



**UNIVERSIDAD CENTRAL DEL CARIBE  
EMERGENCY AND EVACUATION COMMITTEE**

**MANUAL OF EMERGENCY AND  
EVACUATION PROCEDURES**



**ENGLISH VERSION**  
Reviewed: March 2009

## INDEX

<b>CONTENTS</b>	<b>PAGE</b>
Objective-----	4
Definitions-----	4
General Overview-----	5
<b>EMERGENCY AND EVACUATION COMMITTEE</b>	
Incident Command Structure-----	6
Purpose-----	6
Approach-----	7
Responsibilities-----	7
Committee Components-----	7
Command Structure Functions-----	7
<b>EVACUATION PLAN</b>	
Evacuation Plan-----	10
Points to consider during an evacuation-----	11
Meeting Points-----	12
<b>FIRE PREVENTION AND CONTROL</b>	
Communication System-----	15
Recovery Activities-----	16
General Criteria-----	17
Fire Plan-----	18
<b>EARTHQUAKE PLAN</b>	
What to look out for-----	21
Emergency Plan-----	21
Criteria to consider for reducing damages in case of an Earthquake-----	22
<b>STORM AND HURRICANE WARNINGS</b>	
What is a Hurricane-----	24
Tropical Cyclone Classifications-----	24
Hurricane Structures-----	24
Hurricane Categories-----	25
Bulleting/Advisory Terms-----	26
Hurricane Season Plans-----	26

Important Criteria to Consider-----	27
After the Hurricane-----	29

## **PLAN FOR BOMB AND OTHER THREATS**

Phase I: What To Do When a Call Is Received-----	31
Phase II: Police Notification-----	32
Phase III: Search Procedure-----	32
Phase IV: Fire and Police Departments-----	34
Phase V: Building Evacuation-----	34
Phase VI: Recovery Activities-----	35
Diagrams-----	
Organization Charts-----	37
References-----	39
Approval of the Manual -----	40

## Objective

This Manual of Emergency and Evacuation Procedures of the Universidad Central del Caribe (UCC), has been made following the regulations of public security agencies (P.R. Fire Department and the State Agency for Emergency Management and Disaster Administration), the purpose of which is to establish the course of action to take during an emergency situation at our institution in order to protect and safeguard life, property and the environment.

All procedures herein described shall be discussed with all employees in all different positions, in order for them to be ready to respond immediately during unexpected situations.

Different, important security aspects have been included that may apply to any given emergency situation that may occur at our institution.

## Definitions

**Occupational security:** The employer will provide a workplace free of known dangers that may be causing or may cause death or physical harm to employees.

**Emergency:** A situation that occurs unexpectedly and causes danger to life, property or the environment. Some of these situations may be fire, theft, hurricanes, earthquakes, floods, power outages (black-outs), bomb threats, internal accidents, spills or leaks of dangerous materials, or malfunctions of critical equipment.

**Regular working hours:** Time period comprised from 08:00 am to 05:00 pm of a regular workday week Monday to Friday, except those holidays given and recognized by the institution.

**UCC:** Acronym (in Spanish) for the Universidad Central del Caribe.

**CUMIC:** Acronym (in Spanish) for the University Center of Integral and Complementary Medicine.

**CED:** Acronym (in Spanish) for the Emergency and Evacuation Committee.

**SNRP:** Acronym for Specialized Neuroscience Research Program.

**Buddy System:** A term used to alert and give support to persons with mobility problems or difficulties, through volunteers who have been prepared to give assistance during emergencies. These are persons such as those in wheelchairs, using crutches or canes, vision and/or hearing impaired or any other health situation that in an emergency will need assistance in leaving their area, in addition to those areas where the alarm may not sound or may not be audible, such as laboratories, vaults, and others.

## **General Overview**

The Universidad Central del Caribe, in the best interest to maintain an effective emergency command structure, has established the utilization of the Incident Command Structure (ICS). This system simplifies communication and provides an efficient emergency response management without over-utilizing its resources. Its main components are the Incident Commander, and the Support Group, comprised of the Security Officer, Communications Officer and the Liaison Officer. The other Major Group is composed of the Operations Officer, Logistics Officer, Planning Officer and the Financial Officer.

## **Emergency and Evacuation Committee**

This Committee is comprised of various institutional resources that will be responsible for reviewing, implementing and assuring that the procedures are complied with throughout all departments.

### **Committee Functions and Responsibilities:**

1. The Committee Director is named by the President of the UCC.
2. The Committee will meet the first Tuesday of each month.
3. It will coordinate and direct all emergency activities before, during and after a disaster.
4. It will have an incident command structure, which will begin to function immediately once an emergency situation occurs during or outside of work hours.
5. Each Committee member will have a specific function within the incident command structure, and each member will be responsible for knowing all aspects of this function.
6. It will establish emergency procedures as required by law according to risk factors within the institution.
7. It will ensure that all emergency contingency plans are complied with as required by law.
8. It will serve as liaison for employee training if need be, but each department supervisor will be required to discuss these procedures with all employees, complete the time sheets and file the documents for any future audits.
9. It will prepare an emergency notification personnel list, during and outside of work hours that will include:
  - a) Office telephone number
  - b) Home telephone number
  - c) Cellular phone number

10. It will prepare an emergency telephone list:

AGENCY	TELEPHONE NUMBER
State Medical Emergency	9-1-1
Emergency Room Hospital Universitario Dr. Ramon Ruiz Arnaú (HURRA), Bayamón	787-787-8484
Puerto Rico Fire Department	787-785-3030
Bayamón South, Police Department	787-780-1010
Bayamon Municipal Agency for Emergency Management	787-786-6400
Bayamon Municipal Department of Pre-Hospital Medicine and Disasters	787-780-4806
Environmental Quality Board	787-767-8181

11. It will hold monthly security audits and inspections and will notify its findings along with its due recommendations to the President of the Institution. The criteria to consider during inspection are those utilized and required by law (such as installation of fire prevention equipment, proper signage concerning compressed gases, flammable liquids and others).
12. Emergency procedures will be reviewed by the Committee annually, and it will submit any recommendations it deems necessary.
13. Every department will have a copy of the Emergency Procedures Manual. This Manual will be easily accessible to all employees.
14. Emergency and evacuation drills will be done and evaluated at least twice a year, in order to implement and evaluate the Action Plan.
15. The institution will have the necessary resources and equipment according to regulations and the emergency response code.

## **PE 101 – Incident Command Structure (ICS)**

### **Purpose**

To establish the norms and procedures that will assure an effective response to any emergency that may occur anywhere throughout the Institution.

## Approach

These procedures will apply to all emergencies and all departments according to the responsibilities as defined by the incident command structure (OSHA 1910.120).

## Responsibilities

1. The Committee President will act as Incident Commander during an emergency situation during or outside of work hours and he/she will report to the UCC President.
2. The Incident Commander will take necessary measures to mitigate and control emergencies utilizing all necessary internal as well as external resources.
3. The Security Officer is to instruct all security guards concerning applicable emergency procedures and their respective responsibilities.
4. Every member of the Emergency Committee as well as every employee of the Institution will be knowledgeable of the incident command structure.
5. The Emergency Committee will contact in writing every department director regarding changes or revisions to the emergency procedures, and each department director will in turn update each area emergency procedure manual.

## Committee Components

The Committee will be comprised of:

- a) Incident Commander
- b) Security Officer
- c) Communications Officer
- d) Liaison Officer
- e) Property Officer
- f) On-site Commander (depending on the nature of the incident)
- g) Operations Officer
- h) Logistics Officer
- i) Planning Officer
- j) Financial Officer

## Command Structure Functions:

1. **Incident Commander**
  - a) Maintains operations control
  - b) Identifies the origin and nature of the emergency
  - c) Identifies any danger and environmental impact
  - d) Implements corrective actions
  - e) Evaluates damages caused
  - f) Makes precise reports to corresponding agencies and organizations
  - g) Establishes the command center along with corresponding agencies

2. **Security Officer**
  - a) Establishes the security perimeter
  - b) Ensures that all personnel uses the required security equipment during the emergency
  - c) Has the authority to suspend all insecure or unsafe operations
  - d) Works together with operations personnel
  - e) Reports to the Incident Commander
  
3. **Information Officer (Communications Officer)**
  - a) Maintains the Incident Commander well informed on all important matters
  - b) Maintains the press informed
  - c) Maintains the general public informed
  - d) Controls the flow of information to the media
  - e) Establishes communication with hospitals that have received the injured
  - f) Reports to the Incident Commander
  - g) Requires all press to properly identify themselves with photo id including name and employer
  
4. **Liaison Officer**
  - a) Maintains contact with local, state and federal emergency response agencies
  - b) Maintains informed the Incident Commander regarding matters performed
  - c) Makes requests for necessary equipment/resources to the pertinent agencies
  - d) Reports to the Incident Commander
  
5. **Property Officer**
  - a) Obtains information regarding the emergency
  - b) Notifies internal components regarding security plan
  - c) Controls entry and exit to the area(s) of the incident
  - d) Maintains all communications free of interference
  - e) Reports to the Incident Commander
  
6. **On-site Commander**
  - a) Controls the development of the emergency response
  - b) Maintains the flow of information of the various sections
  - c) Is able to take decisions according to on-site situations encountered
  - d) Will manage resources efficiently
  - e) Will request the presence of the Liaison Officer
  
7. **Operations Officer**
  - a) Will comply and achieve the objectives defined by the On-site Commander or the Incident Commander
  - b) Directs all tactical operations
  - c) Participates in the planning process
  - d) Modifies action plan, to comply with objectives



- e) Maintains discipline and accountability of resources
- f) Reports to the On-site Commander or the Incident Commander
- g) Reports on the injured or damages to the On-site Commander or the Incident Commander

8. **Logistics Officer**

- a) Provides personnel, equipment and services during the emergency
- b) Provides communications systems, meals and medical care to response personnel
- c) Provides adequate installations, supplies and services to the team
- d) Provides human resources, technical services and specialized services to operations personnel
- e) Provides support to the Operations Officer
- f) Reports to the On-site Officer or the Incident Commander

9. **Planning Officer**

- a) Maintains precise status on existing resources
- b) Obtains and analyzes situation data
- c) Evaluates impact to the community, environment and property
- d) Provides written information to the Incident Commander regarding possible future situations
- e) Prepares alternate strategies
- f) Directs planning meetings
- g) Compiles approved action plans
- h) Reports to the On-site Commander or the Incident Commander

10. **Financial Officer**

- a) Authorizes disbursements according to established policies
- b) Coordinates damage reports to submit to pertinent agencies as well as to the Institution
- c) Contracts necessary services during the emergency
- d) Makes due agreements with other agencies and industries for necessary emergency equipment supplies
- e) Responsible for overtime payments, petty cash and purchase of emergency equipment
- f) Will contract the following services considering the financial situation of the Universidad Central del Caribe: cash advances, salary continuation, crisis assessments, references to state or federal assistance agencies
- g) Reports to the On-site Commander or the Incident Commander

## EVACUATION PLAN

The institution's installations or structures will be classified by zones for identification purposes, as well as also functioning as meeting points for evacuated personnel.

**ZONE A:** Health House Center Building

**ZONE C:** Main Building

**ZONE F:** CUMIC and Operations Trailers and SRNP

For evacuation purposes, personnel will be directed in the following manner, taking into consideration their work location:

**MEETING POINT A – CAOBO:** In front of the Health House Center Building

**MEETING POINT C – CEIBA:** Next to Parking lot C-1

**MEETING POINT F – GREEN AREA:** Green area (gardens) in front of the CUMIC

## POINTS TO CONSIDER DURING AN EVACUATION

As soon as the warning is given (code red and/or the alarm) requiring the evacuation of all personnel from the institution's grounds or structures, the following will be observed:

1. Please remain calm and immediately be aware of your surroundings
2. Evacuate the building(s) using the nearest emergency exit
3. Identify personnel if the Buddy System needs to be implemented: it is of utmost importance that situations that require necessary personnel to give warning and assistance to those that may require it are available and have the proper training to do so. It is suggested there be one main volunteer and an alternate one, in case the former is not located nearby
4. Do not use elevators, only the emergency stairways located on the exterior sides of buildings
5. Always walk on the right side of the paths
6. Do not run or push. Walk quickly orderly
7. Provide assistance to personnel with physical impairments who may be in need
8. Direct yourself toward the agreed upon meeting points until all evacuated personnel has been accounted for
9. Cooperate with the identification and accounting of all personnel present as well as those missing, once evacuation has been made
10. Do not block roads or circulation areas. These must be accessible to official emergency vehicles.
11. Await official communication before returning to your work area if this were the case
12. No vehicle shall be removed from its parking location without official security personnel authorization

**MEETING POINTS WILL BE IDENTIFIED IN THE FOLLOWING MANNER:**

<b>EVACUATED AREA</b>	<b>CORRESPONDING EXIT</b>	<b>MEETING POINT</b>
<b>1<sup>ST</sup> FLOOR MAIN BUILDING</b> Academic Resources Center, Sonography, Lobby, Bioethics, Institutional Development, Reception, 101, bathrooms	<b>UMBRELLAS</b>	<b>POINT C</b>
<b>1<sup>ST</sup> FLOOR</b> Histology, Physiology, Imaging Program, Snack Bar	<b>UMBRELLAS</b>	<b>POINT C</b>
<b>1<sup>ST</sup> FLOOR</b> Anatomy, Family Medicine, Histology	<b>LOADING ZONE</b>	<b>POINT F</b>
<b>2<sup>ND</sup> FLOOR</b> President's Office, RCMI Lobby, bathrooms	<b>UMBRELLAS</b>	<b>POINT C</b>
<b>2<sup>ND</sup> FLOOR</b> 201, 202, 204, Biochemistry, Laboratories of Drs. Eterovic and Rodriguez, CIA	<b>UMBRELLAS/STAIRWAYS</b>	<b>POINT C</b>
<b>2nd Floor</b> Microbiology, Pharmacology, 203, CIA, Lab Dr. Ferchmin and Tech Room	<b>LOADING ZONE</b>	<b>POINT F</b>
<b>Basement</b> Office Dr. Eaton, Supervisor, Protein Nucleic Acid Core Facility	<b>UMBRELLAS</b>	<b>POINT C</b>

<p style="text-align: center;"><b>Basement</b> Tools workshop, BTF, Radioisotopes, Animal Room</p>	<p style="text-align: center;"><b>LOADING ZONE</b></p>	<p style="text-align: center;"><b>POINT F</b></p>
<p style="text-align: center;"><b>CUMIC</b> All Trailers: Operations, SRNP, Deck, Research Offices</p>	<p style="text-align: center;"><b>GREEN AREA</b></p>	<p style="text-align: center;"><b>POINT F</b></p>

*\*Meeting Point Legend:*

POINT A	Mahogany (Caoba) tree in front of the Health House Center
POINT C	Kapoc (Ceiba) tree next to parking lot C-1
POINT F	Green area (gardens) in front of CUMIC

## **FIRE PREVENTION AND CONTROL PLAN**

## COMMUNICATION SYSTEM

### A. **Communication amongst the Committee**

1. Telephones
2. Portable radios/walkie-talkies
3. Special messengers

### B. **Fire alarm**

1. Smoke or heat detectors
2. Manual alarm
3. Alarm with loudspeaker capability

### C. **Alarm System**

#### 1. **Authorized Personnel**

All personnel in charge of the telephone switchboard (Reception) and security personnel shall be informed and aware of the meaning of any alarms

#### 2. **False Alarms**

- a) A light will turn on in the alarm control panel which will indicate "monitor"
- b) Authorized personnel will be able to recognize this indication and turn it off
- c) This person must contact the designated employee to determine the source of the false alarm

Note: The alarm should not sound for more than 30 seconds

#### 3. **True Alarm**

- a) A light will turn on in the alarm control panel which will indicate "fire"
- b) The alarm will remain active at all moments
- c) The person in charge will immediately notify the Emergency Center at 9-1-1 and evacuate the area

## **RECOVERY ACTIVITIES**

- A. Once danger is over and as soon as conditions allow, the Committee will carry out a preliminary and rapid reconnaissance.
- B. Personnel of the Medical Emergency and First Aid Committee will attend to any persons in need of their services.
- C. The Emergency and Evacuation Committee will meet at once and prepare a report of damages suffered and a plan on how to proceed.
- D. Recovery and rehabilitation will be carried out at once as soon as conditions allow.

### **THE ABOVE WILL BE APPLIED DURING AND OUTSIDE OF REGULAR WORK HOURS**

The reception area will maintain the appropriate and accessible equipment necessary to give proper warning and sound the alarm to begin evacuation, if so required, in those areas where an alarm may not be audible, for example, the offices at the Health House Center. This alarm may be a manual loudspeaker (megaphone) with integrated alarm and the proper warning shall be CODE RED.

### **PERSONNEL LOCATED IN STRUCTURES OUTSIDE OF THE BASIC SCIENCES BUILDING (Main Building)**

All employees, students and general personnel that find themselves anywhere outside of the Main Building, for example, the Health House Center, Administration, Deanships, Hospital and other areas outside of the institutional grounds, **shall follow the existing evacuation policies of the place/agency where they are currently located.**



## GENERAL CRITERIA

1. Evacuation drills require evacuation of all persons in the building.
2. All laboratories will have “No Smoking” signs.
3. Exit signs will be illuminated and lit up at all times while the building is occupied. This lighting system will have an alternate source of power other than electricity.
4. Fire extinguishers will remain in their assigned space and will be visible and accessible at all times. Preferably, they should be placed in the corridors leading to the emergency exits and/or near to the actual exits.
5. No matches, candles, flames or any other ignition source should be used to locate gas leaks.
6. Copies of the emergency plan and exit location maps shall be placed in locations approved by the P.R. Fire Department.
7. Compressed gas cylinders that are stored within the building shall be placed far from highly inflammable materials and in locations that are not subject to excessively high temperatures, mechanical faults or handling. These should be stored in a vertical position.
8. Compressed gas cylinders must be properly closed with a protective top cover when not in use, whether they are full or empty.
9. Electric outlets must not be overcharged by the installation or connection of equipment or appliances in an outlet not approved for that use.
10. Any person who destroys, impairs, alters, disappears or damages any equipment or security, protection, or fire extinguishing apparatus shall be deemed in violation of the law.
11. Person(s) who obstruct the operation of the P.R. Fire Department in relation to a fire or any other emergency, or who disobey the legal command of the Chief or Officer in charge or any Police Officer assisting the Fire Department, shall be charged with a misdemeanor.

## Fire Plan

### A. Fire Prevention Program

1. Emergency exits, hallways and vestibules shall remain free of any obstruction at all times. Stairway emergency exits normally shall remain closed.
2. Location site plans shall be placed in every floor in front of elevators, lobbies or general public areas indicating where the person is located and the nearest emergency exit. The map's legend shall indicate the location of the fire extinguishers.

The location site plan of one area cannot be used in a different area.

3. Proper signage must read: **“DO NOT USE ELEVATORS IN CASE OF EMERGENCY – USE STAIRS”**.
  - a) Reasons for not using the elevator:
    1. Power may go out and the system may not be connected to the emergency generator.
    2. The elevator's power system may be affected by high temperatures and may stop at a location on fire, etc.
    3. The elevator cabin is not hermetically sealed, so that if a person is trapped inside smoke may begin to enter the cabin during a fire.
4. Fire control equipment
  - a) Fire extinguishers must be inspected once a year. During the visual inspection, the following must be determined:
    1. The pressure gauge must be read or the extinguisher's weight if CO2 must be indicated.
    2. The extinguisher's hose must not be blocked or obstructed, broken, etc.
    3. The extinguishers must be easily accessible and not obstructed by any merchandise or furniture, etc.

4. The inspection card must note the name of the inspector and the date of inspection.
  5. Extinguishers must be repaired or refilled whenever necessary.
  6. Inspection work is done by a specialized company under contract by the institution.
5. Fire hoses (maintenance)
- a) Main water valve must be lubricated periodically
    1. If not, rust, mold, etc. will impede its function
  - b) Change the hose's roll at least once a year.
  - c) It is not to be used for any function other than fire extinguishing
6. General Recommendations
- a) All files, desks, vaults, etc., should regularly be left closed, so that during a fire documents may be saved.
  - b) Upon exiting, close doors and windows without locking. This may prevent a fire from spreading.
  - c) Disconnect electrical equipment when not in use.

## **EARTHQUAKE PLAN**

## Earthquake plan

Of all disasters, earthquakes are the most feared. A catastrophe of this nature, in addition to causing destruction, can provoke fires, inflammable and poisonous gas leaks, etc., surging river waters and oceans with ensuing floods and tsunamis and electrocution due to fallen power lines.

### I. **What to look out for?**

During a strong earthquake you will feel severe ground movement that could last a minute or more after commencement of the seismic event. You will hear a deafening roar compounded by the sound of falling objects and activated alarms. It might be difficult to remain standing, since you will feel as if a rug had been pulled from under your feet.

### II. **Emergency Plan:**

a- Remain calm

b- Do not run

c- If you are inside a structure, protect yourself from falling objects, finding shelter and protection underneath tables, desks, columns, door frames, etc.

d- Protect your head

e- Do not try to escape from the building, since you might become trapped in stairways, elevators, etc.

f- Stay away from glass windows

g- Do not be surprised if alarms and sprinklers are activated

h- Wait until all earthquake movement has stopped. If you are trapped, call or make noise in order to alert someone and be able to receive assistance. If you are not trapped, try to calm others down and take a few moments to think about your next steps. Be prepared for aftershocks that may occur after major earthquakes.

i- Do not light matches, cigarettes, candles or any artifact that might create flames, since there might be gas leaks.

j- Once the seismic event has concluded, do a fast inspection to determine whether there are fires, gas leaks, injured or trapped people. Establish priorities according to the circumstances. If fires or gas leaks are happening,

- try to get these under control. If this is not possible, help the injured to leave and exit the building as quickly as possible.
- k- Evacuate the building following the evacuation plan, except that you will try to get as far away as possible from any buildings or structures, trees, power lines, etc., seeking shelter in open field. The best defense against these disasters is to lie face down on the ground.
  - l- No one should return to search for persons or articles inside the building
  - m- If you are driving, park your car on the side of the road away from power lines and poles, bridges, cliffs, or any structures. Remain in your automobile until the earthquake has stopped.
  - n- If you are in a wheelchair, move to a secure location, put the brake on, and protect your head.
  - o- If you are outside (the building), get away from the structure and seek open space.
  - p- The Medical Emergency and Public Security Committee will assist those who are in need of their services.
  - q- Follow instructions given by Government public officials and members of the Emergency and Evacuation Committee.

### **III. Criteria to be considered for reducing damages in case of earthquake**

- a- Attach armoires and shelves to the wall.
- b- Place lighter objects on the top shelves.
- c- Inflammable materials should be in their respective security cabinets, except for materials in use.
- d- Unused compressed gas cylinders shall remain always with closed valves and preferably with their protective cover tops attached.

## **STORM WARNING – HURRICANES**

## I. **What is a hurricane?**

A hurricane is a type of tropical cyclone: it is a generic term used for a spiral wind system that moves along the surface of the earth. It has a closed wind circulation rotating around an internal center. In the northern hemisphere the winds rotate counterclockwise. Hurricanes are a natural process that transports excess heat from tropical areas to more temperate regions.

Each year from the 1<sup>st</sup> of June until the 30<sup>th</sup> of November, which is the Atlantic, Gulf of Mexico, and Caribbean hurricane season, tropical cyclones produce disasters in islands and/or coastal areas. In the Caribbean, thousands of deaths and millions of dollars in damages to public and private property have occurred due to these atmospheric events. However, most windstorm activity and the greatest danger for the island of Puerto Rico have been during the months of August, September and October. 65% of all hurricanes that form in the Atlantic occur in August and September.

## II. **Cyclone classification according to the intensity of sustained winds**

### A. **Tropical Depression**

This is an organized cloud system of defined wind circulation with maximum sustained winds less than 30 mph. This is considered a tropical cyclone in its formative stage.

### B. **Tropical Storm**

An organized cloud system of defined wind circulation with maximum sustained winds between 39 and 73 mph.

### C. **Hurricane**

Tropical cyclone with maximum sustained winds over 74 mph, with a well-defined center and very low barometric pressure. Winds over 155 mph have been recorded in the more intense hurricanes.

## III. **Hurricane Structure**

### A. **Rain bands**

Around a tropical cyclone, narrow bands of rain form that extend from the center of the storm's circulation. Rain bands are associated with strong rainfall and potent winds, on either side of the storm.



**B. Hurricane**

It is a generic term used for a spiral wind system that moves along the surface of the earth. It has a closed wind circulation rotating around an internal center. In the northern hemisphere the winds rotate counterclockwise.

**C. Eyewall**

The eye of the storm is surrounded by an area known as the eyewall, where the strongest winds and rain are located. It is a wall of clouds that surrounds the clear tube or eye of the hurricane and it is here where the potential for greatest devastation can occur. Spiral cloud bands surround the center and powerful winds and rainfall can precede their arrival.

**D. Eye**

The center of the cyclone is known as the eye of the hurricane. Within the eye, very few clouds, slight winds and relatively normal atmospheric pressure is found.

**IV. Hurricane Categories****A. Category 1**

Maximum winds of 74 to 95 mph, sustained for at least 1 minute. May cause minor damages: fallen trees, flying signs, and demolished weak structures or poor construction. A Category 1 hurricane may develop into a higher category storm quite rapidly.

**B. Category 2**

Maximum sustained winds of 96 to 110 mph. Will cause damages to roofs, doors, windows, mobile homes, piers and marinas.

**C. Category 3**

Maximum sustained winds of 111 to 130 mph. Evacuations of coastal residents is strongly advised. Flooding can easily occur.

**D. Category 4**

Maximum sustained winds of 131 to 155 mph. The most dangerous storm, one that can cause major damages to agriculture and coastal erosion.

E. **Category 5**

Maximum sustained winds over 155 mph and/or storm surges over 18 feet above sea level. Catastrophic and devastating in scope, it can cause total destruction of many structures.

V. **Bulletin/Advisory Terms**

A. **Tropical Cyclone Warning**

Warnings are numbered and are issued every six hours or more frequently if conditions warrant it.

B. **Tropical Storm Watch**

When hurricane or tropical storm landfall is expected within the next 24 to 36 hours.

C. **Tropical Storm Warning**

When tropical storm conditions are expected within the next 24 hours

D. **Hurricane Warning**

Hurricane conditions are expected within the next 24 hours. Proper precaution must be taken immediately following the hurricane warning.

VI. **Hurricane Season Plan (June 1<sup>st</sup> – November 30<sup>th</sup>)**

A. Each department must identify areas or structures most at risk of floods, and doors, glass walls that are exposed to windstorm and heavy rainfall effects.

B. Areas at risk must keep their files and documents in waterproof locations. Boxes on floors must be raised and placed on top of tables, desks or chairs to avoid water damage from rain or flood or surging water levels.

C. All areas that have equipment such as computers, typewriters, lab equipment, etc. and that may be at risk of water filtration should cover these in plastic sheets supplied by the institution.

D. The emergency generator has a 36 hour capacity. Equipment that is connected to the generator must be indispensable, since the magnitude of the event is unknown beforehand.

- E. Each department will have an emergency plan that corresponds to its activity, for example, laboratory, Animal Resource Center, CUMIC, etc.
- F. The Administration Office will create work groups as follows:
  - 1. All official vehicles must be inspected beforehand, and it must be ensured they have gasoline, oil and are in working order. In addition, these are to be parked in the interior pathway between the Health House Center and the Main Building.
  - 2. All debris or refuse must be picked up and removed and any objects in patios, terraces or balconies must be removed.
  - 3. Drainage system must be cleared.
  - 4. Seal any holes or damages in exterior walls.
  - 5. Verify proper working order of doors and windows.
  - 6. Any structure and/or equipment that require particular security, such as trailers, antennas, shall be attached to the ground.
  - 7. Inspect the emergency generator, verify fuel level and fill up with fuel if necessary.
  - 8. Organize work groups so that if a hurricane makes landfall, the different groups can assist in repairs, the maintenance of different areas, assist other departments, etc.
  - 9. Coordinate with the different government agencies regarding the supply of potable water, among other activities. The departments that will have the reatest priority will be: Animal Resource Center, Anatomy Laboratory, Microbiology, and Financial Resources Department.
  - 10. All gas valves must be shut down and closed before leaving your area.

## VII. **Important Criteria to Consider**

### ***Before***

- A. When a Tropical Storm or Hurricane Watch has been issued by the National Meteorological Service (NMS), the Universidad Central del Caribe will maintain all its academic and administrative functions, and commence the necessary preparation for a possible emergency.

B. When a Tropical Storm or Hurricane Warning has been issued by the NMS, the procedure is as follows:

- Directors, supervisors and essential personnel will take all necessary measures to safeguard equipment and the physical plant. Employees of each area will be responsible for covering in plastic and/or other proper protection for its lab equipment, offices and/or departments. All security committees will be activated in order to put in place the institutional contingency plan.
- Essential personnel will be in constant communication with their direct supervisor during the entire preparation process.
- Once the storm warning has been issued, all employees must wait instructions from the Office of the President or authorized representative, meaning the Dean of Administration or the Director of Human Resources. This means that academic activities are not automatically suspended.
- If the warning is issued at night or on the weekend, the University will notify the suspension of institutional activities through its telephone switchboard or by notifying the following media outlets: WKAQ (580 AM), WAPA Radio (680 AM), Noti Uno (630 AM), Super Cadena (1320 AM), Telemundo (TV Channel 2), Televisión (TV Channel 4), TUTV (TV Channel 6), and Univision (TV Channel 11).
- No essential employee can leave the Institution without the express authorization of his/her supervisor.
- The Dean of Medicine will decide when to suspend academic activities in the School of Medicine. He/She will be responsible to create and activate a chain of command regarding this decision. The Office of Human Resources and the Emergency and Evacuation Committee must have been informed in writing regarding this chain of command.
- The Dean of Academic Affairs will decide when to discontinue academic activities in the Medical Images Technology Program, the Graduate Program and the Substance Abuse Counseling Program. He/She will be responsible to create and activate a chain of command regarding this decision. The Office of Human Resources and the Emergency and Evacuation Committee must have been informed in writing regarding this chain of command.

- The Dean of Students will establish and activate a chain of command to maintain the student body informed of all events and procedures. Students must keep a close watch on any information issued by the institution through the media outlets listed above.

Chains of command must be reviewed every year.

### ***During***

- C. As is customary, all academic and administrative activities will be suspended as the storm makes its way through land and sea.

### ***After***

- D. All directors, administrators, faculty and essential personnel will be responsible for returning to their positions to reestablish institutional services.
- E. The resumption of academic activities will be determined by the President of the Institution and corresponding Deans.
- F. Through the various media outlets previously listed, information will be issued regarding the UCC situation, in addition to the chain of communication being implemented through the deans, directors, supervisors, employees and students.
- G. Each director, supervisor, or area chief will report on damages sustained to equipment or structures to the President of the Institution, as soon as possible.

## **Plan for Bomb Threats or Other Threats**

## Emergency Plan for Bomb Threats and Discovery of Bomb

The objective of the plan is to inform and prepare the personnel on the procedure to follow in the event of a bomb threat or alarm.

The plan is as follows:

### **PHASE I: What to do when a telephone call is received**

- A. You may be notified of the placement of an explosive device. This notification may be received in writing or a direct telephone call. It is highly important that all personnel know exactly what to do in this situation. Obtaining the greatest amount and most precise information will be of great assistance when submitting a report to the police and will help in the search for the explosive device as well as in finding the perpetrators. When a call is received, one should proceed as follows:
  1. Copy the text of the threat exactly.
  2. Hour and telephone number through which the call is received.
  3. Personal details of the caller:
    - a- gender
    - b- age
    - c- tone of voice (hoarse, distorted, etc.)
    - d- accent (nationality)
    - e- mood (crying, happy, stutter, etc.)
    - f- background noise
    - g- indicate suspects, if the voice is familiar
  4. Prolong the conversation as much as possible
  5. Try to distinguish background noises, such as: music, voices, airplanes, bells, street noise, etc.
  6. Ask where the bomb is located and the time of detonation/explosion
  7. Pay attention as to whether the caller seems to know the University, though his/her description of the place.
- B. It is important that these calls be taken seriously as true emergencies and respond accordingly.
- C. Notify the Incident Commander (President of the Emergency and Evacuation Committee) or the Office of the President of the University at once.
- D. During non-working hours, notify the security guard at once by dialing the switchboard, extension O.

## **PHASE II: Police Notification**

- A. The Incident Commander will carry out the following instructions:
  - 1. When a bomb threat is received, the Incident Commander will at once notify the Police Department in order for them to arrive to the Institution as soon as possible. The police will determine the veracity of the threat. Do not notify the Police Explosives Division.
  - 2. The Incident Commander will notify the rest of the Emergency and Evacuation Committee members in order to prepare for the arrival of the Police.

## **Phase III: Search Procedure**

- A. The Communications Officer will notify all components of the search team, in order to participate and commence the search.
  - 1. Where to search
    - a- location where the device was placed, according to the threat
    - b- Areas of easy public access (around the exterior perimeter fence, main entrance, visitor areas, bathrooms, hallways, etc.)
    - c- Areas susceptible to vandalism (power substations, generators, air conditioners, web office, etc.)
    - d- Controlled access areas (top executive offices such as the Office of the President, deans and vaults)
- B. Search Team
  - 1. The search team will be comprised of the Security Officer, the Operations Officer and the Logistics Officer.
  - 2. The search team will be comprised of at least two people and no more than three.
  - 3. Search procedures will be carried out in an organized manner:
    - a- search teams will be limited to two officials per area



- b- search teams must be supervised to ensure that the search is complete and to prevent duplicate efforts by multiple teams

C. Precautions

The safeguarding of human lives is the primordial concern, including your own life. All areas must be searched and whatever is found that is deemed to be irregular or out of place must be treated as suspicious.

D. Actions to be taken when suspicious artifacts are found:

1. DO NOT TOUCH NOR MOVE THE OBJECTS. (Much care must be taken so that the objects are not moved or handled in any manner). Only a visual inspection is to be made.
2. Evacuation of all people when so ordered, to a location as far away from the danger zone as possible.
3. The Police will be notified regarding the description and location of the artifact. The Police in turn will notify the pertinent authorities (Explosives Division)
4. Security perimeter will be maintained, not allowing any unauthorized person(s) access to the area.
5. Once the artifact is found, the immediate environment shall not be disturbed: do not turn on lights if these were off and vice-versa, do not use any radio/cellular transmission devices.
6. Power will not be turned off.
7. A flashlight may be used, **directed only at the floor or the ceiling.**
8. Only outside of the security perimeter and the danger zone can windows and doors be opened, in order to reduce damage in the event of an explosion.
9. Necessary preparation will be made to control fire in the event of an explosion (hoses and other fire control equipment will be placed and waiting in position).

10. Custody and access control will be maintained throughout the area where the artifact was discovered until the time technicians and research personnel arrive at the scene.

#### **PHASE IV: Fire and Police Departments**

- A. As soon as the above arrive at the scene, the Fire Chief and/or Police Chief will evaluate the situation and corresponding facts to determine the magnitude of the emergency.
- B. The person who received the threat/call will be available to be interviewed by the Fire Department, the Police and their investigators concerning all available information regarding the person who made the call/threat, if this person is found.
- C. If the location of the bomb is known, this area will at once become the focus of the Police investigation.
- D. The President of the Emergency and Evacuation Committee will immediately require support of its essential personnel. Local authorities may not know the floorplans of the institution as well as the institution's personnel.
- E. Elevators must be available to the authorities.

#### **PHASE V: Building Evacuation**

- A. During a bomb threat or the actual finding of an explosive device, the alarm must not be activated. Communication will be done via Committee members and support personnel.
- B. Building evacuation will not be done until the device has been found and verified by the Police.
- C. If the decision to evacuate is made, those persons closest to the location of the suspicious artifact will be evacuated first. The Evacuation Plan will be used unless the location of the device forces an alternate means of evacuation.
- D. The receipt of a bomb threat must not be divulged to students, visitors, patients, or employees. If the information is somehow released and inquiries from the university community arise, they will be informed that everything is under control and under the supervision of the Police and the Emergency and Evacuation Committee.

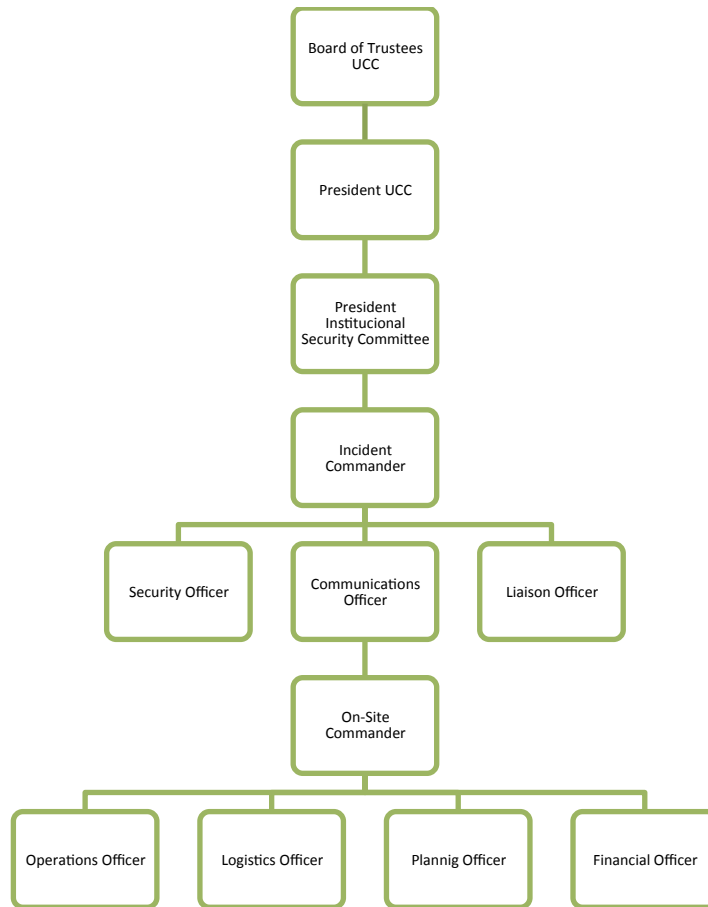
- E. Until the evacuation order is given, the Committee components and the search team will remain in place in their command positions where they will be able to give and receive instructions and orders.

## **PHASE VI: Recovery Activities**

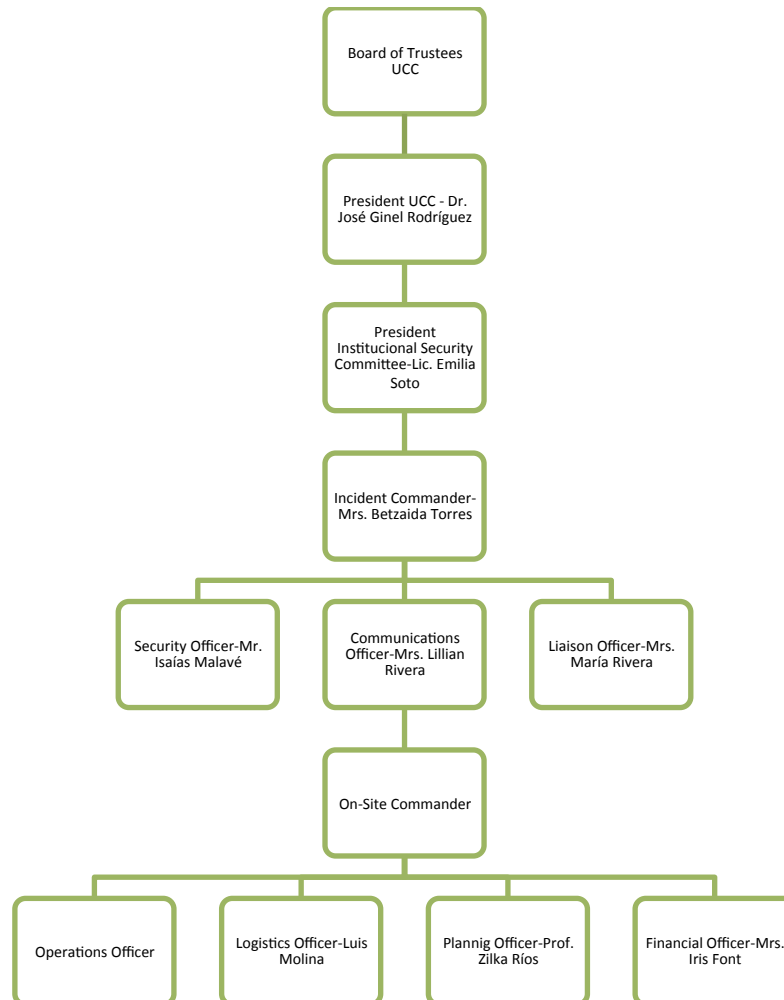
- A. The order that everything is under control will take place after a reasonable period of time has transpired after the search of the entire institution has concluded without the discovery of any device, or after the device has been removed by explosive technicians.
- B. If personnel have been evacuated, the Committee will wait for the Police and/or Fire Chief to give the authorization to return.
- C. The Medical Emergency and First Aid Committee will give assistance to any one in need of their services.
- D. The Emergency and Evacuation Committee will meet immediately and render a report on damages to the President of the Institution.

## **ORGANIZATION CHARTS**

# INCIDENT COMMAND STRUCTURE



## INCIDENT COMMAND STRUCTURE 2005



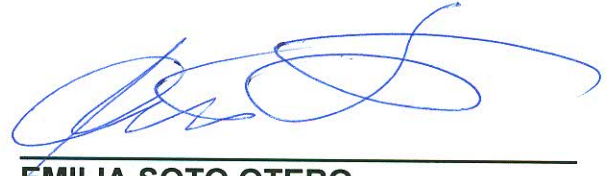
## REFERENCES

- A. FIRE PREVENTION CODE, PUERTO RICO FIRE DEPARTMENT
- B. STATE AGENCY FOR EMERGENCY MANAGEMENT AND DISASTER ADMINISTRATION
- C. PUERTO RICO POLICE DEPARTMENT, EXPLOSIVES DIVISION

**APPROVAL OF THE MANUAL OF EMERGENCY AND EVACUATION  
PROCEDURES OF THE UNIVERSIDAD CENTRAL DEL CARIBE**



**BETZAIDA TORRES**  
PRESIDENT  
EMERGENCY AND EVACUATION COMMITTEE



**EMILIA SOTO OTERO**  
PRESIDENT  
INSTITUTIONAL SECURITY COMMITTEE



**JOSE GINEL RODRIGUEZ, MD, FAAP**  
PRESIDENT  
UNIVERSIDAD CENTRAL DEL CARIBE

**March 16, 2010**  
DATE