

GENERAL CONSIDERATIONS.

According to good practice standards of the education industry and sector, the elements of preparation and control for the adequate handling of emergency situations, considered in the elaboration of this manual are:

1. Emergency handling committee.
2. Brigades in the event of emergencies.
3. Support institutions.
4. Equipment or tools/devices for emergency care.
5. Evacuation routes.
6. Drill Exercises.
7. Trainings.

The provisions contained in this manual shall be complemented through performance of the following actions:

1. Carry out partial and periodic evaluation exercises during teaching periods of the institution. Everyone shall participate in the emergency drills carried out.
2. Selected staff members of UNIBE shall carry out periodic inspections to ensure the availability of stairs, hallways and doors in the event of an evacuation situation, as well as alarms and fire extinguishing equipment existing, and ensure that all work properly.
3. Make sure that everyone is familiar with the alarms sound in the event of an emergency, making them work during the drill.
4. Each classroom or set of classrooms located in the same zone, shall have a plan identifying the routes to be taken in the event of evacuation.
5. Students or staff in general with special conditions must be assisted. Drills are a good opportunity to detect these cases.
6. Make sure that each and every person evacuates the building as soon as possible, taking into account that order is more important than speed in order to achieve a safe exercise.

NOTES OF INTERESTS

The contents of this manual do not cover all possible emergencies that may arise in the institution; therefore subsequent evaluations in this sense shall be performed in order to continue including sections which may help complementing it.

Likewise, it is required that at each test of the plans herein presented evaluations of the expected performance are made and relevant corrections are introduced in order to help in the continuous improvement of the emergency handling in UNIBE.

For the implementation of this manual: all the equipment indicated must be incorporated, brigade personnel shall be trained and disclosure to all personnel shall be made.

It shall be taken into account that each time that changes and amendments to the physical infrastructure of UNIBE are made, an exhaustive revision of the emergency plans and evacuation routes shall be made accordingly, in order to introduce the relevant amendments thereof, and that the current routes do not become obsolete and inoperative. In addition, the risks that these changes may create and/or the aggravation or reduction as the case may be, shall be also evaluated.

It is important to bear in mind the natural rotation of students, teachers and employees in UNIBE, in order to always being updated in the training and knowledge of emergency plans, as well as of the respective evacuation routes. In view of the above, we suggest a constant training in all emergency topics and an annual program of frequent drills.

EMERGENCY PREPAREDNESS MANUAL.

1. PURPOSE AND SCOPE.

This manual applies to the facilities of the Universidad Iberoamericana (UNIBE), campus Santo Domingo, and is intended to establish the guidelines to prevent and respond to natural emergency situations and those associated with the operations of the institution.

The above is intended to eliminate, control or minimize injuries to students, internal personnel and visitors, as well as assets of the institution and to allow the resumption of the operations as soon as possible.

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SECTION 1: MANAGEMENT IN THE EVENT OF EMERGENCIES.

1. DEFINITIONS.

1.1 Emergency: dangerous situation generated by internal or external factors which magnitude may affect persons, equipment, edifications and the environment, and if no action or effective response is taken could generate extensive losses.

1.2 Emergency Level 1: minor incident that is resolved with the internal resources of the institution and does not require the complete deployment of an emergency plan, nor external help. For instance: small fires, minor injuries, etc.

1.3 Emergency Level 2: state of emergency compromising the institution, affecting its operation, people's safety or its facilities in a critical manner; therefore the existing brigades and emergency plans are activated, eventually requiring external assistance. For instance: fire, serious injuries, hurricanes, etc.

1.4 Emergency Brigade: group of employees duly trained to face emergency situations.

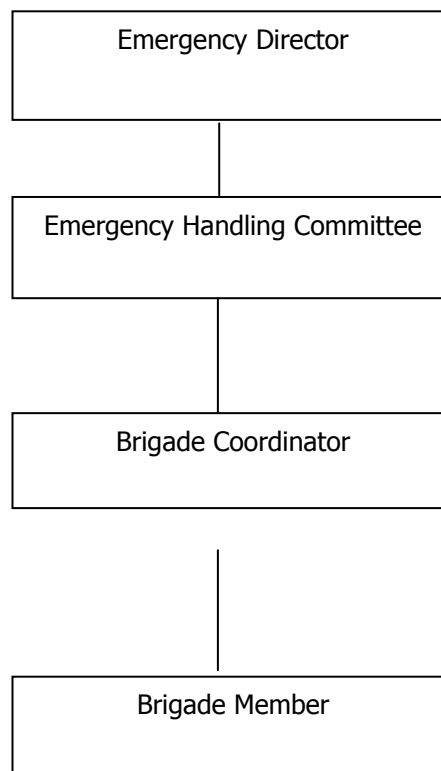
1.5 Brigade Coordinator: internal designated employee who is present when the emergency occurs and is in charge of coordinating response actions.

1.6 Brigade Member: all personnel working for UNIBE that has received basic training for emergency response, and who may be useful to adopt control actions in case of emergency situations.

1.7 External Support Authority: public or private organization providing support services in the event of emergency situations, when such cannot be controlled with own resources of the institution. For instance: Fire Department, Civil Defense, Red Cross, Ambulance Services, etc.

2. STRUCTURE FOR THE HANDLING OF EMERGENCIES.

2.1 Organization Chart for Handling Emergencies.



2.2 Responsibilities.

2.2.1 Emergency Director: This role falls upon UNIBE's Rector or to whom the latter appoints, and in such capacity shall perform the following functions:

- (1) Provide the regulations for emergency preparation in the institution.
- (2) Assign or validate the responsibility functions for emergency preparedness and care to members of the institution and provide his/her support.
- (3) Evaluate and approve resources for preparation in cases of emergency.
- (4) Encourage the involvement of interested third parties, as applicable.

2.2.2 Emergency Handling Committee: It shall be composed by internal personnel appointed by the Emergency Director and must have an adequate representation of the institution's operations.

It shall be composed by: the Administrative Vice-rector, the Academic Vice-rector, the Communications Director, the Science, Technology and Innovation Dean, the Chief of Physical Plant, the Chief of General Services, the Chief of Security.

This committee shall fulfill the following functions:

- (1) Evaluate possible emergency risks.
- (2) Implement preventive and preparation measures.
- (3) Develop or review a response, attention and recuperation plan in event of emergencies.
- (4) Appoint the Brigade Coordinators and Brigade members pursuant to applicable requirements.

2.2.3 Area Brigade Coordinator: Personnel of UNIBE appointed and trained to act in events of emergencies, managing all the human and material resources necessary to mitigate and/or reduce the consequences of the same, assuming control of the situation. Likewise, he/she must proactively participate in preventive activities in the event of potential emergencies.

2.2.4 General Brigade: Personnel of UNIBE appointed and trained to provide their assistance in the event of emergencies, so that the consequences of these cases are minimal.

3. PREVENTION AND PREPARATION ACTIONS.

These actions are oriented to prepare UNIBE's personnel to respond in the event of an emergency situation, reduction of its causes or mitigation of its consequences, considering the aspects prior to the occurrence thereof, as the case may be.

3.1 Equipment or Tools Required: Such equipment or devices shall depend on the type of emergency to be attended, as well as the evacuation actions.

3.2 Training: Each year the Emergency Handling Committee shall gather in order to determine the training required for persons with responsibilities within the prevention and handling of emergencies organization chart. This training may be for new personnel or brushing up former trainings.

3.3 Disclosure: The Emergency Handling Committee shall plan once a year the disclosure of the contents of this manual, through the existing internal media and such deemed necessary (bulletin boards, emails, meetings, etc.).

3.4 Revisions and Updating: The sections of this manual shall be reviewed, either in view of any of the following reasons: every two (2) years, in case of occurrence of an emergency or according to the results of the drills performed.

3.5 Drills: These shall be programmed on an annual basis, as applicable, for each and every emergency plan as described in this manual.

A viewing exercise shall be carried out which is a reading of a plan in particular to determine if the parties involved are familiar with the same. This will serve for the planning of a drill covering all such indicated plan.

3.6 Drill Report: to be prepared within the five (5) working days following each drill, indicating the actions taken and specifying if such actions were pursuant to the plan provided. It shall indicate the improvement aspects to be implemented.

4. RESPONSE ACTIONS IN THE EVENT OF EMERGENCIES.

4.1 In the event of occurrence of an emergency situation, the actions taken shall be pursuant to the provisions of the applicable emergency plan.

4.2 Communication in Cases of Emergencies.

4.2.1 Whenever an emergency situation is identified, such situation shall be communicated through the means available (alarms bells and/or raise the alarm), in order to initiate the emergency plan.

4.2.2 The person activating the emergency plan informs to UNIBE's Information Point or to the safety personnel, providing the following information: (either by telephone, radio communication or in person, as applicable)

- This is: *(name of person making the call)*,
- From extension or telephone number: *(from where the call is made)*,
- Reporting: *(type and magnitude of the emergency)*,
- Located at: *(exact place of the emergency)*,
- If there are persons injured, inform it also.

4.2.3 When information on the occurrence of an emergency is received at UNIBE's Information Point, said point must inform, according to the following order and necessity:

- To the relevant emergency services (fire department, ambulance, etc.)
- To the Brigade Coordinator.
- To the Emergency Handling Committee. Giving priority of the information to the Emergency Director.

4.2.4 External Communication: Shall be made according to the internal guidelines provided.

5. POST-EMERGENCY RECUPERATION.

5.1 Once the Brigade Coordinator declares that the emergency has been controlled, the latter along with the members of the Emergency Handling Committee or external personnel for attention to emergencies, shall make an assessment of the situation, in order to determine the actions that would allow reinstate regular operations.

5.2 This team of persons shall verify that no risk conditions exists in the affected area or in other areas.

5.3 Once the impacted area has been assessed, services and critical utilities (power, water, etc.) must be reestablished.

5.4 In such areas where damages occur, the Administrative Vice-Rectory shall be responsible for coordinating the claim process to the insurance company, coordinating with the latter the conditioning or not of the affected areas.

5.5 Once the institution's operations have been reinstated, a meeting with the members of the Emergency Handling Committee and the staff which was in charge of the control thereof shall be held in order to:

- (1) The preparation of a report describing the events and its causes.
- (2) Evaluate the response from the brigade, staff and external institutions as applicable, comparing this with the existing emergency plan.
- (3) Develop action plans intended to correct deviations arising during the handling of the emergency.

All of the above must be made in writing and be presented to the Emergency Director, no later than seven (7) working days after the occurrence of the emergency.

5.6 Alternative places other than UNIBE's facilities must be identified that may allow continuity of teaching, while the total or partial recuperation of the facilities is carried out. In view of the above, the following may be considered: use of existing training rooms in hotels, agreements with other educational institutions, among others.

6. EMERGENCY INSTITUTIONS' CONTACTS.

Institution	Telephone Number
Movimed (ambulance services)	809-532-0000
Promed (ambulance services)	809-412-5555
Fire Department	809-682-2000

Red Cross	809-725-0227
Civil Defense	809-472-0909
Police	809-682-2151 / 809-685-2020
Ministry of Public Health	809-541-3121
<i>Centro de Otorrinolaringología y Especialidades.</i>	809-682-0151
<i>Centro Médico del Caribe</i>	809-685-9403

SECTION 2: EVACUATION PLAN IN THE EVENT OF EMERGENCIES.

1. DEFINITIONS.

1.1 Evacuation: action intended to make people exit from a place, keeping them away of a danger situation, thus protecting their physical integrity.

1.2 Evacuation Route: path to be followed to evacuate a place in a safe manner.

1.3 Emergency Exit: way habilitated or alternatively identified in an area, to exit in the event of an emergency.

1.4 Alarm: audible signal send out in case of an emergency, either manually or automatically of the detection and alarm system. It could be a raise of alarm from one or several persons.

1.5 Meeting Point: place designated outside the emergency area, to gather and count the persons in the event of an emergency.

1.6 Counting of Persons: verification that all the persons present in the area upon the occurrence of the emergency are present at the meeting point.

2. TOOLS /EQUIPMENT REQUIRED.

Alarm System.

Emergency lights.

Evacuation plans.

Evacuation signaling.

Meeting points

3. RESPONSE ACTIONS.

3.1 A person identifying an emergency situation that deserves evacuation must raise alarm and/or activate the manual buttons of the alarm system, and communicate it to UNIBE's Information Point or to the safety staff.

3.2 When the information on the occurrence of an emergency is received from UNIBE's Information Point, the relevant emergency services shall be called (fire department, ambulance, etc.)

3.3 All teaching personnel of the area affected by the emergency shall initiate the evacuation process and carry along the attendance roll of the students, in order to, once at the Meeting Point, validate that all of them are present.

3.4 The brigade members shall ensure that an assessment of the students, employees and visitors in the affected area is performed, that persons with physical or psychological disabilities are being taken care of, as well as to follow the orders from the Brigade Coordinator and/or from the emergency authorities.

3.5 In the event of visitors, any employee, whether a brigade member or not, shall explain the situation and request them to be accompanied to the relevant Meeting Point pursuant to the indicated route.

3.6 Each and every employee shall:

- (1) Disconnect the electrical devices, if is able to do it.
- (2) Walk steadily, not running, through the provided evacuation route.
- (3) Close behind doors upon exiting, without locking them.
- (4) Avoid going back for any reason whatsoever.
- (5) Use the alternate exit, if the main way is blocked.
- (6) Not move the vehicles.
- (7) Head to the meeting point and remain there.

Note: Elevators shall not be used during an evacuation process. The routes and exits to be used to make a safe evacuation, must be duly signaled.

3.7 In case of absence of any person, it shall be informed to the Brigade Coordinator, who shall proceed to notify the other brigade members or the emergency authorities, as the case may be.

Note: In view of a situation that deserves the evacuation of the personnel and the students from the premises, either partially or totally, vehicle transit shall be controlled by the safety personnel. UNIBE's authorities shall make agreements with at least two nearby premises that may shelter its staff and students (parking lots of buildings or private institutions).

3.8 Return to regular operations shall be determined by the Emergency Handling Committee.

4. CONTROL POINTS.

4.1 Counting of personnel at the Meeting Point.

5. ATTACHMENTS.

N/A

SECTION 3: EMERGENCY PLAN IN CASE OF FIRE.

1. DEFINITIONS.

1.1 Fuel: any material or chemical substance that burns or initiates a fire relatively easily (gasoline, gasoil, fuel-oil, paper, wood, etc.).

1.2 Fire: uncontrolled fire that may arise in a sudden, gradual or instant manner, following material damages that may interrupt an ordinary activity.

2. TOOLS /EQUIPMENT REQUIRED.

Portable fire extinguishers.

Anti-fire hoses.

Automatic sprinklers systems.

Extinguishing Systems with clean agent.

Alarm and Detection System.

Fire Pumps.

3. STEPS TO BE FOLLOWED.

3.1 PREVENTION ACTIONS.

3.1.1 The Emergency Handling Committee shall appoint the department responsible for:

3.1.1.1 Ensuring the adequate maintenance and inspection of all the existing fire protection system at the premises (alarm and detection systems, fire extinguishers, water suppression systems, FM 200, etc.), according to recognized legislation or standards.

3.1.1.2 Coordinating the training to personnel in the emergency brigades or other relevant staff, in the basic operation of the different fire prevention systems.

3.1.1.3 Organizing systematic visits of representatives of the Fire Department (*Cuerpo de Bomberos*) to the premises, to participate in the drills or trainings with the brigade personnel, and in order that the latter are acquainted with the existing fire risks and the existing preparation at UNIBE.

3.2 RESPONSE ACTIONS.

3.2.1 A person identifying a fire shall raise the alarm through the existing means and communicate it to the UNIBE's Information Point or safety personnel.

3.2.2 The Brigade's Coordinator present shall be in charge of the emergency along with brigade members, until and if necessary, members of the Fire Department arrive, to whom control of the emergency shall be handed over.

3.2.3 The Emergency Brigades shall appear at the place of the event in order to ensure the evacuation and control the fire through fire extinguishers.

3.2.4 In the event of a fire in a power generator, the fuel supply shall be cut. In addition, the fire shall not be fought with water while the generator is on.

3.3 Actions by faculty members and students:

(1) Keep calm: do not yell, do not run, do not push. Do not provoke panic.

- (2) Initiate the evacuation process according to the provisions of section 2: Evacuation Plan in Cases of Emergency.
- (3)** If there is smoke, lay down as close to the floor as possible and move "on all fours". Cover your nose and mouth with a piece of cloth, humid, if possible.
- (4) If your clothes gets on fire, do not run: throw yourself to the floor and roll. If possible cover yourself up with a blanket to put out the fire.
- (5) Upon evacuation, follow the instructions provided by the specialized personnel.
- (6) Help handicapped people, pregnant women and disabled to get out.

4. CONTROL POINTS.

- 4.1** Inspection and adequate maintenance of existing fire protection and emergency systems.
- 4.2** Training of the fire extinguishing brigades.
- 4.3** Disclosure of emergency plans.
- 4.4** Talks on fire prevention.

5. ATTACHMENTS.

N/A

SECTION 4: RESPONSE PLAN TO EMERGENCIES IN THE EVENT OF INJURIES.

1. DEFINITIONS.

- 1.1 First Aid:** action of trained personnel, doctor or nurse, to prevent imminent serious injuries or death, and to take care of the most important conditions such as maintenance of vital signs, cardiopulmonary resuscitation and hemorrhage control.
- 1.2 Serious injury:** physical damage suffered by a person, producing an inability equal or greater than thirty (30) days or loss of any body part.

2. TOOLS/EQUIPMENT REQUIRED.

First aid kit.

Ambulance Services.

Stretcher

Barricade tapes

3. RESPONSE ACTIONS.

3.1 In all cases where injuries are caused to internal personnel, students and visitors entailing: loss of consciousness, convulsion, fractures or any other type of injury limiting the motor capacity of the person affected, it shall be notified immediately to UNIBE's Information Point or to the safety personnel.

Note: For minor injuries cases, it shall be informed immediately to the internal medical service and determine if the person shall be moved or the medical staff shall attend to the site of the event.

3.2 Ambulance service shall be notified at once from UNIBE's Information Point, prior to obtaining a brief description of the exact place where the accident occurred and the condition of the affected person. In turn the event shall be notified to the internal medical personnel.

3.3 Upon arrival to the site of the event, the brigade member or Brigade Coordinator shall maintain people away in order to preserve the condition of the affected party or the site of the event, and in order to facilitate first-aid care that may be offered by the internal medical staff or by a trained brigade member, until arrival of the specialized paramedic staff.

3.4 Measures to be taken at the place of the event.

3.4.1 While awaiting for the medical staff, the person(s) who is(are) present at the site of the accident must monitor the condition of the affected party, and in case of being familiar with first-aid techniques, acknowledge his/her vital signs.

3.4.2 The conditions of the site shall not be altered, as for example: not moving debris, materials and/or tools. The reason for this is to maintain the integrity for a subsequent investigation of the event.

Note: The conditions of the place shall only be modified if there is a latent risk that may cause any injury to people present, thus generating a secondary accident.

3.4.3 After acknowledgement of the conditions of the person affected by the medical staff, it must be determined whether the person should be transferred or not.

3.4.4 In case that the medical staff determines the death of the person affected, one of the members of the Emergency Handling Committee shall make the required contacts in order that the relevant official authorities for these cases attend to the site.

Note: Upon arrival of the relevant authorities (National Police and forensic doctor) at least one of the members of the Emergency Handling Committee and a representation of the Legal Advisor of the institution shall be present.

3.4.5 The withdrawal of the corps of the deceased and its relocation outside the premises before its delivery to family members, shall be made by the relevant authorities in presence of a representation of the Legal Advising of UNIBE.

3.4.6 For internal employees, the communication with the employee's family members shall be made through UNIBE's rector or the person appointed by the latter.

3.4.7 For visitors or other external personnel, communication to family members shall be coordinated with the relevant authority (National Police) and a representative of the Legal Advice Department of UNIBE.

4. CONTROL POINTS.

Ambulance services available.

Internal nurse staff.

Training in First Aids.

5. ATTACHMENTS.

N/A.

SECTION 5: EMERGENCY PLAN IN CASES OF HURRICANE OR FLOOD.

1. DEFINITION.

1.1 Flood: When the precipitation is of such magnitude that causes rivers, gullies, streets and drainage to burst their banks and/or to flood. In the same sense, an internal situation may arise, such as a breakage of a water pipe or water accumulation produced by heavy rains, affecting an internal area of the institution.

1.2 Hurricane Season: Period of the year between June 1st and November 30, which is characterized by the generation of a considerable number of tropical storms.

1.3 Hurricane: Natural phenomenon with winds over 19 km/h, accompanied by heavy rains and gusts of wind extending for kilometers.

1.4 Bulletin: An official message from an entity of hurricane warnings which broadcast warning information along with details referring to localization, intensity and movement of a hurricane, as well as precaution measures that shall be adopted.

1.5 Early Hurricane Meteorological Alert: Reports on the localization of a hurricane which by its geographical location, history and trajectory, the population shall strictly follow up. It is broadcasted 72 hours in advance.

1.6 Hurricane Watch: General information on the localization, direction and intensity of the hurricane. The hurricane is expected to strike within the next 36 hours.

1.7 Hurricane Warning: The hurricane is expected to strike within 24 hours or less.

1.8 Hurricane Categories: According to the strength of its maximum sustained wind speed, hurricanes are classified in five (5) categories:

Category	Maximum sustained wind speed
1	119 - 153 km/h
2	154-177 km/h
3	178-209 km/h
4	210-249 km/h
5	250 km/h

1.9 Alert States: Are issued by the Emergency Operations Committee (*Comité Nacional de Emergencia-COE*) entity that gathers, monitors and analyzes the information on the imminent risks or emergencies occurred in the country. These are:

(1) Green alert: condition III normal situation, (2) Yellow alert: condition II emergency situation, and (3) red alert: condition I disaster situation.

2. REQUIRED TOOLS/EQUIPMENT.

Sand bags or sacks.

Tarp covers or plastic bags.

Equipment for water extraction.

Rubber boots.

Shutters for doors and windows.

Internet Service.

3. STEPS TO BE FOLLOWED.

3.1 PREPARATION ACTIONS.

3.1.1 Every year upon beginning of the hurricane season, the Emergency Director or such appointed by the latter shall send a communication to all the persons in charge of the area with the precaution measures to be taken during the entire period. These include:

- (1) Maintaining the flat roofs of the buildings free of objects.
- (2) Clean the gutters and drainage, removing any material object that may obstruct the water exit.
- (3) Acquire tarps or plastic bags to cover equipment that may be damaged by water.
- (4) Inspect all the roofs of the buildings to find holes or cracks through which water could penetrate and where equipment could be affected.
- (5) Identify risks in view of potential floods.
- (6) Have in place the necessary resources to extract water and to proceed with the cleaning work in view of a flooding situation, such as rubber boots, rubber mop, water extraction pump, tarp covers to safeguard materials, etc.
- (7) Inspection and maintenance of alternate water, power and communication services.

3.1.2 The Emergency Handling Committee shall plan during the hurricane season, the disclosure of this plan through the internal means deemed necessary.

3.1.3 From the beginning of the season and on a bi-monthly basis the Emergency Handling Committee shall make an inspection visit to the premises to ensure compliance with the precaution measures contained in paragraph 3.1.1 of this plan.

3.2 HURRICANE MONITORING.

3.2.1 During the hurricane season, the Emergency Director or such appointed by the latter, shall keep informed of the formation of hurricanes and tropical storms. See information sites in paragraph 5 of this section.

Note: The official information source on atmospheric phenomena in Dominican Republic is the National Meteorology Office (*Oficina Nacional de Meteorología-ONAMET*).

3.2.2 Shall inform to the Emergency Handling Committee on the existence of a phenomena (storm or hurricane) at least three (3) days prior to the forecasted arrival date to the country.

3.3 RESPONSE ACTIONS.

3.3.1 Upon the early meteorological alert of a hurricane or tropical storm, the Emergency Director shall call the Emergency Handling Committee to gather and analyze the data related with the atmospheric phenomena, these are: Location, category, path, when it will strike the country, etc. The Emergency Handling Committee shall be in permanent session, analyzing the situation.

3.3.2 Special communications shall be sent to the personnel of the different areas to inform on the dispositions of the Committee.

3.3.3 If the path continues towards the country, the Emergency Director and the Emergency Handling Committee shall perform one or several meetings in which the following decisions shall be taken:

- (1) Cease of all classes.
- (2) Communication to the entire interested personnel.
- (3) Closing of the premises.
- (4) Preparation program to be carried out.

3.3.4 Once the meeting has concluded, the Preparation Program shall initiate, which shall include in general terms:

- (1) Revision of the cleaning of flat roofs, water pipes, drains, drainage systems and common spaces. Likewise the roofs shall be revised in order to identify the need of repair or to cover or hold steady equipment.
- (2) Revision of the entire perimeter.
- (3) Doors, windows to be protected, as well as all the placement of barriers to prevent entrance of water in previously identified zones.
- (4) Power cut.
- (5) Total closing of the premises.

3.3.5 Response Actions in Case of Flooding (internal or external causes):

3.3.5.1 The Brigade Coordinator shall locate the flooded zone and with the rest of the Brigade shall extract the water and clean the affected zones, using the required equipment and tools.

3.3.5.2 Barriers (sand bags) shall be used in order to prevent water from penetrating inside the areas.

3.3.5.3 The Brigade Coordinator shall request the authorized person to shut down the general power breaker.

3.3.5.4 After a flood, no personnel shall consume food or water affected by such flood.

3.3.5.5 The Brigade Coordinator shall ensure that the entire area is totally clean and that the electric service is in operation.

3.3.5.6 Water containers favoring the growth of mosquitoes shall be eliminated.

Note: For the cases of floods due to internal causes (breakage of water pipes or other situations), the measures deemed applicable from the above shall be considered, always in coordination with the maintenance personnel, whether internal or external.

4. CONTROL POINTS.

Hurricane Monitoring.

Performance of inspections.

Cleaning of flat roofs, drains and drainage systems.

5. ATTACHMENTS.

5.1 Official web sites for hurricane or tropical storm monitoring:

<http://www.onamet.gov.do/>

National Meteorological Office (Oficina Nacional de Meteorología-ONAMET)

<http://www.nhc.noaa.gov/>

National Hurricane Center (NHC)

National Oceanic and Atmospheric Administration (NOAA)

SECTION 6: EMERGENCY PLAN IN THE EVENT OF EARTHQUAKE.

1. DEFINITIONS:

1.1 Earthquake: Geological phenomena originated in the earth's crust and that is manifested through vibrations or sudden movements of short duration and variable intensity.

1.2 External Support Authority: Public or private organization providing support services in emergency situations, when the same cannot be controlled with own resources of the institution. For instance: Fire Department, Civil Defense, Red Cross, Ambulance Services, etc.

2. REQUIRED TOOLS/EQUIPMENT.

Emergency Plans.

Survival Kits.

3. STEPS TO BE FOLLOWED.

3.1 PREPARATION ACTIONS.

3.1.1 The Emergency Director shall appoint a contact employee with civil construction companies involved in the structure of the institution's premises, and shall require that these provide anti-seismic safety.

3.1.2 It shall be determined through a civil construction company, which are the most secure safe places within the premises and that may better resist an earthquake, according to its scale and signalize them.

3.1.3 The personnel in charge of maintenance shall always maintain in good conditions the water, gas and electricity installations. Likewise, it shall secure to the ceilings lamps and hanging items, as well as those attached to walls, in order to avoid falling during an earthquake.

3.2 RESPONSE ACTIONS.

3.2.1 During the occurrence of an earthquake, all personnel and students must:

- (1) Stay calm. Likewise, they should calm the persons around them.
- (2) Protect themselves in safe places (under desks, next to columns, etc.); and place the head within the knees and cover it with both hands.
- (3) Get away from objects that may fall, slide or break.
- (4) Remain in the safe place found, not rushing to get out, since the earthquake is only a few seconds. They shall remain there until the evacuation order is received.

3.2.2 After the earthquake has passed, it shall be proceeded with the provisions of Section 2: Evacuation Plan in Case of Emergencies.

3.2.3 If located at exterior areas, shall get away from walls, electrical posts or other structures that may fall.

3.2.4 The Brigade Coordinator along with the brigade members shall verify if there are injured individuals, fires or leaks of any kind, and if so, shall proceed to raise the alarm and to make a call to the relevant emergency institution.

Note: Through the qualified personnel, the training and minimum equipment required for moving the debris away from affected individuals shall be determined.

3.2.5 If possible, the Brigade Coordinator along with the brigade members and/or maintenance staff, shall shut down the main switch of power and gas source, and shall inform the entire personnel to avoid lighting matches or any source generating sparks.

3.2.6 The use of the telephone shall only be available for emergency call.

3.2.7 All the staff, visitors and students must be prepared for future earthquakes, called aftershocks. They are usually more weak, but may cause additional damages.

3.2.8 Teaching shall continue, provided that it is authorized by the relevant emergency bodies or no damages in the structures are detected.

4. CONTROL POINTS.

Meeting points and safe places previously provided.

5. ATTACHMENTS.

N/A.

SECTION 7. EMERGENCY PLAN IN THE EVENT OF LEAKS OR SPILL OF CHEMICAL SUBSTANCES.

1. DEFINITIONS:

3.1 Chemical Substance: Any element, chemical compound or mixture of elements or compounds.

3.2. Dangerous Chemical Substances: Such that, in view of their explosive, flammable, toxic, infectious, radioactive, corrosive or irritating nature, cause or may cause temporary or permanent damages to the health of humans, animals or plants and to the premises, machinery, buildings and environment in general upon being manipulated, packed, stored, transported, confined and/or wasted.

3.3 Corrosive Substances: Substances which due to their chemical action, cause serious injuries to living tissues upon contact or that, if a leak is produced, may cause important damages in other materials or even destroy them.

3.4. Irritating Substances: Are not corrosive, but cause a reversible inflammatory effect to living tissue by chemical action in the place of contact.

3.5 Flammable Liquids – Liquids, liquid mixs or liquids that contain solid substances in solutions or suspension (paint, varnish, lacquer, and others, provided that are not substances included in other categories due to their dangerous characteristics) that emit flammable vapors at a temperature not greater than 60,5 ° C.

3.6 Toxic Substances: Substances that may cause death, serious injuries, or produce harmful effects to human health or other living organisms by means of ingestion, inhalation or absorption through skin contact.

3.7. Labels: Identify and provide the characteristics of a product, in addition provide the signs and course of action in the event of emergencies.

3.8. Material Safety Data Sheets (MSDS): Is a data sheet where we establish the minimum safety and hygiene information that must be written in Spanish, in any work center, for each Chemical and/or Dangerous Substance handled..

2. REQUIRED TOOLS /EQUIPMENT.

Material Safety Data Sheets (MSDS)

Shower/eyewash Station.

Spill Containment Kit.

Clothing for Chemical Handling.

Barricade tape.

Cleaning equipment(wipers, buckets, sand, cotton absorbent or synthetic fiber, sawdust, etc.)

Cleaning materials (solvents, soaps, swaps, etc.)

3. STEPS TO BE FOLLOWED.

3.1 PREPARATION ACTIONS.

3.1.1 Have a list of all the chemical substances used in the institution and each one of them shall have its container duly identified (name, amount, etc.), as well as its respective material safety data sheet (known as MSDS).

3.1.2 Maintain the equipment to be used on the spill or leak control of chemical substances in optimal conditions.

3.2 RESPONSE ACTIONS

3.2.1 Spill/leak of chemical substances (corrosive, inflammable liquids, solvents, etc.):

3.2.2 The person identifying the spill shall raise the alarm through the existing means and inform it to UNIBE's Information Point or to the safety personnel.

3.2.3 The Brigade Coordinator present, shall be in charge of the emergency along with brigade members, until and if necessary, members of the Fire Department arrive, to whom control of the emergency shall be handed over.

3.2.4 Emergency Brigades shall appear at the place of the event, to ensure evacuation and control the spill.

3.2.5 For spill control:

- (1) Stop the equipment in operation and affecting or related to the spill.
- (2) Section pipes through their respective valves.
- (3) Close tanks' exits.
- (4) Decant liquids with manual pumps all the way to a safe container.
- (5) Use the spill containment kits to control such spill.
- (6) Restrict the pedestrian crossing.
- (7) In cases of leak of LPG or other substances in gaseous state, turn off any ignition source at least 100 meters away.

Notes:

Do not apply direct water streams over the leaks or spills.

Use tools which do not generate sparks.

Use water spray to diminish fumes.

Consult the MSDS to validate the characteristics of the material.

4. CONTROL POINTS.

Trainings.

Use of personal protection equipment.

Use of absorbent materials.

Closing of valves.

5. ATTACHMENTS.

N/A.

SECTION 8: PLAN FOR THREATS AND DISCOVERY OF EXPLOSIVE DEVICES

1. DEFINITIONS

1.1 Explosive Device: Any device full of explosive material and provided of the mechanisms necessary to explode at the convenient time.

1.2 Threat: Imply with acts or words that harm is intended to be inflicted to another person or persons.

1.3 CCTV: Closed-Circuit Television.

2. REQUIRED TOOLS/EQUIPMENT

2.1.-None.

3. STEPS TO BE FOLLOWED

3.1 PREVENTION ACTIONS

3.1.1 Carry out drills on a periodic basis during the entire year involving the external support entities in the event of these emergencies: National Police, Fire Department,

Red Cross, Civil Defense, among others. The protocols that these entities have for this kind of emergencies must be known in advance, in order to enable the university to be familiarized with these procedures, document them and attach them to UNIBE's Manual of Emergency Plans.

3.1.2 The Safety Department shall guarantee safety mechanisms in order to allow having a strict control of access and exit of people, as well as a constant monitoring of the flow of people throughout all the premises. It is also necessary to clearly define access and exit procedures during working hours, non-working hours, holidays, weekends, special events, among others.

3.1.3. The Safety Department shall guarantee security mechanisms for the random verification of vehicles, in entrances and/or exits of the University as well as in the established parking lot.

3.1.4. The Safety Department shall perform a promotion work, to encourage all persons to notify to this entity any suspicion of not authorized persons or devices in the different areas. As well as not leaving any unattended belongings at the different areas of UNIBE.

3.2 RESPONSE ACTIONS

3.2.1 Receiving Threat through a Telephone Call or in writing

3.2.1.1 In the event of receiving a threat notification of any explosive device, via written communication or telephone call, the person receiving this communication shall comply with the following steps:

NOTE: In the event that the threat comes in writing proceed as specified in point **3.2.1.4**

3.2.1.2 Write the threat received in a paper with legible handwriting, taking note of the time, telephone number if it was identifiable in the telephone apparatus and the date.

3.2.1.3 Try to dilate the conversation with the person who is making the threat in order to obtain as much important information as possible:

- Location of the device.
- Characteristics of the device.
- Motives for placing the device.
- Sex, average age, country of origin or internal region of the country according to the accent.
- State of mind of the person calling.
- Background noises that could help us recreate the environment from where the call is made.

3.2.1.4 Notify immediately via telephone or through the fastest way, to the Safety Supervisor on call, clearly explain the situation and provide the above obtained information, if applicable.

Note: The person receiving the threat call must be available at the moment for UNIBE's internal safety personnel and for the National Police, as witness and in order to provide all the information necessary required by both entities, until the investigation, searching, finding and deactivation of the device or devices are finalized and/or until it is officially declared that everything is under control.

3.2.1.5 The Safety Supervisor shall forthwith contact UNIBE's Safety Chief and explain the situation in detail, through the fastest way, who in turn shall carry out four (4) steps:

A.- Send a multidisciplinary search and search team of the explosive device or devices, according to the information obtained. If exact location is unknown, the following places shall be searched:

- Internal and external perimeter of the campus.
- Parking lots and vehicles parked.
- Main and secondary entrances to the campus.
- Common bathrooms and hallways.
- Internal small courtyards of the buildings.
- Roofs and basements of the buildings.
- General Services Areas: Generators, gas deposits, fuel for generators, power stations, waste areas, painting warehouses, solvents, hazardous chemicals, etc.
- Classrooms, laboratories and offices.
- Crowded and high-transit places such as cafeterias, libraries, meeting rooms, gyms or places where massive events of the day are being held.

B.- Shall immediately contact the Emergency Director in order that the latter authorizes to contact the National Police.

C. – Shall alert the university's Emergency Handling Committee.

D.- Activate a searching and tracking work via the CCTV or cameras installed at the University, to find clues on the fact. Any event detected shall be notified to the Safety Chief and the latter in turn to the National Police.

Note: The Internal Search and Tracking team of UNIBE, NEVER UNDER NO CIRCUMSTANCE, SHALL MANIPULATE THE EXPLOSIVE DEVICE FOUND. This function is exclusive of the technicians and explosives specialists of the National Police or the entity suggested by them. Shall only be limited to observation and support work to the external institutions that have the capacity for these purposes, if so determined by them.

3.2.1.6 Contact with the National Police shall be immediate and once they attend the call, the Safety Chief must clearly and deliberately explain the situation with all the details. Additionally, the Safety Chief must guarantee that all the entrances to the University are prepared to receive the team of the National Police and that a team composed by members of his department accompanies them to the device's location.

3.2.1.7 The National Police, once at the place, shall specify the protocol to be followed to UNIBE's Safety Chief, who shall follow it along with its team, and also involve and maintain informed the Emergency Handling Committee. The latter in turn shall carry out the relevant evacuation procedures according to the area, with the support of the corresponding internal Brigades, following the provided Evacuation Routes protocol.

3.2.1.8 The Emergency Handling Committee, along with the Safety Chief, shall coordinate with other external emergency entities, such as the Fire Department, Red Cross, Civil Defense, among others, to provide support to the National Police.

3.2.1.9 The National Police, once in the area and having located the explosive device, shall provide all the information possible to the Safety Chief and/or UNIBE's Emergency Handling Committee, regarding the device or devices found, exact location, magnitude of the emergency, potential risks level to persons and infrastructure, areas to be evacuated, entrance and exit controls, perimeter control of persons and vehicles, enable or disable general service's equipment.

3.2.1.10 Once the National Police had defused or eliminated the explosive device and had eliminated the explosion risk, or has determined a false threat, shall officially communicate the Safety Chief and/or Emergency Handling Committee that everything is under control and that regular administrative and teaching operations can be reinstated in the campus.

3.2.1.11 The Safety Chief, along with the Emergency Handling Committee, shall elaborate a detailed report on the described event, in writing or electronically, addressed to UNIBE's Emergency Director, including the report from the National Police.

3.2.2 Finding or Suspicion of an Explosive Device

3.2.2.1 In the event that a person suspects or has actually found an explosive device, he/she shall proceed as specified in paragraphs from **3.2.1.4 on**.

Note: Under no circumstance shall manipulate the explosive device, shall only limit to provide exact location and description of the same to the relevant internal authorities.

4. CONTROL POINTS.

4.1.- Protocols of the different entities for this kind of risk.

5. ATTACHMENTS

N/A.

SECTION 9: PLAN FOR BIOLOGICAL, CHEMICAL AND RADIOLOGICAL ATTACKS.

1. DEFINITIONS

1.1 Terrorism: is the use of force or violence against people, the environment or property in order to intimidate, constraint and make requests for a cause.

1.2 Terrorist Act: Is the use of different mechanisms to create panic, terror, physical and psychological damages to persons, to property or to the environment, discredit the existing authority, using the promotion of an action explicitly carried out by the person or group responsible for it.

1.3 Biological Attack: Is the attack using biological agents in order to damage people's health.

1.4 Biological Agent: Are organisms or toxins that may kill or incapacitate people or living beings in general. There are three great groups: Bacteria, virus and toxins, which may transmit or spread as follows: Aerosols, animals, through food or beverages and at last from person to person. Examples: Anthrax, Botulism, Cholera, among others.

1.5 Chemical Attack: Is the attack using chemical agents intended to affect people's health, the environment and property.

1.6 Chemical Agent: Are poisonous vapors, aerosols, liquids or solids that may affect people, animals or plants. May be displayed through bombs or aerosols, by means of land, sea or air vehicles. Many of them have the characteristic of being odorless and not having specific flavors.

1.7 Radiological attack: Is the attack using conventional explosive devices along with radioactive materials and are the ones mostly used by terrorists given the manufacturing easiness, easy acquisition of easy access radioactive material, commonly used in medicine, agriculture, diverse industries among others and for their lethal power.

1.8 Quarantine: Space of time set to identify, detect or rule out any contamination risk in view of a pathogenic agent. This is made in a controlled environment and with qualified medical staff under a constant monitoring of the patient.

2. REQUIRE TOOLS /EQUIPMENT.

Survival Kit.

Duct Tape.

Scissors

Rolls of plastic laminates to seal windows and doors.

Personal protection equipment: Special hermetic suit against chemical, biological and/or radiological agents. Auto-contained air equipment of. Masks with filter for biological, chemical and/or radiological agents.

3. STEPS TO BE FOLLOWED.

3.1 PREPARATION ACTION.

3.1.1. The Committee shall guarantee, in a preventive and systematic manner, that all the persons are vaccinated and had received immunization, both required as suggested, and that the same are valid. It must be kept in mind that the children and older persons are particularly vulnerable to biological agents.

3.1.2. Identify spaces with no windows and that are as tall as possible, to use them as shelter in the event of this kind of emergencies.

3.1.3. Install in all infrastructures a special equipment allowing to filter, clean and purify the air from biological, chemical and radiological agents.

3.1.4T There must be first aid kits, showers and eyewash stations, personal protection equipment, specially designed for this kind of emergencies, special burning and survival kits, located in different strategic places of the university, always having in mind the amount of average persons in the areas.

3.1.5 There must be an efficient emergency notification mechanism through special alarms for these purposes and a general communication system in order to be able to massively inform the entire UNIBE's campus.

3.1.6 The Emergency Committee shall perform drills on a periodic basis during the entire year involving the external support entities for this emergency: Fire Department, Red Cross, Ministry of Public Health and Social Assistance among others.

3.1.7 The protocols of these entities for such kinds of emergencies must be known in advance, in order that the University may be familiarized with these procedures, and is able to document and attach them to UNIBE's Manual of Emergency Plans.

3.2 RESPONSE ACTIONS.

3.2.1 Biological/Chemical/Radiological Attack

A. Communication.

3.2.1.1 The person detecting a biological, chemical or radiological attack, must notify the UNIBE's information point of the safety personnel in order for the latter to activate the general alarm mechanisms and inform the brigade members of the situation.

3.2.1.2. The Emergency Handling Committee shall notify the Emergency Director once the suspicion has been created or a biological, chemical or radiological attack has been confirmed, the latter in turn shall contact the Ministry of Public Health and Social Assistance and other pertinent related entities , to follow a joint of identification of the affecting agent.

B. Response by the personnel affected.

3.2.1.1 Exposure to a biological agent:

1. The person shall take off the clothes and personal belongings. Must follow the official instructions regarding how to dispose of such contaminated belongings.
2. Must wash the body with lots of soap and water and put clean clothes on.
3. Seek immediate medical assistance.
4. Follow the instructions of the Brigade.

Note: The affected person shall not go to his/her house or other place where other persons could be contaminated, instead he/she shall go to the closest hospital or clinic to receive adequate treatment and to rule out or treat any presence of biological agents in his/her body that may endanger his/her life and the life of others.

3.2.1.2 Exposure to a chemical agent:

1. The person must take off the clothes and personal belongings. Must follow the official instructions on how to dispose of these contaminated belongings.

2. Must wash the eyes with enough water. (Use the eyewash device, if not available, regular water from sinks or showers). Then he/she must remove the ordinary lenses or contact lenses. Wash them with detergent and dry them.
3. Gently wash the face, hair and body, not applying too much strength and avoiding rubbing, using water mixed with soap and then applying lots of water.
4. Change into new decontaminated clothes. Beware with the contaminated clothes that may be at the lockers or other spaces where the agent had penetrated.
5. Seek immediate health assistance and follow the instructions provided by the Brigades.

3.2.1.3. Exposure to a radiological agent:

1. The person must evacuate the area towards the shelter area or as far as possible from the premises, in contrary direction to the wind transporting the radioactive agent, covering his/her mouth and nose with his/her clothes or with a mask in order to mitigate the exposure.
2. If already in a shelter of safe place, ventilation systems, whether fans or air conditioning, must be turned off, likewise windows and holes must be sealed with duct tape or plastic laminates, in order to reduce the exposure to dust containing radioactive agent..
3. The person must remove his/her clothes and personal belongings. Must follow the official instructions regarding how to dispose of such contaminated belongings.
4. Must wash the eyes with enough water. (Use the eyewash device, if not available, regular water from sinks or showers). Then he/she must remove the ordinary lenses or contact lenses. Wash them with detergent and dry them.
5. Gently wash the face, hair and body, not applying too much strength and avoiding rubbing, using water mixed with soap and then applying lots of water.

6. Must change into new decontaminated clothes. Beware with the contaminated clothes that may be at the lockers or other spaces where the agent had penetrated.
7. Seek immediate medical assistance and follow the instructions from the brigades..

Note: The Duct Tape or plastic laminates do not protect from radioactivity..

C. Response of the brigade

3.2.1.1 Brigade Coordinators and Brigade members are responsible for:

1. Helping in the care of victims.
2. Delimiting contaminated areas and controlling their access.
3. Carrying out the decontamination process of people.
4. Decontaminating the area.

Note: In order to enter to the area affected chemically, biologically and radiologically, people must have personal protection gear specialized for each kind of agent.

D. Follow Up.

3.2.1.1 Once the Emergency Committee along with the Public Health Ministry have identified the biological, chemical and/or radioactive agent and everything that has to do with its symptoms, dangerousness for human health, contagious ways, incubation periods, symptoms, medications and other considerations, this important information must be communicated through all ways possible to the affected parties.

3.2.1.2 The Emergency Committee shall be responsible of maintaining a complete registry, according to the protocol of Public Health, of all the contaminated staff, or

facing contamination risks to perform a constant monitoring of these groups, as well as the evolution in such people's health.

Note: It is very likely that a part of the first medical examination performed, the patient may require monitoring during weeks and years, to determine the effects in health that provoked, produce or would produce the radioactive agent in his/her body.

4. CONTROL POINTS.

4.1 Specialized training to the Squad's personnel.

4.2 Use of personal protection equipment.

5. ATTACHMENTS.

N/A.