



- a. During an earthquake, all staff and students should:
 - 1. Keep calm and try to keep those around you calm.
 - 2. Protect yourself by going to safer places (under desks, near structural columns, etc. You should lay in the fetal position and wrap your hands over your head.
 - 3. Stay away from objects that may fall, break or slide.
 - 4. Please remain in a safe place and do not run out of the facilities until you are instructed to evacuate
- b. Once the earthquake has passed, proceed with the instructions in Section 2: Emergency Evacuation Plan.
- c. If you are in an open space at the time of the earthquake, stay away from walls, light poles or other structures that may collapse.
- d. All staff, guests, and students should be aware that earthquakes are followed by smaller aftershocks, that while weaker, may produce additional damage.
- e. Academic activities will continue as scheduled unless security staff prohibits it or the earthquake causes structural damage.



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Thinking of ***Your safety.***

Preparedness Manual

What to do in case of emergencies?

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What to do in Case of Emergency

General Guidelines

- a.** Whoever identifies an emergency that requires evacuation must alert the authorities (Monitoring and Safety Department) and activate the alarm system.
- b.** When the Monitoring Department receives notification of an emergency, it is in charge of calling the appropriate emergency responder (fire department, ambulance, etc.).
- c.** Faculty members in the vicinity of the emergency must initiate evaluation and must have the list of students in their at the time of evacuation so that upon reaching the meeting point, the institution can ensure all students have left University buildings or other dangerous areas.
- d.** Brigadiers must ensure that all students, employees, and guests evacuate the premises and they must assist those who are having difficulties evacuating due disabilities. Brigadiers must at all times follow the instructions of Brigade Coordinators or other emergency plan authorities.
- e.** All employees regardless of membership on a brigade, must assist guests and escort them to the meeting point indicated in the evacuation plan.

Fire



Faculty and Student To Do List:

- a.** Know where evacuation maps and routes are located.
- b.** Keep calm: do not scream, run or push so as not to cause panic.
- c.** Follow the evacuation guidelines set forth under section 1: Emergency Evacuation Plan.
- d.** In instances where there is smoke, you are advised to get as close as you can to the floor and move by crawling. If possible, cover your mouth and nose with a wet cloth and follow the floor signals.
- e.** If your clothes catch on fire, do not run: Stop, drop, and droll. If possible, cover yourself with a cloth so as to put out the fire.

- f.** Please follow the instructions of the designated security staff.
- g.** Please assist women who are pregnant, people with disabilities, and others who appear in need of additional assistance.
- h.** Ensure that you are following the designated evacuation route by following the green arrows.

Injuries



- a.** All cases involving injuries to staff, students, and guests such as convulsions, loss of consciousness, apparent fracture or other injuries affecting motor functioning should be reported to the Information Center or security personnel.

Note: Milder injuries should be referred to on campus medical services where a determination of need for referral will be made, as well as dispositions for transportation services that may be needed.

- b.** Once the Department of Monitoring and Safety is informed of the injury and where it occurred, ambulance services will be obtained by the University. On campus health services will also be notified.

Hurricane or Flooding



When there is a hurricane or tropical storm warning, the Emergency Director will meet with the Emergency Committee in order to create a contingency plan. This committee will evaluate the location and category of the storm as well as the expected date for the meteorological event. This committee will remain in session until the meteorological event passes.

- a.** Emergency bulletins will be sent to University staff in order to maintain them aware of any developments or decisions regarding closings or other actions.
- b.** The Committee and Emergency Director may make any of the following decisions:
 - 1. Suspension of classes.
 - 2. Send emergency bulletins.
 - 3. Close university facilities.
 - 4. Additional procedures that may need to be put in place.