



Ana G. Méndez University System, Inc.

Vice Presidency of Administrative Affairs

Assistant Vice Presidency of Security and Occupational Health

# SYSTEMIC EVACUATION PLAN



## **Introduction**

The purpose of this Systemic Evacuation Plan is to protect our university community from serious injuries, and loss of life or property, in the event that an emergency situation or major disaster occurs or exists. A major disaster can include, but is not limited to: fire, earthquake, bomb threat or explosion, atmospheric phenomena, violent acts, civil uprisings, or chemical substances spills, among others. This Plan describes the initial responsibilities and actions to follow to protect our university community in the event an emergency situation or major disaster occurs or exists. The established structure for emergency response is developed in congruence with the structure followed by the Emergency Response Plan for Hurricanes, Storms or Flooding.

## **Scope**

This plan is an OSHA requirement in compliance with the Code of Federal Regulations number 1910.38. The plan is extensive to all Ana G. Mendez University System (AGMUS) Institutions, University Centers, and Sports facilities. The plan will be revised and published annually and will be available on the AGMUS web page, under the Assistant Vice Presidency of Security and Occupational Health, ascribed to the Vice Presidency of Administrative Affairs.

## **Standard Operational Procedures**

The procedures that follow establish the mode of response before different emergency scenarios using as a reference the guidelines of the Federal Emergency Management Agency (FEMA) and the State Agency for Emergency Management and Disaster Administration (AEMEAD according to its Spanish acronym). However, it must be noted that it is impossible to guarantee that the plan is a perfect response and that all types of emergency situations are

contemplated herein. This guide has the purpose of facilitating associates familiarization with planning procedures, response and evaluation of an emergency.

### **Planning**

Appropriate preparation increases the margin of security in an emergency. Preventive measures to be undertaken are established in the planning process to minimize risk.

### ***Preventive Inspections***

The Physical Plant and Operations Division of each Institution will coordinate preventive inspections to identify present risks and correct them. The areas to be inspected are the following:

- General Housekeeping – Good housekeeping is one of the best ways to prevent emergencies.
- Fire Hazard/Risk – Some examples are: storage of vast quantities of flammable and combustible products and materials, faulty electrical wiring, smoking in facilities, welding or other labor that generate large amounts of heat.
- Exit Routes – consist of a continuous unobstructed route from any point in the workplace to a safe location (including shelter areas). The exit route consists of the exit access, the exit and the exit discharge. The exit access is that portion of the route that leads to the emergency exit. The exit is the portion of the route that is generally separated from other areas and provides a safe trajectory up to the exit discharge point. The exit discharge is that portion of the exit route that leads directly to the exterior (exterior hallway, shelter, open area). Exit routes on all floors must be duly labeled. Special attention must be provided to the way in which persons with disabilities will evacuate the building.

- Alarms – The alarm systems must be functional in order to notify the university community in a quick manner. The alarm systems must establish visual and auditory signals. They must also establish effective methods to notify persons with disabilities.
- Fire Detection and Suppression Systems – These systems must be inspected and approved annually to assure appropriate functioning.
- Gathering Points – Gathering points must be labeled and said information must make reference as to the specific areas or campus building that should be present in case of an evacuation.

#### *Logistics of the Evacuation Exercise*

Evacuation exercises must be performed at least twice a year in day and evening periods.

In order to perform a successful evacuation, the following objectives must be achieved by each institution and university center:

- Train employees in ways they can assist other colleagues.
- Inform the university community of the methods to communicate in an emergency.
- Assign specific tasks according to the area and risks present.
- Identify associates with specific needs.
- Maintain updated evacuation maps in all buildings. Establish at a minimum two (2) routes and include the following on a map:
  - Emergency Exits and Access to each (persons with disabilities)
  - Evacuation Routes
  - Location of Fire Extinguishers
  - Location of stations to activate fire alarms
- Identify gathering points to which associates must go to in cases of emergency evacuations.

### *Evacuation Plan Training*

Personnel trainings for associates with responsibilities under this plan will be held by areas annually. Topics to be discussed include, but are not limited to, the procedures established in this plan, group responsibilities, familiarization with evacuation routes and extinguisher use.

### **Emergency Evacuation**

In the eventuality that an emergency occurs that represents a risk to human lives, evacuation of the facility or facilities at risk will be conducted. The notification of an emergency can be made through the fire alarm systems, use of speakers, or through security personnel at the institution, among others

#### *When the alarm sounds:*

- Keep calm.
- Verify your surroundings to identify if you observe any sign of fire or another emergency.
- Communicate with security personnel.
- If in effect an emergency situation occurs, proceed to evacuate the facilities.

#### *During the evacuation:*

- If time permits, take your personal belongings/documents with you (purse, driver's license, etc.).
- If time permits, close gas valves or shut off equipment that may represent a major risk (compressed gas cylinders, autoclave, etc.).
- Close doors during evacuation and help your colleagues evacuate.
- Move towards the nearest emergency exit.
- Once outside of the building, move towards the nearest parking lot.

- Group yourselves by office and identify if all your colleagues are present.
- Notify the university security guards once you have knowledge that one of your colleagues is not found at the gathering point.
- Remain calm at the gathering point until you receive further instructions.

*After the evacuation*

When the emergency has ended, the personnel gathered at the gathering point will be instructed as to the actions to follow, either to return to their work place or recess work until further notice.

*Telephone Directory*

To notify emergencies, refer to the following telephone directory.

AGENCY/DIRECTORY				
AGMUS INSTITUTIONS AND UNIVERSITY CENTERS				
Institution and University Centers	Civil Defense	State Police	Municipal Police	Fire Department
UMET – Main Campus, San Juan	(787) 724-0124 (787) 769-9858/9866	(787) 343-2020	(787) 701-1111/1115/1118	(787) 763-1170 (787) 763-2543
Bayamón	(787) 786-6400	(787) 269-2030	(787) 785-9620	(787) 785-2330
Aguadilla	(787) 882-6871	(787) 891-2020	(787) 891-3800	(787) 891-2330
Jayuya	(787) 692-8293	(787) 828-2020/3600	(787) 828-0762	(787) 828-2330
Barceloneta	(787) 846-3210/2960	(787) 846-2020	(787) 846-2915	(787) 846-2330
Utua	(787) 894-6781	(787) 894-4040	(787) 894-1322	(787) 834-9445
Santa Isabel	(787) 845-5320 / 864-1644	(787) 845-2020	(787) 845-7243	(787) 845-2330
Yauco	(787) 856-3940 (787) 644-2225 (787) 844-1763	(787) 856-1212/2107	(787) 267-5203	(787) 856-2330
Cabo Rojo	(787) 831-5454 (787) 833-7272 (787) 851-5050	(787) 851-2020	(787) 851-2105	(787) 851-2330