have been identified. This will serve to determine the characteristics of our community and help in planning to face different emergency situations.

To develop the risk analysis of our community, we have divided the task into two steps:

1. **Identification of risks or dangers** taken from information sources, historical books, newspapers, news and government agencies, among others.
2. **Characteristics of the community:** Land use, transportation routes, population division, government and commercial facilities, private entities that use or process dangerous substances, and geography of the area.

## **EMERGENCY PROTOCOL**

Appendix D-1 (Services Map) sign, with color codes, the locations of these in our Institution (electrical: red; gas, oil, fuel and steam: yellow; communications: orange; water: blue and sewers: green). As part of preparing to handle emergencies, the indicated areas in each building will be painted in the colors described on the Services Map.

Appendix D-2 (Eviction Route Map). These routes will be used to conduct evacuation exercises, particularly in the event of a fire. These exercises will be done at least once per semester. Training will be coordinated with the Fire Department, and you must know the number and location of each fire extinguisher. This group will verify their condition monthly and request their service inspection annually.

Appendix D-3 (Eviction map to leave the Institution). In this, the primary and secondary reunion areas have been identified. All staff, students, and faculty should become familiar with the primary and secondary evacuation routes.

## **OTHERS**

Emergencies or disasters can happen at any time. The appendices from E-1 onwards have been developed as protocols on how to respond to situations and recover from them in an agile and effective way.

We must remember that only through exercises and drills will we have the opportunity to evaluate how effective these are for the particularities of our Institution.

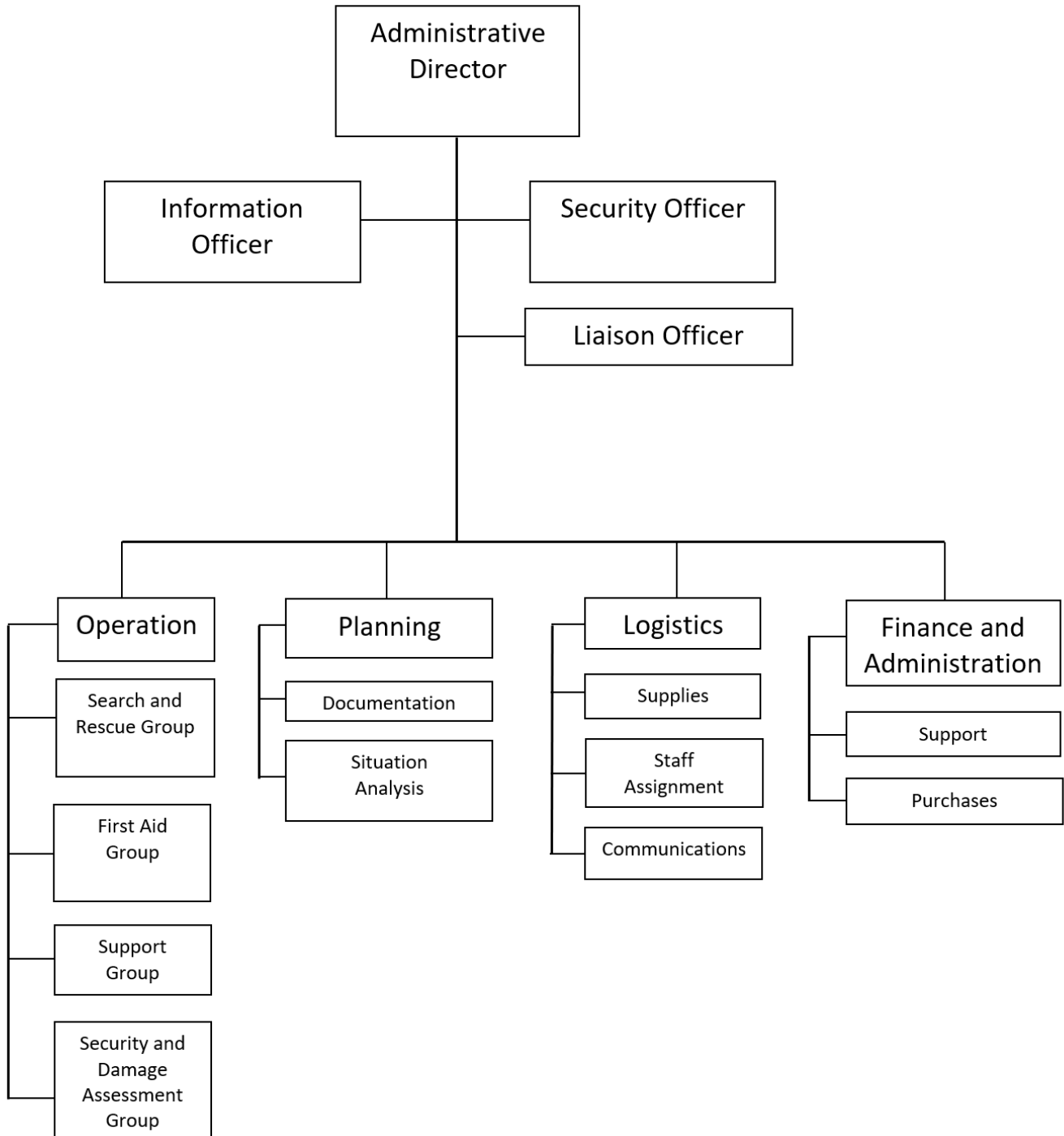
**APPENDIX A**

**DIRECTION AND CONTROL**

APPENDIX A-1

**ORGANIZATION CHART OF EMERGENCIES COMMITTEE**

The following diagram indicates the structure of the Emergency Committee according to the organizational structure of the incident management system.



**Notes:**

1. These planning groups handle all response work, including student protection.
2. The planning group assesses changes in the situation, documents the response, and maintains the situation map in the Emergency Operations Center (EOC).
3. The logistics group manages and distributes materials, personnel, and equipment. It also assigns volunteers as needed.
4. The finance and administration group are in charge of the purchase and acquisition of materials, maintaining expense documents and employee time sheets. This function may be carried out at the level of the Administrative Director's Office. If this is the situation, the Officer-in-Charge must ensure that all required documentation is preserved.

**EXECUTIVE GROUP IN CHARGE OF THE EMERGENCY OPERATIONS CENTER**

The Director or her representative should lead this group. The group from the Emergency Operations Center will coordinate the training and actions of the rest of the groups. This group will communicate directly with Emergency Response personnel. All the activities of the rest of the groups must be reported to the Emergency Operations Center. One person from each group should be designated as responsible for communication.

<b>Position</b>	<b>Internal Position</b>	<b>Name</b>
Commander in Charge	Adm. Director	Fernando Babilonia
Liaison Officer	Admissions	Marisol Toledo
Security Officer	Finances	John Alma
Information Officer	Admissions	Jacqueline Cardona
Operations Officer	Interim Director Maintenance	Fernando Babilonia Cherily Reveron
Planning Officer	Compliance Director	Elias Rosario
Logistics Officer	Faculty	Luis Acevedo
Enumerator (taking a census of the population)	Integrated Services	Zulianny Rosa

**Responsibilities:** This group should document any costs incurred during each emergency. Teachers, students, or parent volunteers should train to serve on the COE Group.

- a. Commander in command: The Director or his representative. This person is responsible for all activities at the Institution. This leader should determine the hours of the emergency groups. Avoid overloading staff; it is generally recommended that members not work shifts longer than 12 hours.

- b. Liaison Officer: This person serves as the liaison between the leader and the other members of the group. If the group leader is in the field, this person will coordinate between the COE and the group leader. He is responsible for coordinating the Emergency and Safety Committee meetings and visits from external resources (Emergency Management, Police, Fire, American Red Cross, etc.)
- c. Security Officer: he is responsible for verifying the order and condition of the electrical cables, gas tanks, water pens, pipes, stopcocks, fire extinguishers and areas of the Institution in general, to prevent accidents. He is responsible for inspecting the security areas and determining their use during and after the emergency.
- d. Information Officer: This person is responsible for communications with the outside world, the media. The person in charge of communications should give priority in the following order: 1. threat to life, 2. threat to property, 3, no emergency. If you have a large Institution, it will take more than one person to support this work.
- e. Operations Officer: Responds directly to the Group Leader and assumes his responsibilities in his absence. He is responsible for the functionality of the plan during any exercise or real emergency. He will direct search and rescue operations if the situation calls for it.
- f. Planning Officer: He is responsible for the preparation of the Emergency / Multi-risk Operational Plan and the maintenance, review, and necessary changes to the plan.
- g. Logistics Officer: He is responsible for keeping a record of the Institution's resources, equipment, materials, and supplies, and for managing resources, disposing of equipment, materials and supplies during emergencies.
- h. Finance Officer: He is responsible for carrying out and updating a study of costs and impact on people / time, that is to say: converting the emergency action into monetary value. He is responsible for making the insurance claims and the compensation due.
- i. Enumerator: This person is responsible for accounting for all students and staff. The student must be assisted by the teachers to determine if a student is missing. The Search and Rescue, First Aid, and Student Drop-off Group lists will also be provided to this person. This will determine if all teachers and students are accounted for, the status of their health and whether or not they have been authorized to go home. If you have a larger school, it will take more than one person to do this job. This official reports directly to the Logistics Officer.

### **SEARCH AND RESCUE GROUP**

One or more of these groups will be made up of teachers. They will be appointed to make a preliminary and rapid survey of the entire Institution as quickly as possible. These will rescue trapped or injured students or staff. One member of each group should have first aid training. These groups will also need to be trained to fight fires. The efforts of these groups will be coordinated with the First Aid Group. All their activities must be reported to the Emergency Operations Center.

**TEAM A – ADMINISTRATIVE OFFICE (\*FIRST FLOOR)**

Position	Internal Position	Name
Officer in Charge	Registrar	Tania Alma
Officer in Charge (Substitute)	Financial Aid	Giselle Velez
Officer in Charge (Substitute)	Admissions	Marisol Toledo

**TEAM B – SECOND FLOOR (ROOM 1 TO 8)**

Position	Internal Position	Name
Officer in Charge	Faculty	
Officer in Charge (Substitute)	Faculty	
Officer in Charge (Substitute)	Faculty	
Officer in Charge (Substitute)	Faculty	

**TEAM C – ELECTRICAL WORKSHOP (ROOM 1)**

Position	Internal Position	Name
Officer in Charge	Faculty	
Officer in Charge (Substitute)	Faculty	
Officer in Charge (Substitute)	Faculty	
Officer in Charge (Substitute)	Faculty	

**Responsibilities:** This group will need to make a preliminary and quick survey of all the Institution's facilities to determine the location of trapped or injured personnel or students. They will rescue the trapped and injured and assist the First Aid Group to help the injured. In addition, they must help extinguish fires. One or more groups of 5 teachers, students, parents, administrative personnel or volunteers should be established according to the size of the Institution.

**Actions before disaster (now):**

- a. Each member of the group should be assigned their primary responsibilities for search or rescue. This should prevent members of the group from carrying out rescue tasks and continuing to search for other wounded. Each group should follow the leader's instructions.
- b. Check the availability of search and rescue supplies and equipment annually.
- c. Group members should be trained in search and rescue, first aid, and firefighting techniques.
- d. The members of this group and those of Security and Damage Assessment should be trained to serve as mutual support or protection teams.
- e. Each group must establish a pattern for the search in the Institution, according to the assigned area.
- f. Inspect fire extinguishers annually.



**Actions during the disaster:**

- a. to. Complete the eviction priorities.
- b. If you are responsible for students, place them in the care of a fellow teacher, aide, or other official.

**Actions after the disaster:**

- a. Report to the warehouse or supply shed to pick up your search and rescue equipment.
- b. Carry out a preliminary and rapid survey of all the Institution's buildings following the pre-established pattern and quickly identify those trapped or injured.
- c. Pay attention to the cards that have been placed on the classroom doors:  
Green = OK, Red = trapped or injured.
- d. Visually, vocally and physically inspect each room as part of the building process. Make notes on the cards if other people are found trapped or injured.
- e. Rescue trapped or injured individuals. The injured should be transported to the first aid area.
- f. While searching buildings, watch out for obvious structural problems and significant structural damage. Avoid unsafe areas.
- g. Inform the Emergency Operations Center on the number and situation of trapped victims. Ask for additional help as needed.

**OPERATIONAL FIRST AID GROUP**

This group of personnel is trained in First Aid and CPR. They should establish an area to provide first aid. They will be responsible for accounting for human losses and injuries. This group should also provide assistance to the wounded. The efforts of this group should be coordinated with the Search and Rescue Groups. All their activities must be reported to the Emergency Operations Center.

Position	Internal Position	Name
Officer in Charge	Adm. Director	Fernando Babilonia
Officer in Charge (Substitute)	Registrar	Tania Alma
Officer in Charge (Substitute)	Admissions	Marisol Toledo
Officer in Charge (Substitute)	Admissions	Jacqueline Cardona
Officer in Charge (Substitute)	Maintenance	Cherily Reveron
Officer in Charge (Substitute)	Faculty	Luis Acevedo

**Responsibilities:** This group shall establish the first aid treatment areas, the classification of wounded (Triage), and the offering of first aid to the people who arrive in these areas. This group will need to coordinate with the Search and Rescue Group (s).

**Actions before disaster (now):**

- a. to. Assume that emergency medical personnel will not be able to respond to the needs of the Institution for the first 72 hours or more after a major disaster.
- b. Members of this group must be certified in First Aid and CPR, and must keep their certification current.
- c. Teachers who are part of this group should coordinate with their partner-partner, so that both are not assigned to the same priority tasks during the first hours after a disaster.
- d. Annually check and make sure first aid supplies are complete and unexpired, your identification of all medical items to more easily determine their expiration date.
- e. Develop a plan for the First Aid Station area.

For example:

**Minor Care:** Ask each teacher to tend to minor injuries to their group of students. Advantages: This provides safety for students and avoids crowding at the first aid station.

**Triage:** Locate the "triage" (casualty classification area) at the entrance of the First Aid Station, this area is used to quickly assess severely injured persons and direct them to the appropriate treatment area.

**Immediate Care:** For people with life-threatening injuries that require immediate attention, such as shortness of breath, severe bleeding, major burns, and in shock. Locate this area out of the sight of students and staff, and accessible to emergency vehicles.

**Standby Care:** For people with injuries that do not require immediate attention within the first hour. These wounds can be lacerations, broken bones, minor injuries, we can handle it to what we transfer to those of immediate care. We always identify people with the capacities in the group or a health professional and for people who need medication. Locate this care area near the Immediate Care area but protected from the view of people in this area.

**Crisis Counseling:** Mild to moderate anxiety is best handled by teachers in each class group. Severe anxiety requires special attention to a segregated area away from the rest of the first aid areas, because exposing injured personnel to sight could worsen hysteria. This area should be away from the student population because hysteria is contagious and could quickly spiral out of control.

**Morgue.** Locate this area out of the sight of students. This area should be distant from food supplies and accessible to emergency vehicles. Use bags or sheets to cover the bodies while they are being transported.

**Immediately after the disaster:**

1. Complete the eviction priorities. If you are responsible for students, give them to your fellow teacher, aide, or other official.
2. Report immediately to the First Aid Station area.
3. Organize and set up the Triage area first.
4. Organize and establish the Immediate Care area.
5. Organize and set up the Standby Care area.
6. Organize and establish the Crisis Counseling area.
7. Organize and establish a Morgue area, if needed.
8. Take referred injured to Triage to First Aid Station.
9. Give first aid to the injured.
10. Coordinate with the Search and Rescue Group. Provide first aid to the trapped as they are rescued. If necessary, be prepared to support the Search and Rescue Group in providing first aid to the injured while they are trapped.
11. Identify each injured person with an emergency card.
12. Document all cases in a central registry in the Triage. If possible, assign an additional person to serve as the registrar. All injured persons transferred from the first aid station must be registered in the central registry, including those by whom they have been rescued and their destination. If you are injured and were transported by emergency responders, write down the destination of the transport and the name of the person in charge.
13. A group member should examine the student population in the eviction area to see if any need attention. If so, she should bring them to the First Aid Station.
14. Notify the Emergency Operations Center of the number of injuries and the type of first aid treatment.

## **SAFETY AND DAMAGE ASSESSMENT OPERATIONAL GROUP**

This group of personnel will close or shut down the Institution's premises, assist in firefighting efforts, and secure the Institution. All activities will be reported to the Emergency Operations Center. After the immediate danger passes, they will carry out a preliminary assessment of the damage to the buildings and report the nature and extent of the damage to the Emergency Operations Center, using the forms in **Appendix A-2**.

Position	Internal Position	Name
Security officer	Finances	John Alma
Substitute officer	Maintenance	Cherily Reveron
Substitute officer	Security officer	Mariano E. Alma

**Responsibilities:** The components of this group will be responsible for examining the Institution's premises and carrying out an initial evaluation of damage to buildings. This group should assist in firefighting and coordinate with the Search and Rescue Group. In addition, the Institution must ensure the unauthorized access or exit.

A group of teachers should be organized as necessary according to the size of the Institution. Maintenance employees should be a good fit for this group. The members of this group must have access to the master keys and be trained to assist the Search and Rescue Group.

### **Actions before (now) the disaster:**

1. Group members should be trained to know when, how, and where to turn off the gas, electricity, and water faucets, as needed.
2. Check the supplies to make sure you have the tools to shut down or shut down these services.
3. Obtain the name and phone number of a structural engineer that he is willing to report to the Institution after a disaster.
4. Check the Utility Map to ensure its accuracy and complete tasks.
5. Get training on how to carry out damage assessment.
6. Review the damage assessment across the premises of the Institution. Remove or correct any problems identified as a hazard, as possible.
7. Group members should combine training with the Search and Rescue Group so that they can perform the tasks of one or the other group.
8. Check the condition of fire extinguishers annually.

**After the disaster:**

1. Report to the earthquake supply warehouse to pick up your equipment.
2. You must make a preliminary and rapid survey of the entire Institution. Quickly check all areas for gas odors, shorts, and water leaks. If necessary, turn off the gas, electricity and water taps. Do not enter damaged structures.
3. Support the Search and Rescue Group, as needed, in firefighting or other activity.
4. Check the perimeter of the Institution to detect possible damages, such as cables or downed power lines.
5. Post a team member at the main entrance of the Institution to direct emergency vehicles, traffic and parents. Only emergency vehicles should have access to the Institution. This point should be emphasized in the annual information letter to parents on emergency procedures.
6. All activities of this group must be reported to the Emergency Operations Center.

**OPERATIONAL STUDENT DELIVERY GROUP****Actions before (now) the disaster:**

1. At the beginning of each academic year, a letter must be sent to the parents in which the Institution's emergency plan is explained. This letter also explains to parents how to provide for the needs of their children and the procedures to be followed in the event of a disaster.
2. The information of each student must be in triplicate (3 copies). One copy should be placed in the student's individual emergency kit, another copy in the teacher's emergency backpack, and one copy should be kept in the office.
3. Determine what the student evacuation area will be in the event of an emergency. Develop the procedures to be used to hand over to students.
4. During the annual earthquake drill, test student handover procedures.

**Immediately after the disaster:**

1. Clear the office and bring your emergency cards with you.
2. Establish the evacuation area for students.

3. Ask parents or authorized adults to sign for the students. The time and destination of departure must be noted.
4. Coordinate with the Emergency Operations Center so they know who the trapped or injured students are.
5. Report all activities to the Emergency Operations Center.

### **OPERATIONAL SUPPORT GROUP**

This group of teacher or parent volunteers is not an immediate response group. These will provide essential support to maintain a positive attitude in the student population. Its primary purpose is to ensure that food is prepared and served to students and staff. They are also responsible for food and water supplies. Meeting the health needs of the population is also their responsibility. All activities will be reported to the Emergency Operations Center.

Position	Internal Position	Name
Officer in Charge	Adm. Director	Fernando Babilonia
Officer in Charge (Substitute)	Admissions Officer	Marisol Toledo
Officer in Charge (Substitute)	Admissions Officer	Jacqueline Cardona
Officer in Charge (Substitute)	Maintenance	Cherily Reveron

**Responsibilities:** This group must facilitate the service and coordinate food supplies, its preparation and distribution, water distribution and the establishment of sanitary areas.

Staff members and students should be organized as needed according to the size of the Institution.

**Actions before disaster (now):**

1. Conduct an inventory of all food, water, kitchen utensils, and sanitary supplies. Review dates and replace expired supplies.
2. At the beginning of each academic year, each student should be asked to bring their individual emergency bag, with the required items. In addition, each student must bring any of the canned or dry foods indicated in the supplies. The Institution will designate an area for food storage.
3. Determine the best location to prepare and distribute food and water. Also, determine the location of the toilet shed so that it is away from the food preparation area. Check the wind direction to prevent odors from reaching your area.

4. Develop a food consumption plan for the student population. For example: students will consume the food in their package first.

**Immediately after the disaster:**

1. Report to the Emergency Operations Center. Coordinate with the Director or his representative.
2. Establish an area for cooking, water distribution, and sanitation needs. Do not allow the toilet area to be closer than 200 feet to students, food, or water supplies.
3. Set up booths or tents, as needed, to protect students from inclement weather.

## APPENDIX A-2

### DAMAGE ASSESSMENT

**Assessment Process:** Damage assessment is defined as the systematic process of determining or measuring the extent of loss, suffering or damage as a result of an emergency event and / or a disaster. Basically, it refers to **WHAT** happened, **WHEN, WHERE, HOW** and **WHO** has been affected. A timely damage assessment is vital because of its direct relationship to the actions that will be organized and taken by responding personnel.

There are four reasons why a thorough evaluation should be done. These are as follows:

- 1) Provide information about the emergency or disaster situation.
- 2) Facilitate effective decision making.
- 3) Provide accurate information to the public.
- 4) Develop requests for assistance.

Remember that the information obtained from the damage assessment is the key point for the actions that will be taken to address emergencies. In addition, it will be the basic criterion to declare your entity / municipality area or disaster area.

It is recommended that the Evaluation Group operate in an alternate location, outside the Operations Center (COE), so as not to interrupt response operations. It is also recommended to subdivide the group into three (3) teams: one to evaluate the infrastructure (classrooms, reference room, dining room, office, etc.), another to collect data on damage to materials and books, and one to consolidate data about damage to equipment (desks, computers, cabinets, blackboards, photocopiers, etc.).

#### **Categories and Degree of Damage:**

**Destroyed:** Structure that cannot be inhabited, that has been completely destroyed and it is not cost-effective to repair it to make it habitable. Generally, what remains of the structure has to be removed for new construction.

**Major Damage:** Structures that need extensive repairs before they can be used again. Examples: have collapsed parts, severely cracked walls, severe roof damage, or buildings that are not level. In the case of flooding, this is considered if the structure does not have a basement and the water has reached 1 to 3 feet on the first floor, and if it has a basement up to 3 feet or more.

**Minor damage:** The structure is habitable, although it requires certain repairs to return it to the condition it was in before the disaster. Example: broken windows, walls, doors, pipes, damaged electrical cables, etc. In the case of flooding, if you have only reached less than a foot of water. If you have a basement, one to three feet of water.









# **APPENDIX B**

# **COMMUNICATIONS**

## APPENDIX B-1

### COMMUNICATION TEAM LIST

Description	Amount	Location
Portable radio with batteries	1	Reception counter
Whistle / Siren	1	Reception area
Electric bell system (fire)	8	All floors
Telephone	4	All offices

APPENDIX B-2

**EMERGENCY EQUIPMENT LISTS**

<b>Description</b>	<b>Amount</b>	<b>Place</b>
5 'bar	1	Warehouse
Patio brush	0	
Barrier Tracing Tape	1	Warehouse
Paddle screwdriver	1	Maintenance Warehouse
Phillips screwdriver	1	Maintenance Warehouse
12 'ladder	1	Maintenance Warehouse
6 'ladder	1	Maintenance Warehouse
Fire extinguishers	8	Distributed in administrative offices, floors (1 and 2) and laboratories.
Axe	1	Warehouse
Flashlight (with batteries)	5	
Adjustable wrench	10	Warehouse
Dog key	5	Warehouse
Brown	1	Warehouse
Square shovel	1	Maintenance Warehouse
Round cut shovel	0	Warehouse
Rope (30 feet)	1	Warehouse
Plastic awning	2	Warehouse

**APPENDIX B-3**

**STUDENT EMERGENCY INFORMATION CARD**

<b>EMERGENCY IDENTIFICATION CARD</b>
<b>Student name:</b>
<b>Program:</b>
<b>Professor:</b>
<b>Allergies or health condition:</b>
<b>Contact person:</b>
<b>Telephone:</b>
<b>Address:</b>
<b>Alternate contact:</b>
<b>Telephone:</b>
<b>Address:</b>

**APPENDIX B-4****LIST OF EMPLOYEE NAMES AND TELEPHONES**

<b>Name</b>	<b>Position</b>	<b>Address</b>	<b>Telephone</b>
Fernando Babilonia	Adm. Director	Urb. Los Rodriguez C-2 Camuy, PR 00627	787-404-0036
Tania Alma	Registrar	Isabela, PR 00662	787-435-7916
Marisol Toledo	Admission Director	Ruta 475 buzón 212-C, Barrio Llanada, sector Cabichota, Isabela, P.R.00662	787-380-4562
Cherily Reveron	Maintenance	Calle Socorro #62 Quebradillas, PR 00678	787-673-1694
Jacqueline Cardona	Admission Officer	Calle Golondrina Buz #32530 Isabela, PR 00662	787-546-1690
Zulianny Rosa	Student Services Officer	Carr. 464 Bo. Aceituna, Parcelas Viejas #358 Moca, PR 00662	787-597-8236
Giselle Velez	Finances Aid	Calle Casimir0 Perez Casa #7 Isabela, PR 00662	787-371-9126
John Alma	Finances	Isabela, PR 00662	787-405-8844
Mariano E. Alma	Security Services		787-688-4076

**THE INFORMATION INCLUDED IN THIS DOCUMENT IS FOR OFFICIAL USE ONLY IN THE  
CASE OF AN EMERGENCY OR DISASTER**



**APPENDIX C**

**RISK ANALYSIS AND INSTITUTION  
PREPARATION**

APPENDIX C-1

**RISK ANALYSIS – DANGER**  
**WORKSHEET**

Columns →	A	B	C	D	E	F
Value →	(from 1 to 4)	(from 1 to 4)	(from 1 to 4)	(form 1 to 4)	(E=A+B+C+D)	12-16 High 8-11 Medium 4-7 Low
	4- Highly probable 3-Probable 2-Possible 1-Unlikely	4-Catastrophic 3-Critical 2- Limited 1-Insignificant	4-Minimum 3-6 to 12 hrs 2-12 to 24 hrs 1-24 + hrs	4-Catastrophic 3-Critical 2-Limited 1-Insignificant		
RISK OR DANGER	FREQUENCY	MAGNITUDE	ALERT TIME	SEVERITY	TOTAL IMPACT	PRIORITY
Acts de violence	2	2	4	3	11	Medium
Contamination (spills)	2	2	3	2	9	Medium
Traffic accidents	3	2	4	2	11	Medium
Explosion	2	2	4	3	11	Medium
Strike / protest / riot	2	2	4	2	10	Medium
Hurricane	3	3	4	3	13	High
Fire	2	2	4	2	10	Medium
Floods	2	2	2	2	8	Medium
Earthquake	4	4	4	4	16	High
Terrorism	2	3	4	3	12	High
Tsunami	1	1	4	1	7	Low

**APPENDIX C-2**

**EXERCISE OR SIMULACRUM CERTIFICATION**

<b>Date and type of Exercise or Simulacrum</b>	<b>Name and Signature: Interim Director</b>	<b>Name and Signature Academic Director</b>
<p>____-_____-2023</p> <p>Earthquake Simulacrum (Great Shake Out)</p>	<p>Fernando Babilonia</p>	
<p>____-_____-2023</p> <p>Fire Simulacrum (Announced)</p>	<p>Fernando Babilonia</p>	
<p>____-_____-2023</p> <p>Tsunami Simulacrum</p>	<p>Fernando Babilonia</p>	

**APPENDIX D**

**EMERGENCY PROTOCOLS**

# APPENDIX D-1

## COLORED MAP OF SERVICE AREAS

### Codes

	(1) Red = Electric
	(2) Yellow = Gas / Oil / Vapor
	(3) Orange = Communications
	(4) Blue = Water
	(5) Green = Sewers

## EVICTION ROUTE MAP

(Signs, in different colors, the primary and alternate routes to vacate the building)

### Codes

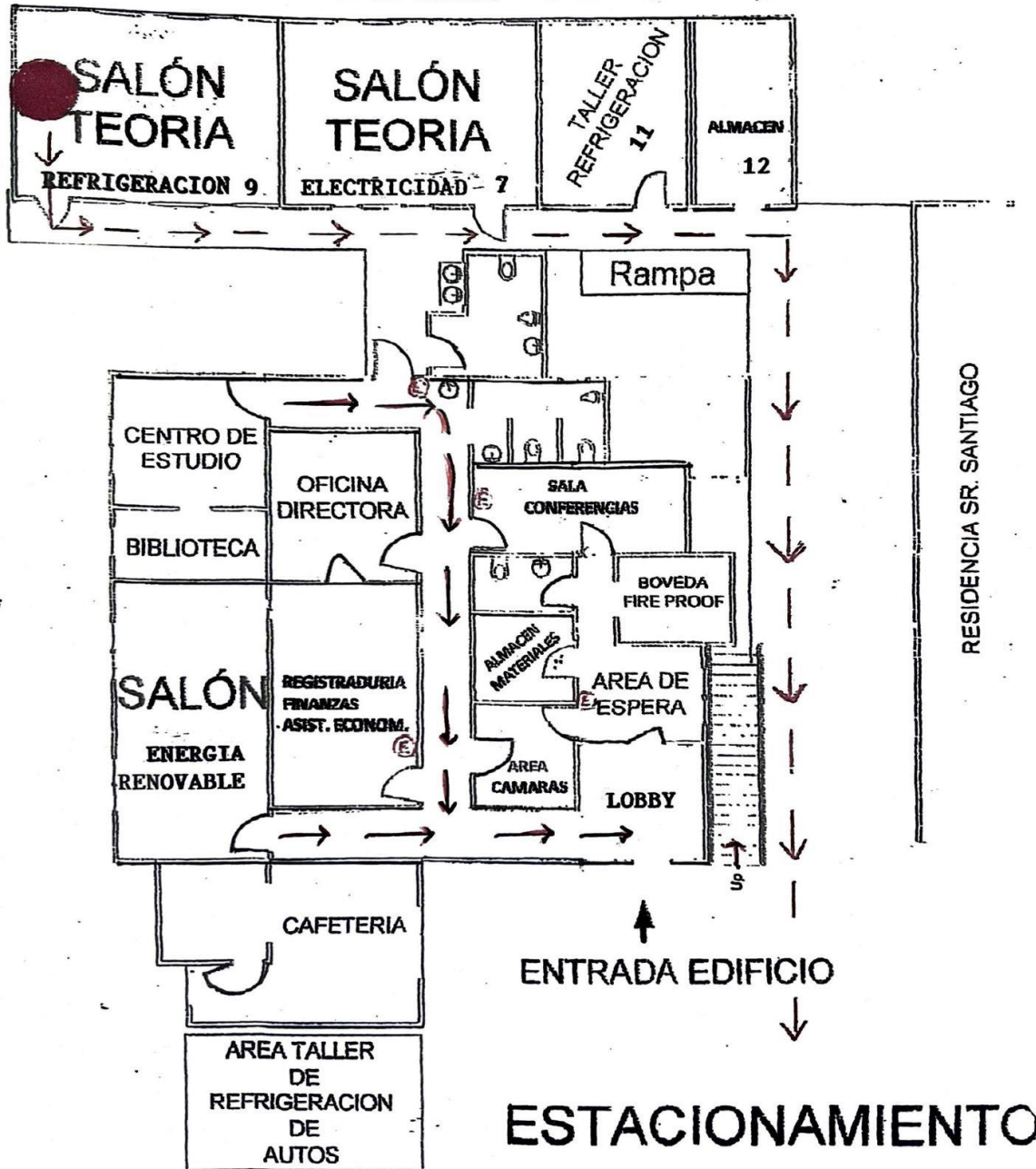
>>>>>> Yellow = primary route

>>>>>> Red = alternate route

APPENDIX D-2

Usted se encuentra aquí ●

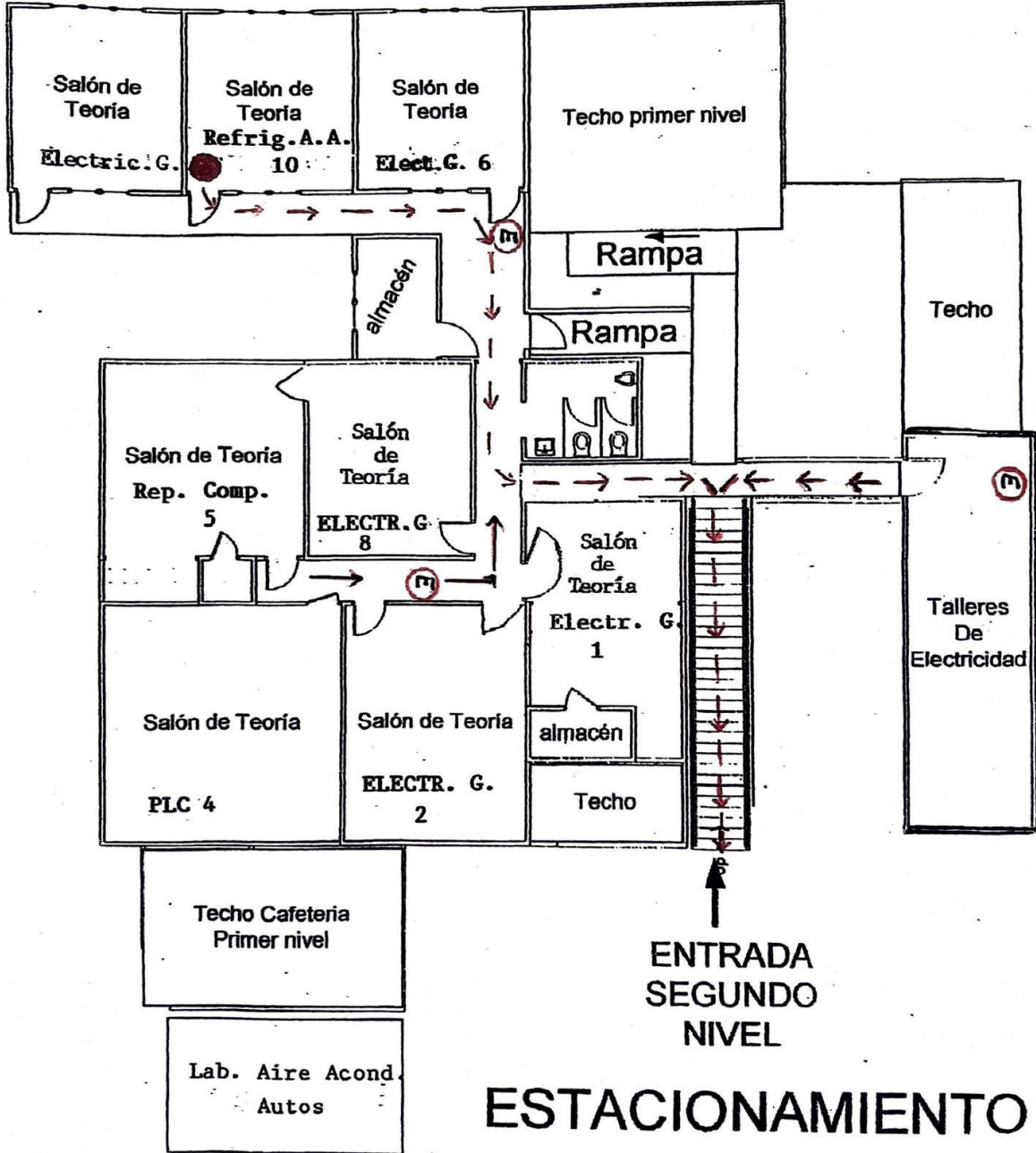
RUTA DE ESCAPE → → → → →



EXTINTORES (E)

Usted se encuentra aquí ●

RUTA DE ESCAPE → — — — → — — —



EXTINTORES (E)

ESTACIONAMIENTO



## APPENDIX D-4

### Refuge Isabela Utilized Schools

***Esc. Francisco Mendoza***

Calle Corchado, al lado OMME - Isabela

***Esc. Heriberto Domenech***

Carr. 2 Bo Mora

***Centro Comunal de la Juventud***

Ave. Hernandez Ortiz 00662

Please refer to the following link:

<https://www.avp.pr.gov/documentos/Refugios-2022.pdf>

# **Emergency Protocols**

## **9-1-1: PROCEDURE TO CALL**

The Emergency Call Answering Center Service offers assistance to any person who is in a situation that has the potential to become a risk of immediate damage or destruction that requires immediate response from MEDICAL EMERGENCIES, POLICE, FIRE DEPARTMENT, AGENCY STATE FOR THE MANAGEMENT OF EMERGENCIES AND DEPARTMENT OF THE FAMILY (SOCIAL EMERGENCY PROGRAM). **If there is another situation where life is not endangered and these departments are required, refer to emergency numbers.**

1. Indicate what the emergency is (fire, injuries, missing student, etc.)
2. Stay calm.
3. Enter your name and address.
4. Listen. Allow the 9-1-1 dispatcher to lead the conversation.
5. Be prepared to answer questions clearly and calmly.
6. Stay on the phone. DO NOT HANG UP until the dispatcher indicate.

## **CHEMICAL ACCIDENT (WITHIN THE INSTITUTION)**

This incident could result from a spill of cleaning chemicals within the facilities of the Institution, in a laboratory due to material that a student has brought to the Institution or due to a break in a gas line. If any of these accidents endanger students or their staff, take the following actions:

### **RESPONSIBILITIES:**

1. **Principal or his delegate:** Determine if an eviction is required.
2. **Principal or his delegate:** Notify local authorities of the incident (Call 9-1-1).
3. **Director or his delegate:** If necessary, carry out the eviction procedure of the Institution using the primary or alternate routes. Avoid any exposure to gases or chemicals.
4. **Staff:** Evacuate students from the building using the primary or alternate routes. Take the attendance list, backpack, and individual emergency bags. Verify that all students have left the building.
5. **Staff:** No student shall be left unattended during the eviction process. Students must be silent during the eviction.
6. **Personnel:** Upon arrival at the safe place of eviction, the roll will be called, and the attendance must be reported to the Director or his representative immediately. Notify responding agencies of any missing person or student.
7. **Personnel:** Do not return to the building until response personnel have informed you that your return is safe.

## **CHEMICAL ACCIDENT (OUTSIDE THE INSTITUTION)**

Large chemical accidents can be the result of a car accident or an industrial accident. If one of these accidents occurs and endangers students or their staff, the following actions should be taken:

NOTICE: An alert message will be transmitted through the emergency radio band located in the Institution's office and a security siren will be heard.

### **RESPONSIBILITIES:**

1. **Principal or designee:** Request that all students report to the location of the designated meeting building.
2. **Personnel:** Close all doors and windows, turn off ventilation systems, and listen to the radio (at the place of refuge).
3. **Staff:** Roll call. Notify the Director or his representative of any student or missing person.
4. **Personnel:** If necessary, use tape, cloths, clothing, or other material to seal any air leaks.
5. **Staff and Director: REMAIN IN THE PLACE OF REFUGE UNTIL OTHER INSTRUCTIONS ARE GIVEN.** Monitor the radio station for new instructions.
6. **Staff:** If you think gas is entering the building, protect everyone by placing cloths or towels over their mouths and noses. Ask everyone to breathe briefly and deep.
7. **Principal:** If the eviction order is received, proceed with the eviction plan of the Institution.
8. **Staff:** Evict students. Take the attendance list, your backpack, and individual emergency packages.
9. **Principal:** Visually check to make sure all students they were evicted.
10. **Principal:** A note should be left on the office door stating that the institution has been evicted.
11. **Personnel:** Upon arrival at the safe place, call and immediately report attendance to the Director or his representative.

## APPENDIX E-4

### CRIMINAL ACT

This incident occurs when a crime has been committed on the Institution's premises.

#### RESPONSIBILITIES:

1. **Personal:** If there is a crime victim, take care of the victim. Provide whatever medical attention is needed.
2. **Director:** Notify the Police (Call 9-1-1)
3. **Director:** Raise awareness of everyone involved in the incident (if possible). Identify witnesses, if any.
4. **Director:** Deny access to the crime scene until the police arrive.
5. **Director:** If any individual is armed, no matter the type of weapon, **USE EXTREME CAUTION.** Do not try to take it apart or take the weapon away; leave that to the police.

## APPENDIX E-5

### BOMB THREAT

The purpose of this appendix is to establish the rules and procedures for emergency situations in the event that the Institution receives a bomb threat, by letter, telephone, e-mail, fax, verbal comment, rumor or any other means. It is necessary that these notices are considered important and true emergencies and respond to them according to the situation. In the event that this happens, proceed in accordance with this guide:

#### RESPONSIBILITIES:

**Personal:** If the bomb threat is in letter form, make a note of how it was delivered, who found it, and where you found it. Be careful while handling it, you must take care to place it in an envelope to protect possible fingerprints that may be detected.

**Personal:** If the bomb threat is through a phone call, keep the call online. Delay the call with arguments such as "sorry, I don't understand what you mean" "I could repeat it again." Write down the time the call was received, the characteristics of the voice, the accent, etc. caller, background noises, and what the person indicates. Use the Explosives Threat Call Checklist to collect informant data.

**Director:** Immediately notify the Police and Fire Department (Call 9-1-1).

**Director:** If the caller is still on the phone, call the phone company on another phone to have the call traced.

**Principal:** Instruct your staff and students to turn off their cell phones or radios. Do not use them during the threat.

**Staff:** Warn students and their staff not to pick up or touch any foreign objects or packages they find.

**Director:** If the foreign package is in the corridor, modify the evacuation route to avoid passing through this place.

**Staff:** Evacuate students using the primary and alternate routes. Take individual student backpacks and bags for emergencies. Verify that all students have vacated the building.

**Staff:** Upon arrival at the secure area, roll call and notify the Principal or his / her representative of any missing students or staff members.

**Personnel:** Do not return to the building until the responding officers indicate that it is safe to return.

**APPENDIX E-6**

**CHECKLIST FOR EXPLOSIVES THREAT CALLS**

<b>Call details:</b>			
When will it explode?			
Who put it on?			
What does it look like?			
Where is it located?			
Why are you doing this?			
Who are you?			
Call received by:		Time:	Date:
<b>Description of the caller:</b>			
Men	Woman	Adult	Youth
<b>Voice characteristics:</b>			
Strong	Gentle	High total	Deep
Altered	Calmed down	Intoxicated	
Other			
<b>Way of talking:</b>			
Light	Slowly	Rare	Distorted
Stutterer	Nasal	Slurred the words	
Precise	Other		
<b>Use of language:</b>			
Excellent	Good	Poor	
Terrible	Other		
Use of certain phrases (specify):			

***KEEP CALM!*** Notify your staff with a predetermined signal while the caller is on the phone line. Do not interrupt except to ask:





## APPENDIX E-7

# CIVIL RIOT / DISORDER

### WITHIN THE INSTITUTION:

This incident could occur if students come together with an unruly attitude. If this occurs and appears to threaten students or staff, appropriate measures should be taken following measures:

#### **RESPONSIBILITIES:**

1. **Director:** If students get involved in acts of civil disobedience, keep them away in a room of the Institution.
2. **Principal:** Maintain a channel of communication between students, staff, and the principal's office. Try to restore order.
3. **Principal:** If you cannot calm the students, call the Police (or 9-1-1) for assistance.

### **OUTSIDE THE INSTITUTION**

This incident can occur if a riot breaks out on the streets. If this event threatens or endangers students or staff, take the following actions:

#### **RESPONSIBILITIES:**

1. **Director:** If there is any student outside the Institution, make him enter the building. If you cannot do this, ask the students to Duck and Cover their heads.
2. **Principal:** After students are inside the building, close the doors and secure the space.
3. **Director:** Notify the Police (or 9-1-1).
4. **Personnel:** Close all doors and rolling doors.
5. **Staff:** Instruct students to duck and cover, sit or lie on the floor, and keep students calm.
6. **Director:** Cancel all outside activities.
7. **Personnel:** Treat the injured, if any.
8. **Staff:** Stay with students until authorities indicate that the problem is solved.

## **APPENDIX E-8**

### **EXPLOSION**

If an explosion occurs in a building of the Institution, you must carry out the following:

#### **RESPONSIBILITIES:**

1. Staff: If an explosion occurs, instruct students to duck and cover.
2. Director: Notify the Police and Fire Department (call 9-1-1).
3. Director: Immediately after the explosion occurs, proceed with the eviction of the Institution, using the primary or alternate routes.
4. Personnel: Take attendance list, backpack, and individual emergency bags.
5. Personnel: Verify that all students have vacated the Institution.
6. Staff: Students are not to be left unattended at any time during the eviction.
7. Personnel: Upon arrival at the safe eviction site, roll over and report those there immediately to the Director or her representative.
8. Principal: Notify emergency personnel of missing persons or students.
9. Personnel: Take care of the injured if there are any.
10. Personnel: Do not return to buildings until instructed by response personnel which is safe.

## APPENDIX E-9

### ATMOSPHERIC PHENOMENON (HURRICANE, STORM, TROUGH OR FLOOD)

#### ACTION PLAN

##### **A. First Phase - Preparative (Continuous from May 1 to May 31)**

Before the start of the hurricane season (June 1 to November 30), the Emergency Committee will meet to coordinate inspections and activities to ensure that we have the necessary information, materials and equipment so that we are prepared in accordance with this Plan to respond effectively to an emergency.

##### ***Functions, Responsibilities and Activities to be carried out in this phase:***

- ✓ Review and distribute the Emergency Response Plan for Hurricane, Earthquake, Storm, Flood or fire.
- ✓ Provide guidance to the entire population on what is described in this plan.
- ✓ Meet the Response Committee to discuss the plan with its members and perform the rehearsal exercises.
- ✓ Coordinate inspections in the Precincts to ensure compliance with the provisions of this plan.
- ✓ Review and distribute the Telephone Directory to Administrative Directors and Supervisors.
- ✓ Carry out meticulous inspections of the facilities and coordinate so that the necessary repairs are carried out, in order to correct any deficiency that may represent a risk.
- ✓ Coordinate the elimination of debris, garbage or materials that could be carried by the winds or water currents.
- ✓ Secure electrical and telephone lines, cutting tree branches that could affect them.
- ✓ Maintain First Aid kits with necessary items.
- ✓ Maintain an adequate inventory of materials, tools and equipment necessary to face an emergency situation.
- ✓ Ensure that plates or panels are available to protect vulnerable areas in each structure, provide for the storage of said protectors and will carry out the necessary structural arrangements to make the installation.
- ✓ Fill the fuel tanks of the main and portable auxiliary power plants.
- ✓ Ensure fire extinguishers are up to date with inspections.
- ✓ Identify places susceptible to flooding and manage the cleanup of drains.
- ✓ Appoint a Sub-Committee responsible for organizing, cleaning and removing equipment from the facilities.
- ✓ Update and have available the telephone numbers of the Selected persons.

**B. Second Phase - Mitigation  
(Hurricane, Storm or Flood Watch -96 hours before)**

- ✓ Activate the Hurricane, Storm or Flood Emergency Response Plan and will keep in continuous communication.
- ✓ Recommend and inform the strategies to follow.
- ✓ Coordinate communication strategies with the internal public and the media.
- ✓ Direct the process of gathering information, monitoring the media, writing press releases or letters and sending information to the media.
- ✓ Coordinate transportation and equipment to attend preventive measures and actions to take during and after the emergency. Distribute and install the shutters.
- ✓ Take the necessary measures to protect materials and equipment exposed to inclement weather.
- ✓ Maintain communication with the Government Agencies and coordinate with them the services that are needed.
- ✓ Assign adequate surveillance to maintain order.
- ✓ If the Hurricane, Storm or Flood warning occurs during Weekends or Holidays, it will be the responsibility of the Administrative Director to notify the President of the emergency and activate the work teams.
- ✓ Coordinate to protect property and equipment in your charge.
- ✓ Designate personnel in the offices to protect the material that may be affected by rain or winds.
- ✓ Coordinate to move desks, files, razors, computers and others office equipment, to places removed from doors and windows.
- ✓ Coordinate the necessary orientations for office personnel and specific needs of your work areas.

**C. Third Phase - Response  
(Hurricane, Storm or Flood Warning - 48 hours before)**

**As soon as a Hurricane Warning is received, the following measures should be taken:**

- ❖ Before the Emergency
  - ✓ Works to protect property and installation of storm shutters will conclude in the Precincts
  - ✓ No person will be allowed access until all facilities are inspected and confirmed to be in safe condition.
  - ✓ If it is determined that the area is affected by broken power lines, the Electric Power Authority or the Emergency Management Office closest to the Precinct must be notified for the corresponding action. For security reasons, access will not be allowed until the situation is corrected.

- ✓ After eliminating all the risks, debris, materials, equipment, among others, will be removed.
- ✓ Paths will be cleared, debris removed, and buildings cleaned to resume operations as soon as possible.
- ✓ Electrical equipment will not be connected until it has been examined and certified by a Certified Electrician.
- ✓ It will also examine and certify the electrical feeders against a possible short circuit.
- ✓ The supplier of the information systems will verify the networks and inform the Emergency Committee of the status. Make recommendations for necessary arrangements, if applicable.
- ✓ The reactivation of the telephone panel will be a priority, after being examined against a possible short circuit. The reactivation of the table will be coordinated with the Supplier.
- ✓ The Administrative Directors will carry out an initial evaluation of damages in their Precinct and will notify the President, together with a report of needs to reestablish the operation.
- ✓ Carry out a final evaluation of the damage and security conditions of the property and prepare a report with the estimated losses. This report will be submitted to the President and Controller as soon as possible.
- ✓ Coordinate communication with the news media regarding students' return to work and classes.
- ✓ Coordinate the restoration of computers, servers and other telecommunications equipment.

## APPENDIX E-10

### FIRE (INSIDE THE INSTITUTION)

If a fire breaks out in your Institution, and the event endangers your staff or students, you must take the following measures:

#### **RESPONSIBILITIES:**

1. **Director or his representative:** Notify the Fire Department (call 9-1-1).
2. **Director:** Proceed to vacate the Institution using the primary or secondary route for fire.
3. **Personal:** Take backpacks and individual bags for emergencies. Keep students out at a safe distance from fire and firefighting equipment.
4. **Director:** Must carry out a visual inspection to ensure that everything staff and students have vacated the Institution buildings.
5. **Staff:** Roll call. Report on any student or member of the staff who are lost to the manager or representative.
6. **Personnel:** Do not return to the building until Fire Department officers tell you.

**NOTICE: The Institution's alarm will sound, or the whistle system must be activated if a fire occurs.**

## **APPENDIX E-11**

### **INCIDENTS IN ACTIVITIES OF THE INSTITUTION**

**Before going** on a field trip or tour, make sure the staff in charge has the following information:

1. Permission of the parent or guardian, authorizing their child to participate in the trip or field trip.
2. List of students and companions per vehicle.
3. Map of the route to be followed.
4. List of important and pertinent phone numbers for the trip (including emergency contacts of students).
5. First aid kit.

**During the trip:**

1. Treat any medical needs, bumps or injuries, including allegations of pain.
2. Call 9-1-1 if medical assistance or police assistance is required.
3. Contact the Director, provide him with information on the steps taken in any situation; indicate the meeting place and time of arrival to receive the students.
4. Provide an incident report (if any) to the Institution.
5. Contact the insurance provider if there are any claims (if necessary).

**At the end of the trip:**

1. Roll over the students.
2. Prepare a report and indicate any incidents, accidents or anomalies that have occurred. occurred before, during or at the end of the trip.
3. Follow up on the condition of any student or chaperone who is injured or ill.



## APPENDIX E-12

### THREATENING INDIVIDUALS

This incident could occur if a conflictive or armed person were on the Institution's premises. If a threatening or armed individual endangers the safety of students or staff, the following measures should be taken:

1. **Director / Staff:** If there are students outside the Institution, ask them to enter immediately. If you can't do this, ask them to duck down and cover their heads.
2. **Staff:** Once students are inside classrooms, close the doors and secure the institution.
3. **Director:** Notify Police (call 9-1-1)
4. **Personnel:** Close all doors and rolling doors.
5. **Personnel:** Instruct students to duck and cover; sit on the floor and keep students calm.
6. **Staff:** Stay with students until notice is issued that the threat or incident is over.
7. **Principal:** If an individual is armed with any type of weapon, USE EXTREME CAUTION.  
Do not try to take the gun away; let the police act in this case.

**Principal / Staff:** Disconnect all television systems in classrooms so that the threatening individual cannot pick up on the news and know the location of Police, students, and staff.

## APPENDIX E-13

### MAREMOTO (TSUNAMI) SURVEILLANCE OR WARNING

This event could happen in the event that the Puerto Rico Seismic Network (PRSN) or the State Emergency Management Agency (AEME-AD) determine that an earthquake with the potential to produce a Tsunami (Tsunami) has occurred.

NOTICE: The National Weather Service (NWS) will prepare and transmit one of the following messages through the Emergency Information System (EIS):

1. In case of feeling a tsunamigenic earthquake:

"A tsunami watch is in effect for Puerto Rico due to the occurrence of an earthquake (towards the cardinal point)" that may have generated a tsunami.

All people along the shores should prepare to move to high areas and / or far from the coast until further notice. "

2. If the State Agency for Emergency Management, the Puerto Rico Seismic Network or the National Meteorological Service receive information confirming the occurrence of the tsunami, they will notify each other and the following message will be transmitted:

**"A tsunami warning is in effect for Puerto Rico. The presence of a tsunami that is affecting or may affect the coastal zone has been verified. All people must move to high areas and / or far from the coast until further notice. "**

If one of these three agencies confirms that the earthquake has not produced a tsunami or they have already finished registering the effects of the tsunami, they will notify the other two institutions and one of the following messages will be transmitted by the Emergency Information System (EIS) :

**"The tsunami watch has been canceled. Eviction from the coast will not be necessary. "**

**"The tsunami warning has been canceled. People can go back to shore. "**

Monitor the radio station on the emergency frequency for more details related to the situation. Upon arrival at the safe evacuation site, roll call and report attendance to the Director or his / her designated staff, as well as emergency response personnel. Do not return to the Institution until the emergency response officers indicate that it is safe.

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**1 This sentence will be included if such information is available.**

**PREPARING THE INSTITUTION FOR A DISASTER**  
**STAFF CHECKLIST**

1. Prepare your family members for a disaster, in case you have to be absent for several days.
2. Review the Institution's emergency plan with its director.
3. Teachers should prepare emergency backpacks, emergency kits, and individual first aid kit for their students. Each teacher should pack her own backpack and ensure that each student brings the requested supplies for their individual emergency kit and canned or dry foods to use in the event of an earthquake.  
**The emergency backpack must contain the following:** drinking water, steel bar, batteries, plastic bags, sweets (high in calories), first aid case ("kit"), work gloves, board game, flashlight with batteries, student list, white blanket, portable radio with batteries, salt, sugar, and a whistle.  
**The first aid kit must contain, at a minimum:** alcohol, tape, cotton, Band-Aids, antiseptic, antibiotic, gauze, hydrogen peroxide, eye drops, scissors, acetaminophen and latex gloves.
4. Correct or remove the risks identified in your area by the risk assessment of your institution.
5. Instruct students to prepare for an emergency: fire prevention; Putting out burning clothes with the stop, lie down and roll exercise. Prepare for an earthquake: duck, cover and hold on. In hazardous materials incidents: take cover, lock up and listen.
6. Participate in all emergency exercises.
7. Know who is assigned as a partner and coordinate with him or her.
8. Get certified in First Aid and CPR through the American Red Cross.
9. Train and be prepared to carry out your tasks as part of the emergency groups in the event of an earthquake.
10. Take training on how to use the fire extinguisher.

## APPENDIX E-15

### **PROCEDURE FOR EVICTING THE INSTITUTION'S PROPERTIES**

#### **Building eviction:**

Students and staff must vacate the building in an orderly manner, using the primary or secondary route outlined in Appendix D-2. These routes will be selected considering students with disabilities. They should bring their students' emergency backpacks, individual emergency kits, and individual first aid kit with them. The meeting area must be a safe place on the Institution's premises, away from the buildings and from the reception area of any emergency response team that may reach the Institution. Roll call of students and staff and report attendance to principal or her representative.

#### **Eviction of the premises of the Institution:**

This action will be implemented only if there is no safe place on the Institution's premises. Students and staff will vacate the buildings as indicated above. The properties must be evacuated on foot or in vehicles, following the primary or secondary route indicated in Appendix D-3. They must carry their students' emergency backpacks, individual emergency bags, and individual first aid kit.

#### **Eviction by walking:**

If it is safe, students can walk to the nearby evacuation site. All students should walk in orderly lines, through safe places. They must follow the safest route to the reunion location listed in Appendix D-3. Before leaving the premises of the Institution and after arriving at the place, the roll must be passed.

## APPENDIX E-16

### ALARM SYSTEM (SILBATE CHIMES)

Administrative, teaching, non-teaching and service personnel are aware of the Multi-risk Emergency Operational Plan that is implemented in emergency situations. In addition, they know the roles they would perform in the event of a fire, earthquake, or other disaster.

To ensure an effective response, exercises and drills are carried out, since part of our mission is to offer the educational community a safe place prepared for any eventuality.

The following table presents the keys to the bell system that will be activated in the event of an emergency, particularly if an evacuation of one or more areas of the Institution is necessary:

<p style="text-align: center;">Fire alarm</p> <p style="text-align: center;">.....* .....* .....*</p>	<p style="text-align: center;"><b>FIRE</b></p> <p style="text-align: center;">Eviction of the building by the areas noted</p>
<p style="text-align: center;">1 long whistle</p> <p style="text-align: center;">.....* .....* .....*</p>	<p style="text-align: center;"><b>EARTHQUAKE</b></p> <p style="text-align: center;">Stand beside the tables or Desks</p>

We recommend that the entire educational community pay due attention to this warning system, in the event of being present during an emergency exercise or a real event.

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**2 THE ELECTRIC BELL SYSTEM IS SUGGESTED. HOWEVER, AN ALTERNATE METHOD SHOULD ALWAYS BE CONSIDERED, IN THE EVENT OF THE POWER OR BATTERY FAILURE, IF SERVICE IS REQUIRED.**

## APPENDIX E-17

### EARTHQUAKE

#### If you are indoors:

- Stay inside, stay away from windows, slats, or any object or furniture that could fall on you. Take cover next to a table, desk, or desk. Instruct students to Drop, Cover and Hold on.
- In hallways, stairways, or other areas where cover is not available, you should move toward the interior walls of the building.
- In the reference room, stay away from windows and bookcases. Cover yourself appropriately.
- In laboratories, stay away from chemicals that could splash you.
- In laboratory rooms, stay away from doors, windows, slats or any object that may fall on you. Turn off machinery that could start a fire. Drop, cover and hold on.
- In classrooms, duck and cover next to tables or move near interior walls.

#### If you are abroad:

- Move to an open area, away from buildings and power lines. Lie down or sit on the floor (the movement will not allow you to stand) Keep watching and aware of any danger that requires you to move from the place.
- If you are driving, stop the vehicle away from power lines, bridges, tunnels, and buildings.

#### NOTE

- Doors could lock if closed by earthquake motion. If these get stuck, it will be necessary to use the bar and gloves (which should be in the emergency backpack) to open or break a window and be able to leave the classroom. If this is not possible, you will need to blow the whistle (located in your emergency backpack) to alert rescuers.
- Teachers should organize according to the pair system. If a teacher injured, your teacher partner must evict both groups, following eviction procedures in the event of an earthquake.

## AFTER AN EARTHQUAKE

1. **Staff:** Evict students from the building. Take your student's list, your emergency backpack, individual emergency bags, and your students' individual first aid kit with you. Check and make sure that all students have left the building. Mark the room with a green search and rescue card if everyone has been counted and if they were able to vacate the room. If someone is injured or trapped in the room, mark the room with a red search and rescue card to alert search and rescue teams.
2. **Staff:** No student shall be left unattended during the eviction process. Students are to remain quiet during the eviction.
3. **Personnel:** Upon arrival at the predetermined meeting area, roll call and report to the principal or her representative immediately.
4. **Director (or his representative):** Establish an Emergency Operations Center with designated personnel to assist you.
5. **Principal:** Notify Police and Municipal Emergency Management staff (call 9-1-1) if you have trapped or missing staff or students. Organize the Search and Rescue Group, made up of adults, to locate missing or trapped people.
6. **Search and Rescue Group:** Begin the search in all the Institution buildings. Look in the offices or classrooms marked with red cards, indicating that there are people injured, lost or trapped. When everyone has been removed, swap the red card for a green one. Check the green card locations to make sure no one is at that location. Report the findings to the principal or her representative. After reviewing each room, close the doors and lock, if possible.
7. **Director:** Organize the other Emergency Response Groups: the First Aid Group, the Security and Damage Assessment Group and the Support Group.
8. **Damage Assessment and Safety Group:** Inspect all service lines for leaks. Close all known stopcocks that have, or are suspected, leaking. Inform the director or her representative of the actions you took.
9. **Director:** Notify the service companies of any breakage or suspected breakage in the service lines, as informed by the Damage Assessment and Safety Group.
10. **First Aid Group:** Establish a treatment area. Categorize patients by injuries. Take care of injured personnel. Report lost and injured persons to the principal or his representative.
11. **Support Group:** Provide help to maintain the well-being and positive morale of students and peers. Establish a kitchen area to prepare food for students and staff. Protect food and water supplies. Prepare a place for sanitary needs.

## **POST-EARTHQUAKE ACTIONS - EVICTION OF THE INSTITUTION'S BUILDINGS**

### **Before vacating the building after an earthquake, consider the following:**

- There may be hazards outside the building, which you should consider before evicting students.
- There may not be a safe meeting place in the immediate vicinity.
- There is a possibility that there is no safe route to evacuate students. Primary and alternate routes may need to be cleared before students can use them.
- The electricity inside the building could be affected; so it is very likely that it is Dark.

### **Before evicting students, do the following:**

- Assess the situation. Coordinate with your fellow teacher.
- Determine if the building's primary or alternate routes are clear. If they are not, coordinate with other personnel to clear them and eliminate hazards.
- Determine if the reunion area is safe. If unsure, select an alternate reunion area.
- If there are cables or electrical lines in the ground, they should be avoided.
- Areas near steel chain link fences (cyclone fence) should be avoided, as these could be electrified if any wire or line touches them.
- Be sure to consider students or peers with disabilities when selecting evacuation routes.

### **After determining that it is safe to do so, proceed to vacate the building or Institution:**

**IF THIS IS A SEVERE EARTHQUAKE**, institution staff may have to take care of students for up to an estimated three days after the disaster. The following supplies should be accumulated prior to an earthquake and stored in a separate storage room outside the building. Having the minimum amounts of these supplies would help mitigate the consequences of a severe earthquake.

**Remember: prepare to be isolated for 72 hours.**



## **SUPPLIES NEEDED FOR AN EARTHQUAKE**

### **Immediate Access Supplies:**

Portable radio with batteries (All Weather / hazards radio)  
Map of utilities and emergency areas (marked with colors)  
Flashlight with batteries  
Megaphone with batteries  
Radio Communications System  
Key (tool) to close the services (water, gas, etc.)  
Place to store supplies (wooden or aluminum shed)

### **Water:**

½ gallon per person per day for 3 days  
3 ½ oz. Paper cups. to drink water: 5 glasses per day for each person  
Water dispenser suitable for supplying water from containers to glasses

### **Sanitary Supplies:**

Bathroom - buckets with plastic bags  
Private shelter -1 for every 25 people  
Sanitary paper -20 rolls per 100 people  
Wet wipes -300 per 100 people  
30-gallon plastic bags with ties - 10 per 100 people

**Food:** Non-perishable, such as canned vegetables and fruits. Avoid salty foods. Cooking utensils, can openers, pots, cauldrons, gas stove, cooking fuel and matches; paper plates, cups, paper towels, aluminum foil; instant coffee, hard candies, fruit roll-ups, and other snacks.

The following supplies can be collected by asking each student to bring a large can of the following foods. Divide this allocation into groups. For example: each freshman should bring a large box of cookies.

40 oz cans. spaghetti  
Unsalted soda cracker boxes  
Large cans of mixed fruits Large cans of sliced pears, peaches, pineapples  
Large cans of pork-n-beans  
Cans of canned stew  
46 oz cans. canned juices  
Vegetable soup cans

### **Preparation of Safety Backpack for Classrooms:**

The effective participation of parents from the beginning of the development of the plan is essential so that they understand the need to prepare and work for their children and their children's friends. For this reason, your assistance is vital so that each classroom has a safety backpack. For this purpose, the Emergency Committee shall organize a Safety Backpack Committee, as part of the First Aid Group. This committee must prepare the backpacks, supervise and guard them. These backpacks will remain in classrooms at all times, except in the case of an emergency.

- 1 box of gauze (4x4) patches
- 1 box of gauze (8x10) patches
- 1 box of gauze (2x2) patches
- 1 bottle (plastic) of alcohol
- 1 bottle (4 oz plastic) antiseptic
- 1 box of eye patches
- 1 roll of 1 "cloth tape
- 1 roll of 2 "cloth tape
- 1 bottle (plastic) of eye flushing solution
- 1 pair of scissors (preferably paramedic type)
- 1 box of assorted band-aids
- 2 rolls of 2 "elastic bandage
- 2 rolls of 3 "elastic bandage
- 1 bottle (plastic) of hydrogen peroxide
- 1 bottle of wet wipes
- 1 box of sanitary napkins (odorless)
- 1 pair of disposable plastic gloves
- Disposable masks (1 for each student)
- 1 portable radio with batteries
- Batteries for radio
- 1 battery flashlight
- Batteries for flashlight
- 1 box of markers (thick pens)
- Playing cards and other games
- 1 small notebook
- 1 student list
- 1 vial of antibiotic (ointment)
- 1 bottle of non-aspirin pain pills (acetaminophen, 150 of 25 mg.)
- 1 bottle of allergy capsules
- 1 bottle of antacid and antidiarrheal

### **Items for the First Aid Group:**

The following items will complement the safety backpacks located in classrooms. These will be kept in a safe and accessible place and will remain at all times except in the case of an emergency:

- 50 "Triage" cards for every 500 students
- 10 blankets for every 100 students
- 2 First Aid books, standard
- 2 books of First Aid, advanced
- 2 20 x 20 floor covers for first aid station
- Waterproof signs with the following texts:

- "Immediate care"
- "Patients Waiting"
- "Crisis Counseling"
- "Morgue"

- 40 Burn Patches 3 "x3"
- 20 cold compress patches
- 4 64-ounce jars of hydrating fluid
- 12 paper towel rolls 12 plastic bags of 33 gallon
- 2 packages of safety pins
- 2 thermometers
- Feminine hygiene products
- 10 large plastic body bags

### **Miscellaneous:**

- Games

- Booths for:

- First aid station
- Kitchen area
- Student hostel
- Fire extinguishers
- Generator (optional item)

## **Search and Rescue Team (SAR):**

### **Personal protective equipment for members of the SAR group:**

Develop teams of 5 members (this number is based on the number of classrooms that must be reviewed throughout the Institution in 20 minutes)

- 1 hard hat - for each member
- 1 vest- for each member
- 1 pair of gloves with leather palms - for each limb
- 1 pair of safety glasses - for each member
- 1 mask - for each member
- 1 whistle - for each member
- Keys - 1 "set" / SAR group or a "set" / assigned area

### **Basic SAR tools (by Institution)**

- 1 x 10 "adjustable wrench
- 1 adjustable wrench (to disconnect the gas, if necessary)
- 1 ax
- 1 brown
- 1 square cutter blade
- 1 round cutter shovel 3 rolls of 3 "x 1000 Barrier Tape
- 1 x 8 "cutting pliers (for line cutting)
- 1 24 "bar
- 1 bar from 5 'to 6'
- 1 small mowing
- 1 18 "pliers to break padlocks
- 1 hammer
- 1 roll of "duct tape"
- 6 large plastic bags
- 1 folding shovel ("folding")
- 1 flashlight with adjustable head
- 1 x 6 "blade screwdriver
- 1 x 4 "fluted screwdriver
- 1 Blade
- 1 container to store these tools
- 30 feet of Rope 20 SAR cards (red and green)
- 1 additional flashlight
- 2 "sets" of batteries for each flashlight
- 1 emergency lamp
- 1 thick 8x10 "tarp
- 1 stretcher per rescue group
- 1 patio brush

**EXERCISE OR SIMULACRUM SCHEDULE**

DATE	TYPE OF EXERCISE OR SIMULACRUM
	Fire Simulacrum
	Fire Simulacrum (Not Announced)
	Earthquake Simulacrum
	Fire Simulacrum
	Earthquake Simulacrum
	Earthquake Simulacrum
	Earthquake Simulacrum

\_\_\_\_\_  
Signature of the Administrative Director

## APPENDIX E-18

### OPERATIONAL PLAN ON PANDEMICS

The purpose is to direct all citizens within the school to ensure the cleanliness and safety of the area where classes are taught. Resuming activities in the country requires that we all move towards practicing social distancing and other daily habits to reduce our risk of exposure to the virus that may be occurring at this time.

#### **Important facts about the coronavirus and how to reduce the risk of exposure:**

- The coronavirus that is on the surface and objects die naturally after hours or days. Warm temperatures and exposure to sunlight will reduce the survival time of the virus on surfaces and objects.
- Routine cleaning with soap and water removes germs and dirt from surfaces. It reduces the risk of spreading the infection of a pandemic.
- Sanitizers kill germs on surfaces. By killing germs on a surface after cleaning, you can further decrease the risk of spreading infection.
- Alternative disinfectants can be used, such as: 1/3 cup chlorine bleach diluted in 1 gallon of water, or 70% alcohol solutions. Chlorine bleach solutions are effective for disinfecting for up to 24 hours.
- Do not mix chlorine bleach with other cleaning and sanitizing products. Doing so could result in vapors that can be very dangerous if inhaled. Keep all disinfectants out of the reach of children.
- Practice social distancing, wear a cloth face covering, and follow proper preventive hygiene practices, such as frequent hand washing and using an alcohol-based hand sanitizer (with at least 60% alcohol volume) when soap and water are not available.

#### **Management responsibilities:**

- Reduce occupational exposure to employees, personal protective equipment such as masks, disposable gloves, "hand sanitizer" and disinfection fluids. An inventory of cleaning and disinfection products will be maintained. An inventory of cleaning and disinfection products will be kept for the work areas and the frequency of cleaning will be established.
- Monitor body temperature at the entrance. Provide "Hand Sanitizer" or 70% alcohol on the hands to prevent the spread of the virus.
- Properly identify in workplaces the spaces that guarantee social distancing between employees and students.

- Post posters and notice for employees and the general public about the measures to be observed to avoid contagion in the workplace.
- Promote frequent hand washing of employees, especially those who serve the public, with adequate supplies of soap and water and / or alcohol-based products when they are not available and that contain more than 60% alcohol.
- Promote good contagion prevention practices, including covering coughs and sneezes, discouraging the sharing of utensils, desks, telephones and work tools.
- Limit access to the workplace only to essential staff in the work area or any employee in official management.
- Require that workers who are ill or suspect a possible contagion remain in their homes and require a certification or medical note that authorizes that they are fit to return to work and that they do not represent a public safety risk.
- Maintain regular cleaning and disinfection practices (cleaning schedule), including the collection of discarded masks and gloves in trash cans and garbage containers by employees and the general public. This includes training personnel in the correct use, limitations and how to dispose of personal protective equipment (PPE), these trainings can be provided remote methods, conference calls or video conferences.
- An employee reporting to work with symptoms will be required to return home until symptom free and will follow the steps recommended by the CDC. Employees must obtain a medical certificate that authorizes them to return to work and does not pose a public safety risk.
- As part of the monitoring process, the department may take your body temperature. However, the refusal to submit this procedure obtain and present the corresponding certification that authorizes them to return to work and that does not present a risk to public safety.

### **Employee responsibilities:**

To minimize the spread of the virus in our facilities, all employees must do their part. As set forth below, the company has implemented various cleaning strategies, social distancing, and other best practices at our facilities, which all employees must be:

1. Compulsory use of masks and personal protective equipment (PPE) at all times.
2. Allow monitoring and evaluation practices performed by assigned personnel.
3. Maintain regular practices of disinfection and cleaning of your workstations.
4. Frequent and thorough hand washing and use of personal disinfection products.
5. Maintain social distancing between employees. Each employee must stay in their

assigned area. You can only go to an area other than yours to provide information on a case attended.

6. Notify your supervisor of any suspicious symptoms that you experience during your workday related to this virus and that may activate the Health Department care protocol for cases of contagion.

**Policies and security standards:**

- All employees will have their temperature taken before entering the facilities
- No employee who obtains a result of 38 degrees Celsius or 100.4 degrees Fahrenheit of temperature will be able to enter the EPEI facilities.
- Any employee, student and / or visitor showing symptoms related to the virus will be asked to immediately leave the premises and return home.
- Employees and students must wear a face mask (at all times).
- To hold a meeting there must be a maximum of 10 people wearing distance measures (6 feet).
- Employees should avoid physical contact with others and should direct others (co-workers or visitors) to increase personal space by at least 6 feet, when possible.
- Employees should avoid taking breaks together in the break area, avoid sharing food or utensils, and should distance themselves when taking breaks together.
- Employees should practice social distancing in the workplace.

**Visitors to the facilities:**

- The number of visitors to the facilities will be limited only to those necessary for the job.
- All visitors will have their temperature taken before entering the facilities.
- No person who obtains a result of 38 degrees Celsius or 100.4 degrees Fahrenheit of temperature will be able to enter the facilities.
- All visitors with possible symptoms of COVID 19 will be required to leave the facilities and return home.

**Personal protection equipment:**

- The EPEI institution will provide all its employees with the necessary personal protective equipment (PPE) so that they can perform their functions such as:
  - Surgical masks
  - Gloves
  - or "Face shields"
  - or "Hand Sanitizer"
  - Alcohol 70%
  - Any other necessary equipment, as required and permitted by the circumstances and operative needs.

**Protocol for prevention and management of exposure situations in the facilities:**

- Employee exhibiting virus symptoms - If an employee exhibits any virus-related



symptoms, the employee must take a molecular test. Once he tests negative, he can go back to work.

- Employees who have tested positive for the virus - An employee who tests positive for the virus will be directed to quarantine for 14 days outside of work and must contact their health service provider to coordinate their visit and treat or discard the illness. Employees who test positive, whether or not they have symptoms, can return to work when instructed to do so by their healthcare provider. They will be required to present a medical certificate authorizing them to return to work and that they do not pose a public safety risk.
- Employee who has close contact with an individual who has tested positive for the virus - Employee who has had contact with a patient positive for the virus, will be removed from their work area. Once 72 hours have passed, the molecular test for the virus should be done and you will not be able to report to work until you receive the results. If you test negative, you can immediately report to work, but if you test positive, you must proceed with the aforementioned instructions for employees who test positive.

#### **Determine what needs to be cleaned:**

- Most surfaces and objects will only need normal routine cleaning. Frequently touched surfaces and objects, such as light switches and door handles, should be cleaned and then disinfected to further reduce the presence of germs on surfaces and objects.
  - First, clean the surface with soap and water.
  - Then, disinfect the area with a liquid such as alcohol or Clorox diluted in water.
- You should consider which items you can move or remove altogether to reduce handling or frequent contact by multiple people. Soft, porous materials, such as carpets and seats, can be removed or put away so they don't have to be cleaned and sanitized.

#### **Items to be disinfected daily:**

- Tables
- Door handles
- Light switches
- Desks
- Phones
- Keyboards
- Computers
- Toilets
- Desk
- Faucets and washes
- Slates

**Disinfectants:**

- Antibacterial Sacato MULTI-SURFACE cleaner & sanitizer
- Sacato antibacterial disinfectant & sanitizer 99%
- Clorox Bleach Bleach
- Odoban
- Alcohol 70%

**Key times to wash your hands include:**

- After blowing your nose, sneezing, or coughing
- After going to the bathroom
- Before eating or preparing food
- After being in contact with animals or pets
- Before and after providing routine care to another person in need of assistance (eg, a child)

**Safe behavior practice:**

We have all had to significantly modify our behavior to reduce the spread of the virus. To resume our country's activities, we need to continue implementing the following practices:

- Social distancing
- Wash your hands frequently or use alcohol-based hand sanitizer (with at least 60% alcohol) when soap and water are not available.
- Wear a cloth face covering
- Avoid touching your eyes, nose, and mouth.
- Stay home if you are sick.
- Clean and disinfect frequently touched objects and surfaces.

Resuming the activities of our EPEI institution requires the commitment of all employees and students. We are committed to implementing the best recommended practices and maintaining safe daily habits to reduce risks of exposure to the virus.



### Validity and Approval

This plan becomes effective on \_\_\_\_/\_\_\_\_/\_\_\_\_ with the approval of the Agency  
day month year

Municipal for Emergency Management and Disaster Administration of the Municipality of Isabela.

Submitted by \_\_\_\_\_ day / month / year  
Fernando Babilonia (Adm. Director)

Approved by \_\_\_\_\_ day month / / year  
(OMMEAD Director – Isabela)