

ESCUELA HOTELERA DE SAN JUAN
SAN JUAN CAMPUS



**Escuela Hotelera
de San Juan**

**MULTI-RISK
OPERATIONAL PLAN**

JANUARY 2024- JANUARY 2025

School Name

ESCUELA HOTELERA DE SAN JUAN

Geographical Position

SAN JUAN CAMPUS

Street Address

229 GUAYAMA STREET

SAN JUAN, PUERTO RICO 00917

Mailing Address

SAME

Telephones

787-759-7599

Fax

787-281-6855

Electronic Address: www.escuelahotelera.edu

Ofcom@escuelahotelera.edu

EMERGENCY OPERATIONAL PLAN / MULTI-RISK

This plan must be kept in an accessible and safe place for quick reference, as it contains the rules that employees, students, and visitors must follow in emergency situations. The plan is subject to amendments, as evaluation of its content requires.

Date: January 10, 2024

This plan has been designed to comply with Act No. 150 of August 10, 2002, the Puerto Rico Education in the Prevention and Management of Emergencies and Disasters Act, and Regulation No. 8562, for the licensing of Basic Education Institutions of Puerto Rico of February 24, 2015.

Table of Contents

Topic / Session	Page
FIRST PART	7
<i>PROMULGATION DOCUMENT</i>	<i>7</i>
<i>VALIDATION CERTIFICATE</i>	<i>8</i>
<i>INCIDENT COMMAND SYSTEM</i>	<i>8</i>
SECOND PART	10
<i>TITLE:</i>	<i>10</i>
<i>LEGAL BASIS:</i>	<i>10</i>
<i>APPLICABILITY:</i>	<i>10</i>
<i>INTRODUCTION</i>	<i>11</i>
<i>OBJECTIVES:</i>	<i>11</i>
<i>PURPOSE:</i>	<i>11</i>
A. <i>SITUATION</i>	<i>11</i>
B. <i>PRESUMPTIONS</i>	<i>13</i>
<i>OPERATION CONCEPT</i>	<i>14</i>
B. <i>EMERGENCY MANAGEMENT STAGES</i>	<i>14</i>
<i>ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:</i>	<i>16</i>
A. <i>GENERAL</i>	<i>16</i>
B. <i>ORGANIZATION</i>	<i>16</i>
C. <i>RESPONSIBILITIES:</i>	<i>17</i>
D. <i>GOVERNMENT ENTITIES</i>	<i>18</i>
<i>ADMINISTRATION AND LOGISTICS</i>	<i>19</i>
<i>DEVELOPMENT AND MAINTENANCE OF THE PLAN</i>	<i>20</i>
<i>IMPLEMENTATION OF THE NIMS SYSTEM</i>	<i>20</i>
<i>AUTHORITY AND REFERENCES:</i>	<i>20</i>
<i>DEFINITIONS:</i>	<i>21</i>
THIRD PART	23
<i>FUNCTIONAL ANNEXES</i>	<i>23</i>
A. <i>DIRECTION AND CONTROL</i>	<i>23</i>

B. COMMUNICATIONS:	24
C. RISK ANALYSIS AND PREPARATION OF THE PREMISES	25
D. EMERGENCY PROTOCOL	25
E. Other:	25
APPENDIX A – 1	26
EMERGENCY COMMITTEE’S ORGANIZATIONAL CHART	26
SEARCH AND RESCUE OPERATIONAL GROUP	29
FIRST AID OPERATIONAL GROUP	31
SAFETY AND DAMAGE ASSESSMENT OPERATIONAL GROUP	35
STUDENT DELIVERY OPERATIONAL GROUP	36
OPERATIONAL SUPPORT GROUP	39
DAMAGE ASSESSMENT	39
APPENDIX A-2	42
STRUCTURAL DAMAGE ASSESSMENT SHEET	42
APPENDIX A-2	43
MATERIALS AND BOOKS DAMAGE REPORT SHEET	43
MATERIALS AND BOOKS DAMAGE REPORT SHEET	43
APPENDIX A-2	44
EQUIPMENT DAMAGE ASSESSMENT SHEET	44
EQUIPMENT DAMAGE ASSESSMENT SHEET	44
APPENDIX B – 1	45
LIST OF COMMUNICATIONS EQUIPMENT	45
APPENDIX B – 2	45
LIST OF EMERGENCY EQUIPMENT	45
APPENDIX B – 3	46
STUDENT EMERGENCY INFORMATION LIST	46
APPENDIX B – 4	47
LIST OF IMPORTANT TELEPHONES	47
APPENDIX B – 5	48
LIST OF SUPPORT AGENCIES COORDINATORS	48

APPENDIX B – 6	50
LIST OF EMPLOYEES’ NAMES AND TELEPHONE NUMBERS	50
APPENDIX C – 1	51
RISK ANALYSIS – DANGER	51
APPENDIX C – 2	52
EXERCISE OR DRILL CERTIFICATION	52
APPENDIX D – 1	53
SERVICE AREAS COLOR MAP	53
APPENDIX D – 2	54
EVACUATION ROUTES MAP	54
APPENDIX E – 1	55
911: PROCEDURE TO CALL	55
APPENDIX E – 2	56
ACCIDENTS WITH CHEMICALS (WITHIN THE SCHOOL)	56
APPENDIX E – 3	57
CHEMICAL ACCIDENTS (OUTSIDE THE SCHOOL)	57
APPENDIX E – 4	58
CRIMINAL ACT	58
APPENDIX E – 5	59
BOMB THREAT	59
EXPLOSIVE THREAT CALLS CHECKLIST	60
APPENDIX E – 6	62
BEE ATTACK	62
APPENDIX E – 7	63
FALL OF AN AIRCRAFT	63
APPENDIX E – 8	65
CODE “ADAM” – MISSING CHILD OR STUDENT	65
APPENDIX E – 9	66
RIOTS / CIVIL DISORDERS	66

APPENDIX E – 10	67
EXPLOSION	67
APPENDIX E – 11	68
ATMOSPHERIC PHENOMENUM (HURRICANE OR STORM)	68
APPENDIX E – 12	69
FIRE (WITHIN CAMPUS)	69
APPENDIX E – 13	72
FIRE (OFF CAMPUS)	72
APPENDIX E – 14	72
INCIDENTS IN TRIPS OR TOURS	72
REQUEST FOR AUTHORIZATION	74
Activities outside of School	74
LIABILITY RELEASE	75
Activities outside the School.....	75
PERMISSION TO ATTEND ACTIVITY	76
INFORMATION ON THE ACTIVITY	77
APPENDIX E – 15	78
THREATENING INDIVIDUALS	78
APPENDIX E – 16	78
BAD WEATHER AND FLOODING	78
APPENDIX E – 17	79
TORNADOES	79
APPENDIX E-18	82
TRAPPED PERSONS (ELEVATORS AND CONFINED SPACES)	82
APPENDIX E-19	83
PREPARATION OF THE SCHOOL FOR A DISASTER	83
APPENDIX E-20	83
PROCEDURE TO EVACUATE THE SCHOOL PREMISES	83
EVACUATED EMPLOYEES' CHECKLIST	86
APPENDIX E-21	87

PROTECTION AGAINST OWNERLESS DOGS (STRAY DOGS) ATTACKS.....	87
APPENDIX E-22.....	87
ALARM SYSTEM	87
APPENDIX E-23.....	88
EARTHQUAKE	88
PREPARATION OF THE FIRST AID KIT FOR CLASSROOMS:.....	93
ITEMS FOR THE FIRST AID GROUP:	94
SEARCH AND RESCUE EQUIPMENT (SAR):.....	94
APPENDIX E-24.....	95
INTERVENTION WITH STUDENTS OR EMPLOYEES VICTIMS OF ACCIDENTS.....	95
APPENDIX E – 25.....	96
PROTOCOL FOR THE PREVENTION AND MANAGEMENT OF SUICIDAL ACTS	96

FIRST PART

PROMULGATION DOCUMENT

This Emergency/Multi-Risk Operational Plan has been prepared in accordance with the guidelines established by the Office of Homeland Security, the Federal Emergency Management Agency (FEMA, by its English acronym) and in collaboration with the State Emergency Management Agency. It is primarily intended to protect life and property from the risks and dangers to which our school community may be exposed. For this reason, this Emergency/Multi-Risk Operational Plan comes into effect immediately, under the protection and authority of my position as Director and Dean of this campus.

Participation of staff, students, and visitors to our campus is requested, so that the duties and responsibilities assigned in the plan are complied with.

The Planning Official will be responsible for maintaining this plan and must request the operational procedures necessary for effective ordinary and emergency operations or disaster, as required by the National Incident Management System (NIMS, by its English acronym). The Planning Official will coordinate the necessary trainings and exercises or drills, in order to measure its effectiveness and achieve an adequate maintenance thereof.

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

Therefore, human, economic, technical, and professional resources will be made available to make our plan effective and functional, in order to minimize the loss of lives, damages or loss of equipment and property.

VALIDATION CERTIFICATE

The Emergency/Multi-Risk Operational Plan of Escuela Hotelera de San Juan, San Juan Campus, was revised on JANUARY 9, 2024. We certify that this plan has been validated and that the changes were submitted and executed for greater efficiency.

INCIDENT COMMAND SYSTEM

Position	Name and Signature	Date
1. Branch Director	Henry Díaz	<u>JANUARY 9, 2024</u>
Safety Official	José Escalera	<u>JANUARY 9, 2024</u>
Information Official	Nilda Martinez	<u>JANUARY 9, 2024</u>
2. Liaison Official	Noraima Ramos	<u>JANUARY 9, 2024</u>
3. Operations Official	Víctor Tricoche Bazrouk	<u>JANUARY 9, 2024</u>
4. Planning Official	Héctor Badía Cestero	<u>JANUARY 9, 2024</u>
5. Logistics Official	Avilene Collazo	<u>JANUARY 9, 2024</u>
6. Finances Official	Inés Linero	<u>JANUARY 9, 2024</u>

Note: The numbers on the left in the first column indicate the operational hierarchy position in emergency and disaster management. Please see Appendix A-1 for additional information.

PARTICIPANTS IN THE DEVELOPMENT OF THE PLAN

On behalf of the departments and the diverse areas and offices of the school, we, the undersigned, certify that we have coordinated and took part in the preparation of the Emergency/Multi-Risk Operational Plan. Additionally, the Planning Official agrees to participate in the FEMA trainings in relation to the Incident Command System and the National Incident Management System (NIMS), so that implementation of the plan is effective.

Name	Position
1. Henry Díaz	Branch Director
2. Víctor Tricoche Bazrouk	Interim Academic Director
3. Noraima Ramos Roselló	Baking and International Pastry Coordinator
4. Inés Linero	Accounting Manager
5. Avilene Collazo	Culinary Arts Specialist Coordinator

The Operational Plan was disclosed electronically on August 4, through the Regroup platform.

SECOND PART

EMERGENCY/MULTI-RISK OPERATIONAL PLAN

TITLE:

This document will be known as the “Emergency/Multi-Risk Operational Plan of Escuela Hotelera de San Juan, Hato Rey Campus,” San Juan, Puerto Rico.

LEGAL BASIS:

Act No. 150 of August 10, 2002, the Puerto Rico Education in the Prevention and Management of Emergencies and Disasters Act
Regulation No. 8562, for the licensing of Basic Education Institutions of Puerto Rico of February 24, 2015.

APPLICABILITY:

The Emergency/Multi-Risk Operational Plan applies to employees, students, and visitors at all levels, in accordance with the laws, regulations, and memoranda.

INTRODUCTION

An emergency can occur at any time. Precautionary measures should be taken throughout the year to provide protection and safety to the faculty, non-teaching employees, students, and visitors, and to ensure that the school property is preserved.

OBJECTIVES:

1. Provide guidelines that will be used by faculty, non-teaching employees, and students in emergency situations.
2. Establish uniform service and conduct procedures (protocols) that will allow an effective response by employees and students.
3. Ensure that the institutional security standards are understood.
4. Identify the lines of authority, the faculty and non-teaching employees' responsibilities, and the emergency management procedures.
5. Provide and establish a point of reference to be used when reviewing and recommending changes to the existing rules, procedures, and practices.

PURPOSE:

This plan is intended to provide our school's employees, students, and visitors with information not only on the objectives, rules, and protocols to manage an emergency, but also on the duties and responsibilities of the employees. Emergencies will be addressed following the procedures (protocols) established in its appendices for each specific situation. The plan contemplates the actions to be followed before, during, and after the emergency, and those measures in relation to the security of the people within our institution, protection of life, and preservation of property.

A. SITUATION

1. The following information identifies our institution:

Name:	Escuela Hotelera de San Juan San Juan Campus
Code:	N/A
Mailing Address:	229 Guayama Street San Juan, Puerto Rico 00917
Street Address:	Same as mailing address
Telephones	787-759-7599 / 787-751-4663 / 1-800-981-7546
Fax:	787-281-6855
Electronic address:	www.escuelahotelera.edu

2. The approximate population of the center/school is:
 - 300** Students
 - 040** Faculty and non-teaching employees
 - 000** Persons with disabilities affected at the time an evacuation is ordered, up to the date of the filing of this report.
 - 260** Approximate total during peak hours (including average number of visitors)

3. The hours of higher attendance are during the entrance period, when students arrive or are dropped off, from 7:00 A.M. to 7:30 A.M. (morning schedule); during the departure and arrival time, from 12:00 P.M. to 1:00 P.M. (afternoon schedule), and from 5:30 P.M. to 6:00 P.M. (evening schedule).

4. The possible dangers that may affect the center/school (See Appendix C-1) and that would result in the need to activate the COE are:

Fire Gas Leak

Flooding and bad weather

Earthquake

Hurricane and storm

5. The main building is a two-story reinforced concrete construction. The Reception and Admissions offices, and the Collections office, which houses the equipment supply area for students, are located on the front of the first floor of this building. The office of the Director, five (5) theory and laboratory classrooms, a laboratory room with equipment specialized in modern gastronomy, and the ladies' and men's restrooms are also located inside the school building. A lounge bar and a _____ are located to the left side (looking from the inside toward the street) of this main building. In a building attached to the back of the central building are the theory room and laboratory 108, the food warehouse and the refrigerated chambers, one (1) restroom for the security employees, and two equipment warehouses. In a third annex to the right side of the main building are the office of the Program Coordinators and the Office of Student Affairs. On the second floor we have the offices of the President, Human Resources, Finances, and a waiting room. There is also one (1) restroom, one (1) breastfeeding room, one (1) office supplies storage room, the information systems office, and a server room for the computers. An annex to the left side of the main building houses the "Barcelona" theory room and located in another attached space are the equipment

warehouses. The building has three parking areas, to wit, one in its immediate front, one to its left, and one in the front across Guayama Street.

6. The “Lourdes Mir” student center is located in front of the school’s main building across the street. To its right, looking from the street, is the school’s main parking area. The parking area for the employees who work in the new offices is located to the left, behind the students’ center. In the back we find the entrance to the building where the offices of the Registrar, Financial Aid, Internships and Placement are grouped. The building has a restroom and two warehouses.
7. Situations that can help control the risks to the safety of people or property are as follows:
 - a. The construction is prepared to face situations of fire and earthquakes but may be vulnerable if a large-magnitude event occurs.
 - b. The gas tank, with a capacity of five hundred (500) gallons, is located outside the building. It is surrounded by a block niche with three 6” diameter tubes filled with concrete to close the perimeter, is duly identified with the respective signs and security measures and is duly authorized by the Public Service Commission and the Fire Department.
 - c. The population in general is not exposed to dangerous situations other than natural disasters and plane or automobile accidents.

B. PRESUMPTIONS

To compensate for the lack of known factors:

1. The plan is updated once a year and the actions contemplated therein are discussed in orientations or through dissemination. It will also be tested through exercises and drills to determine its efficacy.
2. In the first place, the receptionist will be responsible for calling the 9-1-1 emergency systems, firefighters, police, and medical services, as necessary, so that they arrive as soon as possible. In our operational plan, receptionists will serve as the information officers. There will be one official for each shift, for a total of three.
3. The institution has established an order for emergency cases and the staff has been trained to operate in such a situation.

OPERATION CONCEPT

A. GENERAL PROVISIONS:

1. This plan provides our Emergency Committee with the procedures to be followed to effectively perform its functions before, during, and after an emergency or disaster.
2. The campus is responsible for the management of the emergency, using its own resources to protect lives, property, and essential documents.
3. When the emergency or disaster exceeds the local capacity or resources, then the school will coordinate their obtention through the Emergency Operations Center of the Fire Department or the Emergency Management Office. It is extremely important to keep all the requests for assistance and follow-up efforts documented.
4. Those daily activities or functions that are not directly related to the emergency will be suspended. The personnel, materials, and equipment will be used to provide support to the emergency plan.
5. The responsibilities, actions, and sequence of events as the emergency develops will be thoroughly covered in the annexes, appendices, and standard operating procedures.

B. EMERGENCY MANAGEMENT STAGES

1. MITIGATION:

Those activities that can eliminate or reduce the probabilities of a disaster occurring, in addition to those that can reduce the effects of unavoidable disasters, are performed during this stage.

- a. ABC fire extinguishers have been placed in different areas of the institution and are available to staff and students. In addition to the ABC extinguisher, the laboratory rooms have suppression systems and K extinguishers.
- b. Every room has a first aid kit.
- c. A fire alarm has been installed in the offices and an emergency warning system has been established.
- d. The access areas to the institution have been controlled and a surveillance system has been organized.
- e. All the areas have signs indicating the emergency exits.

2. PREPAREDNESS STATUS:

The efforts to achieve our mission (saving lives and protecting property) under the Emergency/Multi-Risk Operational Plan are organized, directed, coordinated, controlled, and assessed during this stage. The possible risks and needs, and how to address them, are analyzed through the process.

- a. We have appointed a Planning Official and his work team.
- b. The members of the Emergency and Security Committee have been appointed and their functions have been assigned.
- c. The plan has been designed and distributed, and staff are being oriented continually. An annual workshop will be held to discuss the functions of the E.O.C. members.
- d. We have provided equipment, materials, and others, so that the emergency groups can perform their tasks.
- e. A “YOU ARE HERE” map has been displayed in visible places throughout the Center/School to identify the emergency exits.
- f. It is verified that all teachers and administrative staff selected to be a part of the first aid brigade (a total of 9) are trained in first aid, use of fire extinguishers, and safety measures. Orientations for the personnel are coordinated annually using resources of the Emergency Management Office, the Fire Department, and external resources.
- g. Drills on how to act in cases of emergency are scheduled at least twice (2) a year.
- h. Talks and seminar are offered to the school community through the Orientation Program, and sometimes with external resources.

3. RESPONSE:

Short-term actions during emergency crises are performed at this stage. They help reduce the damages and victims and speed up recovery. These activities include direction and control, and notices and warnings, to prevent further effects, evacuations and other similar operations.

- a. The director will order the activation of the Emergency and Security Committee through the Operations Official. The activated personnel will meet at the Office of the Academic Director. In the event the emergency requires an external meeting point, the C.O.E. will be placed in the parking lot in front of the school.
- b. No notice will be issued in the case of a drill intended to diagnose flaws in the evacuation protocol. In the event of a real emergency, the fire alarm will be activated to indicate the appropriate protocol to be followed.
- c. In the case of a power outage or damage to the electrical service, the emergency will be notified to the Director verbally. The designated personnel will loudly say “EMERGENCY, PROTOCOL OF _____.” (For the names of the 25 emergency protocols please see Appendix E or the table of contents at the beginning of this document).

- d. The procedure to be followed for an orderly evacuation, relocation in safe, previously identified areas, and the indication to return to the Center/School will be established by the Emergency and Security Committee through the Operations Official.
- e. If an EVACUATION is ordered, each teacher who serves a group of students will stay with them, and will be responsible for them before, during, and after the evacuation to the security areas.
- f. If the situation warrants sending those present to their homes, the pertinent instructions will be given, and the Information Official will proceed to make the telephone calls.

4. RECOVERY:

This stage involves the short and long-term restoration of all the systems to normal. In the short term, the basic services and needs. In the long term, correct or improve the deficiencies in order to avoid or reduce the effects of future events.

- a. A damage assessment will be conducted.
- b. A determination will be made whether the physical plant can be rehabilitated.
- c. The causes of the emergency and the factors that contributed to its increase will be determined.
- d. The probable day the work will resume will be determined, based on the indications of the Emergency Management Agency, the Fire Department, the Police, or the National Meteorological System, as the case may be. Staff and students will be timely informed.
- e. Parents or guardians will be informed in the case of accidents or incidents that involve two or more students.
- f. Mass dissemination of the actions is made by radio or the Regroup mas communication system.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. GENERAL

Each staff member will be assigned specific tasks, for which they will develop the appropriate procedures in annexes, appendices, or standard operating procedures (SOPs).

B. ORGANIZATION

The most important parts of the Emergency / Multi-Risk Operational Plan of any school are accounting, security, well-being and delivery of students (in the case of minors).

Documentation is the key element for all group activities. These groups must be formed at the beginning of the school year to ensure that they are trained and prepared for the eventuality of an emergency or disaster caused by nature or man.

We have organized the Emergency and Security Committee, which is activated not only during real situations but also during exercises and drills. The Committee, composed of six (6) work groups lead by the campus Director, was established following the Incident Command System, as required by the NIMS. **REMEMBER, THEY MUST PREPARE TO BE ISOLATED FOR 72 HOURS. For a list of the members of each group see Appendix A-I.**

1. **Emergency Operations Center Group (Appendix A-1-3)**
2. **Search and Rescue Group (Appendix A-1-5)**
3. **First Aid Group (Appendix A-1-8)**
4. **Security and Damage Assessment Group (Appendix A-1-13)**
5. **Student Delivery Group (Appendix A-1-15)**
6. **Support Group (Appendix A-1-18)**

C. RESPONSIBILITIES:

1. EMERGENCY OPERATIONS CENTER GROUP:

The Director or associate directors should lead this group. The Emergency Operations Center Group (EOC) will coordinate the training and actions of the rest of the groups. They will communicate directly with the Emergency Response personnel. All the activities of the other groups will be reported to the EOC. This group is responsible for the personnel matters. This group must document any cost incurred during each emergency.

2. SEARCH AND RESCUE GROUP

This group will need to do a preliminary and quick reconnaissance of the school buildings to identify the location of trapped or injured personnel or students. They will rescue the trapped or injured persons and will assist the First Aid Group to treat the injured. Additionally, they must extinguish fires. One or more groups of 5 teachers and administrative staff must be established according to the size of the school. These groups must be composed of adults only. Students should not help in the search and rescue efforts. Janitors will not be a part of these groups because they must perform other urgent tasks, such as closing or turning off the utilities.

3. FIRST AID GROUP

This group must establish the first aid treatment areas, sort the injured persons (Triage), and provide first aid to those who arrive in these areas. The group will need to coordinate with the Search and Rescue Groups. Staff components should be developed as needed, based on the size of the school. These individuals must be trained in First Aid and CPR.

4. SECURITY AND DAMAGE ASSESSMENT GROUP

The members of this group are responsible for verifying the utility services and conducting an initial damage assessment of the buildings. This group should aid in extinguishing fires and coordinate with the Search and Rescue Group. In addition, it must secure the campus to minimize unauthorized access or exit and direct parents to the area where students will be picked up. Janitors would be a good alternative for this group. The members of this team must have access to the master keys and be trained to assist the Search and Rescue Group.

5. STUDENT DELIVERY GROUP

This group should inform and assist teachers in the delivery of minor students to their parents or designated adults.

6. SUPPORT GROUP

This group should provide and coordinate the food supplies, their preparation, distribution, the distribution of water y establishment of sanitary areas. Staff members should be formed as needed based on the size of the school..

D. GOVERNMENT ENTITIES

Cooperation is expected from contact officials of local government and offices assisting in emergencies, such as:

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

- h. Local Housing Department office
- i. Local Department of the Family office

ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION:

1. Most of the administrative procedures during an emergency correspond to the procedures in normal periods. More attention is required during the emergency to identify and control administrative and financial documents and reports, contracts and services, insurance, recruitment, and staff reassignment.
2. All the documents must be identified with the name of the emergency and kept for as long as necessary. (Example, activated personnel report, use of the equipment, materials, purchases, contracts, etc.).
3. There is an insurance policy for the premises. Students and campus staff are also insured.
4. Employee claims and protection benefits will be made in accordance with the rules and regulations of the State Insurance Fund. In the event of major emergency the Public Liability Policy will be invoked. With regard to the students, the Optima Insurance policy will be used to manage reimbursements for deductibles not covered by private medical plans.
5. The Director, at his/her discretion, may request a verbal and/or written report from the Emergency and Security Committee and the Center/School staff on their actions upon activation of the Emergency/Multi-Risk Operational Plan.

B. LOGISTICS:

1. The school has a five (5) line telephone system and one (1) fax line. The equipment is located in the reception area and the offices of the administrative area.
2. There are heat detectors in different areas of the institution, especially in the classrooms/laboratories..
3. There are forty-one (41) fire extinguishers distributed throughout the institution (21 ABC extinguishers, 2 CO2 extinguishers, 9 K-type extinguishers, and 1 Halon extinguisher) within reach of staff and students. The school also has eight (8) pieces of fire suppression equipment in the classrooms/laboratories.
4. All the EHSJ facilities are air conditioned.
5. There are two (2) access doors to the first floor. The center hallway provides access to the five (5) classroom/laboratories, the office of the director, the collections office, the office of admissions, the reception, and the restrooms. There is one (1) emergency door on this floor, in addition to the afore-mentioned doors on the front.
6. The hallways are five feet and two inches (5' 2") wide, allowing free traffic.

7. In an exercise and/or drill, the alarm system will be activated by the academic director or the designated personnel, and in the event of a real emergency, the alarm will be activated by the person closest to it. (Students and administrative and teaching staff are oriented on how to activate the alarms.)

DEVELOPMENT AND MAINTENANCE OF THE PLAN

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

To retain the staff's attention and keep them focused on school safety, the topic of safety will be presented as a part of the faculty meetings. In this way we will provide excellent opportunities to evaluate progress, point out the problem areas, and strengthen the role the staff plays in maintaining a good student behavior. Three protocols will be chosen weekly for discussion and bulletins thereof will be distributed.

The Planning Official will be responsible for coordinating the trainings for our school personnel, whose functions and responsibilities are vital in the execution of the plan. Along with the Operations Official, the Planning Official will coordinate the evaluation of the plan through drills or exercises. The plan will be validated yearly. The director will certify compliance therewith (see Appendix C-2).

IMPLEMENTATION OF THE NIMS SYSTEM

The NIMS system will be adopted in four (4) stages. The first stage will be addressed to the initial training of the Emergency Committee selected to take the trainings: the Planning Official. The Official will complete the Basic Incident Command course (EMI IS-100) and the course of the National Incident Management System (EMI IS-700).

Stages two and three will include evaluation of this plan, and policies and procedures to identify aspects necessary to meet the NIMS requirements, which is a part of the Emergency/Multi-Risk Operational Plan.

AUTHORITY AND REFERENCES:

A. Legal Authority

1. Commonwealth of Puerto Rico:

- a. Act No. 150, of August 10, 2002, the Puerto Rico Education in the Prevention and Management of Emergencies and Disasters Act.

- b. Regulation No. 8562 of February 24, 2015, for the licensing of Puerto Rico Basic Education Institutions.

DEFINITIONS:

1. **Alert** – Notice to stay active and constantly vigilant due to an emergency situation.
2. **Safe Area** – Area previously selected as a risk-free place.
3. **Emergency Operations Center (EOC)** – Place where the Emergency Committee meets, outside communication is received, and instructions are given during the emergency.
4. **Emergency Committee** – People designated to implement the Emergency/Multi-Risk Operational Plan.
5. **Evacuation** – Means the organized, phase-controlled, and supervised movement of the population away from the dangerous or potentially dangerous areas and their reception and placement in safe areas.
6. **Disaster** – A large scale event where the emergency exceeds the available resources of an agency or the state to manage the situation.
7. **Director** – Refers to the School Director or the person in charge in his/her absence.
8. **Exercise** – Simulated emergency or disaster act intended to evaluate how prepared we are to tackle a real emergency. It is usually conducted on a small scale (a classroom, a school).
9. **Table exercise** – Simulated emergency or disaster act intended to measure the knowledge of the emergency components. It is conducted without the tension or pressure an exercise or drill entails.
10. **Major exercise** - Simulated emergency or disaster act intended to evaluate how prepared we are to tackle a real emergency. Entails the participation of several entities (several schools, a municipality, or a region, for example).
11. **Emergency** – Any situation or circumstance for which state, municipal, or local efforts are needed to save lives and protect property, public health and safety, or to minimize or avoid the risk of a disaster occurring in any part of Puerto Rico.

12. **Damage assessment** – Systematic process to determine or measure the scope of the losses, suffering, or damages resulting from an emergency and/or disaster event.
13. **Incident Command System (ICS)** – The Incident Command System provides a common organizational structure for those who first respond to an emergency and entails the coordination and use of personnel and equipment at the site of the incident.
14. **Emergency management** – Means the preparation, mitigation, response, and recovery in emergencies and disasters.
15. **Mitigation** – A series of measures that can eliminate or lessen the probability and/or effects of an emergency.
16. **National Incident Management System (NIMS)** – The National Incident Management System effectively integrates the emergency practices for a comprehensive preparedness and response within the national incident management framework. The NIMS enables decision makers at all levels to work together more effectively and manage local incidents regardless of the cause, size, or complexity of the incident.
17. **Personnel** – Teaching and non-teaching personnel assigned to the premises.
18. **POE/M** – Emergency/Multi-Risks Operational Plan
19. **Premises** – Refers to the building or the school's group of structures.
20. **Preparation** – Planning process for effective response to emergencies or disasters through the coordination and use of the available resources.
21. **Recovery** – Activities to be conducted during a period after the emergency with the purpose of returning to the normal conditions of the area before the emergency or disaster.
22. **Response** -Means those activities addressed to mitigating the immediate and short-term effects that develop as a result of an emergency or disaster. Response actions include those aimed at saving and protecting lives and property, and at attending the basis needs of human beings..

23. **Search and Rescue (SAR)** – Acronym traditionally used to identify personnel trained in search and rescue methods.
24. **Drill** – A simulated emergency act intended to evaluate how prepared we are to tackle a real emergency.
25. **Triage** – Victim-sorting system based on the victim’s condition.

THIRD PART

FUNCTIONAL ANNEXES

A. DIRECTION AND CONTROL

When a disaster is imminent or when there is an emergency, the President, Directors, Coordinators, or authorized personnel will contact the coordinators and departmental operational groups to impart the pertinent instructions.

In the event of an emergency on the premises, all the actions will be conducted under the direction and control of the Director, who will coordinate the available resources. The Emergency Operations Center will be the director’s office. If it is not possible to work at said location, the Lourdes Mir Activities Center located in front of the school has been designated as the meeting point. Another location will be designated at the time if the previous one is not available.

The available resources are the Emergency and Security Committee, the school personnel, and the support personnel of the government agencies.

1. ORGANIZATION

The levels of operation of Escuela Hotelera de San Juan are as follows:

Main Office

- a. President
- b. Campus Director
- c. Culinary Arts Coordinator
- d. Baking and International Pastry Coordinator

2. GOVERNMENT CONTINUITY

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

- a. In the absence of the Campus Director, the SCA Program Coordinator, who will activate the Emergency Committee (Appendix A-1) with the direct support of the Liaison Official and the Planning Official, will be in charge of the campus.
- b. Damages to the infrastructure, material, or books and equipment will be listed on the forms described in Appendix A-2. These reports will be submitted to the Operations Center within the next 48 to 72 hours after the emergency or disaster.
- c. If there is no damage or there are only minor damages that do not affect the personal safety, the services will continue to be developed as normal and regular services will continue to be provided.
- d. The Safety Official and the Logistics Official, together with the Registrar, will be responsible for protecting the important documents, such as legal records, personal documents, students' records, materials, and valuable equipment.
- e. The President and the Campus Director are responsible for suspending classes if the situation so warrants.

B. COMMUNICATIONS:

1. COMMUNICATIONS EQUIPMENT:

The school has the communications instruments listed on Appendix B-1.

2. EMERGENCY EQUIPMENT:

The emergency instruments of our campus are identified in Appendix B-2. Likewise, those that are necessary and that must be acquired to be prepared for an emergency or disaster have been identified.

3. INFORMATION MEANS:

- a. All the information is controlled and/or will be channeled through the Information Official (receptionist on duty).
- b. When classes are suspended following an emergency situation, the Information Official (the receptionist on duty and/or the Orientation Officials) will make the necessary telephone calls to inform students or their contacts in case of emergencies, based on the information they have provided (see Appendix B-3). The school also uses the Regroup mass communication system to issue notices by text message, email, or voice mail.
- c. Assistance from the communications media listed on Appendix B-4 can be sought as another means to massively broadcast information to students.

d. Support Agencies coordinators appear in Appendix B-5.

4. EMPLOYEES' NAMES AND TELEPHONE NUMBERS:

The list with the names and telephone numbers of the personnel assigned to the campus appears in Appendix B-6. It must be kept available strictly for key personnel. By the federal privacy law it is required for purposes of functionality of this Emergency/Multi-Risk Operational but cannot be disclosed to third parties without the consent of the persons concerned.

C. RISK ANALYSIS AND PREPARATION OF THE PREMISES

The Emergency Committee will use a guide to conduct emergency operations as the basis for its planning efforts. For this purpose, the various risks or dangers to which Puerto Rico is exposed due to natural and technological causes or to human activity have been listed. As an educational entity, we are committed to preparing our employees and students to confront any type of disaster. All the possible risks or dangers that can affect us have been identified. This will serve to determine the characteristics of our community and will help in the planning to face the different emergency situations. A risk and vulnerability (frequency and impact on the community) analysis has been made. The chart on Appendix C-1 will be used for this purpose.

D. EMERGENCY PROTOCOL

The Map of Services (Appendix D-1) uses color codes to highlight the locations in our school (red for electric, yellow for gas, oil, fuel, and steam). For emergency management, the indicated areas in each building will be painted with the colors described in the Map of Services..

Regarding the evacuation routes map (Appendix D-2), these routes will be used to perform evacuation exercises, particularly in the event of a fire. These exercises will be executed semiannually. Trainings will be coordinated for all the personnel on the use of each fire extinguisher. The official in charge of the Safety and Damage Assessment Operational Group will coordinate these trainings and should the number and location of each fire extinguisher. This group will verify their condition on a monthly basis and will seek a service inspection annually.

E. Other:

Emergencies and disaster can occur at any time. Appendices from E-1 onwards have been developed as protocols on how to respond to situations and how to recover therefrom rapidly and effectively. We must bear in mind that only through exercises and drills we will have the opportunity to evaluate how effective they are for the particularities of our campus.

APPENDIX A – 1
EMERGENCY COMMITTEE’S ORGANIZATIONAL CHART

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

Notes:

1. The operations groups manages all the response related works, including student protection.
2. The planning group evaluates the situation changes, documents the response, and maintains the situation map in the EOC.
3. The logistics group manages and distributes materials, personnel, and equipment. It also assigns the volunteer personnel, based on the needs.
4. The finances and administration group is responsible for the purchasing and acquisition of materials. It maintains the expense documents and the employees' attendance sheets. This function may possibly be conducted at EHSJ Main Office level. If this is the case, the official in charge must ensure that all the required documentation is preserved.

EXECUTIVE GROUP IN CHARGE OF THE EMERGENCY OPERATIONS CENTER

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

Position	Name	Telephone
Group Leader	Henry Díaz	
Liaison Official	Noraima Ramos	
Safety Official	José Escalera	
Information Officials	Nilda Martínez / Nilda Martínez	
Operations Officials	Victor Tricoche	
Planning Official	Héctor Badía	
Logistics Official	Avilene Collazo	
Finances Official	Inés Linero	
Enumerator	Eugenia Calderón	

Responsibilities:

This group is responsible for the personnel matters. It must document any costs incurred during each emergency. Teachers must train to serve in the EOC Group.

- a. **Group Leader:** The Director or his/her representative. This person is responsible for all the activities on the school campus. This leader must determine the emergency groups' schedule. Avoid overloading the staff. It is generally recommended that members not work shifts longer than 12 hours.
- b. **Liaison Official:** This person serves as a liaison between the leader and the other group members. If the group leader is in the field (the premises), this person will make the coordination between the EOC and the group. The liaison official is responsible for coordinating the Emergency and Security Committee meetings and the visits of external resources (Emergency Management, Police, Fire Department, American Red Cross, among others) at the time of the emergency.
- c. **Safety Official:** This person is responsible for verifying the order and condition of the electric cables, gas tanks, water faucets, stopcocks, extinguishers, and general school areas, in order to avoid accidents. The person is responsible for inspecting the safety areas and for determining their use during and after an emergency.
- d. **Information Official:** This person is responsible for the outside communications, such as parents and communications media, among others. The person responsible for communications must give priority in the following order: 1. Threat to life, 2. Threat to property, 3. Non-emergency.
- e. **Operations Official:** Second (2nd) in the command chain, the Operations Official responds directly to the Group Leader and assumes his/her responsibilities in his/her absence. Is responsible for the functionality of the plan during an exercise or real emergency. Will direct the search and rescue operations if the situation requires.
- f. **Planning Official:** Third (3rd) in the command chain. Is responsible for the preparation of the Emergency/Multi-Risk Operational Plan and for its maintenance, review, and needed changes.
- g. **Logistics Official:** Fourth (4th) in the command chain. Is responsible to keep a register of the Center/School's resources, equipment, materials, and supplies, and for the administration of resources and the disposal of equipment, material y supplies during emergencies.
- h. **Finances Official:** Fifth (5th) in the command chain. Is responsible for making and updating costs and impact studies in relation to people/time, that is, to turn the emergency action into monetary value. Is responsible for making the insurance claims and compensations due.
- i. **Enumerator:** (Registrar) This person is responsible for accounting for all students and staff. The enumerator should receive assistance from the teachers to determine if any student is missing. The lists of the Search and Rescue, First Aid, and Student Delivery Groups will also be furnished to the Enumerator. The Enumerator must determine whether all the teachers and students are accounted for, their health condition, and

whether they are authorized to go home. This official responds directly to the Logistics Official.

SEARCH AND RESCUE OPERATIONAL GROUP

One or more of these groups are comprised of teaching and administrative staff (**adults' groups**). They are designated to make a preliminary and quick reconnaissance of the whole school as fast as possible. They will rescue trapped or injured students or staff. One of the members of each group must have first aid training. These groups must also receive training in firefighting. These groups' efforts will be coordinated with the First Aid Group. All their activities should be reported to the Emergency Operations Center.

TEAM A

Position	Name	Telephone
Official in Charge	Norma Soto	939-244-9489
Official in Charge (substitute)	Rogelio Ramos	939-652-2757
SAR 1	Raymond Agosto	939-489-2068
SAR 2	Raúl Pastrana	939-400-6138
SAR 3	Waldin Vázquez	787-235-4814

TEAM B

Position	Name	Telephone
Official in Charge	Yarimar Pacheco	787-462-0011
Official in Charge (substitute)	Noraima Ramos	787-674-9411
SAR 1	Norma Torres	787-312-0035
SAR 2	Tomas Rosado	787-210-3494
SAR 3	Waldin Vázquez	787-235-4814
SAR 4		

TEAM C

Position	Name	Telephone
Official in Charge	Noraima Ramos	787-674-9411
Official in Charge (substitute)	Caroline Colón	787-595-0699
SAR 1	Víctor Tricoche	787-501-1837
SAR 2	Inés Linero	787-644-3190

Responsibilities:

This group will have to make a preliminary and quick reconnaissance of all the campus buildings to determine the location of staff or students trapped or injured. They will rescue the trapped and injured and will assist the First Aid Group in helping the injured. Additionally, they must help extinguish fires after performing their main function. One or more groups of 5 teachers, administrative personnel, or volunteers should be established based on the size of the school. These groups must be composed of adults only. Students should not assist in the search and rescue efforts. The janitors will not be a part of these groups, as they must perform other urgent tasks such as closing or turning off the school facilities.

Actions before the disaster (now):

- a. Each group member should be assigned his/her primary search and rescue responsibilities. This should prevent members of the group from conducting rescue tasks and continuing the search for other injured people. Each group must choose a leader and respond to him/her.
- b. Teachers who are a part of these groups must coordinate with their colleagues so that they are not assigned simultaneously to high priority roles during the first hours following a disaster.
- c. Verify the availability of supplies and the search and rescue equipment annually.
- d. The group members must be trained in search and rescue, first aid, and firefighting techniques.
- e. The members of this group and of the Safety and Damage Assessment Group must train to serve as mutual support or backup teams.
- f. Each group must establish a pattern for the on-campus search according to the assigned area.
- g. Will inspect the fire extinguishers annually.

Actions during the disaster:

- a. Complete the evacuation priorities.
- b. If responsible for students, place them in the care of a fellow teacher, assistant or other official.

Actions after the disaster:

- a. Report to the warehouse or supply shed to pick up the search and rescue equipment.
- b. Perform a preliminary and quick reconnaissance of all the school buildings following the preestablished pattern and quickly identify the trapped or injured people.
- c. Pay attention to the evacuation cards placed on the classroom doors. If the sign is up it means that everyone has evacuated. If the sign is not posted, the place should be checked to see if there is anyone injured.

- d. Visually, vocally, and physically inspect each room as a part of the process in the buildings. Make notes on the cards if other people are found trapped or injured.
- e. Rescue trapped or injured individuals. The injured should be transported to the first aid area.
- f. While you are searching in the buildings, watch out for obvious structural problems and significant structural damages. Avoid unsafe areas.
- g. Inform the number and condition of the trapped victims to the Emergency Operations Center. Seek additional help, as necessary.

FIRST AID OPERATIONAL GROUP

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

Position	Name	Telephone
Official in Charge	Noraima Ramos	787-674-9411
Official in Charge (substitute)	Militza Marrero	787-378-9614

Responsibilities:

This group must establish the first aid treatment areas, sort the injured (Triage), and offer first aid to the persons who arrive at these areas. This group must coordinate with the Search and Rescue Group(s). The personnel components should correspond numerically to the size and complexity of the school. These individuals must be trained in first aid and CPR.

Actions before the disaster (now):

- a. Assume that the medical emergencies personnel may not respond to the school need during the first 72 hours or more after a major disaster.
- b. The member of this group must be certified in First Aid and CPR and must maintain an updated certification.
- c. Teachers who are members of this group must coordinate with their colleague- partner so that both are not assigned to the same priority tasks during the first hours following a disaster.
- d. Check annually and make sure that the first aid supplies are complete and unexpired. Identify all the medical items to more easily determine their expiration date.
- e. Develop o plan for the area of the First Aid Station. For example:

- Minor Care: Request that each teacher address minor injuries in their group of students. Advantages: This provides students with security and avoids crowding at the first aid station. Disadvantages: May overload the teacher.
- Triage: Locate the “triage” (sorting area for the injured) at the entrance of the First Aid Room. This area is used to quickly evaluate the people with severe injuries and direct them to the appropriate treatment area.
- Immediate Care: For people with life threatening injuries that require immediate attention, such as difficulty breathing, severe bleeding, major burns, and shock. Locate this area out of sight of students and staff, and accessible to emergency vehicles.
- Standby Care: For people with injuries that need no immediate attention within the first hours. These injuries can be lacerations, broken bones, injuries outside the capabilities of the group, and for people who need medication. Locate this case area near the Immediate Care area but protected from the view of people in this area.
- Crisis Counseling: Mild to moderate anxiety is best managed by the teachers in each class group. Severe anxiety requires special attention in a segregated area away from the rest of the first aid areas, because exposing injured personnel to view could worsen the hysteria. This area should be away from the student population because hysteria is contagious and may rapidly get out of control.
- Morgue: Locate this area out of students’ sight. This area should be distant from the food supplies and accessible to the emergency vehicles. Use bags or sheets to cover the bodies while they are transported.

Immediately after the disaster:

1. Complete the evacuation priorities. If you are responsible for students, deliver them to your colleague-teacher, assistant, or other official.
2. Report immediately to the area of the First Aid Station.
3. Organize and first establish the Triage area.
4. Organize and establish the Immediate Care area.
5. Organize and establish the Standby Care.
6. Organize and establish the Crisis Counseling area.
7. Organize and establish a Morgue area, if necessary.
8. Take the injured referred to the First Aid Station to “Triage.”
9. Administrate first aid to the injured.
10. Coordinate with the Search and Rescue Group. Provide first aid to any persons trapped as they are rescued. If necessary, prepare to support the Search and Rescue Group in their providing first aid to those injured while they are trapped.

11. Identify with an emergency card each person injured.
12. Document all cases in a central registry in the Triage area. If possible, assign an additional person to serve as registrar. All injured persons transferred from the first aid station must be registered in the central registry, with information on who they have been rescued by and their destination. In the case of an injured person transported by the emergency response personnel, write down the destination of the transport and the name of the person in charge.
13. One member of the group should check the student population in the evacuation area to see whether any of them need attention. If so, they must be taken to the First Aid Station.
14. Notify the Emergency Operations Center of the number of persons injured and the type of first aid treatment.

**Appendix: A-1.1 Triage Record Sheet
First Aid Station
Escuela Hotelera de San Juan**

Disaster: _____

Date: _____

Student name	Age	Rescuer	Type of care: Intensive / Standby / In crisis / Morgue	Destination: First Aid Station/Hospital	Name of Hospital	Person who transports	Date
--------------	-----	---------	--	---	---------------------	-----------------------------	------

SAFETY AND DAMAGE ASSESSMENT OPERATIONAL GROUP

This personnel group will close or shut down the school premises, assist in the firefighting efforts, secure the premises, and post signs to direct the parents or guardians to the student pick-up and transportation areas. All activities will be informed to the Emergency Operations Center. When the imminent danger is over, they will make a preliminary assessment of the damages to buildings and will report the nature and extension of the damages to the Emergency Operations Center using the Appendix A-2 form.

Position	Name	Telephone
Official in Charge	Noraima Ramos	787-674-9411
Official in Charge (substitute)	Avilene Collazo	787-422-6356

Responsibilities:

The members of this group will be responsible for examining the school premises and making an initial assessment of damages to buildings. This group must assist in extinguishing fires and coordinate with the Search and Rescue Group. Additionally, it must secure the campus to minimize unauthorized access or exit and direct parents to the student pick-up area. The physical plant personnel are a good alternative for this group. The members of this team must have access to the master keys and be trained to assist the Search and Rescue Group.

Actions before a disaster:

1. The group members should be trained to know when, how, and where to turn off the gas, electricity, and water taps, as necessary.
2. Check the supplies to ensure that they have the tools necessary to close or turn off these services.
3. Obtain the name and telephone number of a structural engineer who is willing to report to the campus after a disaster. **(Eng. Rubén González 787-312-5867 rubengc_1@hotmail.com)**
4. Check the Utility Map to guarantee its precision and complete the tasks.
5. Get training on how to perform the damage assessment.
6. Review the damage assessment throughout the school grounds. Remove or correct any problem identified as a risk, if possible.
7. The group members must combine the trainings with the Search and Rescue Group so that they can perform the tasks of one group or the other
8. 8. Review the condition of the fire extinguishers annually..

After the disaster:

1. In the case of an earthquake, report to the supply warehouse to get the equipment.
2. Must make a preliminary and quick reconnaissance of the entire campus. Quickly check all the areas for gas odor, short circuits, and water leaks. If necessary, turn off the gas, electricity, and water taps. Do not enter damaged structures.
3. Provide support to the Search and Rescue Group, as necessary, in firefighting or other activity.
4. Check the school perimeter to detect possible damages, such as cables or fallen electricity lines.
5. Post a team member at the school's main entrance to direct emergency vehicles, traffic, and parents. Only emergency vehicles should have access to the school.
6. All the activities of this group must be reported to the Emergency Operations Center.

STUDENT DELIVERY OPERATIONAL GROUP

This personnel group is essential for a quick and orderly delivery of underage students to their parents or guardians. The group will coordinate with the teachers the orderly delivery of students. A report to the Emergency Operations Center will be prepared.

Position	Name	Telephone
Official in Charge	Noraima Ramos	787-674-9411
Official in Charge (substitute)	Avilene Collazo	787-422-6356

Responsibilities: This group must document and assist teachers in the delivery of underage students to their parents or authorized adults.

Actions before the disaster (now):

1. At the beginning of each school year, students will be required to fill out a sheet with their contact information and two telephone numbers to be used in the event the student has an emergency. Parents will be required to immediately pick up their minor, as the school provides no childcare service for minors.
2. The information on each student must be in triplicate (3 copies). One copy will be placed in the First Aid Kit, another copy will be preserved in the Office of Students' Affairs, and a copy must be kept in the Office of the Director.
3. Determine what the student drop-off area will be in the event of an emergency. Develop the procedure to be used for delivery of students.
4. During the annual earthquake exercise, put the student delivery procedures to the test.

Immediately after the disaster:

1. Evacuate the office and bring the emergency contact lists.
2. Establish the student delivery area.
3. The time and destination of departure must be noted.
4. Coordinate with the Emergency Operations Center so that they know who the students are trapped or injured.
5. Report all the activities to the Emergency Operations Center.

Appendix: A-1.1 Minor Student Delivery Record Sheet
First Aid Station
Escuela Hotelera de San Juan

Disaster: _____ Date: _____

Student Name	Age	Person who picks up and relationship	Signature	Time
---------------------	------------	---	------------------	-------------

OPERATIONAL SUPPORT GROUP

This personnel group is not an immediate response group. They will provide essential support to maintain a positive attitude in the student population. Its main purpose is to ensure that food is prepared and served to students and staff. They are also responsible for the food and water supplies. Meeting the sanitary needs of the school population is their responsibility as well. All the activities will be reported to the Emergency Operations Center.

Position	Name	Telephone
Official in Charge	Noraima Ramos	787-674-9411
Official in Charge (substitute)	Avilene Collazo	787-422-6356

Responsibilities: This group must provide the service and coordinate the food supplies, preparation and distribution, distribution of water, and establishment of sanitary areas. The staff members should be organized as needed depending on the size of the school.

Actions before the disaster (now):

1. Take an inventory of all food, water, utensils, and sanitary items. Check dates and replace the expired supplies.
2. Determine the best location to prepare and distribute food and water. In addition, determine the location of the toilet so that it is away from the food preparation area. Check wind direction to prevent odors from reaching your area.
3. Develop a food consumption plan for the school population. Remember that during the first hours following a disaster the priority must be to rescue those persons who are trapped or injured.

Immediately after the disaster:

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

DAMAGE ASSESSMENT

Assessment Process: Damage assessment is defined as the systematic process of determining or measuring the extent of a loss, suffering, or damage resulting from an

emergency event and/or disaster. Basically, it refers to **WHAT** happened, **WHEN**, **WHERE**, **HOW**, and **WHO** has been affected. A timely damage assessment is vital due to its direct relationship with the actions that will be organized and taken by the response personnel.

There are four reasons why a thorough evaluation must be performed, to wit::

1. Provide information on the emergency situation or disaster.
2. Facilitate an effective decision making.
3. Provide accurate information to the public.
4. Develop request for assistance.

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

It is recommended that the Evaluation Group operate in an alternate location, outside the Operations Center (EOC), in order to not interrupt the response operations. It is also advisable to subdivide the group into three (3) teams: one to evaluate the infrastructure (classrooms, library, laboratories, office, etc.), another to collect data on the damages to materials and books, and one to consolidate data about damaged equipment (student desks, computers, cabinets, chalkboards, photocopiers, etc.).

APPENDIX A-2

Categories and Degree of the Damages:

Destroyed: A structure that cannot be inhabited, that is completely destroyed, and it is not cost-effective to repair it to make it livable. Generally, what is left of the structure has to be removed for new construction.

Major damages: Structures that need extensive repairs before they can be used again. Examples: some of its parts have collapsed, walls are severely cracked, seriously damaged ceilings, or buildings that are not leveled. In the case of flooding, it is so considered if the structure has no basement and water has reached 1 to 3 feet on the first floor, and if it has a basement, up and above 3 feet.

Minor damages: The structure is habitable, although it requires some repairs to return it to its pre-disaster condition. Example: broken windows, damaged walls, doors, pipes, electrical cables, etc. In the case of flooding, if water has only reached less than a feet water. If it has a basement, from one to three feet of water.

**APPENDIX A-2
STRUCTURAL DAMAGE ASSESSMENT SHEET
ESCUELA HOTELERA DE SAN JUAN – SAN JUAN CAMPUS
DISASTER: _____**

**STRUCTURAL DAMAGE ASSESSMENT SHEET
(FENCES, CLASSROOMS, LABORATORIES, LIBRARY, DRY WAREHOUSE, COLD
WAREHOUSE, PARKING LOT, ETC.)**

Code	Structure	Floor	Description	Amount	Estimated Cost
-------------	------------------	--------------	--------------------	---------------	---------------------------

Name and Title

Signature

Date

APPENDIX A-2
MATERIALS AND BOOKS DAMAGE REPORT SHEET
ESCUELA HOTELERA DE SAN JUAN – SAN JUAN CAMPUS
DISASTER: _____

MATERIALS AND BOOKS DAMAGE REPORT SHEET

Code	Library	Telephone	Description Materials	Books (Subject / Title)	Amount	Estimated Cost
------	---------	-----------	--------------------------	----------------------------	--------	-------------------

Name and Title

Signature

Date

APPENDIX A-2
EQUIPMENT DAMAGE ASSESSMENT SHEET
ESCUELA HOTELERA DE SAN JUAN – SAN JUAN CAMPUS
DISASTER: _____

EQUIPMENT DAMAGE ASSESSMENT SHEET
(STUDENT DESKS, PHOTOCOPIERS, COMPUTERS, CHALKBOARDS, CABINETS,
ETC.)

Code	Structure	Floor	Description	Amount	Estimated Cost
------	-----------	-------	-------------	--------	----------------

Name and Title

Signature

Date

APPENDIX B – 1
LIST OF COMMUNICATIONS EQUIPMENT
SAN JUAN CAMPUS

Description	Amount	Location
Fax	1	Administrative offices
Megaphone with batteries	1	Office of the Director
Telephones	35	The entire school
Fire alarm system	1	The entire institution

APPENDIX B – 2
LIST OF EMERGENCY EQUIPMENT
SAN JUAN CAMPUS

Description	Amount	Location
5' Bar	2	
Patio brush	2	
Barrier tape	4 rolls	Warehouse
Paddle screwdriver	2	
Phillips screwdriver	2	
12' Ladder	1	Warehouse
Extinguishers	1	Warehouse
Axe	35	Distributed strategically
Flashlight	2	
Adjustable wrench	25	
Pipe wrench	2	
Sledgehammer	2	
Square shovel	2	
Round cut shovel	2	
Rope	5 of 20'	
Plastic tarp	5	

**APPENDIX B – 3
STUDENT EMERGENCY INFORMATION LIST
CONTACT TELEPHONES**

**Escuela Hotelera de San Juan
San Juan Campus**

Enrollment: _____ SCA__ BIP__ Classroom: _____ Name of Professor: _____

Student contact information in case of emergency and/or disaster

Name	Age	Contact in case of emergency	Telephone	Contact in case of disaster	Telephone	Allergies, intolerances and/or conditions
-------------	------------	-------------------------------------	------------------	------------------------------------	------------------	--

This is an example of the student list that will be available at the Office of the Director.

APPENDIX B – 4
LIST OF IMPORTANT TELEPHONES

Emergencies:	911
State Emergency Management Agency:	(787) 724 – 0124
Medical Emergency Corps:	(787) 775 – 0550
Local Police (non-emergency matters):	(787) 343 – 2020
Local Fire Department (non-emergency matters):	(787) 343 – 2330
Rape Victims Help Center:	1 – 800 – 981 – 5721
Poison Control and Information Center:	1 – 800 – 222 – 1222
Child Abuse:	(787) 294 – 4900
Municipal Emergency Management Office:	(787) 480 – 2030
Office of the American Red Cross:	(787) 758 – 8150
Office of the Electric Power Authority:	(787) 521 – 8447
Office of the Aqueduct and Sewer Authority:	(787) 620 – 2482
Nearest Hospital: Auxilio Mutuo Hospital:	(787) 758 – 2000

Name, number and frequency of radio stations:

AM: Radio Isla:	(787) 757 – 1320	1320AM
AM: Noti Uno 630:	(787) 758 – 7230	630AM
AM: WQBS:	(787) 767 – 6200	870AM
FM; MEGA:	(787) 620 – 6342	106.9FM
FM: La Nueva 94:	(787) 692 – 9470	94.7FM
FM: La Zeta 93:	(787) 622 – 9700	93.7FM
FM: Nueva Vida:	(787) 745 – 9770.	97.7FM

APPENDIX B – 5
LIST OF SUPPORT AGENCIES COORDINATORS

Name	Office / Agency	Telephone	Fax / Electronic Mail
con	Federal Emergency Management Agency	In case of disaster: 1 – 800 – 621 – 3362	https://www.fema.gov/es
Javish Collazo Fernández (Chief of the Fire Department)	Puerto Rico Fire Department	787 – 343 – 2330 Special Operations Division: 787 – 754 – 1007 787 – 754 – 1030	Office of the Chief of the Fire Department: 787 – 726 – 2614
Joaquín de la Cruz (Commander Hato Rey East)	Puerto Rico Police	Confidential Line: 787 – 343 – 2020 Hato Rey East Headquarters: 787 – 766 – 1960	
Carlos Irigoyen González (Acting Director)	Municipal Emergency Management Office	Dispatch: 787 – 480 – 2222 Switchboard: 787 – 480 – 2030	787 – 480 – 2030 cirigoyen@sanjuanciadadpatria.com
Jaime González (Zone Director)	Zone Office, State Emergency Management Office	787 – 724 – 0124 Ext. 2004 787 – 279 – 0772 In case of emergency: 911 Zone Director: 787 – 294 – 0277 San Juan: 787 – 480 – 5011 787 – 758 – 8150	Tel: 787-294-0277 jgonzalez@prema.pr.gov
Luis (Tony) Riera (disaster area managers)	American Red Cross Puerto Rico Chapter	787 – 758 – 8150	787 – 758 – 6086 luis.rivera@redcross.org

Main Operator	Department of Health	787 – 765 – 2929	787 – 759 – 6260
Main Operator	Public Service Commission	787 – 756 – 1919	787 – 756 – 8086 Claims: #5

APPENDIX B – 6

LIST OF EMPLOYEES' NAMES AND TELEPHONE NUMBERS

Name	Position	Telephone
Sylvia Cestero León	President	787-600-4115
Debbie Ortiz	Assistant to the President	
Rey Seymour	Vice Presidente of Government Affairs	787-949-3059
Héctor Badía	Real Estate Manager	939-891-9318
Henry Díaz	Branch Director	787-221-8292
Ángel L. Rosario	Information Systems Technician	787-548-0916
Fabiola Torres	Human Resources Coordinator	787-380-7781
Avilene Collazo	Specialist in Culinary Arts Coordinator	787-501-1837
Noraima Ramos	Baking and International Pastry Coordinator	787-674-9411
Vivian Cintrón	Financial Aid Coordinator	787-923-6719
Henry Díaz	Financial Aid Official	787-587-1018
Inés Linero	Accounting Manager	939-399-4879
Maritza Laureano	Accounting Official	787-381-1485
Vanessa Villanueva	Collections Official	939-216-2000
Xavier Rivera	Admissions Official	787-248-4275
Alicia Calderon	Student Affairs Official	787-504-2504
Sylvia Badía	Marketing	787-243-8066
Eugenia Calderón	Registrar	787-505-8629
María Arroyo	LRC Assistant Librarian	939-489-2068
Anais Chaparro	Internship and Placement Director	787-669-4209
Militza Marrero	Internship and Placement Official	787-378-9614
Daniel Reyes	Warehouse Coordinator	787-349-8405
Christian Maestre	Food Warehouse Official	787-586-9117
Cristopher Adames	Food Warehouse Official	787-586-9117
Julio A. García	Physical Plant Official	939-267-6480
Santa Encarnación	Physical Plant Official	787-967-1920
Tomas Rosado	Chef Instructor	787-210-3494
Waldin Vazquez	Chef Instructor	787-235-4814
Raymond Agosto	Chef Instructor	939-374-4653
Caroline Colón	Chef Instructor	787-595-0699
Norma Torres	Chef Instructor	939-244-9489
Rogelio Ramos	Chef Instructor	939-652-2757
Yarimar Pacheco	Chef Instructor	787-462-0011

**APPENDIX C – 1
RISK ANALYSIS – DANGER
WORKSHEET**

Columns →	A	B	C	D	E	F	
Value→	(from 1 to 3)	(from 1 to 3)	(from 1 to 3)	(from 1 to 3)	E=A+B+C+D)	(F=A+E)	
RISK DANGER	O	FRECUENCIA	MAGNITUD	TIEMPO DE ALERTA	SEVERIDAD	IMPACTO TOTAL	PRIORIDAD
Plane crash	1	1	1	1	4	5	
Violent Acts / Hostage Taking	1	1	1	1	4	5	
Contamination (spills)	1	1	1	1	4	5	
Slide	1	1	1	1	4	5	
Explosion	1	1	1	1	4	5	
Lack of electricity	1	1	1	1	4	5	
Strike / protest / riot	1	1	1	1	4	5	
Hurricane / storm	3	3	3	3	12	15	
Fire	1	3	3	3	10	11	
Flooding	3	3	3	3	12	15	
Drought / lack of water	1	1	1	1	4	5	
Earthquake	2	3	3	3	11	14	
Terrorism	1	1	1	1	4	5	
Bad weather and flooding	3	3	3	3	12	15	
Tornado and waterspouts	1	1	1	1	4	5	
Gas leak	3	3	3	3	12	15	
Other incidents caused by humans	1	1	1	1	4	5	

**APPENDIX C – 2
EXERCISE OR DRILL CERTIFICATION**

Date of exercise or drill	Name and signature: School Director / Witness 1	Name and signature: Operations Official / Witness 2	Name and signature: Planning Official / Witness 3
---------------------------	---	---	---

**APPENDIX D – 1
SERVICE AREAS COLOR MAP**

Codes

(1) Red	Electric
(2) Yellow	Gas / oil / steam
(3) Orange	Communications
(4) Blue	Water
(5) Green	Sewer

APPENDIX D – 2
EVACUATION ROUTES MAP

(Indicate, in different colors, the primary and alternate building evacuation routes)

Codes

>>>>>>>>> **Green** = primary route
>>>>>>>>> **Red** = alternate route

APPENDIX E – 1

911: PROCEDURE TO CALL

The Emergency Call Answering Center Service offers assistance to anyone in a situation with the potential to become a risk of immediate injury or destruction that requires an immediate response from MEDICAL EMERGENCIES, the POLICE, the FIRE DEPARTMENT, the STATE EMERGENCY MANAGEMENT SYSTEM, and the DEPARTMENT OF THE FAMILY (SOCIAL EMERGENCIES PROGRAM). **If there is another non-life-threatening situation that requires these departments, refer to the emergency numbers.**

1. Indicate what the emergency is (Fire, people injured, missing student, etc.)
2. Stay calm.
3. Indicate name and address.
4. **Listen.** Allow the 9-1-1 dispatcher to lead the conversation.
5. Be prepared to respond to the questions clearly and calmly.
6. Stay on the phone. **DO NOT HANG UP** until the dispatcher instructs you to do so.

APPENDIX E – 2

ACCIDENTS WITH CHEMICALS (WITHIN THE SCHOOL)

This incident may result from a spill of cleaning chemicals within the campus facilities, in a laboratory due to material brought by a student to campus, or from a broken gas line. The following actions must be taken if any of these accidents endanger the students or staff:

RESPONSIBILITIES:

1. **Director or his/her delegate:** Determine if evacuation is required.
2. **Director or his/her delegate:** Notify the local authorities about the incident. **(Call 9-1-1)**
3. **Director or his/her delegate:** Notify the gas company to send its technicians. **(Call 787-780-5715 DEL GAS COMPANY)**
4. **Director or his/her delegate:** If needed, perform a campus evacuation using primary or alternative routes. Avoid any exposure to the gases or chemicals.
5. **Personnel:** Evacuate the students from the building using the primary or alternate routes. Take the attendance list and the First Aid Kit. Check that all students have abandoned the premises.
6. **Personnel:** No students should be left unattended during the evacuation process. Students must stay silent during the evacuation.
7. **Personnel:** Upon arrival at the safe evacuation location, roll will be taken, and attendance must be reported to the Director or his/her representative. Notify the response agencies about any missing person or student.
8. **Personnel:** Do not return to the building until the response personnel have informed you that it is safe to return.

APPENDIX E – 3

CHEMICAL ACCIDENTS (OUTSIDE THE SCHOOL)

Major chemical accidents may be caused by an automobile or an industrial accident. The following actions must be taken if such an accident that endangers students or staff occurs:

NOTICE: An announcement via megaphone will be heard.

RESPONSIBILITIES:

1. **Director or his/her delegate:** Request that all the students stay in the classroom.
2. **Personnel:** Close all the doors and windows, shut down the ventilation systems and wait for instructions.
3. **Personnel:** Roll call. Notify the Director or his/her representative about any missing student or person.
4. **Personnel:** If necessary, use adhesive tape, cloths, or other material to seal any air leak.
5. **Personnel and Director: CONTINUE AT THE PLACE OF SHELTER UNTIL FURTHER INSTRUCTIONS ARE GIVEN.** Monitor the radio station for new instructions.
6. **Personnel:** If you believe that gas is entering the building, protect everyone by placing cloths or towels over their mouths and noses. Ask everyone to take short, deep breaths.
7. **Director or his/her delegate:** If the evacuation order is received, proceed with the school evacuation plan.
8. **Personnel:** Evacuate the students. Take the attendance list and the First Aid kit.
9. **Director or his/her delegate:** Check visually to ensure that all the students were evacuated.
10. **Director or his/her delegate:** The evacuation sign must be left posted on the office door.
11. **Personnel:** Upon arrival at a safe place, roll call and immediate report attendance to the Director or his/her representative.

APPENDIX E – 4 CRIMINAL ACT

This incident occurs when a crime is committed on campus.

RESPONSIBILITIES:

1. **Personnel:** If there is a crime victim, take care of the victim. Provide any necessary medical attention.
2. **Director or his/her delegate:** Notify the Police (**Call 9-1-1**).
3. **Director or his/her delegate:** Identify all the people involved in the incident (if possible). Identify the witnesses, if any.
4. **Director or his/her delegate:** Deny access to the crime scene until arrival of the Police.
5. **Director or his/her delegate:** In the event of an armed individual, regardless of the type of arm, **USE EXTREME PRECAUTION**. Do not attempt to disarm or take the weapon away from the person: leave it to the Police.
6. Prepare a report for Security and for the Police.

APPENDIX E – 5

BOMB THREAT

This appendix is intended to establish the rules and procedures for emergency situation in the event that the campus receive a bomb threat, either by letter, telephone, email, fax, verbal comment, rumor, or any other means. These warnings must be considered important and true emergencies, and the response thereto must be in accordance with the situation. If this happens, the following guide must be followed:

RESPONSIBILITIES:

1. **Personnel:** If the bomb threat is in the form of a letter, make note of how it was delivered, who found it, and where it was found. Be careful while handling the letter and be careful to place it in an envelope to protect possible fingerprints that may be detected. In the event the alert is received by email or SMS, take care not to delete the contents.
2. **Personnel:** If the bomb threat is made through a **telephone call**, keep the call on the line. Extend the call with arguments such as “I’m sorry, I don’t understand what you mean,” “Could you say that again.” Note the time the call was received, characteristics of the voice, accent, etc. of the caller, noises in the background, and what the person indicates. Use the explosives threat call checklist to collect information from the informant.
3. **Director or his/her delegate:** Notify the Police and the Fire Department immediately (Call 9-1-1).
4. **Director or his/her delegate:** If the caller is still on the phone, call the telephone company on another phone to trace the call.
5. **Director or his/her delegate:** Instruct the personnel and students to turn off their cell phones or radios. **Do not use them during the threat.**
6. **Personnel:** Caution students and staff not to pick up or touch any foreign objects or packages they find.
7. **Director or his/her delegate:** If the unusual package is in the corridor, modify the evacuation route to avoid passing through that place.
8. **Personnel:** Evacuate students using the primary and alternate routes. Take the First Aid kits. Check that all students have evacuated the building.
9. **Personnel:** Upon arrival at a safe place, roll call and notify the Director or his/her representative about any missing student or staff member.
10. **Personnel:** Do not return to the building until the response officers indicate that it is safe to return.

EXPLOSIVE THREAT CALLS CHECKLIST

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

Call details:

When will it explode?

Who placed it?

How does it look like?

Where is it located?

Why are you doing this?

Who are you?

Call received by:

Time:

Date:

Description of the Caller:

Male

Female

Adult

Juvenile

Voice characteristics:

Strong

Soft

High tone

Deep

Altered

Calmed

Intoxicated

Way of talking:

Fast

Slow

Weird

Distorted

Stutterer

Nasal

Dragged the words

Precise

Other

Use of language

Excellent

Good

Poor

Terrible

Other

Use of some phrases (specify):

Accent:

Local

Non-Local

Foreign

Regional

Country

Other:

Manner:

Calmed	Angry	Rational	Irrational
Coherent	Incoherent	Deliberate	Emotional
Laughing		Other:	

Background noise:

Office machines	Street with transit	Industrial Machinery	Plane
Train	Animals	Voices	Silence
Music	Mix of several		Party atmosphere
Other:			

Notes:

APPENDIX E – 6

BEE ATTACK

One of the biggest problems faced by the country's campuses is the number of wild and Africanized bees that roam the surrounding areas.

GET PREPARED!

The Africanized bee is also known as the "killer bee," a term that has been greatly exaggerated. If they reach the campus, the community must be more alert, as the risk of being stung by this bee increases. Knowing about the Africanized bee and taking some precautions can reduce the risk of being stung.

The Africanized bee is very similar to the European honeybee used as pollinator in agriculture and for honey production. The two types of bees look alike, and their behavior is similar in many aspects. Neither tends to sting when collecting nectar and pollen from the flowers, in flight, or when resting, but both will do so in self-defense if provoked.

THE EUROPEAN HONEYBEES AND AFRICANIZED BEES:

- Look similar
- Protect their hives and sting in self-defense
- May sting only once
- Have the same poison
- Pollinate flowers
- Produce honey and wax

THE AFRICANIZED BEE:

- Is less predictable and more defensive than the European
- Feels threatened when people or animals are 50 feet or more away from its hive
- Responds more quickly and in greater quantities
- Chases intruders for a quarter of a mile or more
- Nests in small cavities and protected areas, such as empty boxes, cans, buckets, old tires, lightly used vehicles, piles of wood, holes in fences, trees, sheds, garages, spaces between buildings and any construction.

GENERAL PRECAUTIONS:

- Pay attention to the buzzing sound, which indicates that there is a bee nest or swarm.

- Be careful when entering sheds or outside buildings where a bee nest may be present.
- Check the work area before using lawn mowers, weeders, and other motorized equipment.
- Stay alert when practicing sports and outdoor activities.
- Do not disturb a nest or swarm; contact the Municipal Emergency Management Office or a private pest control company. Teach students to be cautious and not to disturb any kind of bees.

PROTECT THE CAMPUS:

- Eliminate objects or places where bees can nest.
- Encourage staff, students, and visitors to place juice, soda, and coffee vessels and juice and soda cans in closed containers. **(Bees hover over trash cans or garbage searching for sugary drinks.)**
- Inspect the walls and overhangs.
- Cover openings bigger than 1/8 of an inch in walls and pipes.
- Install wire mesh over roof drains and other openings, such as water meters.
- Once or twice a week during the spring and summer, check for bees entering or leaving the same place in your home or campus.

As a general rule, stay away from any bee swarms or colony. If you encounter them, leave immediately. Do not run, but if you must do so, try to protect your face and eyes as much as possible when running. Take shelter in a car or building. Water and dense vegetation do not offer enough protection. Do not stand still or try to shake or shoo them away, as rapid movements cause bees to sting.

WHAT TO DO IF STUNG:

- First of all, get away to a safe place quickly.
- Then, remove the stinger as soon as you can: the stinger injects more venom during the first minute it is inserted into the skin.
- Wash the stung area with water and soap, as you would do with any other wound.
- Put crushed ice on it for a few minutes to relieve the pain and swelling.
- Seek medical attention **(call 9-1-1)** if breath becomes difficult, if there were multiple stings, or if you are allergic to bee stings.

APPENDIX E – 7

FALL OF AN AIRCRAFT

The following actions must be performed if a plane crashes near the campus:

RESPONSIBILITIES:

1. **Director or his/her delegate:** Determine whether evacuation is needed.
2. **Director or his/her delegate:** Notify the Police and the Fire Department (**Call 9-1-1**).
3. **Personnel:** If necessary, evacuate students from the building using the primary or alternate evacuation routes to a safe location. Take the attendance sheet and the First Aid kit with you.
4. **Personnel:** Verify that all students have evacuated the school premises.
5. **Personnel:** In the safe place, roll call. Inform of any missing student to the Director or his/her representative. Notify the emergency response personnel about any missing student or person.
6. **Personnel:** Keep students at a safe distance from the site of the air disaster.
7. **Personnel:** Assist the injured persons, if any.
8. **Personnel:** Do not return to the campus until the response officials indicate it is safe to return.

APPENDIX E – 8

CODE “ADAM” – MISSING CHILD OR STUDENT

The Code “Adam” security protocol is established, which the campus Director or his/her representative will implement as follows: when a parent, guardian or person in charge notifies any employee who works in the building that their child (under 18 years of age) is missing, the latter will obtain from the parent, guardian or person in charge an itemized description of the minor, including, but without limitation to, the name, age, eye color, height, weight, and clothing, particularly the shoes.

RESPONSIBILITIES:

1. That same employee from the nearest telephone will alert through the loudspeaker or any other agile and effective means of communication, in the event the building’s loudspeaker system is not in order, that the **Code “Adam”** has been activated, will provide an itemized description of the minor with the information provided by the parent, guardian or person in charge, and will give the telephone number or extension from where the announcement is being made.
2. The employee will escort the parent, guardian or person in charge towards the building’s main door so that he/she can help identify the minor.
3. Persons designated by the administrator will monitor all exits of the building to ensure that the minor does not leave the building without being accompanied by a parent, guardian or person in charge. Additionally, two or more employees, as deemed necessary, will be assigned to search in the building’s parking areas. This will not entail the closing of any of the building’s doors.
4. At the exits of the building, people who are leaving the premises accompanied by a minor will be asked to go through the main exit, previously established by the administrator. If upon arrival at the exit they insist on leaving the building, they will be allowed to do so once it is determined that the person leaving is not the person being sought and the alleged parent, guardian or person in charge presents an official identification with photo issued by the Commonwealth of Puerto Rico, or a driver’s license with photo, from any state of the United States, or a passport with photo issued by any other government.
5. After announcing the “**Code Adam**” through the loudspeakers or any other agile and effective communication means, in the event that the building’s loudspeaker system is not in order, the employees will conduct a search throughout the building and two or more of them will be assigned, as deemed necessary, to each floor to certify that the minor is not in the building. Employees serving the public previously excluded by the administrator will not be required to conduct the search.

6. If the minor is not found within a period of ten (10) minutes, a call will be made to the 9-1-1 emergency telephone number and the situation reported so that the state security or emergency personnel can immediately arrive at the scene.
7. If the minor is found uninjured and appears to have been lost in the building, he/she will be released to his/her parent, guardian or person in charge immediately. If the minor is found accompanied by a person other than his/her parent, guardian or person in charge, the most reasonable means must be used to delay the person's departure from the building, until an agent of the Puerto Rico Police arrives and duly identifies the person.
8. At the end of the procedure, the cancellation of the "**Code Adam**" will be announced over the loudspeaker and the Director or administrator will prepare an incident report, which will be kept in the administrative records for a period of three (3) years.

APPENDIX E – 9

RIOTS / CIVIL DISORDERS

WITHIN CAMPUS:

This incident could occur if the students gather in an unruly attitude. If that occurred and appeared to be threatening to students and staff, the following measures should be taken:

RESPONSIBILITIES:

1. **Director or his/her delegate:** If students participate in acts of civil disobedience, keep them separately in a room on campus.
2. **Director or his/her delegate:** Maintain a channel of communication between students, staff, and the office of the director. Try to restore the order.
3. **Director or his/her delegate:** If you are unable to calm the students, call the Police (or 9-1-1) for assistance.

OFF CAMPUS:

This incident could occur if a riot breaks out in the streets. If the event threatens or endangers students or staff, take the following measures:

RESPONSIBILITIES:

1. **Director or his/her delegate:** if there are any students off campus, have them enter the building. If this is not possible, ask students to crouch down and cover their heads.
2. **Director or his/her delegate:** After students are inside the building, close the doors and secure the area.
3. **Director or his/her delegate:** Notify the Police (or 9-1-1).
4. **Personnel:** Close all the windows and curtains.
5. **Personnel:** Instruct students to crouch down and cover, sit or lie on the floor, and keep the students calm.
6. **Director or his/her delegate:** Cancel all the external activities.
7. **Personnel:** Deal with the injured, if any.
8. **Personnel:** Stay with the students until the authorities indicate that the situation has been settled.

APPENDIX E – 10 EXPLOSION

In the event of an explosion in a building on campus, the following must be done:

RESPONSIBILITIES:

1. **Personnel:** If an explosion occurs, instruct students to crouch down and cover.
2. **Director or his/her delegate:** Notify the Police and the Fire Department (**call 9-1-1**).
3. **Director or his/her delegate:** Immediately after the explosion, evacuate the campus using the primary or alternate routes.
4. **Personnel:** Take the attendance list and the first aid kit with you.
5. **Personnel:** Verify that all students have evacuated the campus.
6. **Personnel:** Students should not be left unattended at any time during the evacuation.
7. **Personnel:** Upon arrival at the safe evacuation place, roll call and immediately inform the Director or representative of those who are there.
8. **Director or his/her delegate:** Notify the emergency personnel about missing persons or students.
9. **Personnel:** Take care of the injured, if any.
10. **Personnel:** Do not return to the buildings until the response personnel indicates it is safe to do so.

APPENDIX E – 11

ATMOSPHERIC PHENOMENUM (HURRICANE OR STORM)

Severe weather may be accompanied by strong winds. If this type of weather would put staff or students at risk, the following precautions should be taken:

RESPONSIBILITIES:

Before:

1. **All:** Stay CALM.
2. **Director or his/her delegate:** Get informed through the mass information media.
3. **Director or his/her delegate:** Do not listen to rumors or disclosures or promote unofficial information.
4. **Director or his/her delegate:** Make the decision along with the President whether to suspend the student and administrative work as soon as the notice of the phenomenon is imminent.
5. **Personnel:** Firmly close all the doors, windows, and curtains. Disconnect all the fans and air conditioners.
6. **Personnel:** Disconnect all the appliances and the electric power switch.
7. **Personnel:** Close the gas and water valves.
8. **Personnel:** Waterproof and move documents and equipment that may be affected by water or wind.
9. **Personnel:** Repair the roofs, windows, and walls to avoid major damages.
10. **Personnel:** Tape the glass windows with an “X” shape to prevent them from falling if they are broken by the wind.
11. **Personnel:** Store fertilizers and insecticides in waterproof places, as they contaminate the water when in contact therewith.
12. **Personnel:** Get fuel in authorized containers for the school vehicles, as there may be a shortage of fuel supply after the storm.
13. **Personnel:** In the event of hurricane or torrential rain, secure the outdoor items that could be thrown by the wind and secure vehicles away from trees, light poles, streams, or flood prone areas.
14. **Directors, teachers, and personnel:** Prepare those rooms that will receive the greatest blow from the winds, securing the material they may contain.

During:

1. **Director or his/her delegate:** Stay informed of additional instructions through the radio or television.

2. **Director or his/her delegate:** Students and staff should stay in their homes or shelters until the winds have ceased and the authorities indicate that the danger is over and that it is safe to resume classes.
3. **No one should go out until the authorities indicate that the danger has passed.**
4. **ATTENTION TO THE EYE OF THE HURRICANE!** If the center of the hurricane passes over the area in which you are located, there will be calm for approximately 30 minutes. **DO NOT LEAVE** your shelter during this time because the winds gain new strength afterwards and blow in the opposite direction.

After:

1. **Director or his/her delegate:** Notify the service companies (ASA, EPA, PRTC, etc.) about any breakage or suspected breakage of the service lines.
2. **Personnel:** Be aware of water contamination and the condition of the food that could be used.
3. **All:** Follow the authorities' indications.
4. **All:** Do not touch fallen cables.
5. **All:** Be careful with fences, houses, and buildings that are in danger of collapsing. Pay attention and take care of your surroundings.
6. **All:** If you can help, do so. Otherwise, go to a safe place or follow the indications of the authorities.

APPENDIX E – 12

FIRE (WITHIN CAMPUS)

The following steps should be taken if a fire breaks out in the campus and the event endangers staff or students:

Before:

1. Plan two escape routes for each room or office of the school. Practice how to escape and provide an evacuation map to each room or office.
2. Teach the school members how to evacuate in case of fire.
3. Choose a location outside the institution for the school community to meet after escaping a fire.
4. Clean the warehousing areas. Do not allow trash to accumulate, such as old magazines and newspapers.
5. Inspect the extension cords for frayed or exposed wires or loose plugs.
6. The outlets must have plates and must not have any exposed wires.
7. Make sure that the cords do not run under carpets, over nails, or across high-traffic areas, and that they are not worn down.

8. Do not overload the extension cables or outlets. If you need to plug in two or three devices, obtain an approved unit with built-in circuit breakers to prevent sparks and short circuits.
9. Have an electrician inspect the electric wiring of the school.
10. Never use gasoline or other flammable components inside the school.
11. Store flammable liquids in suitable containers and in well-ventilated areas.
12. Smoking on the school premises is prohibited.
13. Safely dispose of all rags and materials soaked in flammable materials after use.
14. Check the heat generating sources.
15. Place the heat generating sources at least three feet away from flammable materials. Make sure that the floor and nearby walls have adequate insulation.
16. Only use the type of fuel designated for your equipment and follow the manufacturer's instructions.
17. Know where the gas tanks and the electrical circuit fuse box are located and how to turn them off in an emergency.
18. Install fire extinguishers type A-B-C and K. Teach the school members how to use them. (Type A –for wood and paper fires only; Type B –flammable liquids and grease fires; Type C –electrical fires; Type A-B-C –classified for all fires and recommended for use at home). Type K –fights grease fires.
19. Install an automatic fire sprinkler system in the school.
20. Keep the fire department inspection up to date.
21. To support insurance claims in the event of a fire, take an inventory of the property and keep a list in a separate location. Photographs are also useful.

WHAT TO DO DURING A FIRE:

1. Directors or their delegate: Notify the Fire Department (call 9-1-1).
2. Directors or their delegate: Proceed to evacuate the campus using the fire primary or secondary route.
3. Teachers and staff: Bring the first aid kit with you. Keep students outside, at a safe distance from the fire and the firefighting equipment.
4. Directors or their delegate: Must conduct a visual inspection to ensure that all staff and students have evacuated the campus buildings.
5. Teachers and staff: Roll call. Inform the Director or his/her representative about any missing student or staff member.
6. School community: Do not return to the building until the officers of the Fire Department do so indicate.

OR RATHER DO THE FOLLOWING:

1. Use water or a fire extinguisher to put out small fires. Do not attempt to put out a fire that is getting out of control. If you are not sure that you can control it, activate the fire

alarm and evacuate the room or office. Call the Fire Department immediately, the sooner the better.

2. Never use water to put out an electrical fire. Use only a fire extinguisher approved for electrical fires.
3. Put out oil and grease fires with a Type K extinguisher, activating the suppression system, spreading baking soda or salt, or placing a lid over the flame if the fire is in a pot or pan. Do not attempt to take the pot or pan outside nor to submerge it in the sink or spray it with water.
4. If your clothing has caught fire, stop, drop to the ground, and roll on the ground until the fire is out. Running only makes the fire burn you faster.
5. Never use the palm of the hand or fingers to check if a metal object is hot; use a towel or any object.
6. If the door is locked, knock it open with any object and make sure that fire and/or smoke are not blocking your escape route. If your escape route is blocked, close the door immediately and use an alternate escape route. If your route is clear, exit out the door immediately. Be prepared to crawl. Smoke and heat tend to go up. The air is clearer and fresher near the floor.
7. If you must exit through the smoke, crouch and crawl on the floor under the smoke until you exit—the dense smoke and poisonous gases first accumulate along the ceiling.
8. Close the doors behind you as you escape to delay the spread of the fire.
9. Once you are safe outside, stay outside. Call the Fire Department.

WHAT TO DO AFTER A FIRE:

1. Give first aid as needed. Call the Fire Department, cool and cover the burns to reduce the possibility of more injuries or infection.
2. Do not enter a building or zones damaged by the fire unless the authorities indicate you can.
3. If you must enter a building or zone damaged by a fire be alert to the heat and smoke. If you detect either, exit immediately.
4. Have an electrician inspect the school wiring before turning the power back on.
5. Do not attempt to reconnect any of the utilities yourself. Let the Fire Department and other authorities do it.
6. Watch out for structural damages. The ceilings and floors could have weakened and may collapse.
7. Contact the disaster civil protection services, such as the Red Cross, the Fire Department, or Civil Defense, if you need shelter, food or a place to house students.
8. Prepare a list of damages and losses. Photographs can help.
9. Keep record of the cleaning and repair costs. Receipts are important both for the insurance claims and income taxes.

10. Do not discard any of the damaged items until an official inventory has been made. The insurance company, if you have one, takes all the damages into consideration.
11. Discard the food and drinks that have been exposed to the heat, smoke, or soot. Refrigerators and freezers that are left closed maintain the internal temperature for a short time. Do not attempt to refreeze the food that has thawed.
12. If you have a safe, do not attempt to open it, as it can stay extremely hot for several hours. If the door is opened before the safe has cooled, the contents could burst into flames.

APPENDIX E – 13

FIRE (OFF CAMPUS)

The following measures must be taken in the event of a fire off campus that endangers the safety of the students:

RESPONSIBILITIES:

1. **Directors or their delegate:** Determine whether the campus must be evacuated.
2. **Directors or their delegate:** Contact the local Fire Department (call 9-1-1) to determine the correct action to be followed at the campus.
3. **Directors or their delegate:** If necessary, begin evacuation of the premises to a previously identified site using the school's evacuation plan.
4. **Directors or their delegate:** A visual inspection will be conducted to ensure that all students and staff have evacuated the premises.
5. **Personnel:** Guide the students using the evacuation plan. Take along the First Aid kit. Keep students at a safe distance from the fire and the firefighting equipment. Take attendance to ensure that all students are present in the evacuation area.
6. **Director or his/her delegate:** Place the "evacuated" sign on the door of your office to indicate that the area was evacuated.
7. **Personnel:** Roll call. Report about any missing student or staff member to the director or his/her representative, as well as to the response personnel.
8. **Director or his/her delegate:** Listen to the radio for further information.
9. **Personnel:** Do not return to the school buildings until the Fire Department indicates it is safe to return.

APPENDIX E – 14

INCIDENTS IN TRIPS OR TOURS

Before leaving on a trip or tour, make sure that the personnel in charge have the following information:

1. Liability release from Students' Affairs. Permission from a parent or guardian authorizing the student to participate in the trip or field trip (if underage).
2. List of students and companions per vehicle.
3. Name of the supervisor assigned to each vehicle.
4. Map of the route to be followed.
5. Emergency information, medications, and supplies required for students. (Students should carry their own medications. The School cannot provide them.)
6. Name on the driver's license and number, in addition to the plate number and vehicle registration.
7. List of important and pertinent telephone numbers for the trip, including student emergency contacts. (See Appendix B-3)
8. First aid kit.

During the trip:

1. Address any medical needs, bumps, or injuries, including claims of pain.
2. **Call 9-1-1** if medical assistance or assistance from the police is required. If necessary, an ambulance will be called, or the student taken to the nearest emergency room. (see Appendix E-24).
3. In the case of an underage student, contact the parents, provide them with information on the steps taken in any situation, and indicate the meeting place and arrival time to receive the students.
4. In the case of minors, provide a report of the incident (if any) to the parents or guardian.
5. Contact the insurance provider if there are any claims (if necessary).

At the end of the trip:

1. Roll call the students.
2. In the case of minors, make that the parents or guardians pick up their children.
3. Prepare a report and indicate any incident, accident, or anomaly that has occurred before, during, or at the end of the trip.
4. Follow up on the condition of any student who is injured or ill.

REQUEST FOR AUTHORIZATION

Activities outside of School

(Co-curricular and extracurricular)

(To be completed by the professor)

Name of Instructor:

Date: _____

Session: Morning Afternoon Evening

Program: BIP SCA

Place of the Activity: _____

Time of the Activity: _____

Description and purpose of the activity:

Protocol for the request: The activity must be requested **two weeks** in advance, so that transportation can be arranged and the Director or his/her delegate are able to evaluate its relevance. Additionally, all the students must attend in full uniform. The use of controlled substances or alcohol will not be allowed in the activities.

Signature of the Instructor: _____

Date: _____

Signature of the Academic Director: _____

Date: _____

LIABILITY RELEASE

Activities outside the School

I, _____, student of age / underage of Escuela Hotelera de San Juan, will freely and voluntarily attend the activity of _____, which will take place on _____, _____ in _____.

I am aware that by participating in this activity I submit to the jurisdiction of Puerto Rico and agree to comply with its laws and regulations. I am fully responsible for observing a conduct that does not breach any laws and regulations of this jurisdiction. I am also fully responsible for any violation of the applicable laws and regulations I may incur and hereby release Escuela Hotelera de San Juan, Inc., its directors, officials, employees, agents, representatives, insurance companies, or guarantors from liability for any act of mine that may constitute a violation of the Puerto Rico laws or regulations.

I take responsibility for my conduct in co-curricular or extracurricular activities. I further agree to comply with Escuela Hotelera de San Juan's institutional rules, and understand the consequences and sanctions established therein if they are not complied with.

I acknowledge that I am responsible for taking care of any personal property I bring to the activity, including, but not limited to, luggage, clothing, photographic or video cameras, cellular phone, radio, and MP3 player, and hereby release Escuela Hotelera de San Juan Inc., its directors, officials, employees, agents, representatives, insurance companies, or guarantors from liability for any damage that this personal property may suffer.

I understand that I assume all the risks of bodily injury and damage to personal and public property and hereby release Escuela Hotelera de San Juan Inc., its directors, officials, employees, agents, representatives, insurance companies, or guarantors from any liability, claim, or cause of action that may arise as a result of my participation in this activity, including the ground transportation and to the place where the activity will be held. I understand that, to the best of my knowledge, I do not suffer from any medical condition that may hinder my participation in this activity. I declare that I have medical insurance coverage and, if I did not, I would be responsible for all the medical expenses I incur. In the event of an accident, I am entirely responsible for seeking the necessary medical services.

I have been oriented by the administrative staff regarding my participation as stated above. Escuela Hotelera de San Juan does not sponsor my attendance.

Student's signature

Signature of student's father / mother/ guardian (In the case of minors under 21 years of age)

PERMISSION TO ATTEND ACTIVITY

Date: _____

Program: SCA BIP

Type of activity: Extra – curricular

Co – curricular

Dear sir/madame:

My authorization is hereby required for student _____ to be able to attend _____, an activity authorized by the Administration of Escuela Hotelera de San Juan. Departure time is _____ and arrival at the School at _____.

Said activity is intended to enrich the student's learning process within the field of the gastronomic industry.

I authorize I do not authorize

Name: _____

Signature: _____

Date: _____

Relationship: _____

Extracurricular Activity: events conducted by the School with no direct relationship with the academic curriculum. However, these are important to strengthen the institutional and professional values of the students.

Co – Curricular Activity: events conducted with the intention of contributing to the academic curriculum.

Very grateful and counting on your collaboration.

Cordially,

Escuela Hotelera de San Juan,
San Juan Campus

Date: _____

**INFORMATION ON THE ACTIVITY
(To be completed by the Office of Students' Affairs)**

Date of the activity: _____ Instructor assigned: _____

Program: _____

Place to be visited: _____

Address:

Departure time: _____ Arrival time: _____

Name of the assigned chauffeur: _____

Vehicle's plate number: _____ License number: _____

Route map:

APPENDIX E – 15

THREATENING INDIVIDUALS

This incident could occur if a conflictive or armed person were on the campus grounds. If a menacing or armed individual puts the safety of students or staff at risk, the following measures must be taken:

1. **Director or his/her delegate:** If there are students outside the campus, have them go inside immediately. If this cannot be done, ask them to crouch down and cover their head.
2. **Director or his/her delegate:** Once the students are inside the rooms, close the doors and secure the premises.
3. **Director or his/her delegate:** Notify the Police (call 9-1-1)
4. **Personnel:** Close all the doors and windows.
5. **Personnel:** Instruct the students to crouch down and cover; sit on the floor and keep the students calm.
6. **Director or his/her delegate:** Cancel all the external activities.
7. **Personnel:** Stay with the students until a notice is issued that the threat or incident is over.
8. **Director or his/her delegate:** If there is an armed individual, **EXERCISE EXTREME PRECAUTION.** Do not attempt to take the arm away from the individual; allow the police to act in this case.
9. **Director/ Personnel:** Disconnect all the television systems in the classrooms so that the threatening individual does not learn the news and know the location of the Police, students, and staff.

APPENDIX E – 16

BAD WEATHER AND FLOODING

This event may endanger the safety of students and staff if a storm or torrential rain causes rivers and streams to overflow. The following measures must be taken in such an event.

RESPONSIBILITIES:

1. **Director or his/her delegate:** Determine whether evacuation is necessary. Since it is not possible to wait for a long time, the evacuation must be performed when there is still the possibility that students can leave using their vehicles.
2. **Physical Plant Personnel:** Must keep drains and sewers free of debris. Will inspect the school's drainage mechanism (submersible pumps) periodically to ensure its optimal operation.

3. **Teaching personnel:** Evacuate the students using the established plan when the Office of the Academic Director so orders.
4. **Director or his/her delegate:** A visual inspection must be performed to ensure that all the students and staff have evacuated the premises.
5. **Personnel:** No student should be left unattended during the evacuation process.
6. **Bus drivers:** If evacuation is done on the bus to the train station (for students with no transportation), it should not be driven through flooded streets or road.
7. **Director or his/her delegate:** Monitor the radio station on the emergency frequency for additional details regarding the situation.
8. **Teaching and Administrative Personnel:** Place the electronic equipment and the sensitive material (records and documents) that may be affected by water in a safe and elevated place.

APPENDIX E – 17

TORNADOES

Tornadoes can result in fatalities and devastation of a neighborhood in seconds. They look like a spinning, funnel-shaped cloud that comes out of a thunderstorm and reaches the ground, with swirling winds that can reach 300 miles per hour.

Before the tornado:

1. Prepare an emergency supply kit.
2. Listen to the most updated weather reports in bulletins broadcast by commercial radio or television stations.
3. Be on the lookout for approaching storms.
4. Look for the following danger signals:
 - a. Dark, and often greenish, sky.
 - b. Large hail.
 - c. A large, dark, and low cloud (especially if it is spinning)
 - d. A loud roar, similar to a freight train.
 - e. If you see that a storm is approaching or observe any of the danger signals, prepare to immediately seek shelter.

During the tornado:

If you are in a structure (for instance, a residence, small building, school, nursing home, hospital, factory, shopping center, apartment tower).

Do the following:

- Students and staff will gather on the first floor of the main building and will be located in classrooms 101, 102, 103,104, and 105, away from the corners, windows, doors,

and exterior walls. They must get under a strong table and protect their head and neck with their arms.

- If in a building, find a small room or hallway on the building's lowest level.
- Use sturdy shoes.
- Be careful of windblown debris. Debris carried by the wind during a tornado results in most fatalities and injuries.

After the tornado:

Half of the reported tornado-related injuries occur after the phenomenon. Tornadoes can damage power lines, gas or water lines, thus creating the conditions for electrocution, an explosion, or a fire.

Injuries

- See if there are people injured. If someone is seriously injured, do not attempt to move him/her unless the person is in danger. Seek medical assistance immediately. If someone stops breathing, begin CPR if you are trained to do so. Stop blood from an injury by applying direct pressure to the wound. If you get stuck, try to get someone's attention.

General precautions

- Listen for emergency information on your battery-powered radio.
- Be careful when entering a damaged structure.
- Use thick shoes or boots, long sleeves, and gloves if you must walk through debris.
- Be especially careful with nails and broken glass.
- Do not touch blown down power lines or objects that come into contact with these lines. Call the authorities as soon as possible to indicate where the cables are located.
- Use battery-powered flashlights instead of candles for lighting while the power is out.
- Do not use generators, pressure washers, grills, gas stoves, or any other gas, propane, or gasoline appliance, neither inside your home nor outside near open doors, windows or vents. These appliances can leak carbon monoxide, an odorless and colorless gas that can cause illness and even death if you come into contact with it. If you suspect you are intoxicated with carbon monoxide, seek medical attention immediately.
- Keep the telephone lines free unless you need to report an emergency. Check that all the telephones are on the hook (strong winds may have unhooked them).
- Cooperate with the authorities.
- If the Police, the Fire Department, or the emergency services are requesting voluntary help, try to participate, but do not enter the affected areas unless the authorities have

asked you to help in that particular area. Stay away from the damaged zones. Your presence could make the rescue efforts difficult, and you could put yourself in danger.

APPENDIX E-18

TRAPPED PERSONS (ELEVATORS AND CONFINED SPACES)

This type of event can put at stake the health of students or staff, if someone is trapped in an elevator, room, or confined space (example: between walls, a sewer, well, or pipe, among others). If a similar event occurs, the following measures should be taken.

NOTICE:

An alert could be issued through the alarm system provided in the elevators. It is the help call from trapped people.

1. **Call 9-1-1.** Identify a person that will guide the rescue personnel to the exact place. Do not attempt to open the elevator doors. Let the qualified or professional personnel who acts in this case do it.
2. Move to the place closest to the people's location. Ask the people around the elevator or confined space to clear the area and return to their respective study or work areas. This will prevent the anxiety of trapped people from increasing.
3. Establish conversation with the trapped persons. It is important to point out to them that they **will not run out of air**. Advise them to sit and calm down, and to try to breathe normally. If someone is breathing rapidly, ask him/her to put a bag over his/her mouth and breath into it. This will help the person control him/herself and avoid hyperventilation. Getting comfortable will help them relax. Let them know that you called 9-1-1 and that help is on the way.
4. When communicating with the people, verify if any of them suffers from a special health condition. Tell the response group leader the number of people trapped, their gender, and, particularly, if anyone has a condition.
5. Allow the response personnel to perform their corresponding tasks, keeping all staff or students away from the area.
6. Make arrangements to provide fresh water and chairs for the affected people when they are out of the elevator. If underage, inform the incident to their parents or guardians.
7. **Do not allow the use of this elevator until it is duly inspected and certified by a professional.** Prepare a report on the situation and include a copy of the inspection.

APPENDIX E-19

PREPARATION OF THE SCHOOL FOR A DISASTER

1. Review the school's emergency plan with the Director.

The First Aid Kit must include, at a minimum: alcohol, cotton, tape, band-aids, antiseptic, antibiotic, gauze, hydrogen peroxide, eye drops, scissors, acetaminophen, and latex gloves.

2. Correct or remove the risks identified in your area.
3. Instruct students to prepare for an emergency: fire prevention, extinguishing burning clothes with the stop, drop, and roll exercise. Prepare for an earthquake: crouch down, cover, and hold on. In incidents with hazardous materials: take shelter, close, and listen. Other emergencies.
4. Participate in all the emergency exercises.
5. Obtain a certification in First Aid and CPR through the American Red Cross (the professors and the First Aid brigade have this training).
6. Train and be prepared to perform your tasks as a part of the emergency groups in the event of an earthquake.
7. Take the training on how to use the fire extinguisher.

APPENDIX E-20

PROCEDURE TO EVACUATE THE SCHOOL PREMISES

Evacuation of a building:

Students and staff must orderly evacuate the building using the primary or secondary route indicated on **Appendix D-2**, which routes will be selected taking the disabled students into consideration. The first aid kit must be carried along. The meeting area must be a safe place on the school premises, away from the buildings and reception area of any emergency response team that may arrive on campus. The parking area in front of the school has been selected for this purpose. Roll call of students and staff must be taken and attendance reported to the Director or his/her representative.

PROCEDURE TO EVACUATE THE CAMPUS (Students)

1. The fire alarm will be heard. If applicable, we must activate the fire alarm.

2. Students will turn off the stoves and close the gas tabs. If applicable, we must activate the extinguishing mechanisms in the room.
3. Students and staff must orderly evacuate the building, using the primary or secondary route indicated on the evacuation route maps that are posted on the classrooms' walls.
4. The teacher or employee who is the last to leave will place the fire extinguisher in front of the classroom door and the sign indicating the evacuation.
5. The emergency backpacks, the first aid kit, and the students' attendance list must be carried along.
6. Students will walk to the designated evacuation place. All students must walk in orderly lines, through safe places. The professor will keep students at a safe distance from the fire and the firefighting equipment.
7. The security employees will control the traffic so that students cross the street in front of the school to get to the established shelter.
8. They must follow the safest route to the designated meeting place. For this purpose, the parking lot located in front of Escuela Hotelera has been selected as a safe area.
9. Upon arrival at the meeting point, take a student and staff roll call and report attendance to the Director or his/her representative.
10. Do not return to the campus buildings until the Fire Department indicates it is safe to return.

PROCEDURE TO EVACUATE THE CAMPUS PREMISES FOR ADMINISTRATIVE EMPLOYEES

1. The fire alarm will be heard. The staff assigned to the switchboard and/or Admissions will communicate through the loudspeaker to notify the offices adjacent to Café Guayama about the evacuation of the main building. The message will consist of the phrase "Red alert in the main building." The personnel on duty will move to the new offices to make sure that the message went through.
2. The staff must orderly evacuate the building, using the primary or secondary route indicated on Appendix D-2. (The maps with the evacuation routes are posted on the walls of the offices.)
3. The employee who is the last to leave will place the fire extinguisher in front of his/her office door and the evacuation sign.
4. The Director of Administration and the Human Resources Coordinator must take along a checklist of the employees located on the second floor of the main building or the new offices adjacent to Café Guayama.
5. The employees will walk to the closest evacuation place and through safe places. Each employee will keep a safe distance from the fire and the firefighting equipment.
6. They must follow the safest route to the designated meeting place. For this purpose, the parking area located in front of Escuela Hotelera de San Juan has been selected

as a safe area. In the event that the emergency takes place in the Offices adjacent to Café Guayama, all staff and the public present will evacuate and go to the Student Center of the main building.

7. Once at the meeting place, a roll call must of staff be made and an attendance report provided to the Director or his/her representative.
8. Monitor the radio for additional information.
9. Do not return to the campus buildings until the Fire Department indicates it is safe to return.

**ESCUELA HOTELERA DE SAN JUAN
SAN JUAN CAMPUS
EVACUATED EMPLOYEES' CHECKLIST**

Disaster: _____ Date: _____

Name	Position	Present (X)
Sylvia Cestero León	President	
Debbie Ortiz	Assistant to the President	
Rey Seymour	Vice President of	
	Government Affairs	
Héctor Badía	Real Estate Manager	
Ángel L. Rosario	Information Systems	
	Director	
Fabiola Torres	Human Resources	
	Coordinator	
Anais Chaparro	Internship and Placement	
	Coordinator	
Avile Collazo	Specialist in Culinary Arts	
	Coordinator	
Noraima Ramos	Baking and International	
	Pastry Coordinator	
Vivian Cintrón	Financial Aid Coordinator	
Maritza Laureano	Accounting Official	
Inés Linero	Accounting	
Xavier Rivera	Admissions Coordinator	
Sylvia Badía	Marketing	
Eugenia Calderón	Registrar	
Hazyadeé Pérez	Learning Resource Center	
	Coordinator (LRC)	
María Arroyo	LRC Assistance Librarian	
Militza Marrero	Internship and Placement	
	Official	
Daniel Reyes	Food Warehouse	
	Coordinator	
Christian Maestre	Food Warehouse Official	
Victor Tricoche	Interim Academic Director	
Norma Soto	Chef Instructor	

Tomas Rosado
Waldin Vazquez
Rogelio Ramos
Yarimar Pacheco

Chef Instructor
Chef Instructor
Chef Instructor
Chef Instructor

APPENDIX E-21

PROTECTION AGAINST OWNERLESS DOGS (STRAY DOGS) ATTACKS

One of the most frequent problems on school campuses is the sudden presence of ownerless (stray) animals. This is partially due to the search for discarded food in garbage dumps by dogs abandoned by their owners. The main risk is that the dog could cause minor or severe bites that will require immediate medical attention. It is important to prevent this type of incident by taking the following precautions:

1. Do not approach dogs, particularly those who are chained, tied, or behind a fence
2. Animals should never be disturbed when they are sleeping, playing with something, or eating.
3. Do not provoke dog fights. Do not abuse animals. They also feel pain and suffer from abuse and abandonment.
4. Alert students when angry or nervous dogs enter the campus. Do not allow students to bring animals to the school.
5. If you notice the presence of ownerless animals on the school premises, immediately contact the Municipal Emergency Management Office of your district or the Animal Control Center. **Notify the situation verbally and in writing.**

NOTE: If despite taking these precautions a dog attacks a student, the student should be taken to the nearest hospital or treatment center immediately. Try to keep an eye on the animal, as capture may be required.

APPENDIX E-22

ALARM SYSTEM

Administrative, teaching, non-teaching, and service staff are aware of the Emergency Multi-Risk Operational Plan implemented in emergency situations. In addition, they know the roles they would play if a fire, earthquake or other type of disaster occurred. The exercises and drills performed are intended to ensure an effective response, as part of our mission is to offer the educational community a safe place prepared for any

eventuality. The following table presents the codes for the bell system that will be activated in the event of an emergency, particularly if an evacuation or one or more areas of the campus is necessary:

Fire Alarm	Fire The fire protocol is activated as discussed in Appendix E20 Fire Alarm.
EARTHQUAKE	Get under the tables or student desks when the alarm is heard (after a lapse of 5 minutes after the earthquake), evacuate the building through the designated areas.

We recommend the whole educational community to give due attention to this warning system in the case they are present during an emergency exercise or real event.

Steps to silence the fire alarm:

1. After the emergency, open the alarm panel door and press the “Buzzer Silence” to silence the sound.
2. Open the alarm activation station or “pull station” with the corresponding “Allen” wrench and proceed to set to “Normal” the interior switch, which at that time must be pointing to the “Activate” indicator.
3. Go back to the fire alarm panel and press the “System reset” key.

**APPENDIX E-23
EARTHQUAKE**

Before the earthquake:

1. Prepare an equipment of emergency supplies.
2. Securely attach the shelves to the walls.
3. Place large or heavy items on the lowest shelves\.
4. Store fragile items in low, locking cabinets.
5. Hang the heavy items, such as pictures or mirrors, away from furniture where people seat.
6. Reinforce the ceiling lamps.
7. Repair the damaged power wires and leaking gas connections, as these may constitute a fire hazard. Seek assistance from an expert. Do not work with power or gas lines by yourself.

8. Install flexible piping to prevent gas or water leaks. Flexible pipes are more resistant to breakage.
9. Secure refrigerators, ovens, and other gas appliances with straps to the wall and bolts to the floor. If the gas company recommends, install an automatic shut-off device that is triggered by the vibrations of an earthquake.
10. Repair any deep crack in the ceiling and the foundation. Consult an expert in case there are signs of defects in the structure.
11. Make sure that the structure is firmly anchored to its foundation.
12. Store flammable products safely in locked cabinets and on low shelves.
13. Identify safe places inside and outside, such as under solid furniture, an internal wall away from windows, mirrors, and pictures, for shelter.
14. Conduct earthquake practice exercises.

During the earthquake

If you are inside:

1. Stay inside, away from windows, shelves, or any other object or furniture that could fall on you. Cover yourself under a table, desk, or student desk. Instruct students to drop, cover, and hold on.
2. In the hallways, stairwells or other areas where no cover is available, you must move toward the interior walls of the building.
3. In the library, stay away from windows and bookshelves. Cover yourself appropriately.
4. In the laboratories, turn off all the burners (if possible) before taking cover. Stay away from chemicals that could splash on you
5. In vocational workshops, stay away from windows, shelves or any object that could fall on you. Turn off the stoves, ovens, blowtorches or machinery that could cause a fire. Drop, cover, and hold on.
6. In multipurpose rooms, crouch down and cover under the tables, or move close to interior walls, away from the windows.

If you are outside:

1. Move to an open area, away from buildings and power lines. Lie down or seat on the floor (movement will not allow you to stand). Keep observing and alert for any danger that requires you to move from the place.
2. If you are driving the school bus, stop the vehicle away from the power lines, bridges, tunnels, and buildings. All students must remain seated and hold onto their seat.

NOTE:

The doors could lock if closed by the seismic movement. If they are stuck, it will be necessary to alert the rescuers using a whistle that will be found in the First Aid kit.

Teachers must organize in accordance with the pair system. If a teacher is injured, the teacher's partner must evacuate both groups, following the earthquake evacuation procedures.

AFTER AN EARTHQUAKE

1. Personnel: Evacuate students from the building. Take the list of students and the first aid kit with you. Verify and make sure that all the students have left the building. Place the evacuation sign in front of the classroom door.
2. Personnel: No student should be left unattended during the evacuation process. Students must remain quiet during evacuation.
3. Personnel: Upon arrival at the predetermined meeting area, roll call and inform the director or his/her representative immediately.
4. Director or his/her delegate: Establish an Emergency Operations Center with personnel designated to take care of it.
5. Director or his/her delegate: Notify the Police and the Municipal Emergency Management personnel (call 9-1-1) if you have trapper or missing personnel or students. Organize the Search and Rescue Group, composed of adults, to locate missing or trapped persons.
6. Search and Rescue Group: Begin the search in all the campus buildings. Search in the classrooms or offices, giving priority to the place where no evacuation sign has been posted, as it indicates that there are injured or trapped people. When they all have been removed, post the evacuation sign. Verify the places with the evacuation sign on to make sure that no one is there. After checking each room, close and lock the doors, if possible.
7. Director or his/her delegate: Organize the other Emergency Response Groups: the First Aid Group, the Safety and Damage Assessment Group, the Student Delivery Group, and the Support Group.
8. Safety and Damage Assessment Group: Inspect all the service lines to identify leaks. Close all the stopcocks known to have, or that are suspected to have, leaks. Report the actions taken to the director or his/her representative.
9. Director or his/her delegate: Notify the service companies of any breaks or suspected leaks in service lines, as informed by the Safety and Damage Assessment Group.
10. First Aid Group: Establish a treatment area. Categorize the patients by injuries. Take care of the injured staff. Report missing persons and injuries to the Director or his/her representative.
11. Support Group: Provide assistance to maintain the well-being and positive morale of students and colleagues. Establish a kitchen area to prepare food for students and staff. Protect food and water supplies. Prepare a place for the sanitary needs.

12. Student Delivery Group: If there are underage students, they must be delivered to adults. Complete the delivery sheet for each student who is allowed to leave.

POST-EARTHQUAKE ACTIONS – EVACUATION OF THE CAMPUS BUILDINGS

Before evacuating the building following an earthquake consider the following:

- There could be hazards outside the building that must be considered before evacuating the students.
- There may be no safe meeting place in the immediate vicinity.
- There can be no safe route to evacuate students. Primary and alternate routes might need to be cleared before students can use them.
- Electricity inside the building could be affected, thus, it is very likely that it will be dark.

Before evacuating the students do the following:

- Evaluate the situation. Coordinate with your peer teacher.
- Determine whether the primary or alternate routes of the building are cleared. If not, coordinate with other personnel to clear them and eliminate hazards.
- Determine whether the meeting area is safe. If not safe, select an alternate meeting area.
- Wires or power lines on the ground, if any, must be avoided.
- Areas near cyclone fences should be avoided, as they could be electrified if any wire or line touch them.
- Do not forget to consider students or peers with disabilities when selecting the evacuation routes.

After determining that it is safe to evacuate the building or campus, proceed to do so.

IF THIS WERE A SEVERE EARTHQUAKE, the campus personnel may have to take care of students for an estimated period of up to three (3) days after the disaster. The following supplies should be stockpiled before an earthquake and stored in a separate storage room outside the school building. Having minimal quantities of these supplies would help mitigate the consequences of a severe earthquake. **Remember: prepare to be isolated for 72 hours.**

SUPPLIES NECESSARY FOR AN EARTHQUAKE

Immediate Access Supplies:

- Battery-powered portable Radio

- Map of utilities and emergency areas (marked in colors)¹
- Battery-powered flashlight
- Battery-powered Megaphone
- Radio Communications System²
- Wrench (tool) to close the services (water, gas, etc.)
- Place to store supplies (wood or aluminum shed)³

Water:

- ½ gallon per person per day for 3 days.⁴
- 3 ½ oz. paper cups. To drink water: 5 glasses per day for each person.
- Water dispenses suitable for supplying water from containers to glasses.

Sanitary Supplies:⁵

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

Food: Non-perishable, such as canned vegetables and fruits. Avoid salty food. Cooking utensils, can opener, pots, cauldrons, gas stove, cooking fuel and matches, paper plates, paper towels, aluminum foil, instant coffee, and other snacks.⁶

¹ See Appendix D-1

² The school has a “walkie talkie” type communications system.

³ The school has a warehouse of supplies.

⁴ As a part of its habitual purchases, the school has available a good supply of bottled water (gallons and 20oz bottles), in addition to water dispensers for 5 gallon / 18.9 liter bottles that operate without electricity. It also has a 2,000 gallon tank per each container.

⁵ All these materials are purchased regularly.

⁶ These materials are available as a part of the purchase made regularly.

PREPARATION OF THE FIRST AID KIT FOR CLASSROOMS:

These first aid kits must stay in the classroom always. The kit and the attendance list will be carried along in the event of an evacuation. The school will check the contents of the kit every six months.

- (10) plastic bandage 1- 1/2" x 1-1/2"
- (25) cloth bandage, 1" x 3"
- (25) plastic bandage, 3/4" x 3"
- (10) cloth bandage for the fingertips
- (10) cloth bandage for the knuckles
- (1) elastic bandage for wrapping, 2" x 5 yards
- (10) bandage to close butterfly style wounds
- (1) triangular sling bandage, 40" x 40" x 56"
- (10) gauze pad, 2" x 2"
- (10) gauze pad, 3" x 3"
- (1) adjustable gauze roll, 2"
- (1) adjustable gauze roll, 3"
- (1) trauma pad, 5" x 9"
- (20) alcohol cleaning pad
- (20) antiseptic wipe BZK
- (10) cleaning wipe
- (10) cream packet for burns 0.9 gr
- (10) antibiotic cream packet, 0.9 gr
- (1) First Aid tape roll, 1/2" x 10 yards
- (1) scissors
- (10) cloth tape bandage, 2" x 2"
- (2) pair of vinyl gloves without latex
- (1) stainless steel clamp
- (1) cardiopulmonary resuscitation mask (CPR) and vinyl gloves set
- (1) American Red Cross emergency first aid guide.
- (1) bottle (plastic) of alcohol
- (1) bottle (4 oz. plastic) of antiseptic
- (1) bottle (plastic) of hydrogen peroxide
- (1) list of students
- (1) antibiotic bottle (ointment)
- (1) whistle

ITEMS FOR THE FIRST AID GROUP:

The following items will complement the first aid kits located in the classrooms. They will be kept in a safe and accessible place, where they will remain at all times, except in the case of an emergency:

- 50 "Triage" cards for every 500 students
- 10 blankets for every 100 students
- 2 standard First Aid books⁷
- 2 floor covers 20' x 20' for the first aid station
- Waterproof signs with the following text:
 - "Immediate Attention"**
 - "Waiting Patients "**
 - "Crisis Counseling"**
 - "Morgue"**
- 40 patches for burns 3"x3"
- 20 cold compress patches
- 4 64-ounce jars of moisturizing liquid
- 12 paper towel rolls
- 12 33-gallon plastic bags
- 2 packages of safety pins
- 2 thermometers
- Feminine hygiene product (sanitary pads)

Miscellaneous:

- Fire extinguishers
- Generator (optional item)⁸

SEARCH AND RESCUE EQUIPMENT (SAR):

Individual personal protection equipment for the SAR group members:

Develop teams of 4 members (this number is based on the number of rooms that must be checked in the entire campus in 20 minutes)

- 1 hard hat – per member

⁷ The members of the First Aid brigade can download the application of the Red Cross manual.

⁸ The school has an 80 kilowatts generator.

- 1 vest – per member
- 1 pair gloves with leather palms– per member
- 1 pair safety glasses – per member
- 1 mask – per member
- 1 whistle – per member

Basic SAR tools (per campus)

- 1 adjustable wrench (to disconnect the gas, if necessary)
- 1 axe
- 1 sledgehammer
- 1 square cut shovel
- 1 round cut shovel
- 3 rolls of 3" x 1000' Tape to mark barriers
- 1 24" bar
- 1 5' to 6' bar
- 1 hammer
- 6 large plastic bags
- 1 folding shovel
- 1 6" Paddle screwdriver
- 1 Phillips screwdriver 4"
- 1 container to store these tools
- 30 feet rope
- 1 additional flashlight
- 2 "sets" of batteries per flashlight
- 1 emergency lamp
- 1 yard brush

APPENDIX E-24

INTERVENTION WITH STUDENTS OR EMPLOYEES VICTIMS OF ACCIDENTS

1. **Stay calm:** Concentrate on addressing the emergency and eliminate any distraction that may prevent you from doing so.
2. **Establish trust:** Show respect for the person and inform him/her that you can help.
3. **Listen to the person:** Allow the persons to express themselves as much as possible. Consider the surroundings to obtain any pertinent details of information.
4. **Ask what they need:** nervousness or desperation may make it hard for the victim to tell you what his/her needs are.
5. **Provide the necessary First Aid** after determining the victim's need. Refer to a First Aid manual or the Red Cross application if you have any doubt.

6. Decide whether it is necessary to call an ambulance or transport the victim to the hospital.
7. If the victim is under 21 years of age, a Retention and Students' Affairs Official will accompany the victim to the nearest emergency room until the father/mother or guardian (person who can make legal decisions with regard to the minor) appears to accompany him/her.
8. The person listed as "emergency contact" on the list of students that appears under **Appendix B-3: Contact information for students in case of emergency and/or disaster** will be called. There is a photocopy of the list in a sealed envelope inside the first aid kit in each classroom. The original lists are included in the binder of the Emergency – Multi-Risk Operations Manual located in the Office of the Director. There is also a duplicate thereof in the Office of Retention and Students' Affairs. A duplicate of the lists must be brought to any tour or activity in which the students participate.
9. The personnel responding to the emergency must document the course of events in a report.

APPENDIX E – 25

PROTOCOL FOR THE PREVENTION AND MANAGEMENT OF SUICIDAL ACTS

The school will create a Rapid Response Team in Suicidal Situations (RRTSS) and there will be a Support Committee (SC). The Office of Retention and Students' Affairs has been identified as the primary location to manage cases with the support of other offices in accordance with the Suicide Prevention Protocol.

In a situation of suicidal idea or threat:

1. Contact the RRTSS or the SC.
2. Accompany the person until the RRTSS appears.
3. Ensure that the person has no access to lethal means.
4. Let the person at risk know that you can be of help.
5. Listen to the person with empathy, without showing any signs of surprise or disapproval.

In a suicidal attempt:

When the person has threatened to commit suicide or has made an attempt to commit suicide

1. Call 911 and the RRTSS or CA personnel.
2. Seek help from someone certified in First Aid.
3. Let the person at risk know that you want to help.
4. Do not show signs of surprise and disapproval.
5. If no attempt has been made, ask the person at risk to postpone his/her intention to attempt against his/her life and to give you the opportunity to help him/her.

In a suicide threat during a phone call:

When a phone call is received whereby it is identified that the person is at risk of committing suicide ...

1. Secure the call. Do not interrupt the call at any time.
2. Ask, as soon as possible, the caller's full name and telephone number (to call the person back in case the call is disconnected, or the person hangs up).
3. Ask where the person is and who is with him/her.
4. Ask the closest colleague to notify a member of the RRTSS o SC that you are responding to a suicidal emergency call.
5. Have paper and pen handy to write down the pertinent information and details.
6. Ask about the possibility of suicidal ideation.
7. When the RRTSS takes the call over, stay on site to lend assistance. Make sure that you have an additional telephone to make all the necessary calls.

What to do at all times during the described situations?

1. Do not get nervous.
2. Be silent and allow the person to vent and say what he/she wants.
3. Do not interrupt.
4. Show understanding by repeating in your own words what the person tells you.
5. Ask situation-specific questions. Do not assume anything.

After a suicidal attempt or consummated suicide:

In case of suicide...

1. Do not touch or move the body and avoid access by people unrelated to the management of the event at the scene.
2. Call 911

MAPS

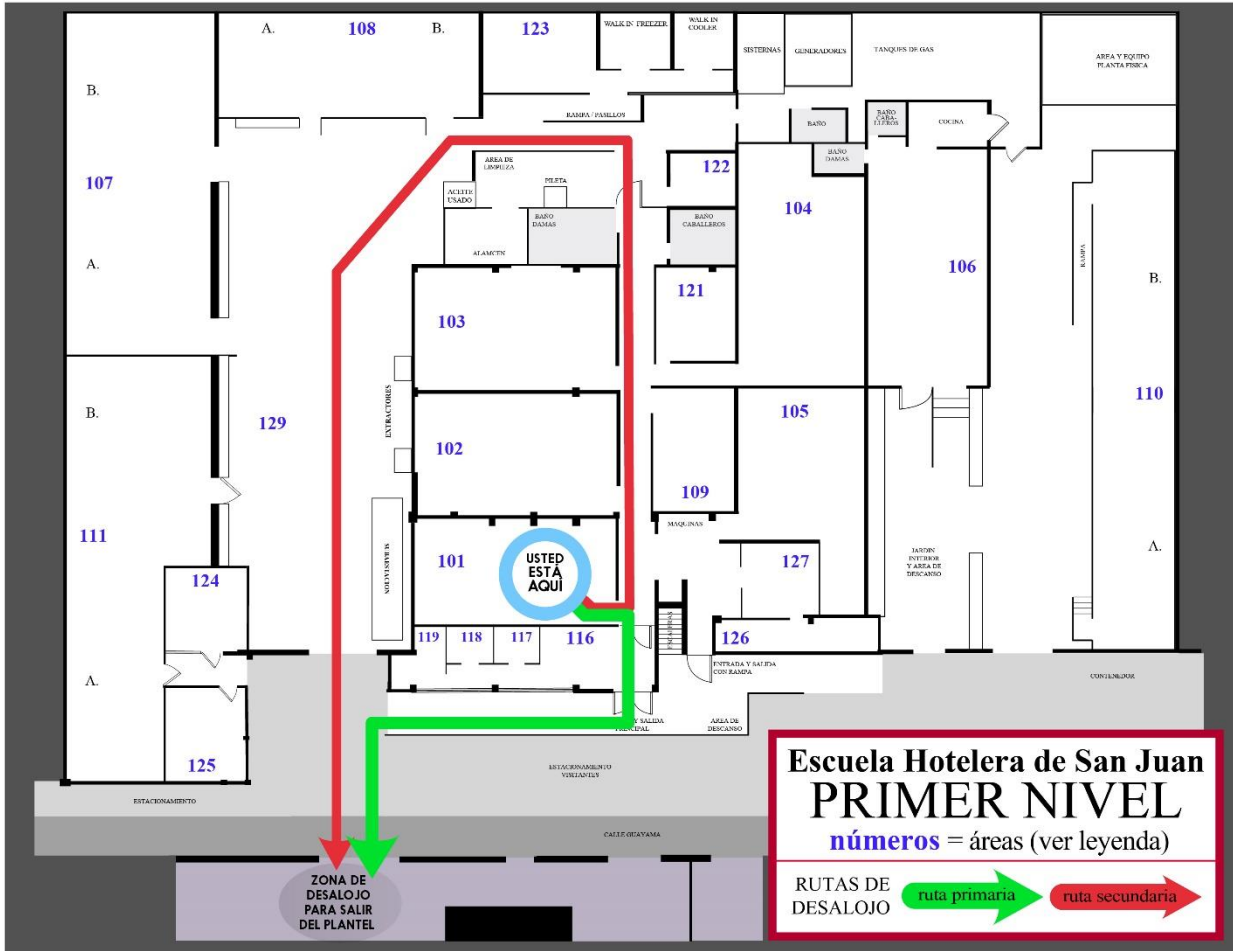
ESCUELA HOTELERA DE SAN JUAN

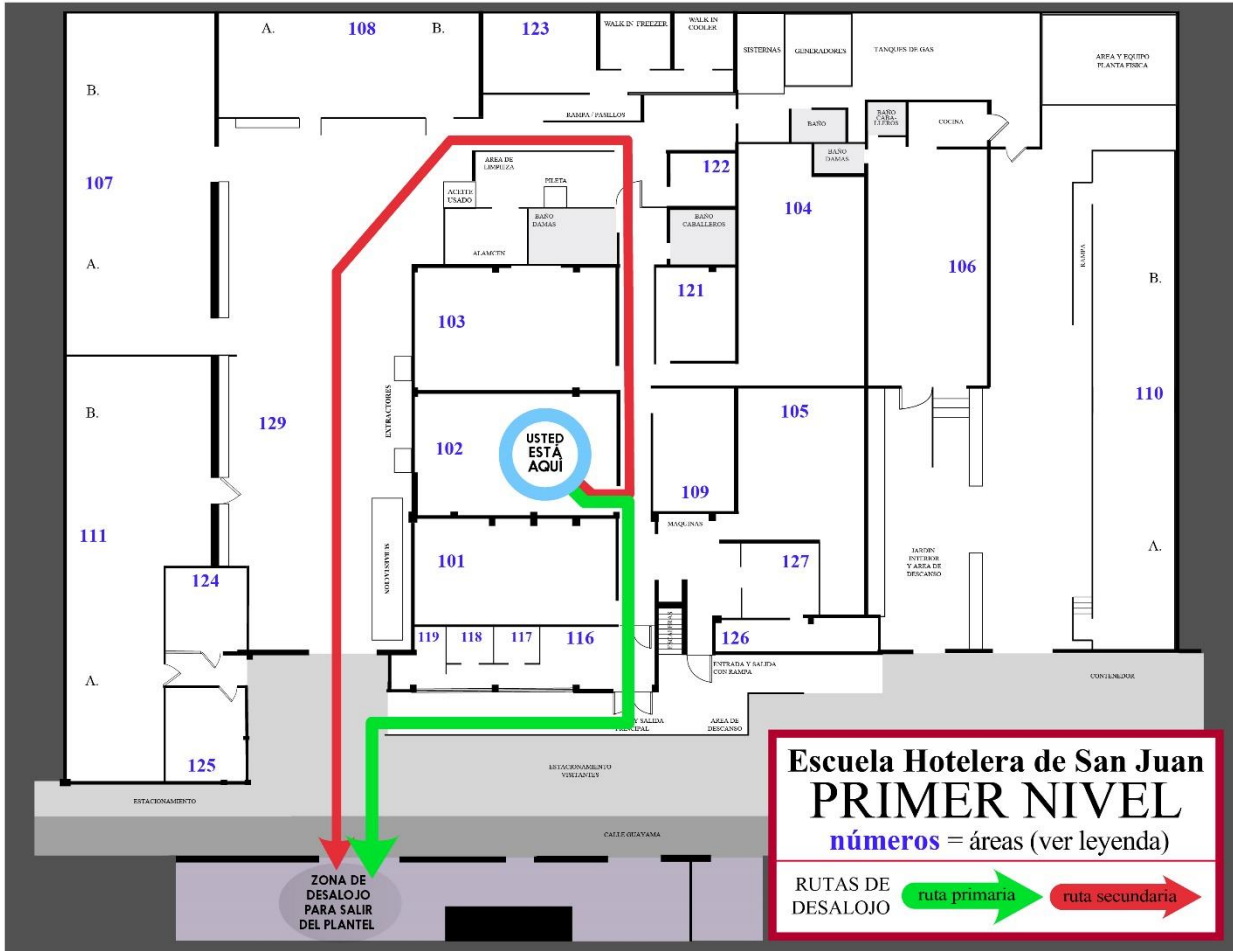
SAN JUAN CAMPUS

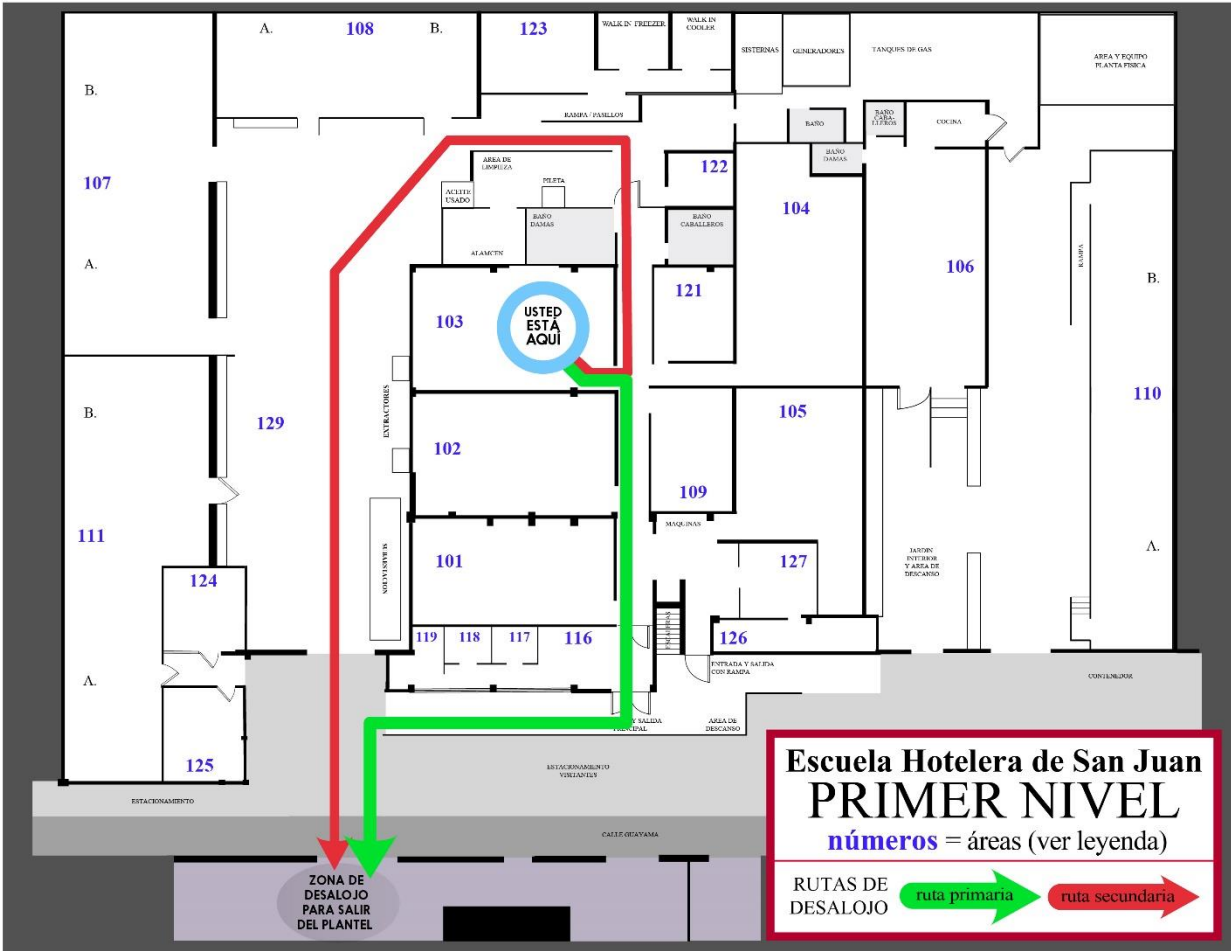
LEGEND – EVACUATION MAPS

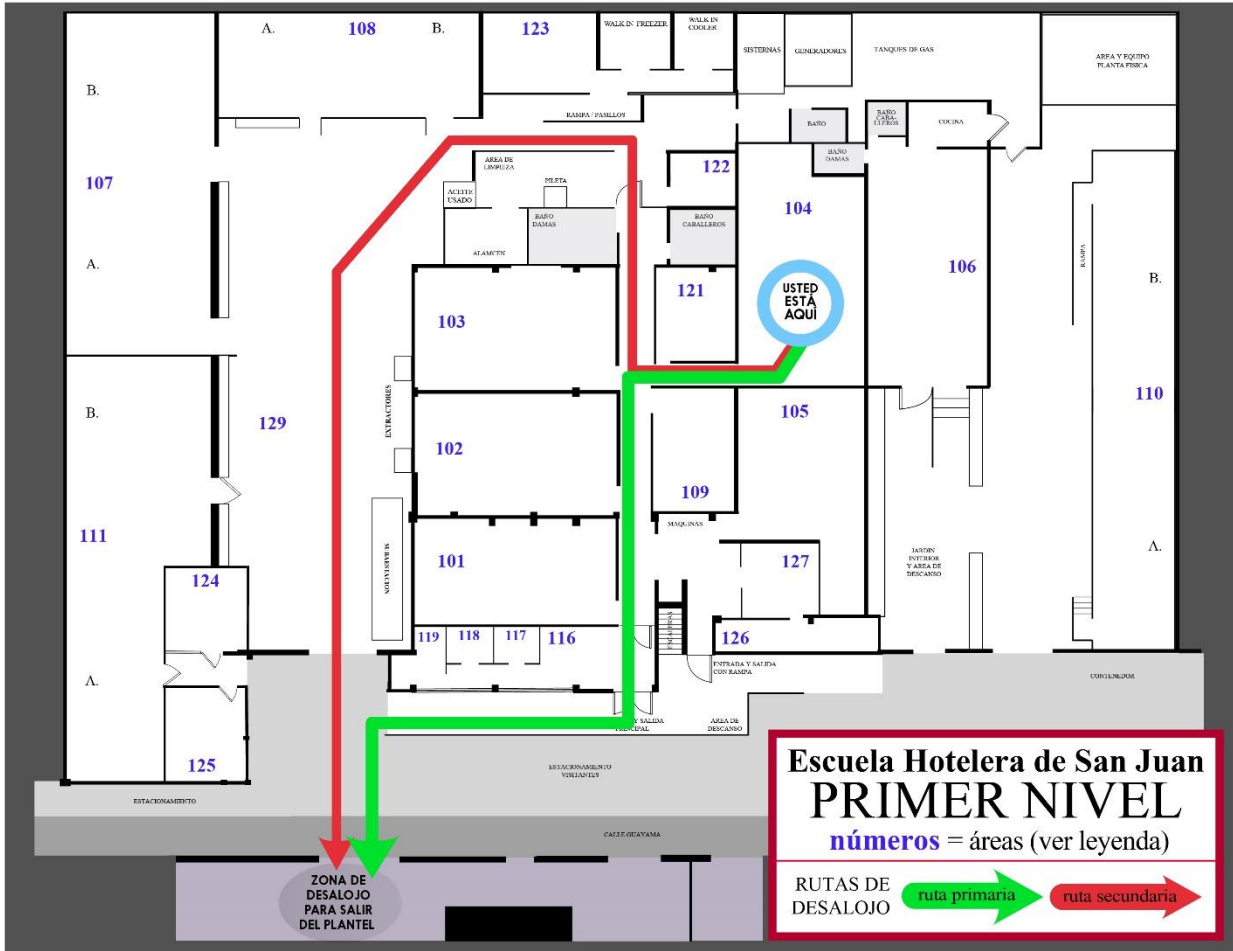
FIRST LEVEL – MAIN BUILDING

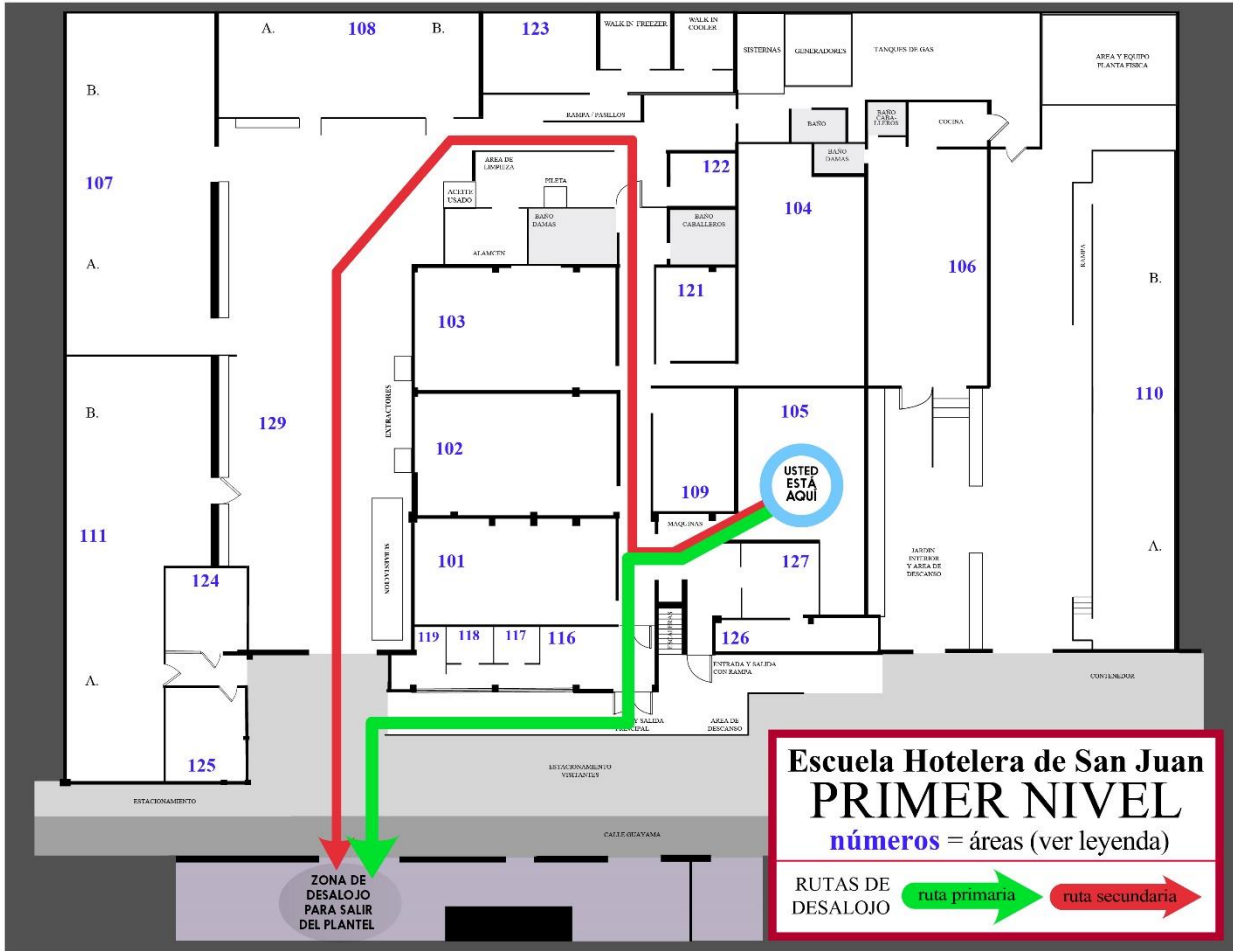
- 101 CLASSROOM 101 - SCA
- 102 CLASSROOM 102 - SCA
- 103 CLASSROOM 103 - SCA
- 104 CLASSROOM 104 - PRI
- 105 CLASSROOM 105 – SCA
- 106 CLASSROOM 106 - BAR
- 107 CLASSROOM 107 – QUALITY
- 108 CLASSROOM 108 – PRI
- 109 LABORATORY 109
- 110 BARCELONA ROOM / VIRTUAL LIBRARY
- 111 ROOM HOMAGE TO ALUMNI
- 116 ADMISSIONS – RECEPTION
- 117 ADMISSIONS – OFFICIAL
- 118 ADMISSIONS – OFFICIAL
- 119 ADMISSIONS – DIRECTOR
- 121 OFFICE – SCA & PRI COORDINATORS
- 122 WAREHOUSE - EQUIPMENT
- 123 WAREHOUSE – FOOD
- 124 WAREHOUSE
- 125 WAREHOUSE
- 126 RETENTION AND STUDENT AFFAIRS
- 127 RETENTION AND STUDENT AFFAIRS

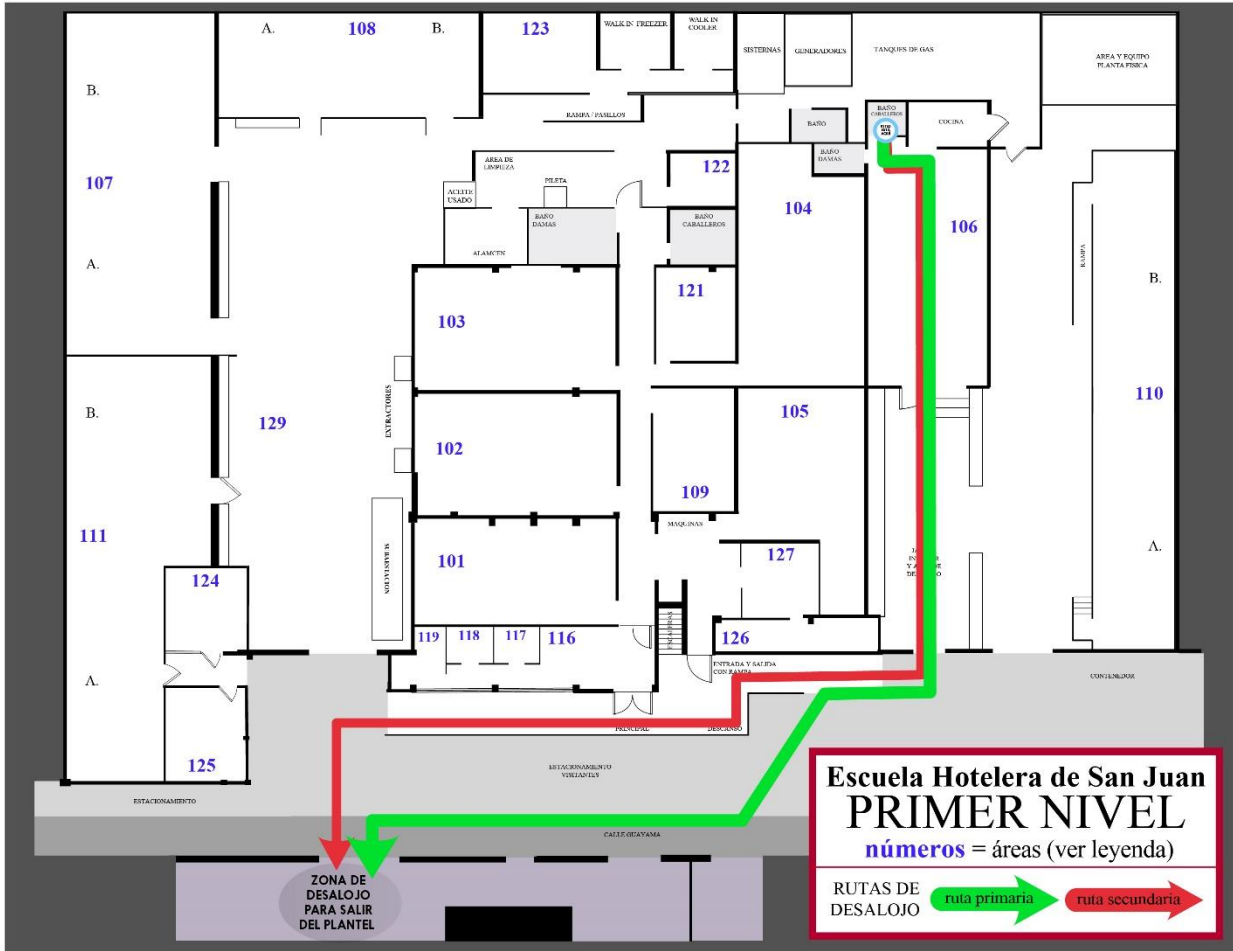


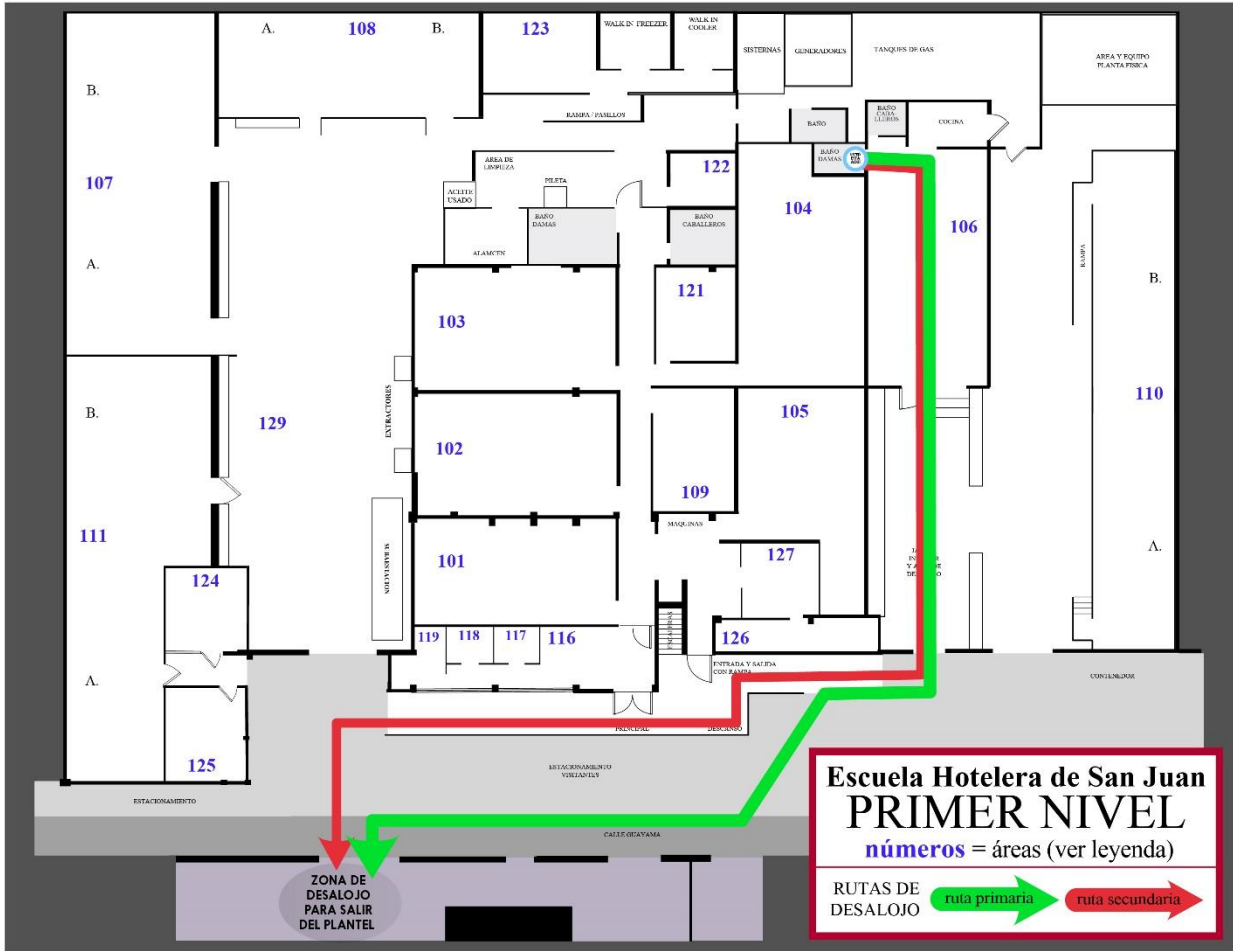


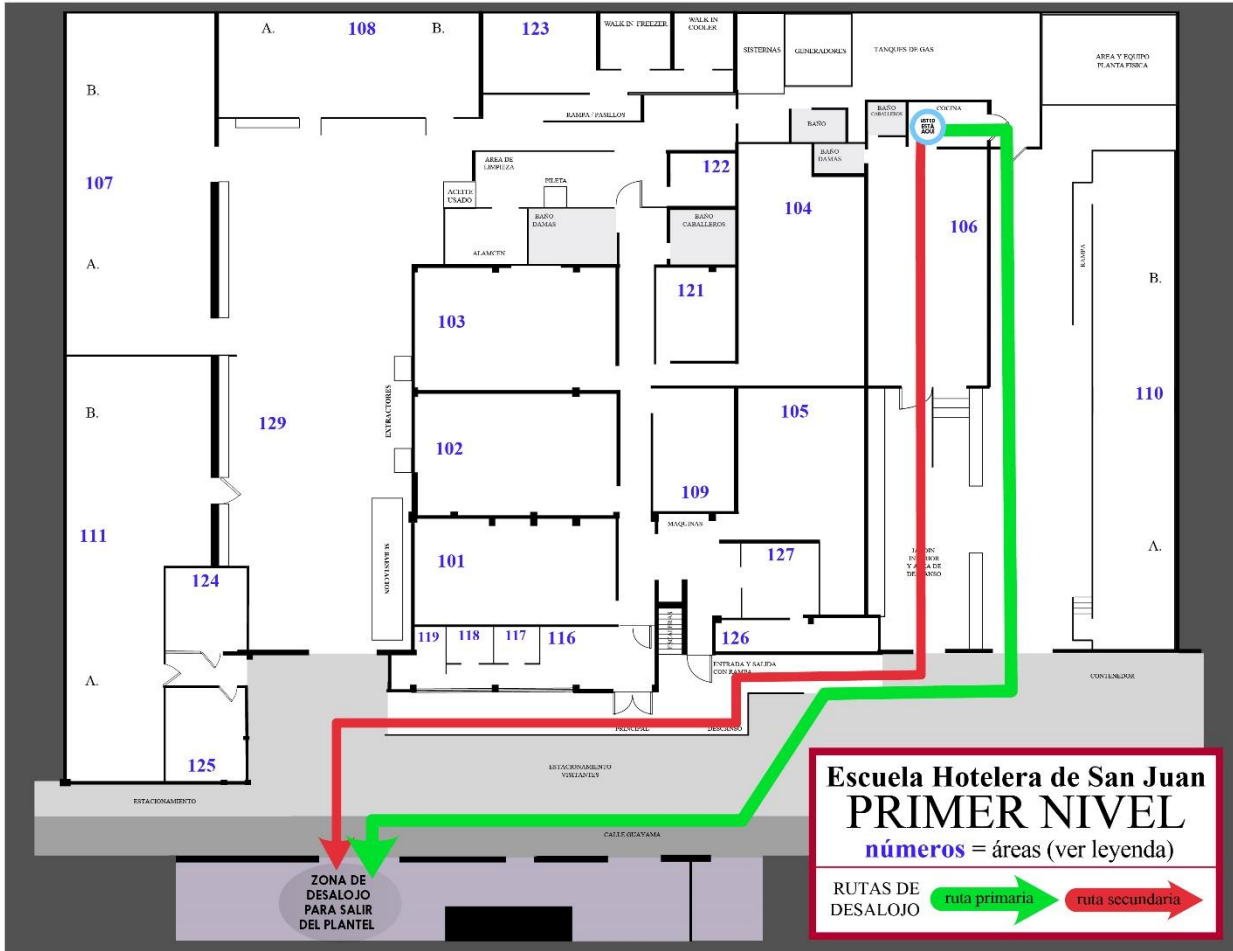


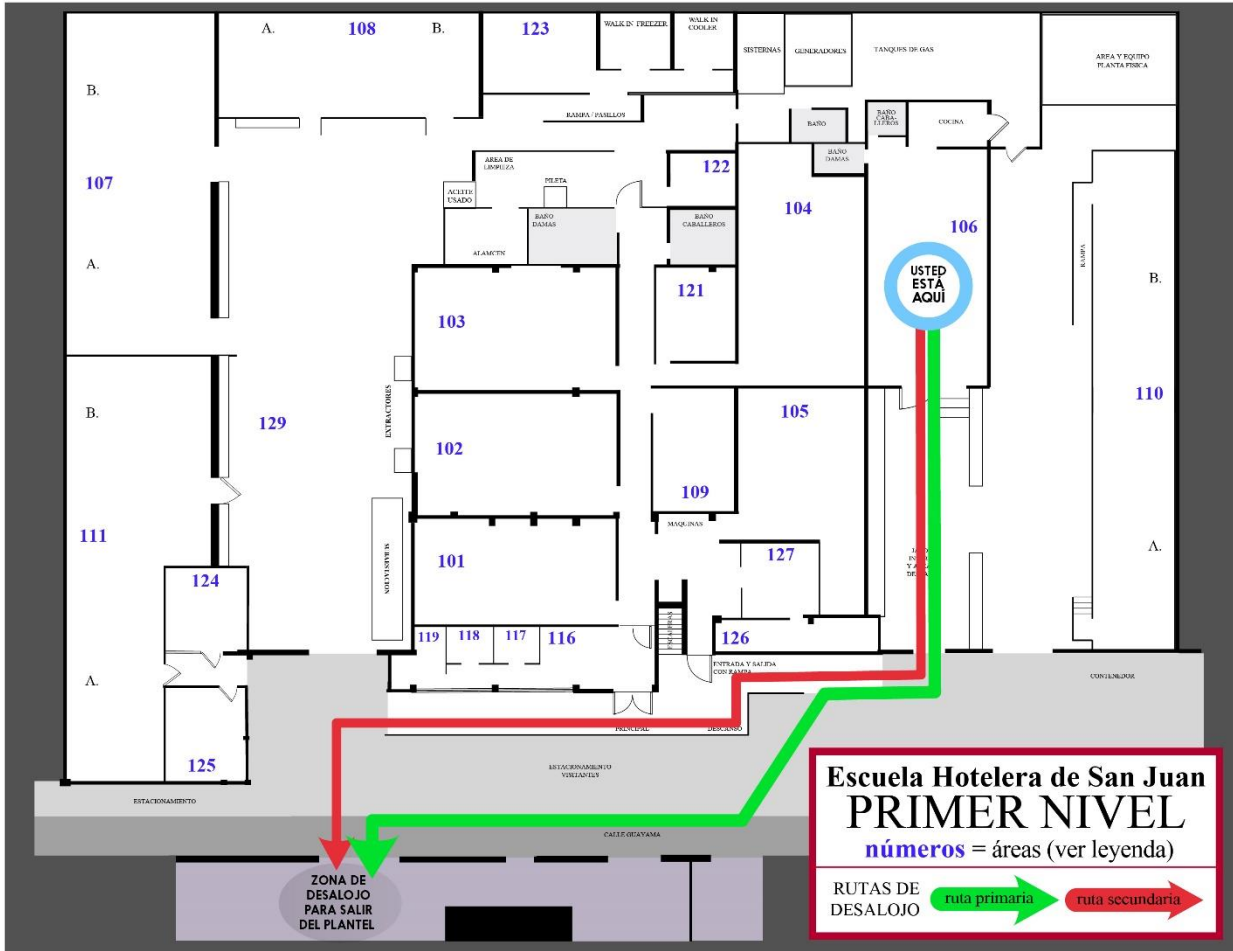


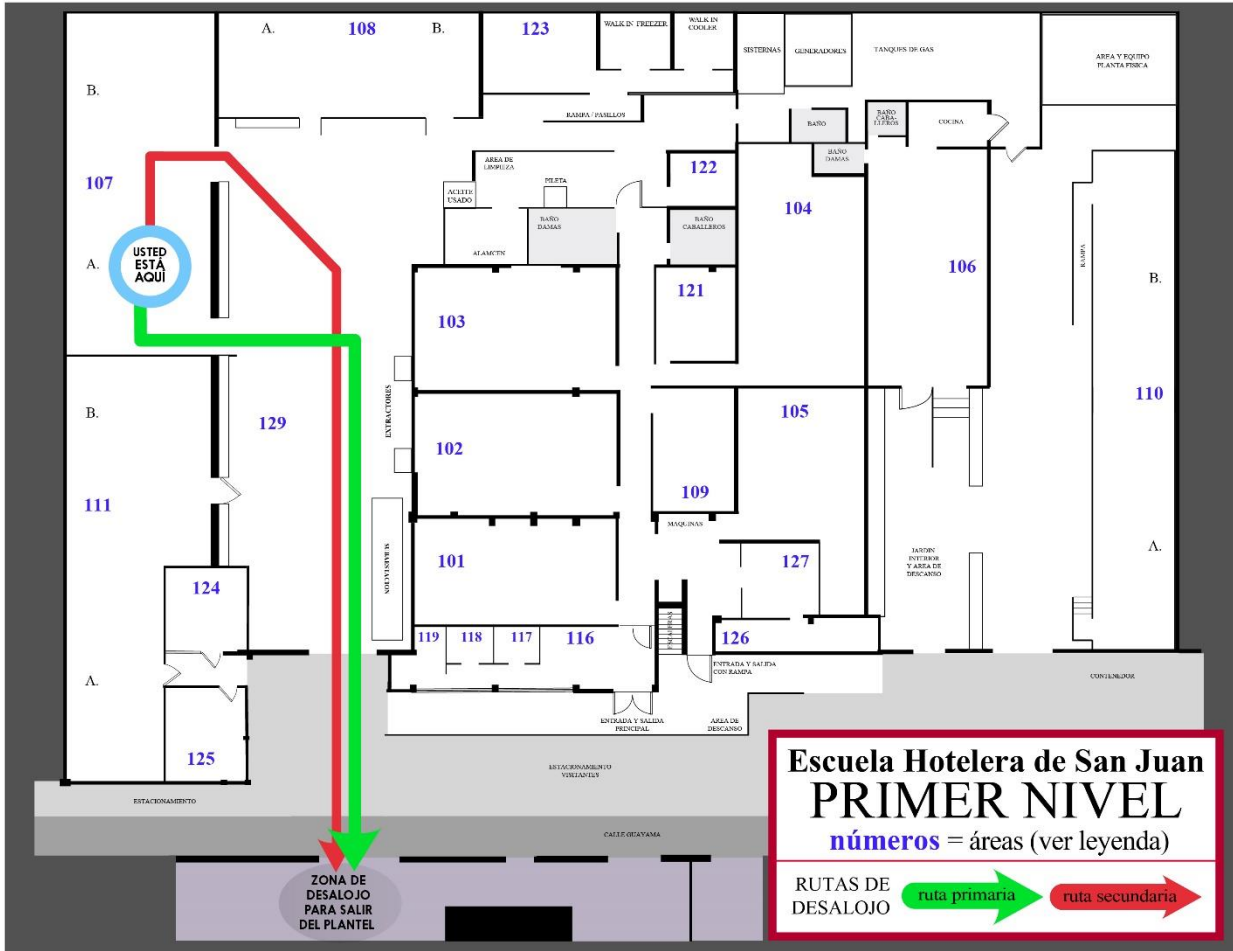


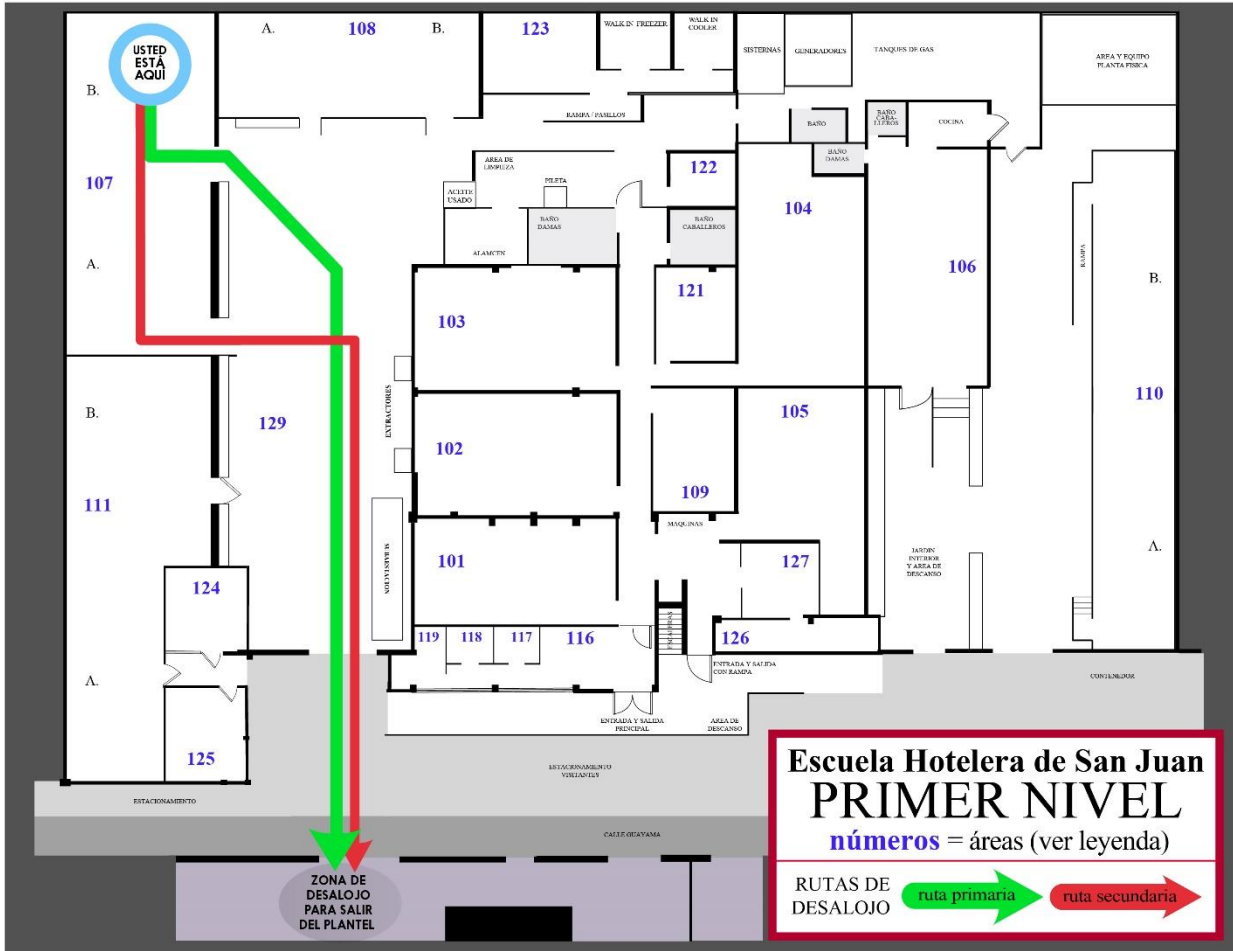


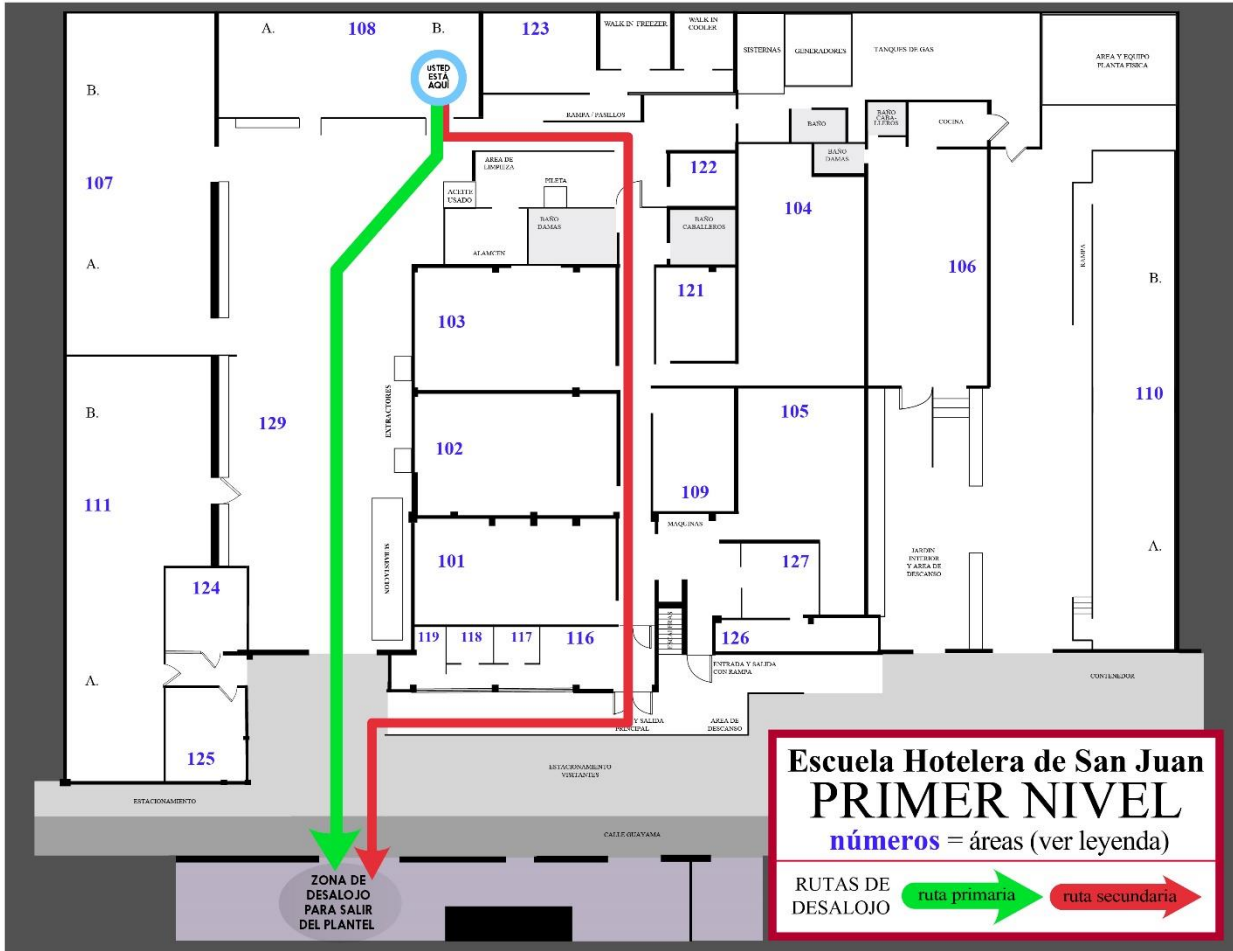


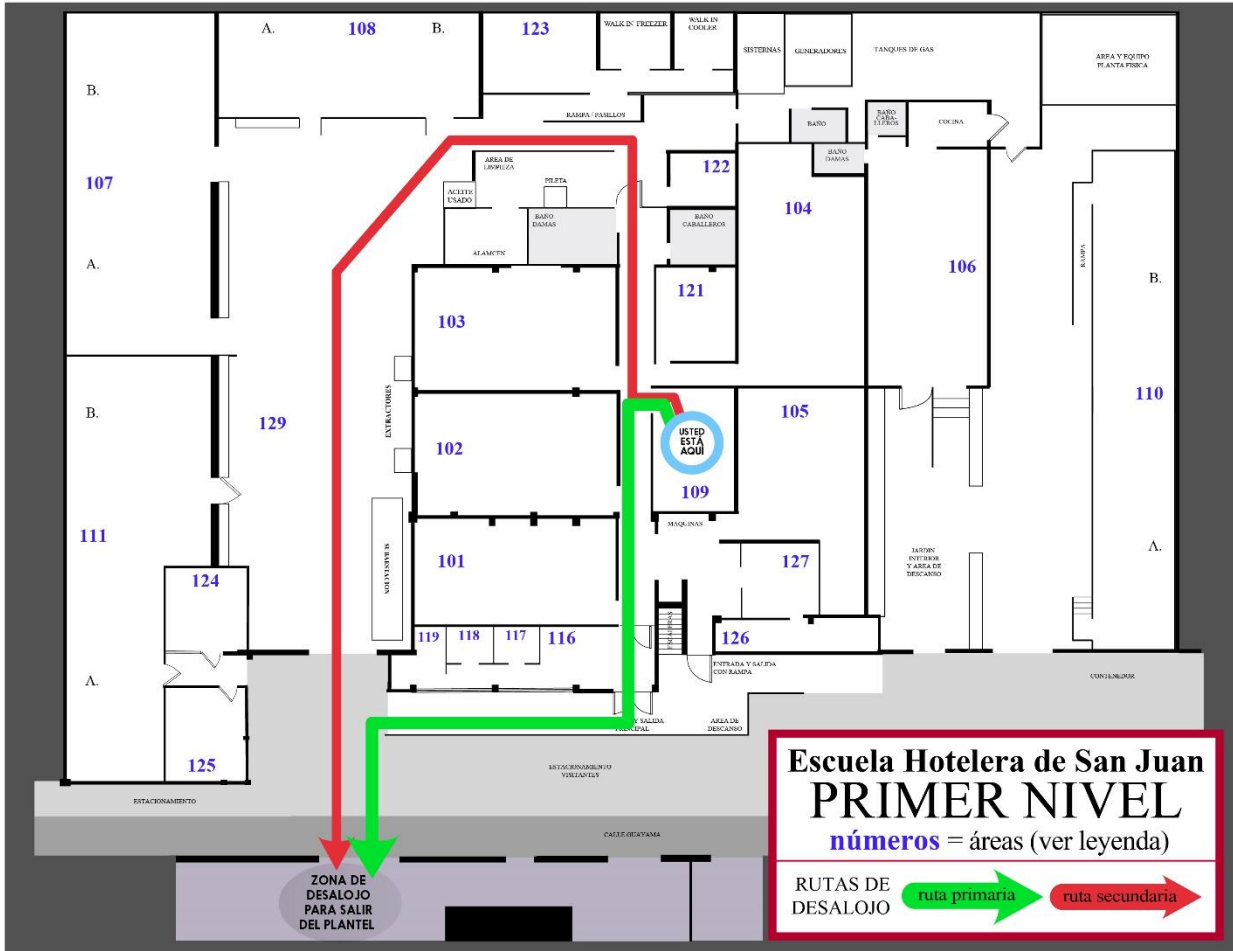


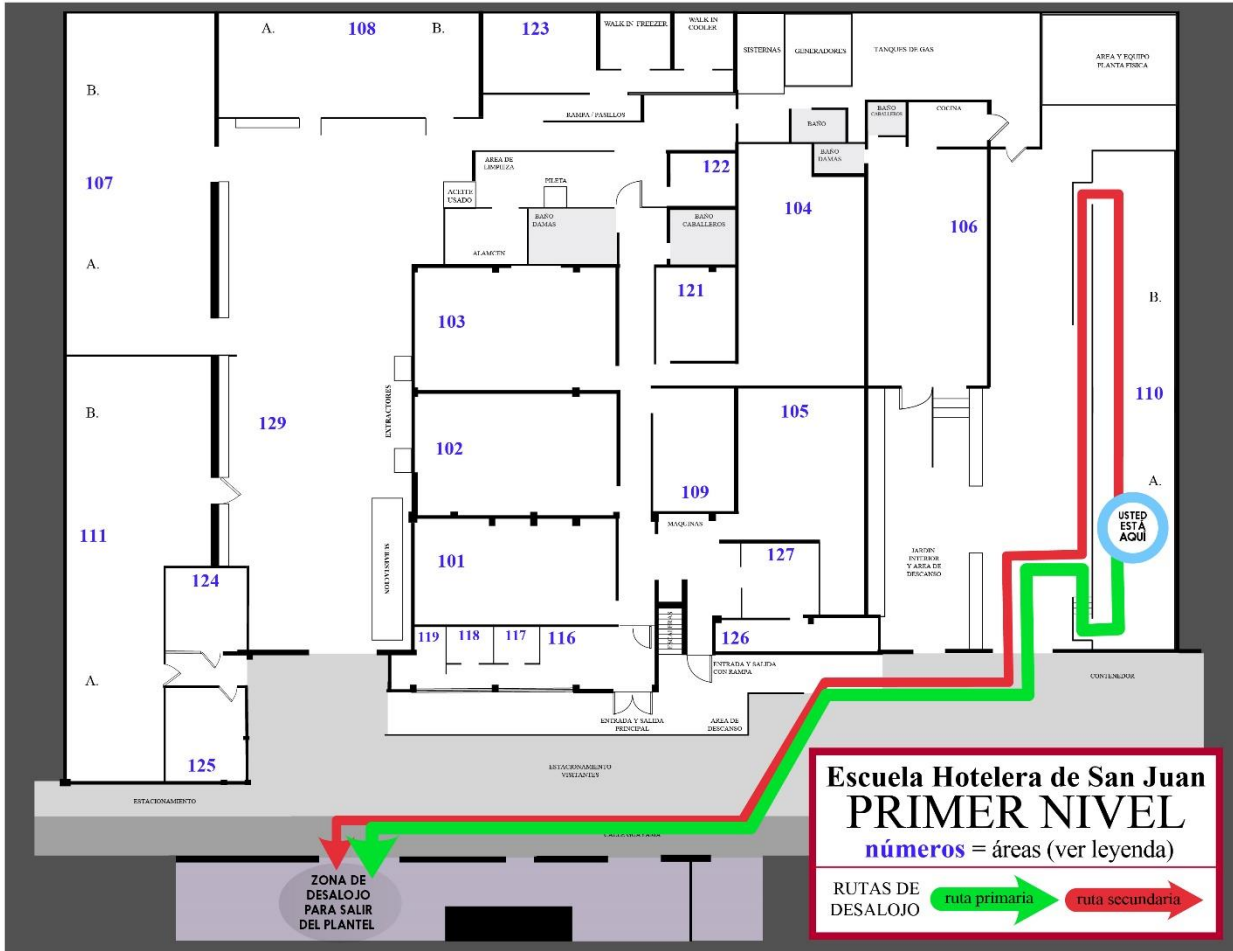


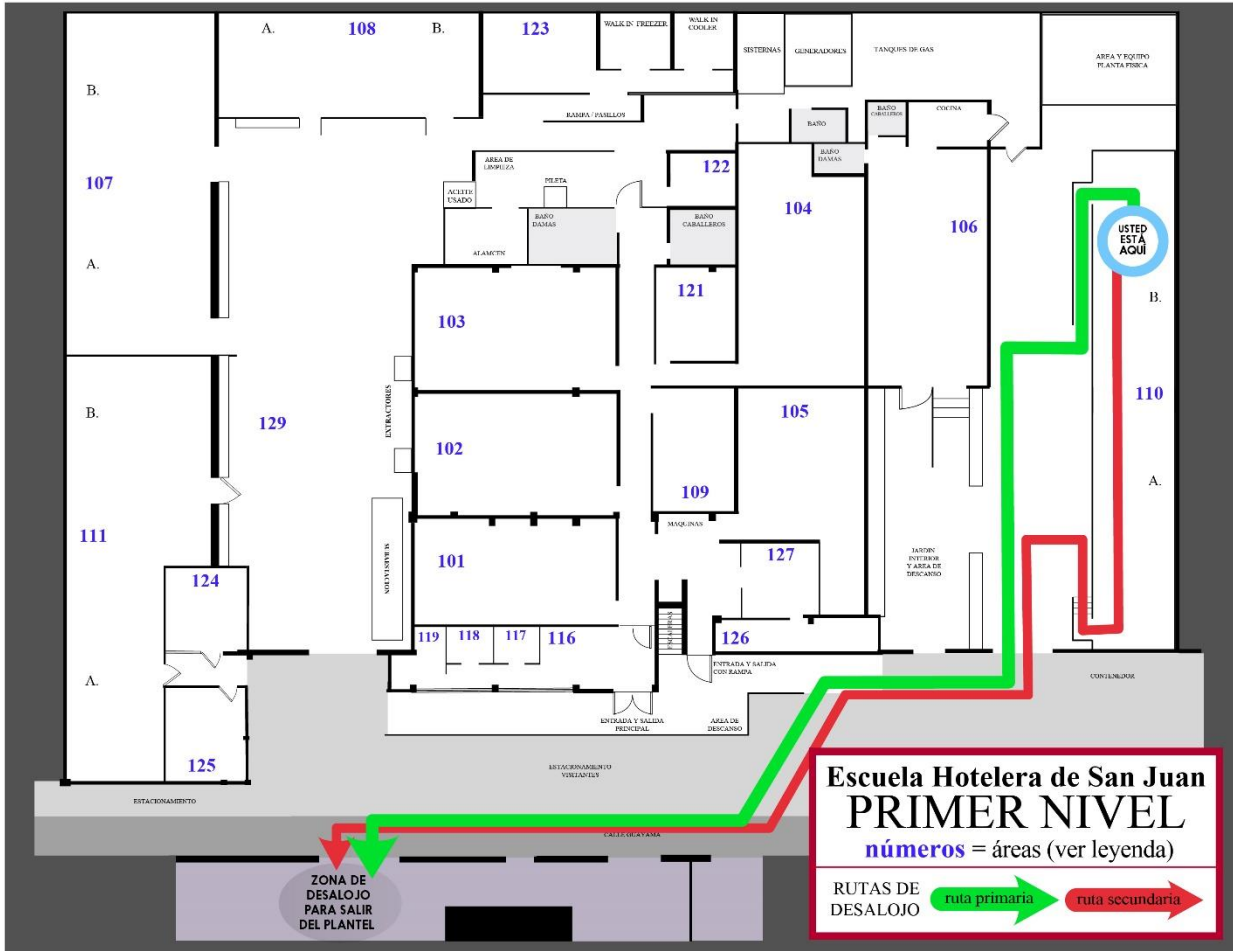


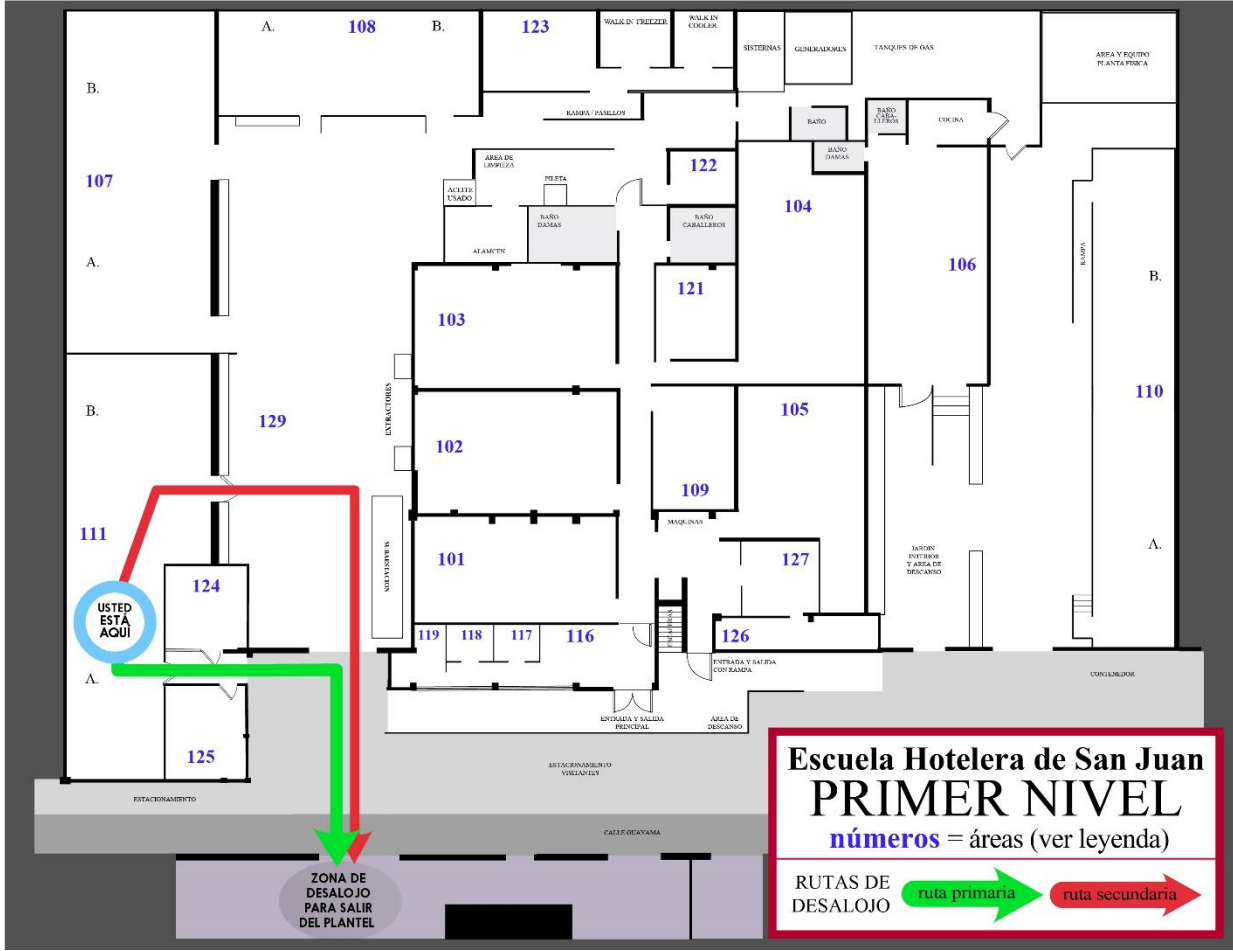


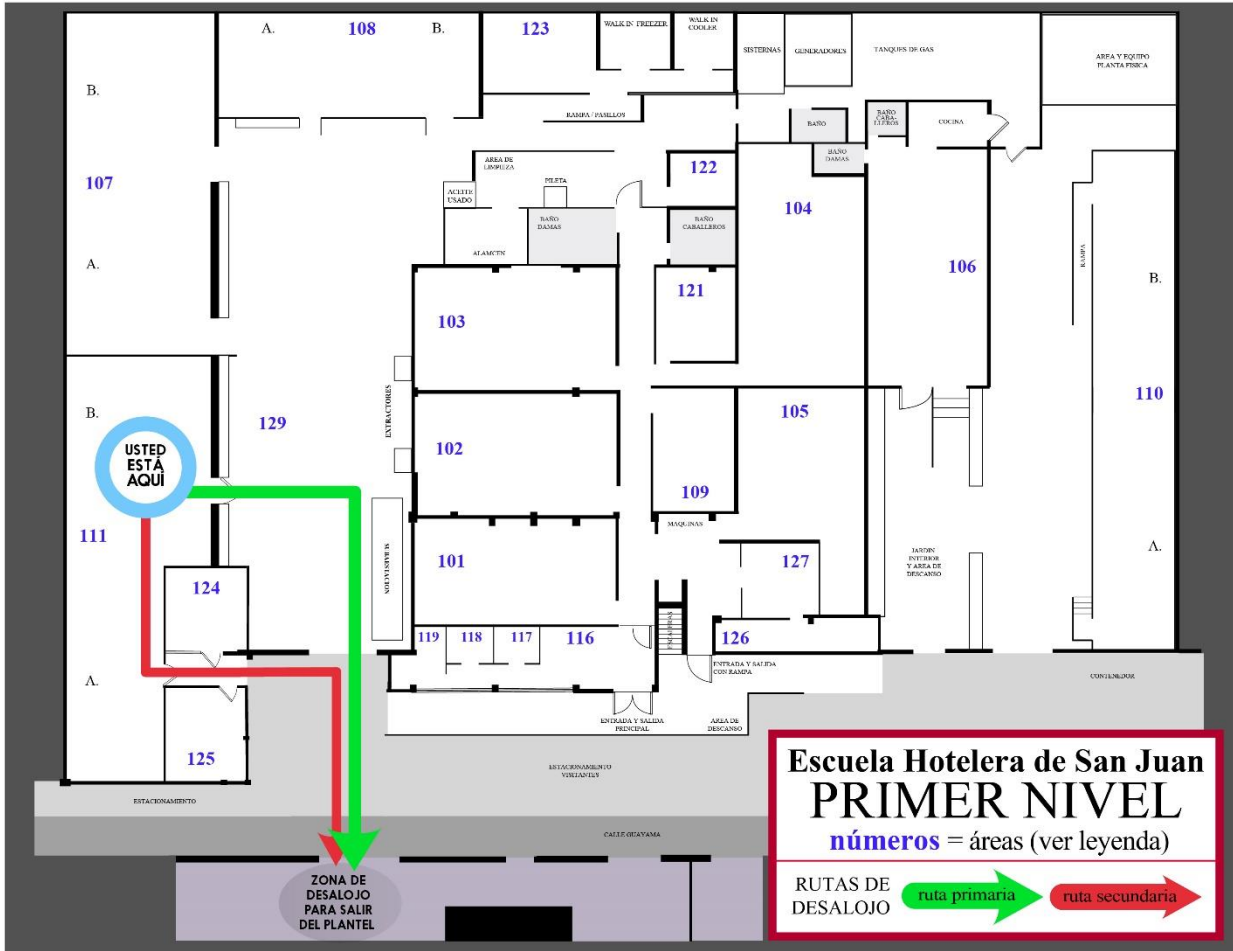


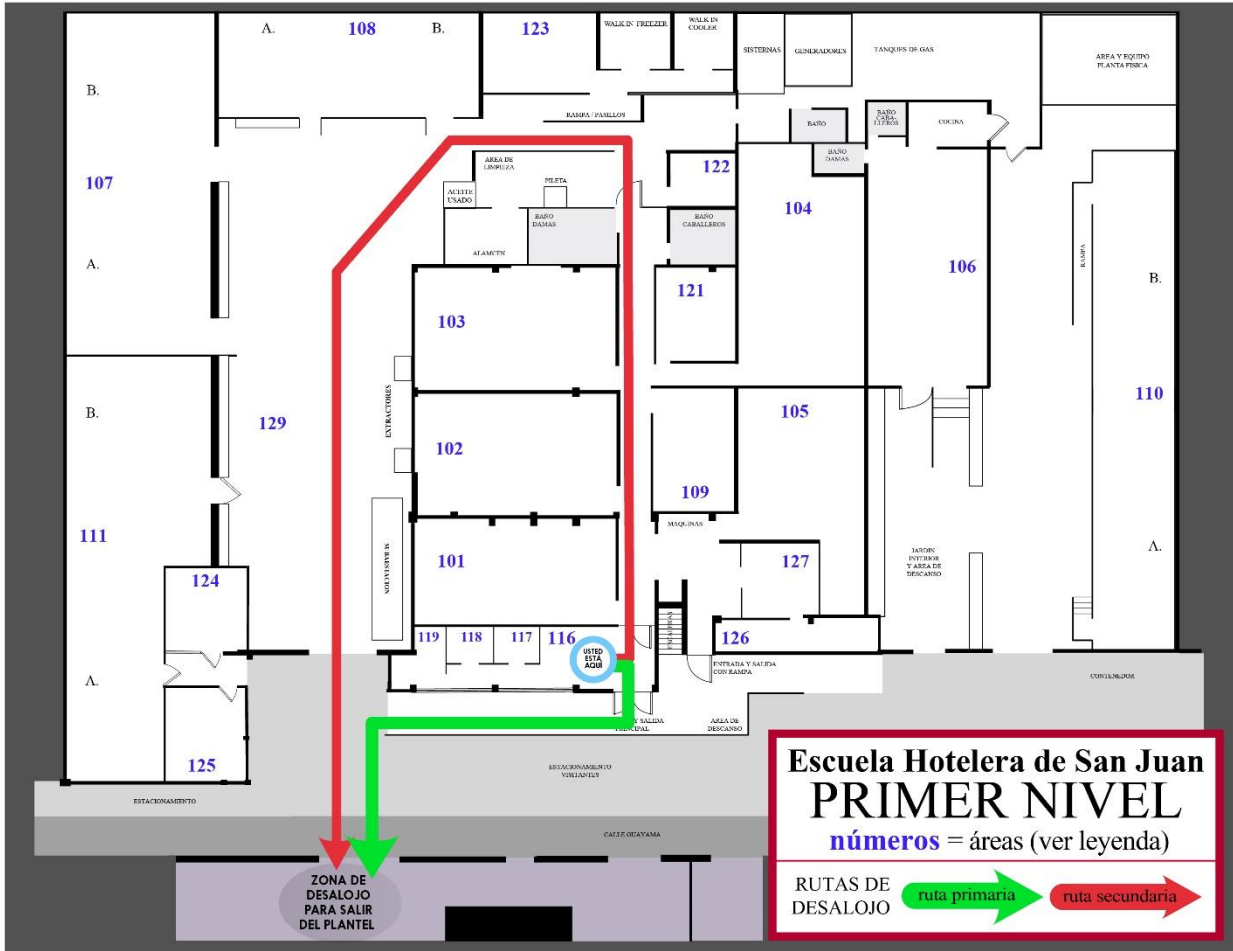


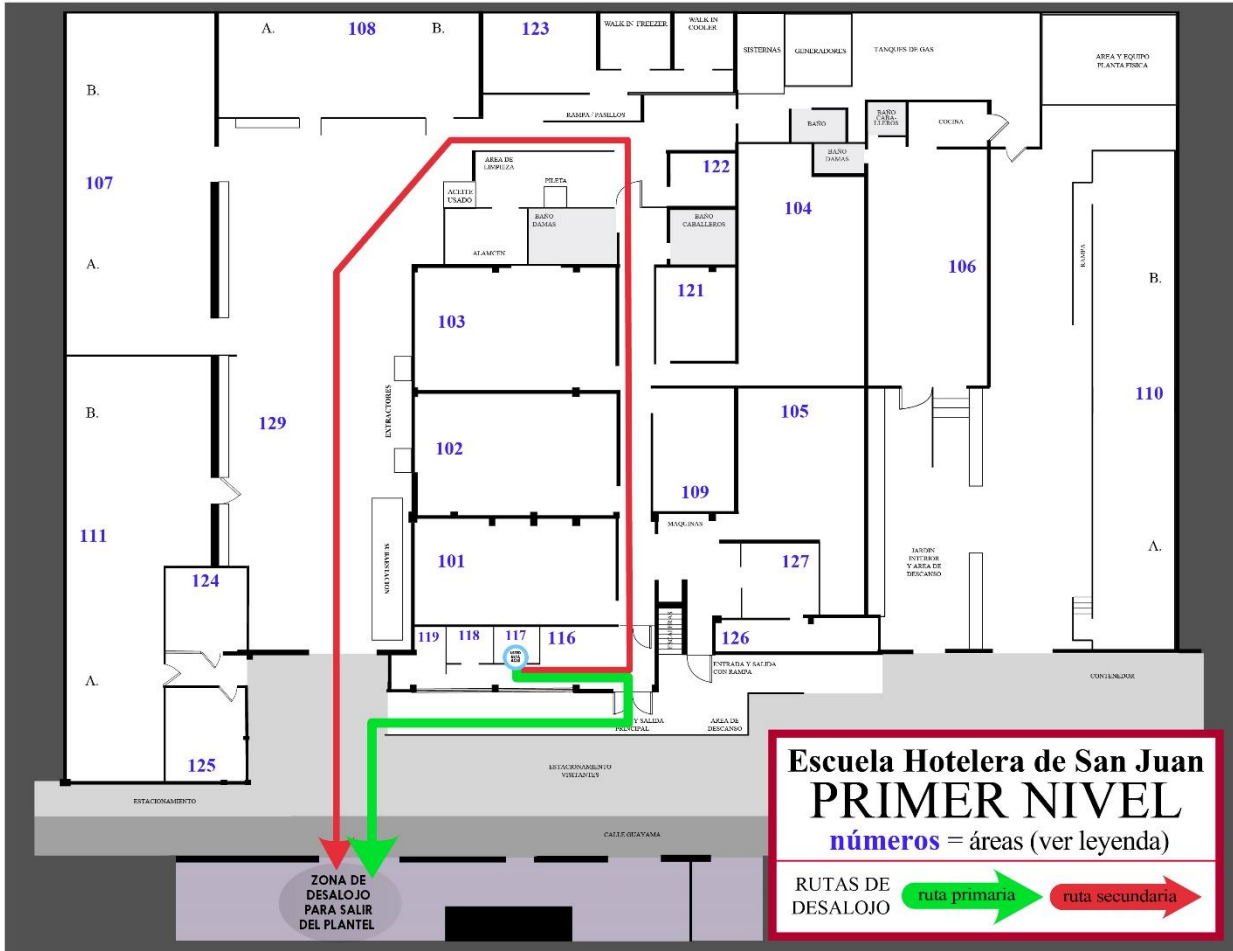


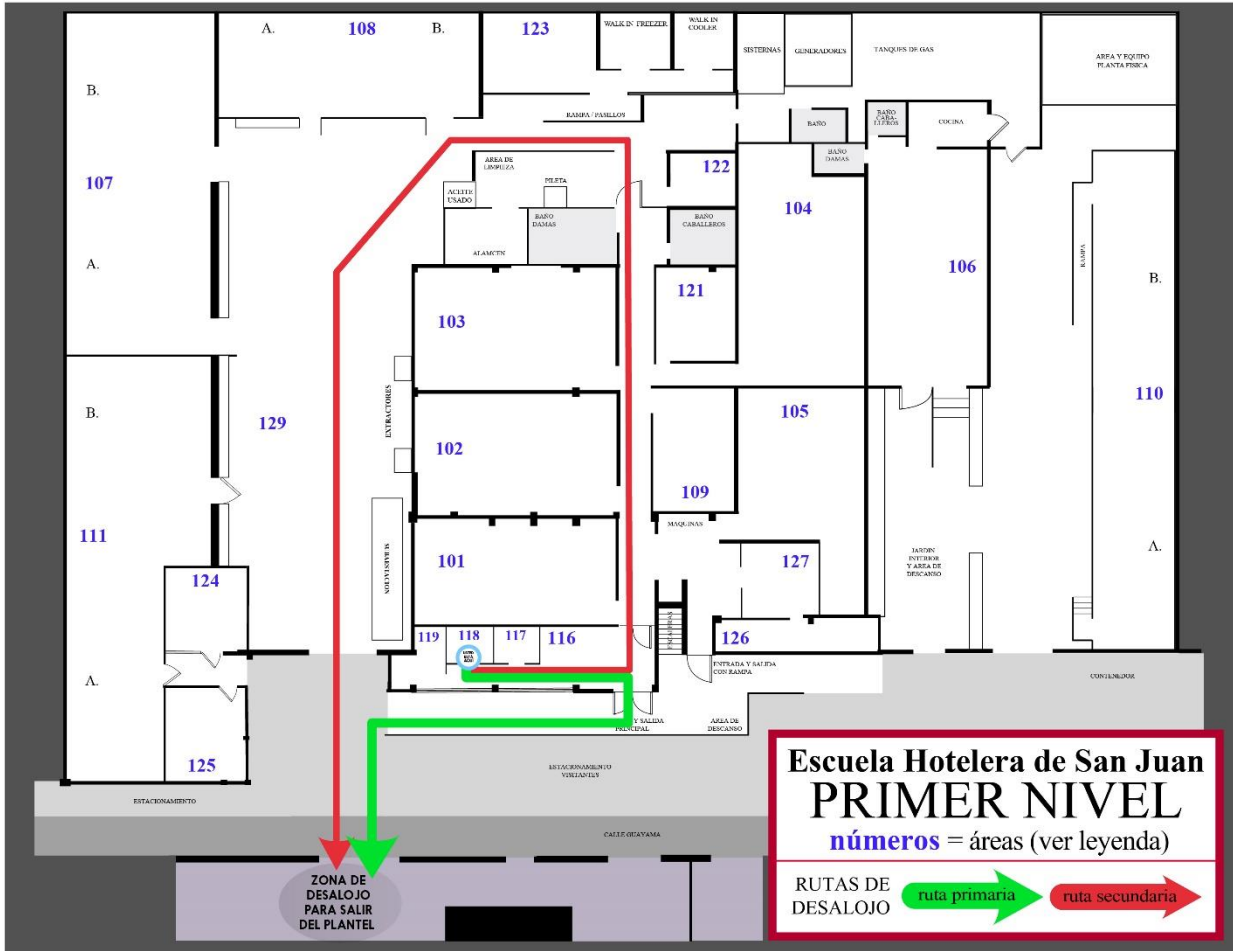


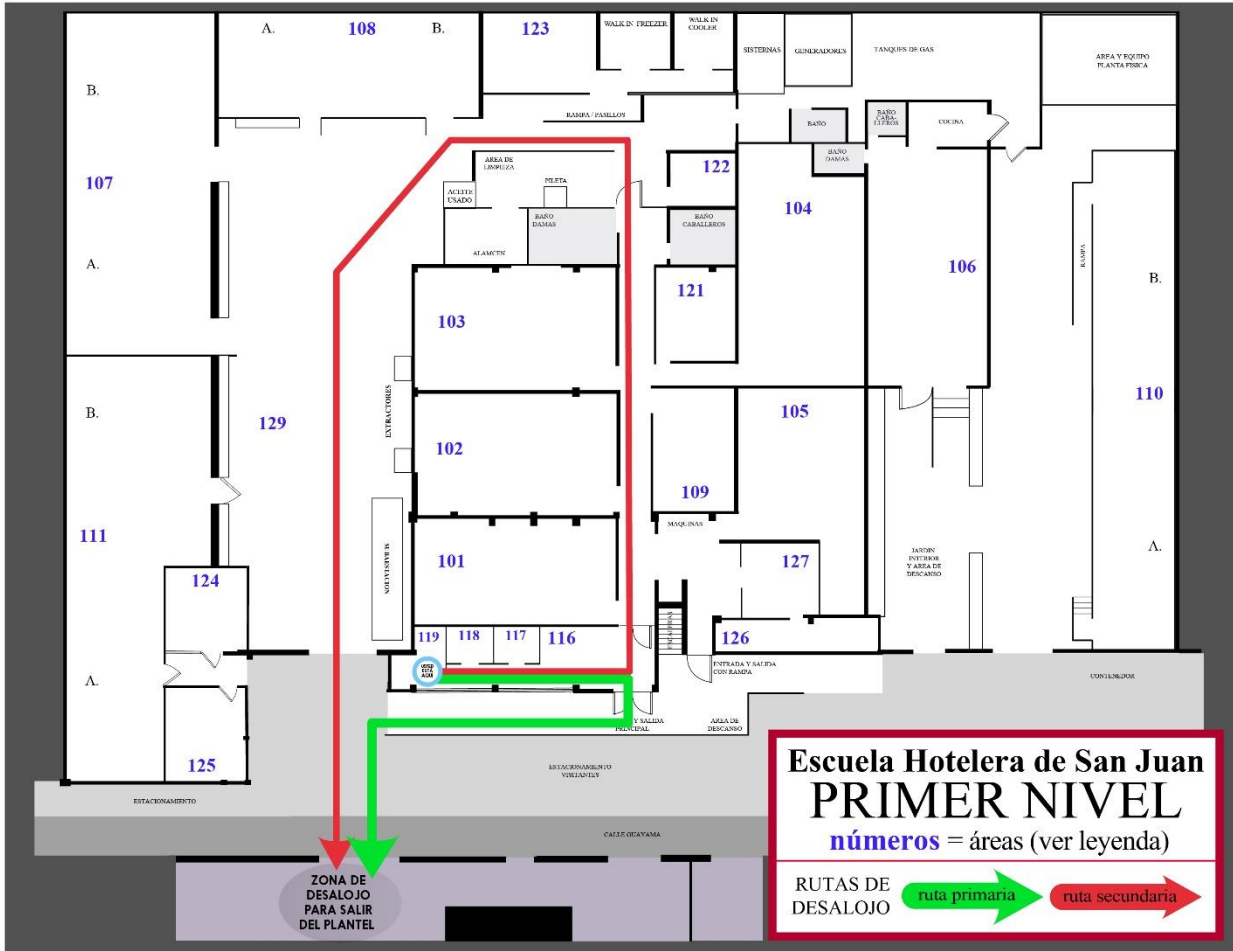


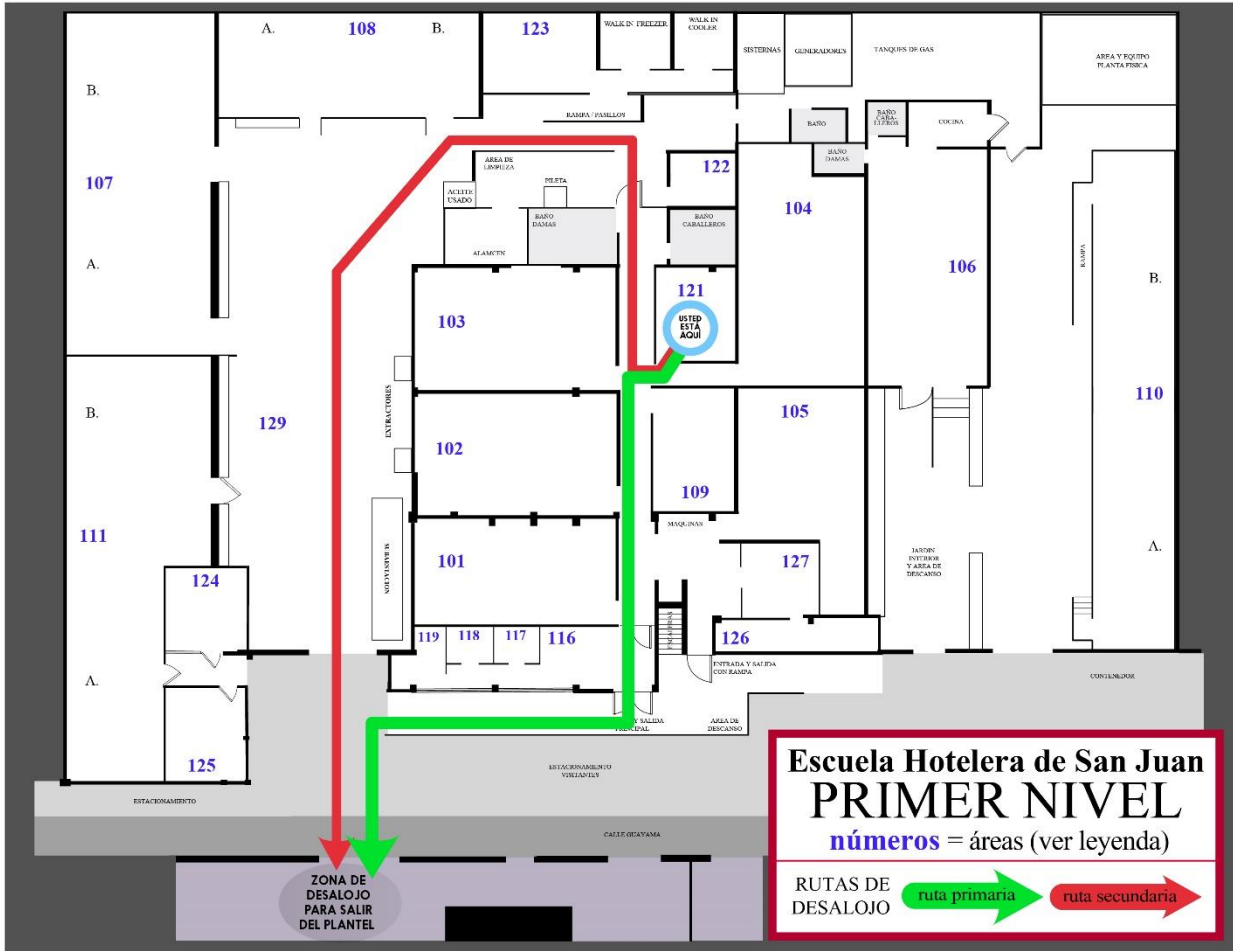


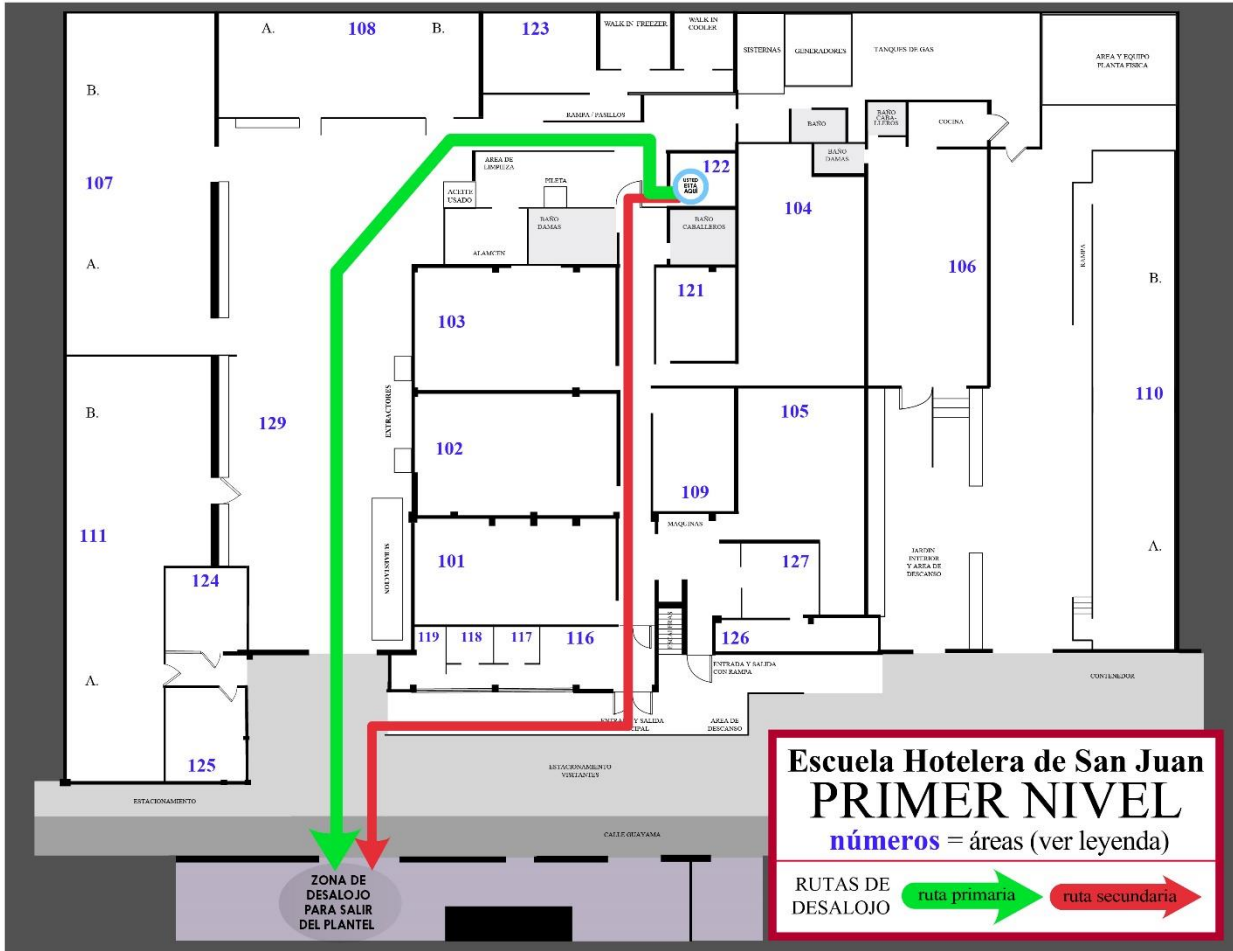


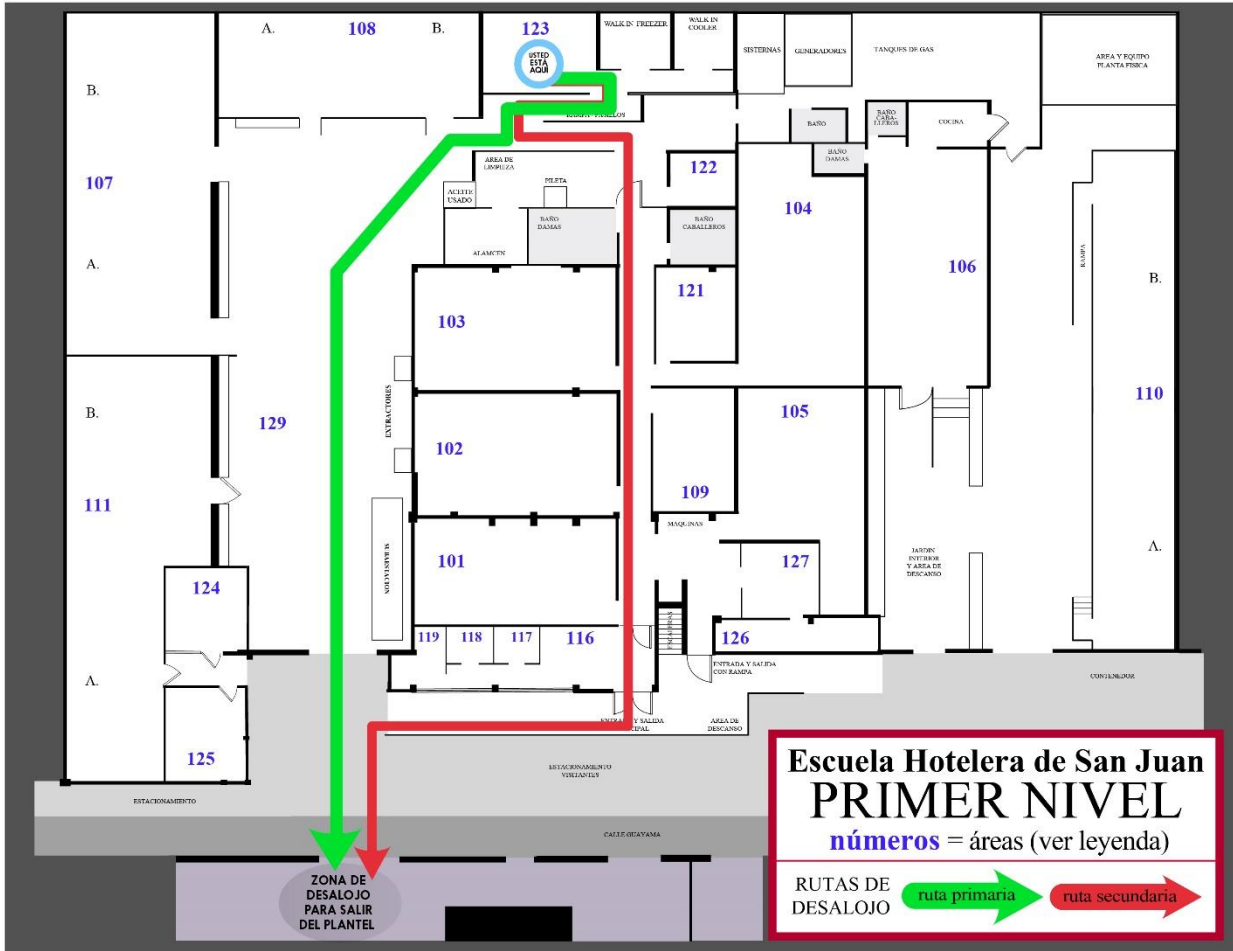


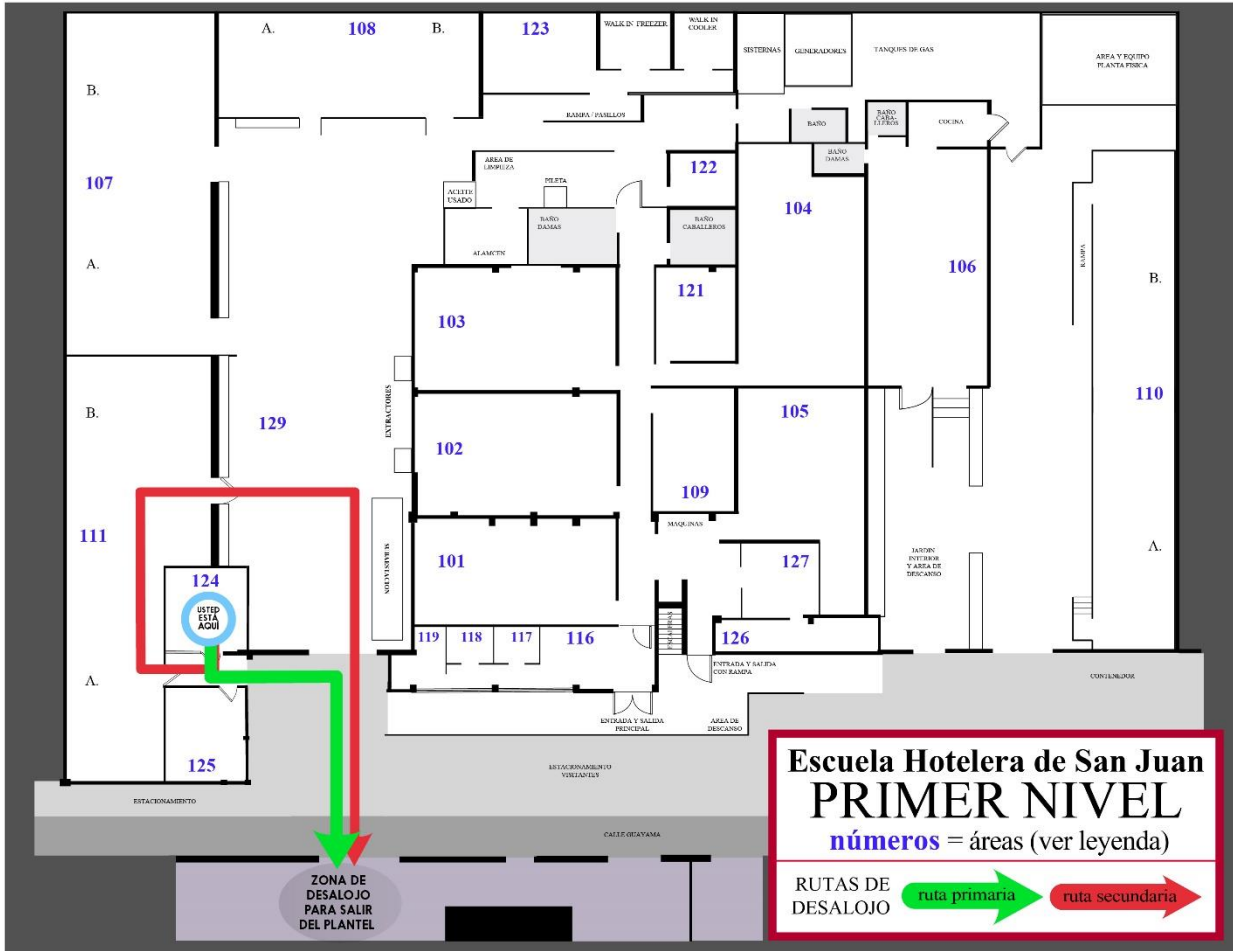


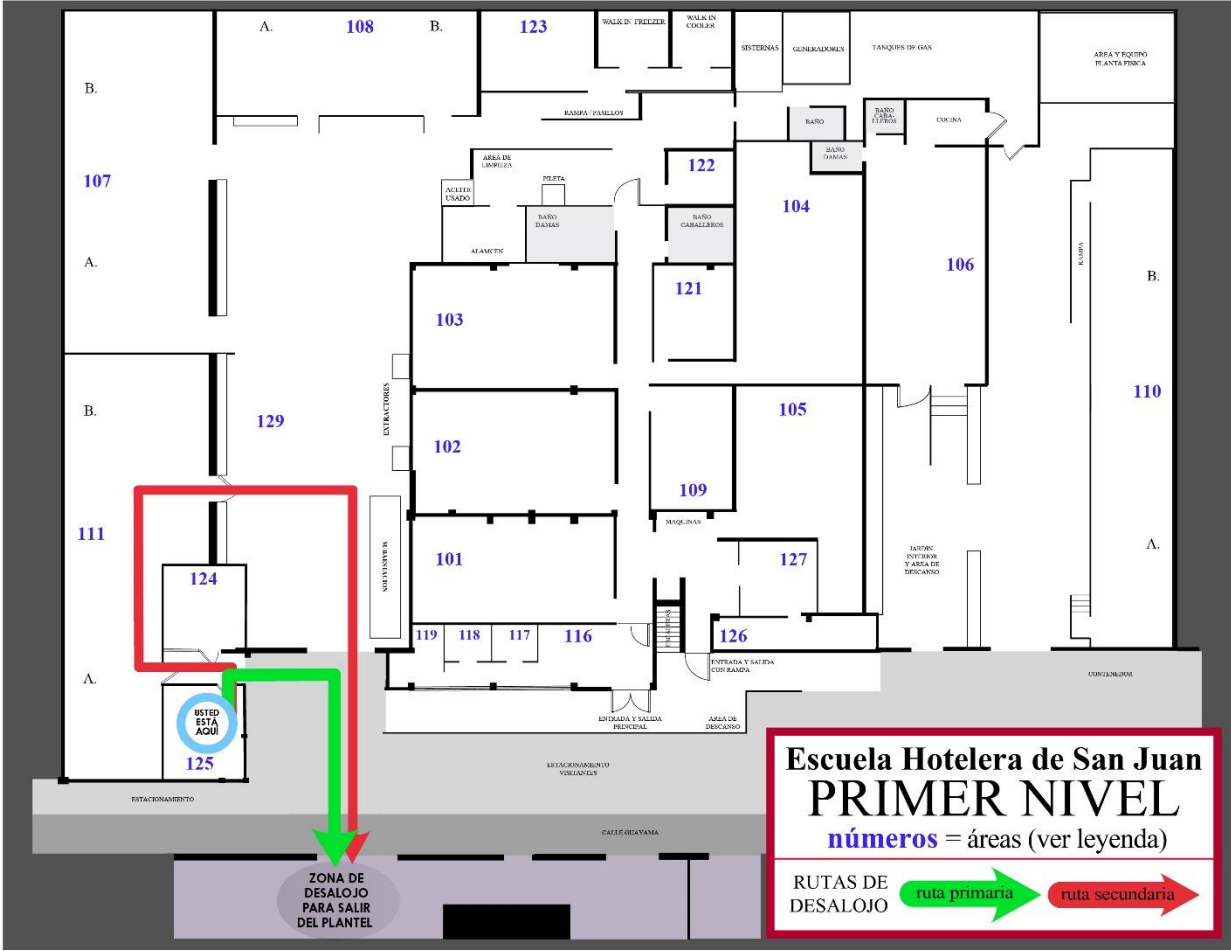


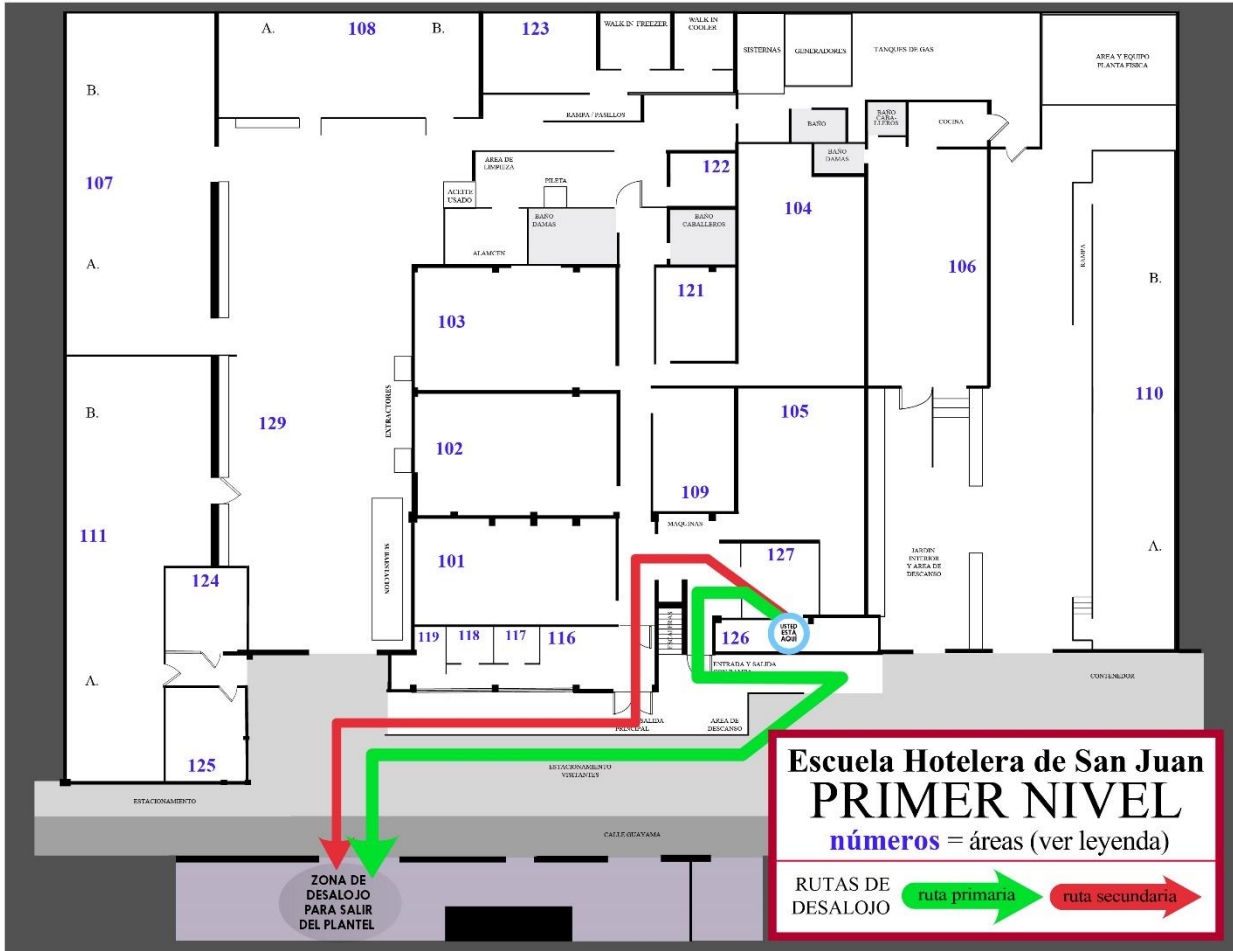


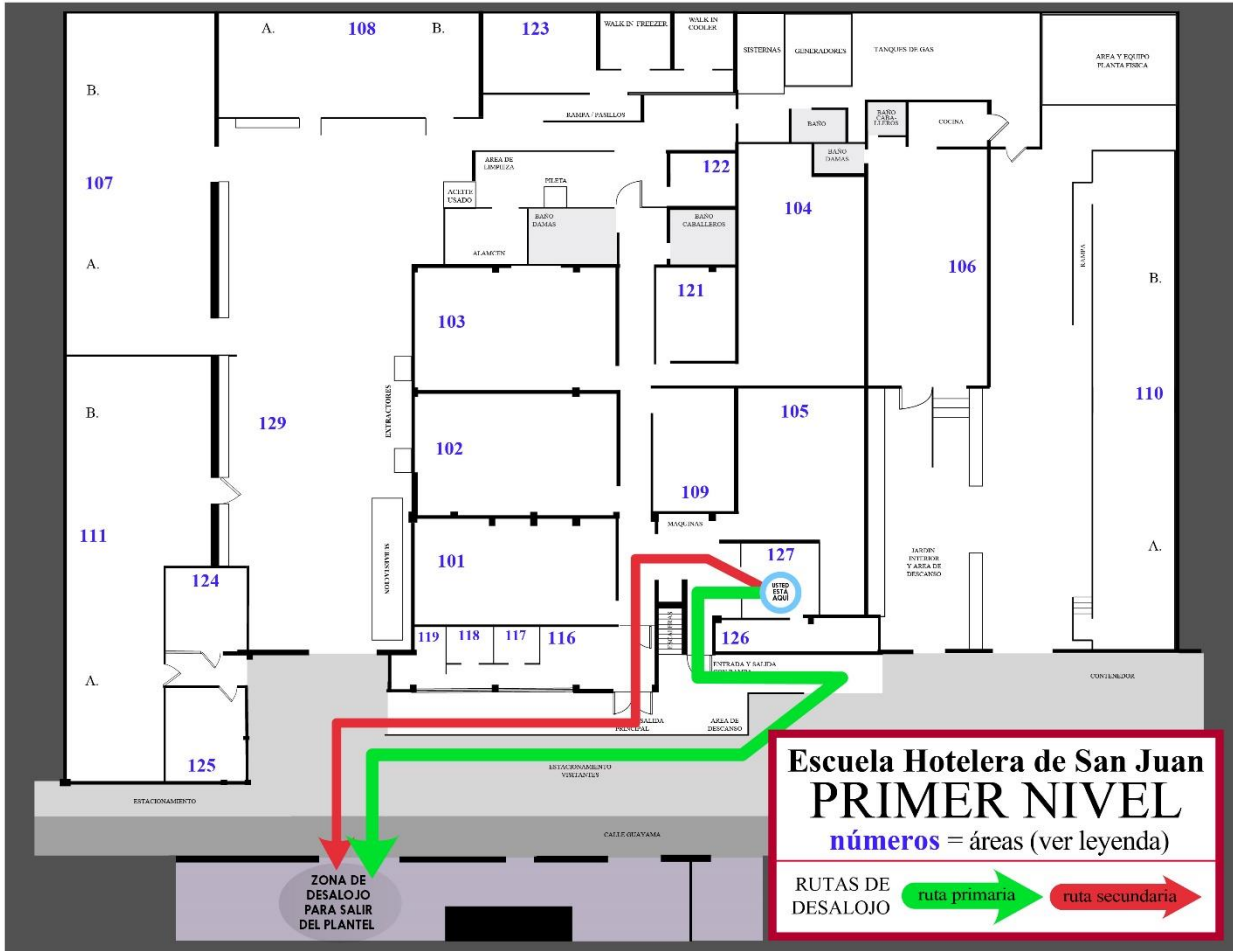


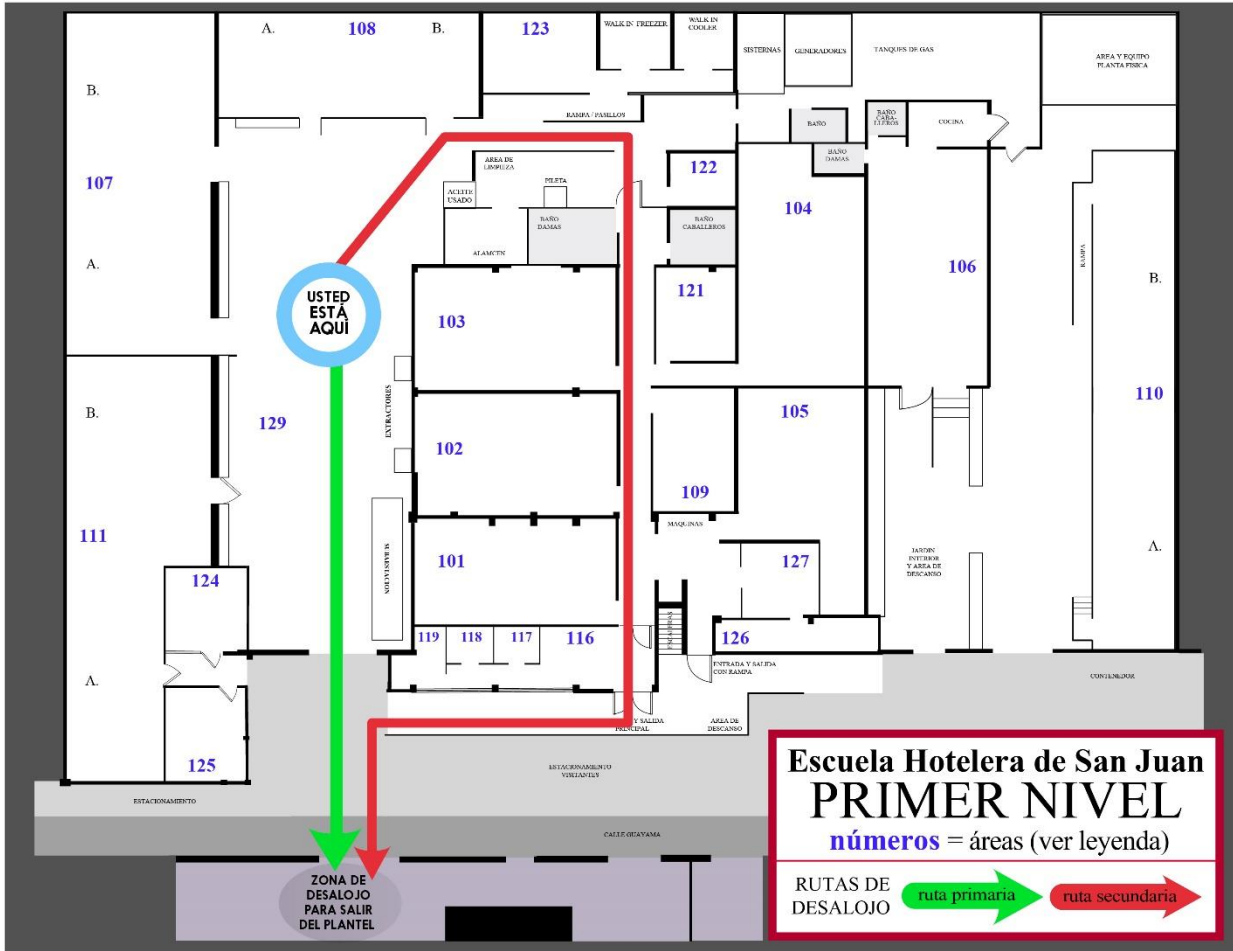


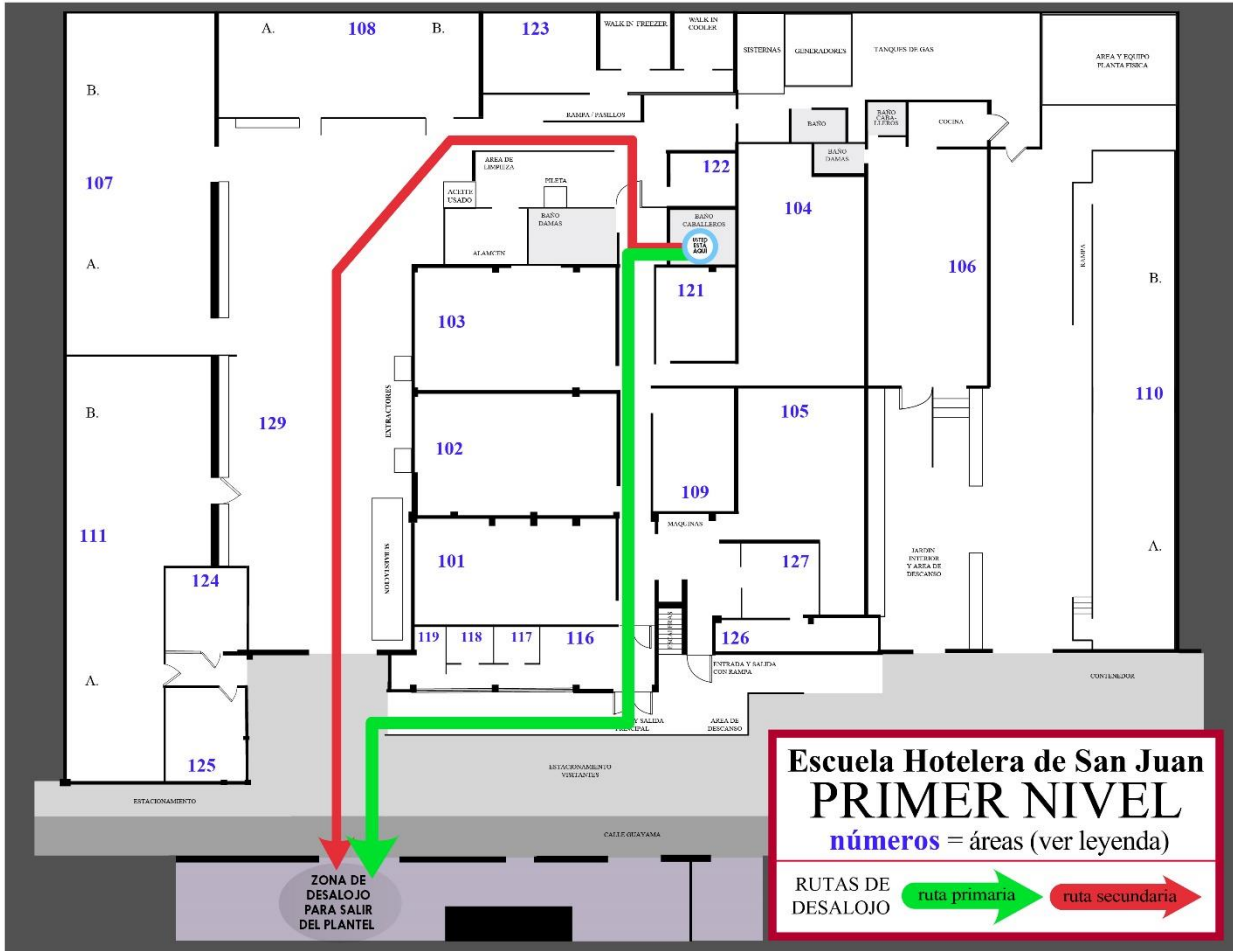


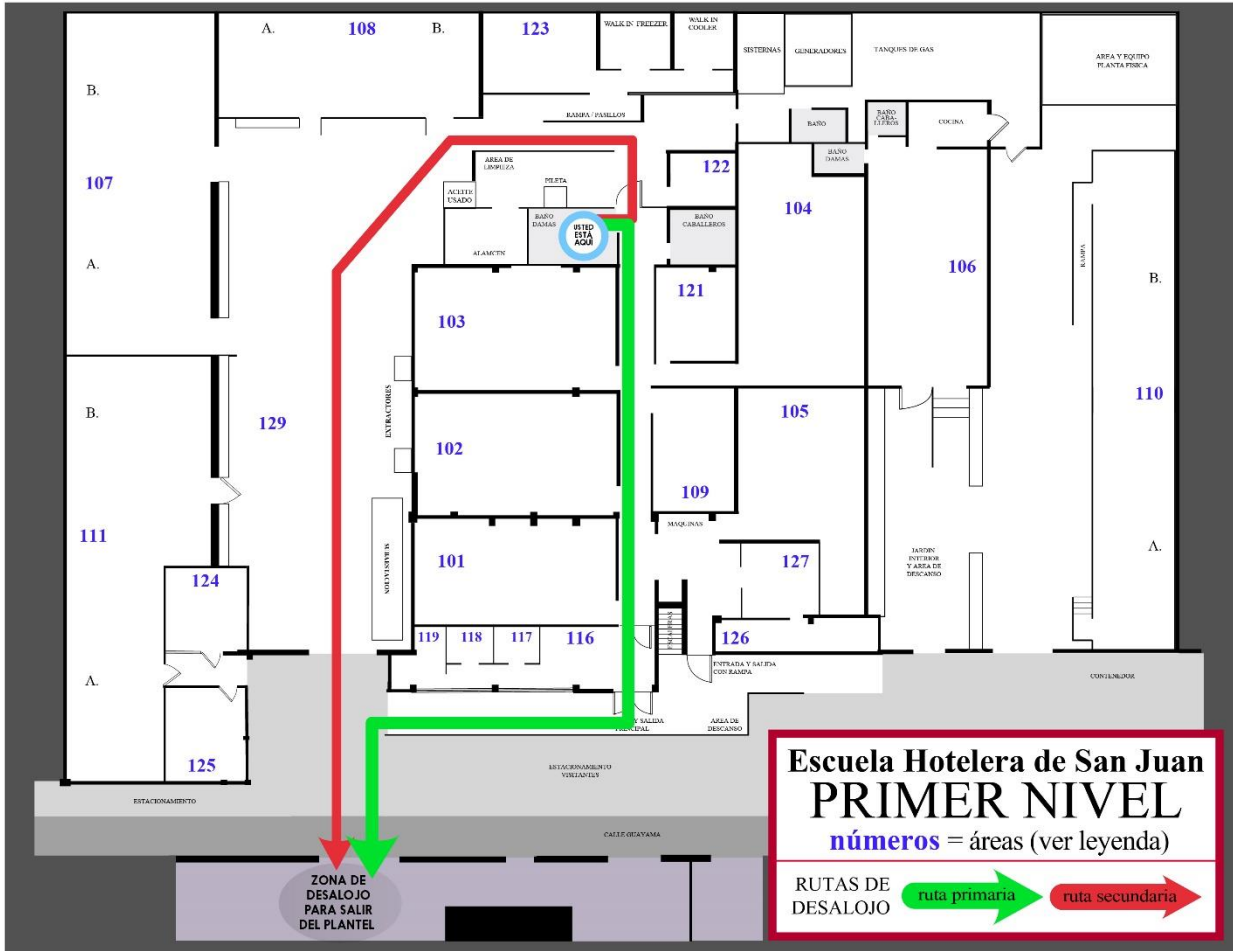


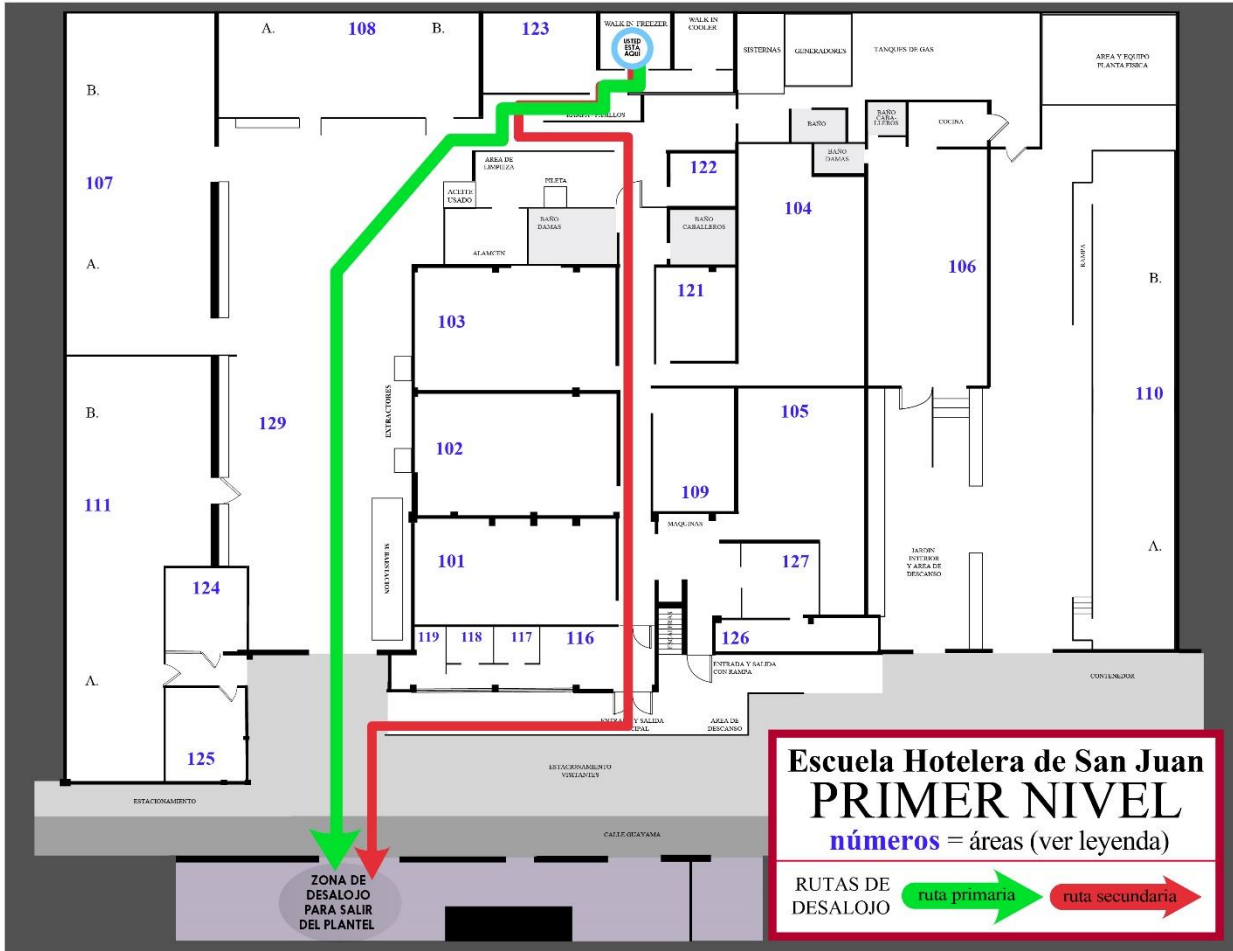












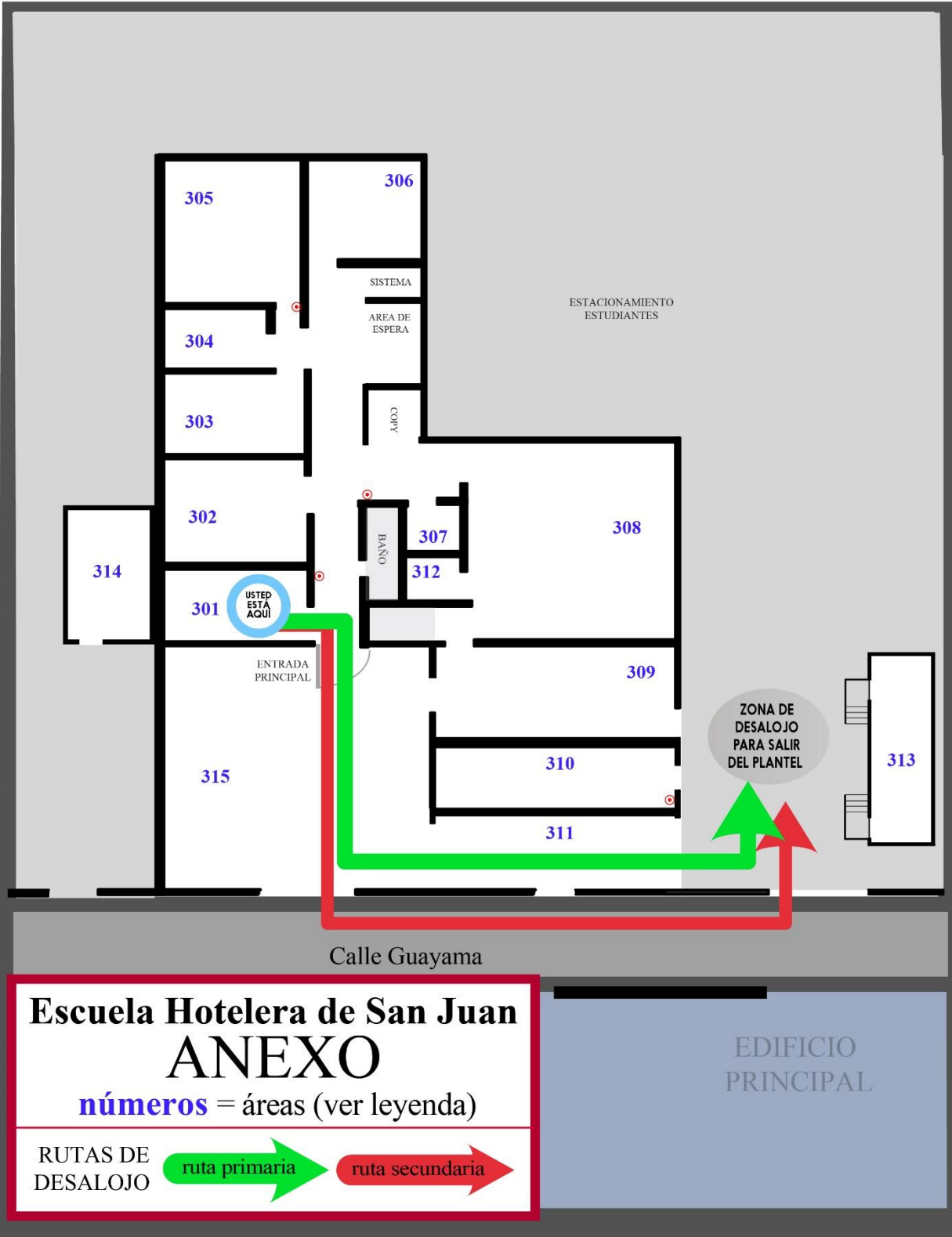
ESCUELA HOTELERA DE SAN JUAN

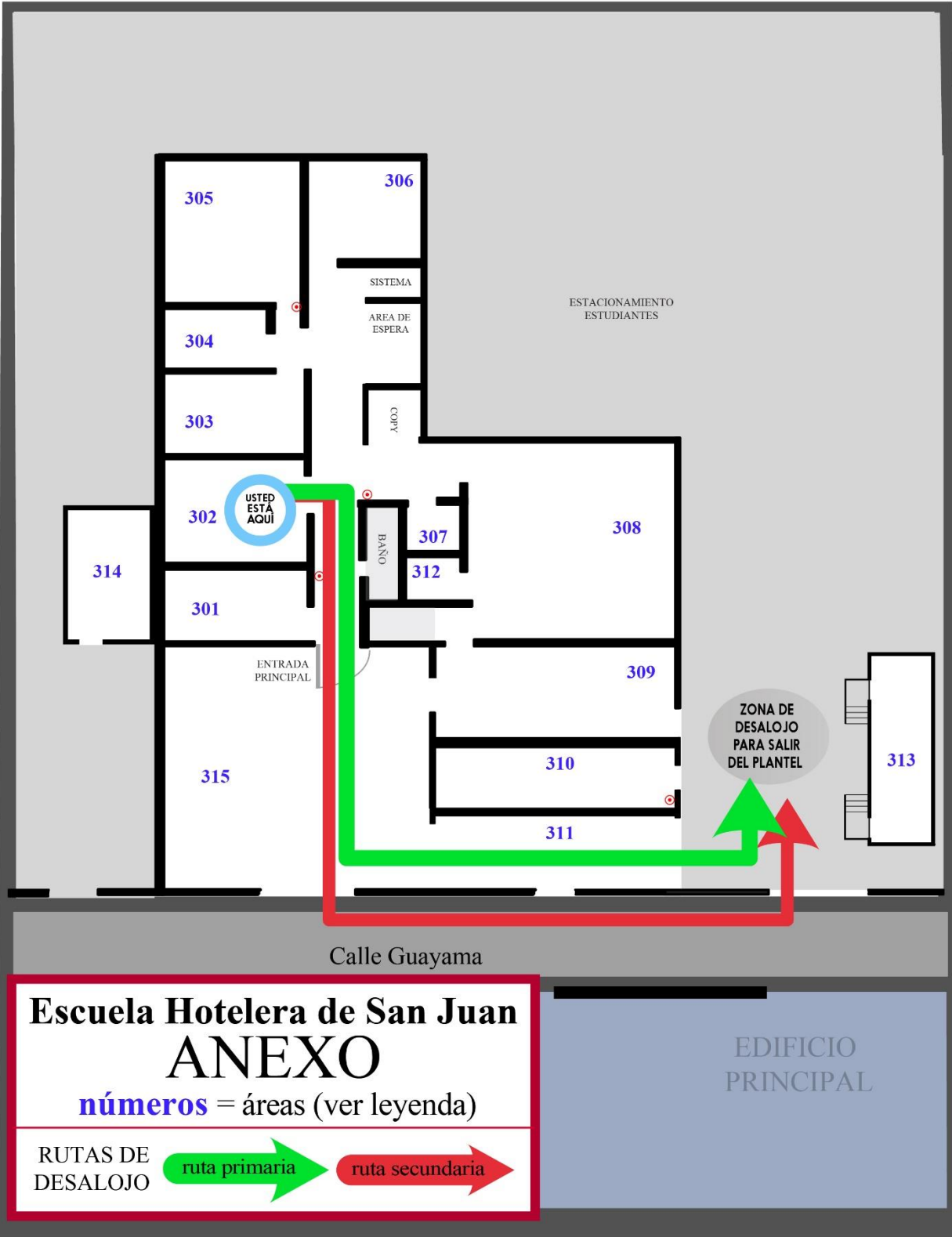
SAN JUAN CAMPUS

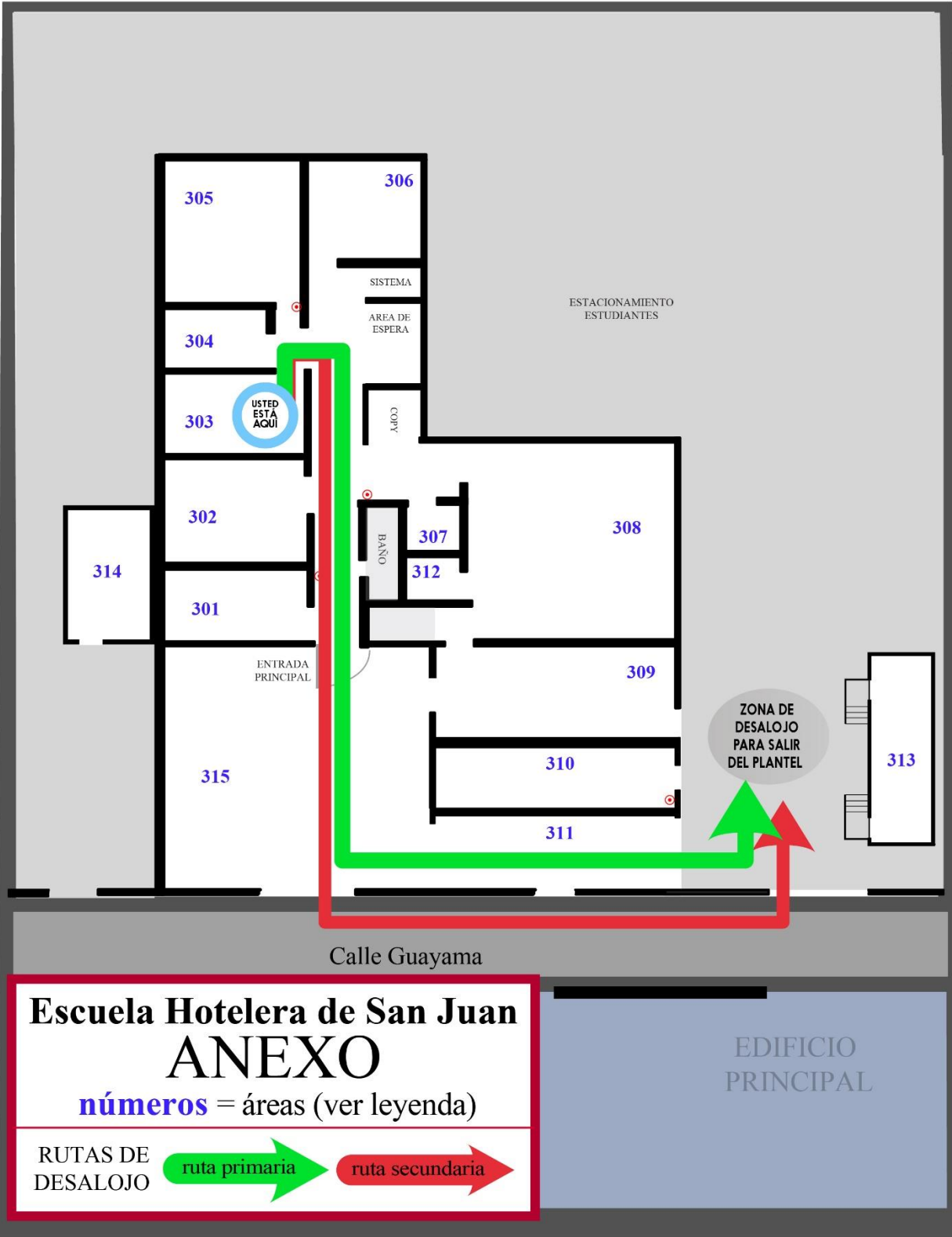
LEGEND – EVACUATION MAPS

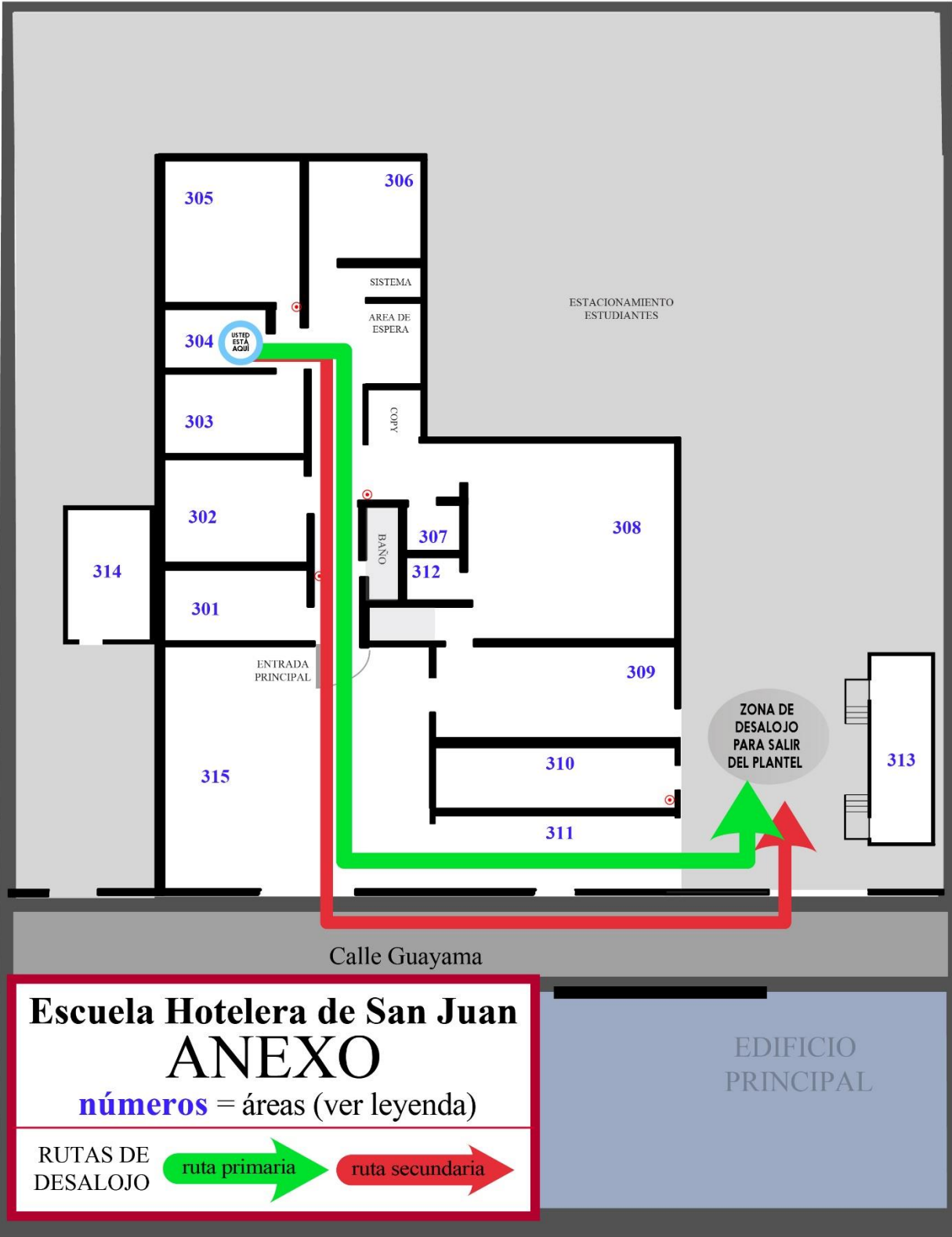
ANNEX BUILDING

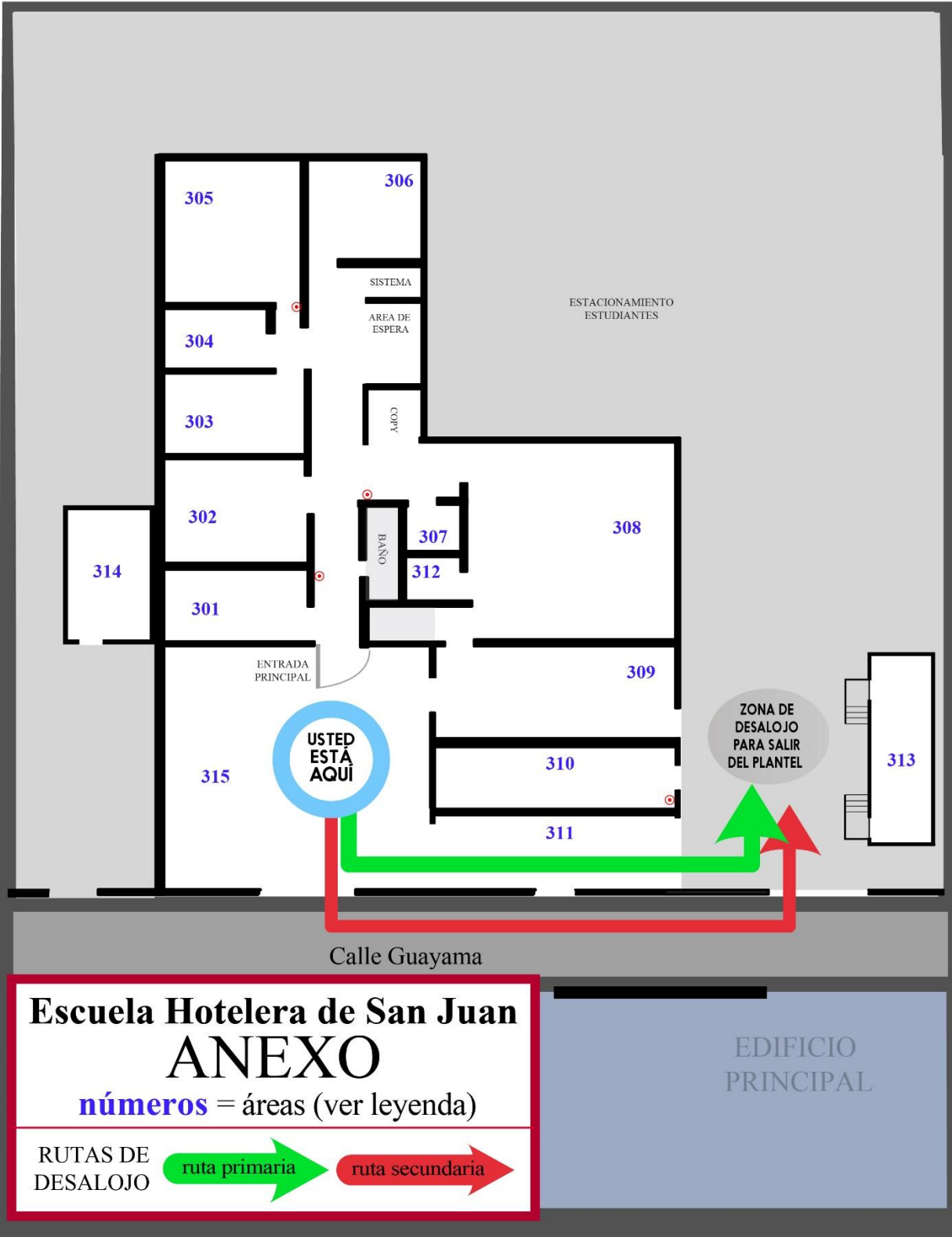
- 301 ACADEMIC WAREHOUSE
- 302 OFFICE – REGISTRAR
- 303 OFFICE – BRANCH DIRECTOR
- 304 OFFICE – SYSTEMS INFORMATION DIRECTOR
- 305 OFFICE – INTERNSHIP AND PLACEMENT COORDINATOR
- 306 OFFICE – MARKETING
- 307 REGISTER WAREHOUSE
- 308 OFFICE – FINANCIAL AID
- 309 STUDENTS CENTER INTERIOR
- 310 LOURDES MIR STUDENT CENTER
- 311 CHECK POINT
- 312 BREASTFEEDING ROOM
- 312 PASTRY WAREHOUSE
- 314 PHYSICAL PLANT WAREHOUSE
- 315 STUDENTS CENTER EXTERIOR







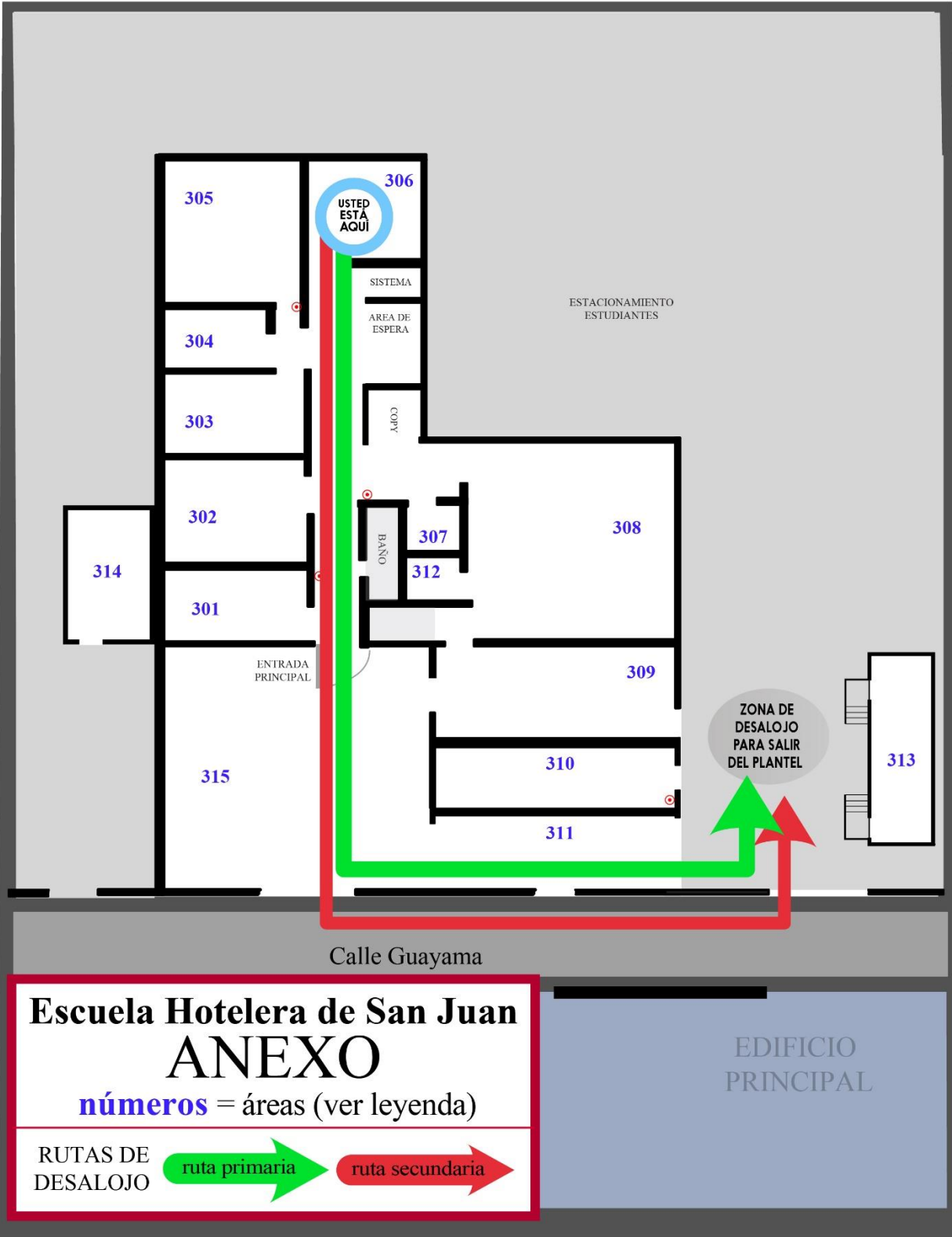


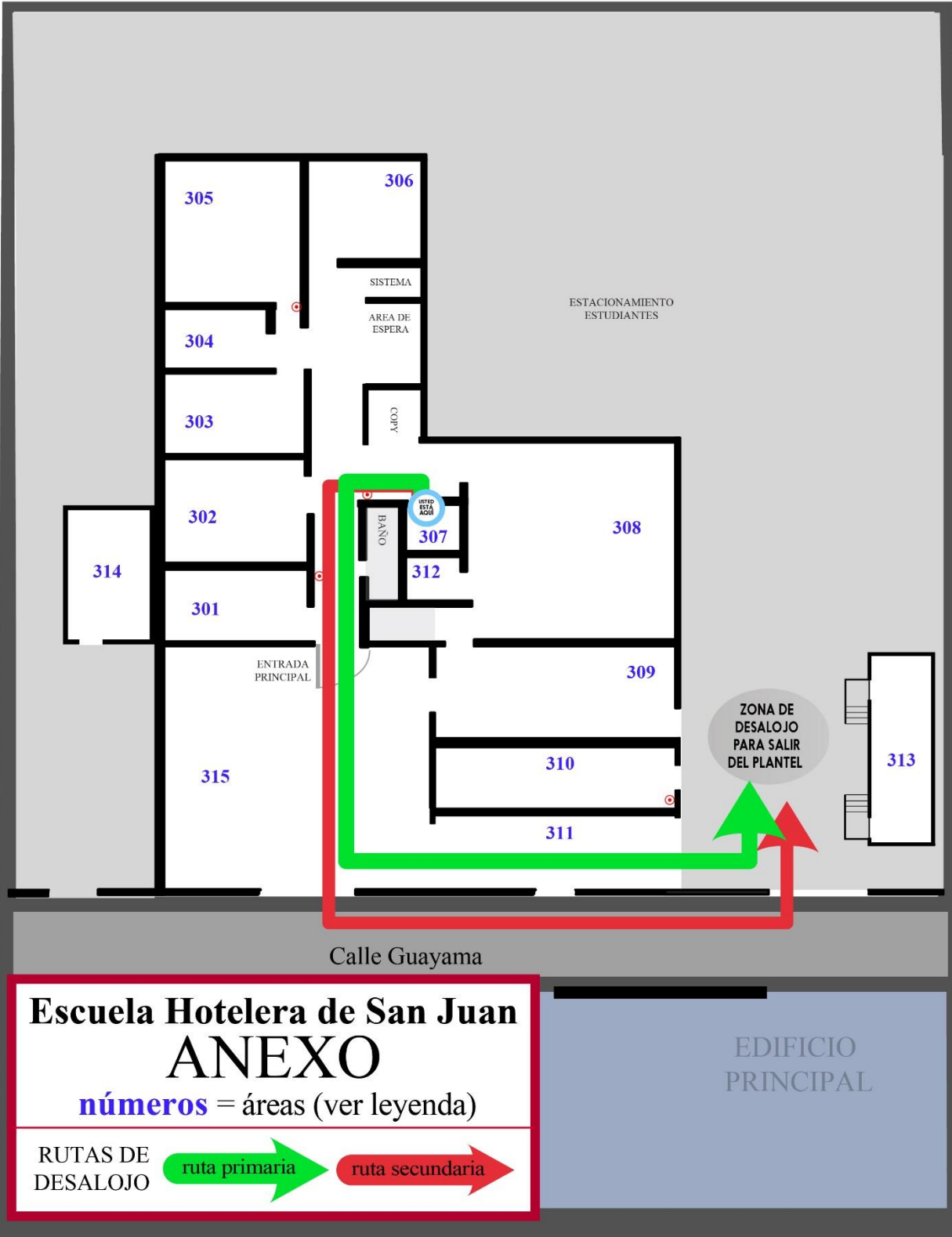


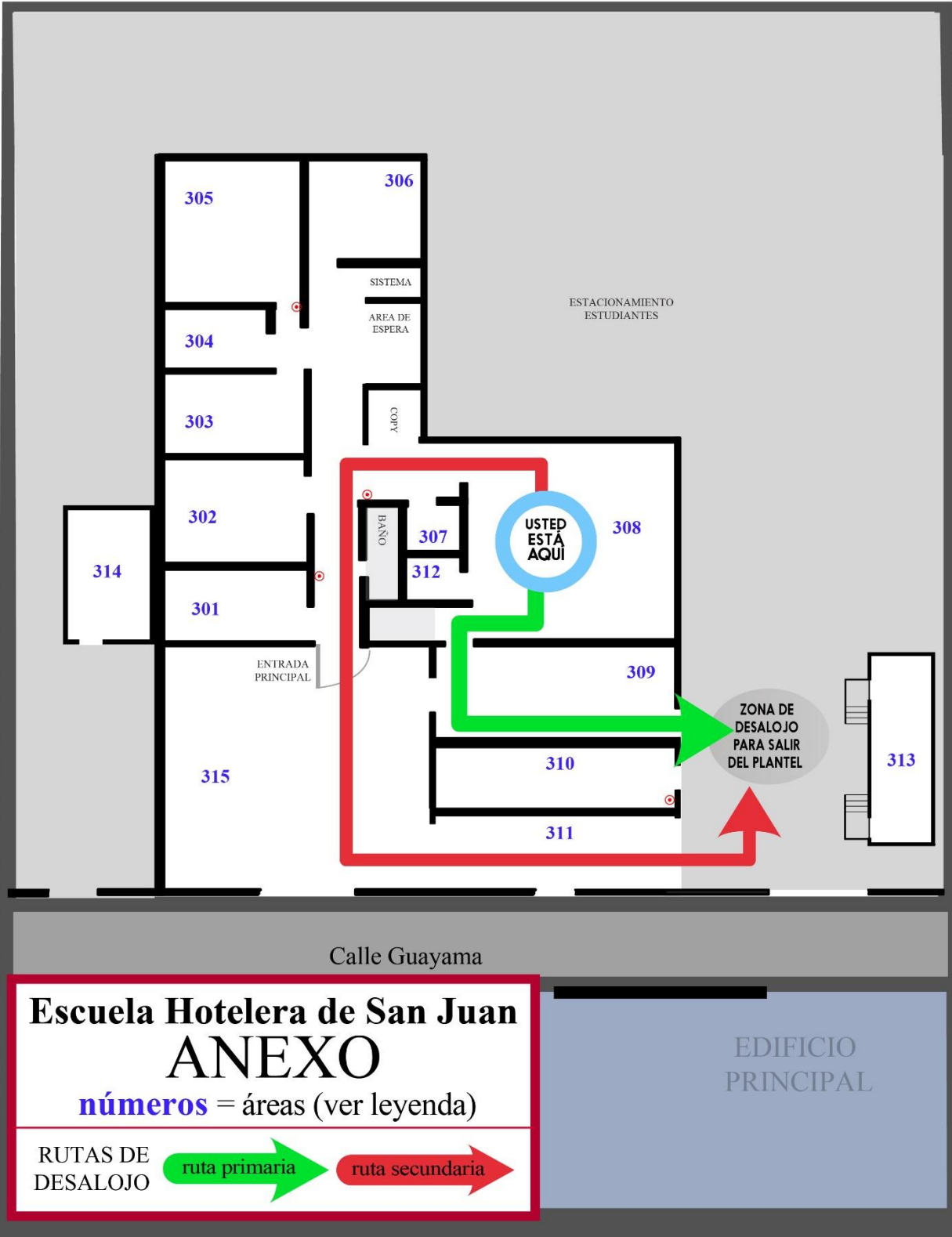
Escuela Hotelera de San Juan
ANEXO

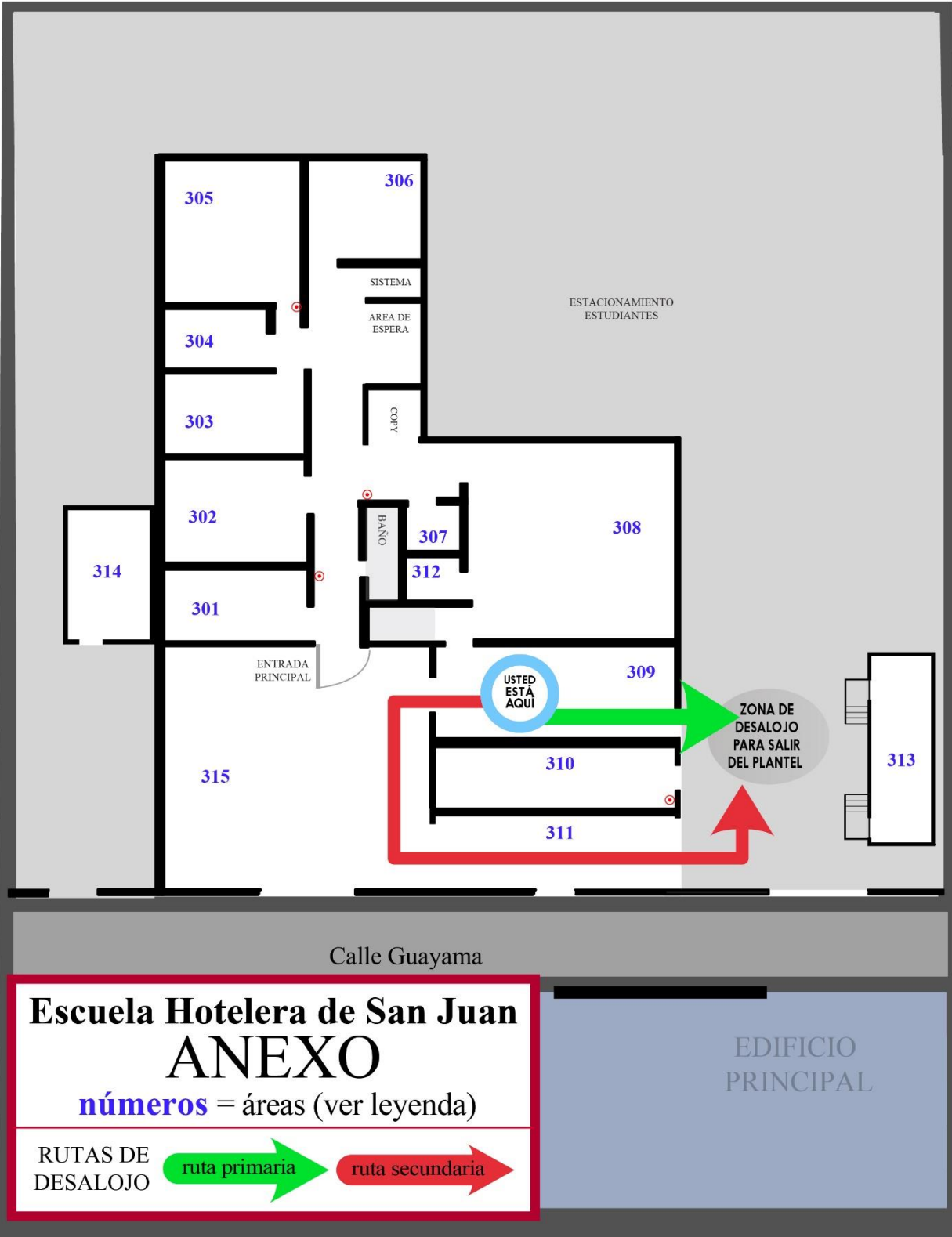
números = áreas (ver leyenda)

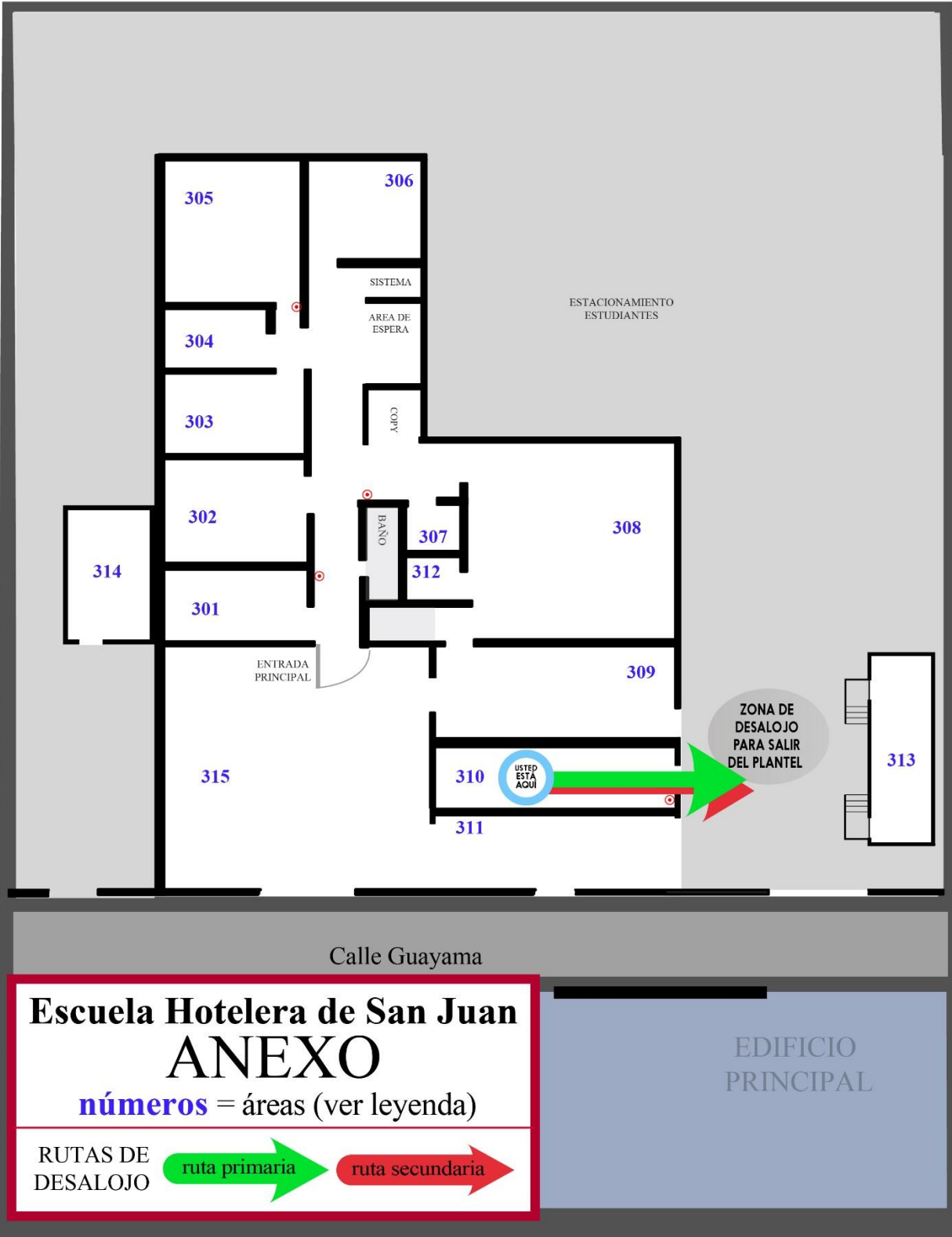










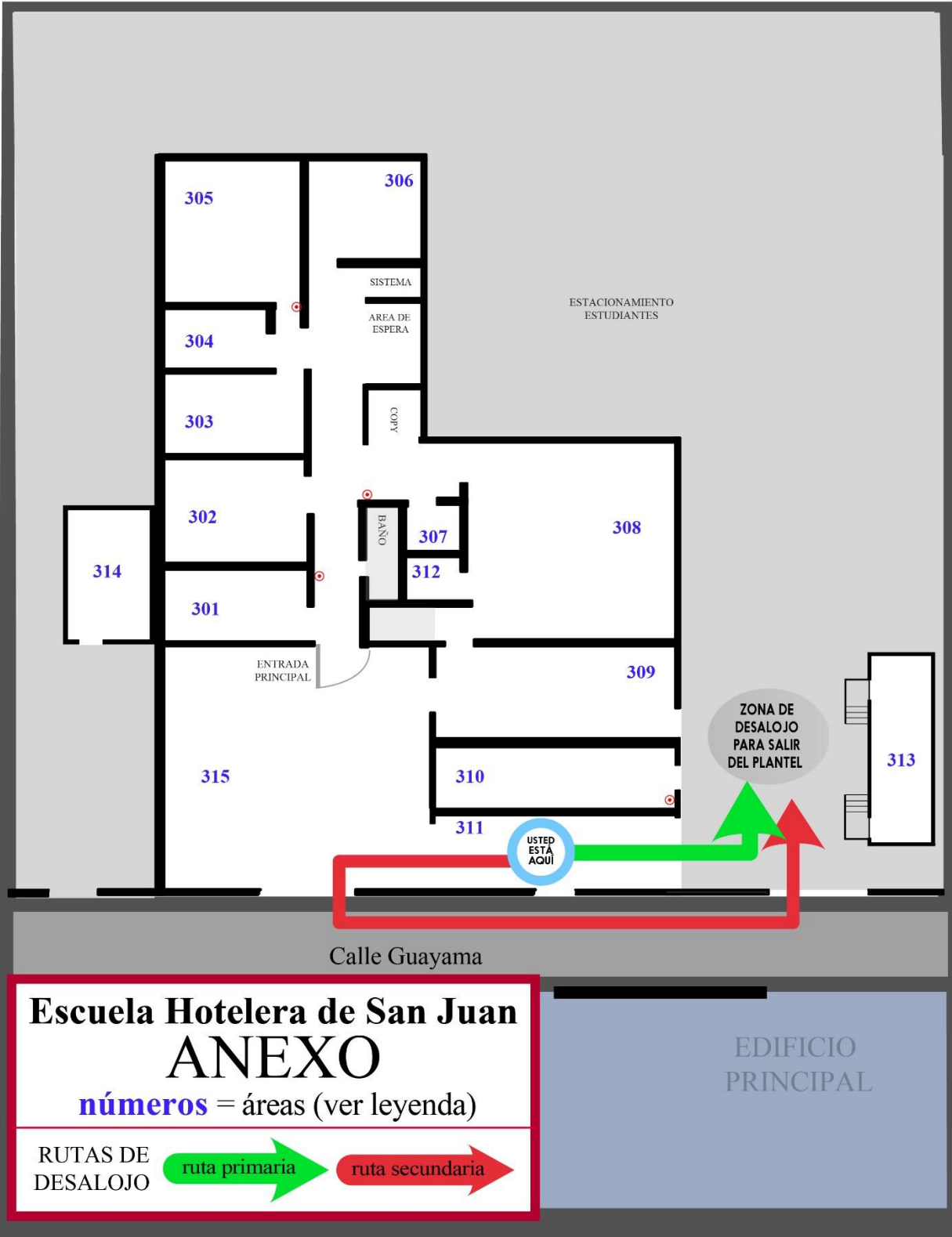


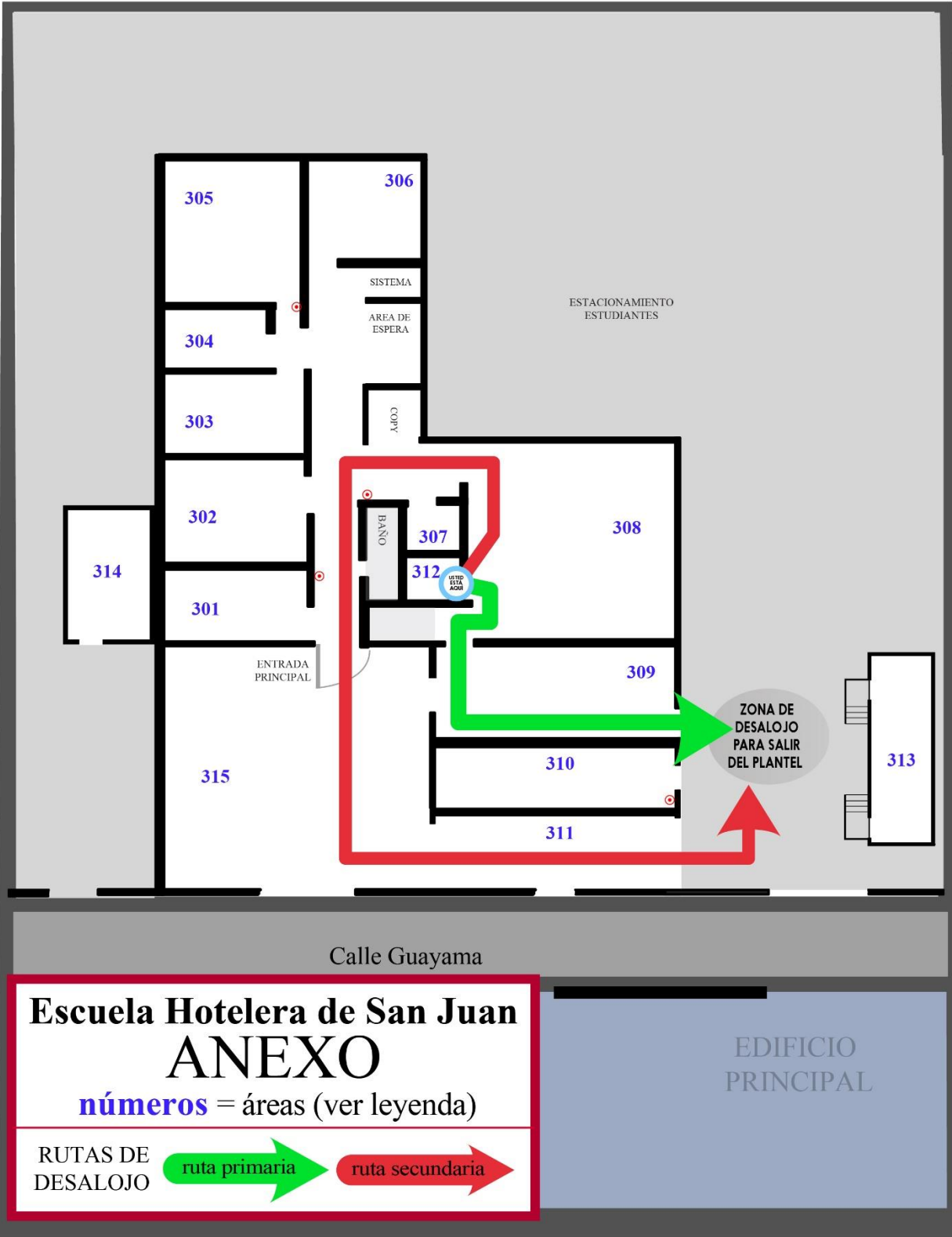
Escuela Hotelera de San Juan
ANEXO

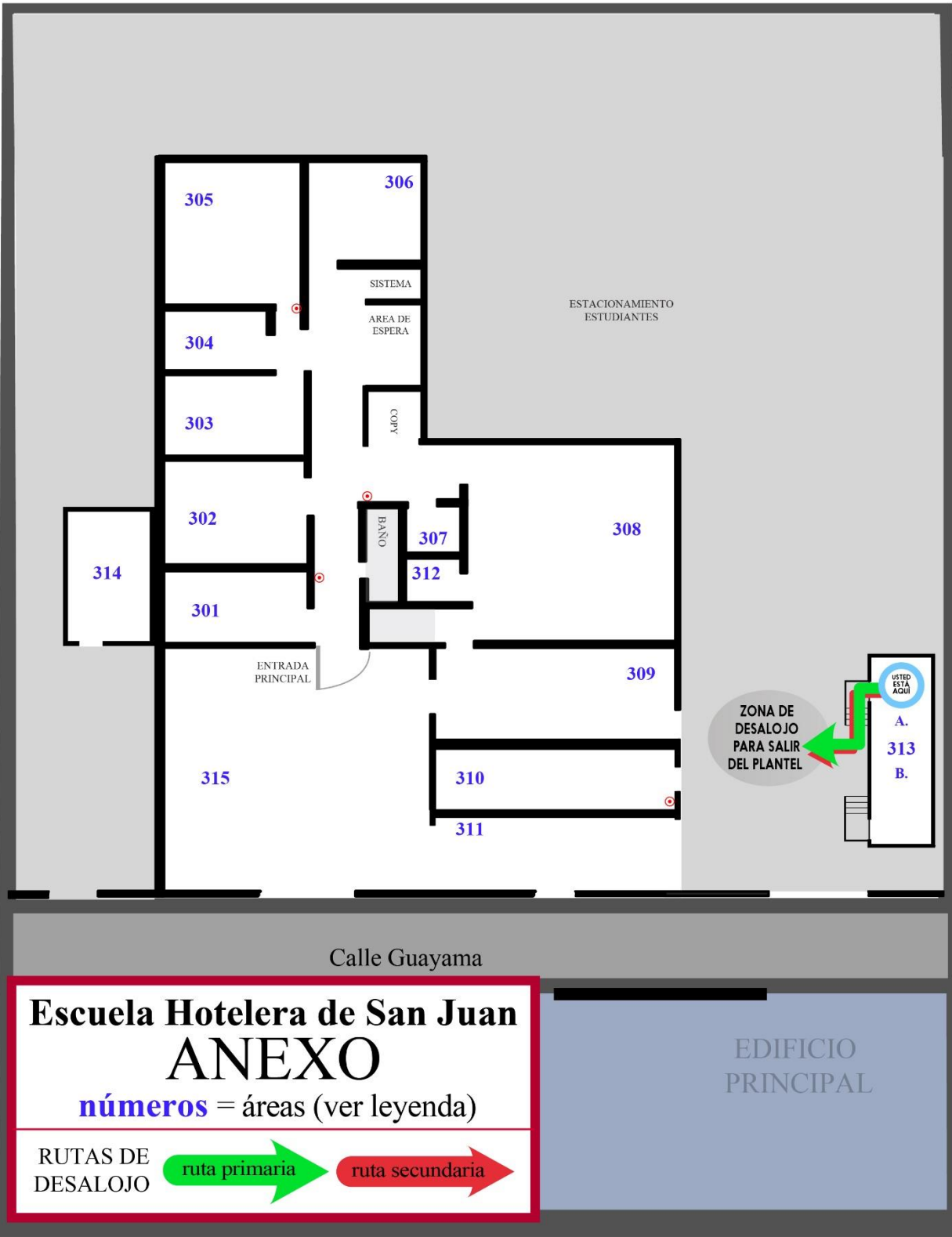
números = áreas (ver leyenda)



EDIFICIO PRINCIPAL

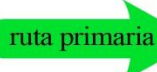




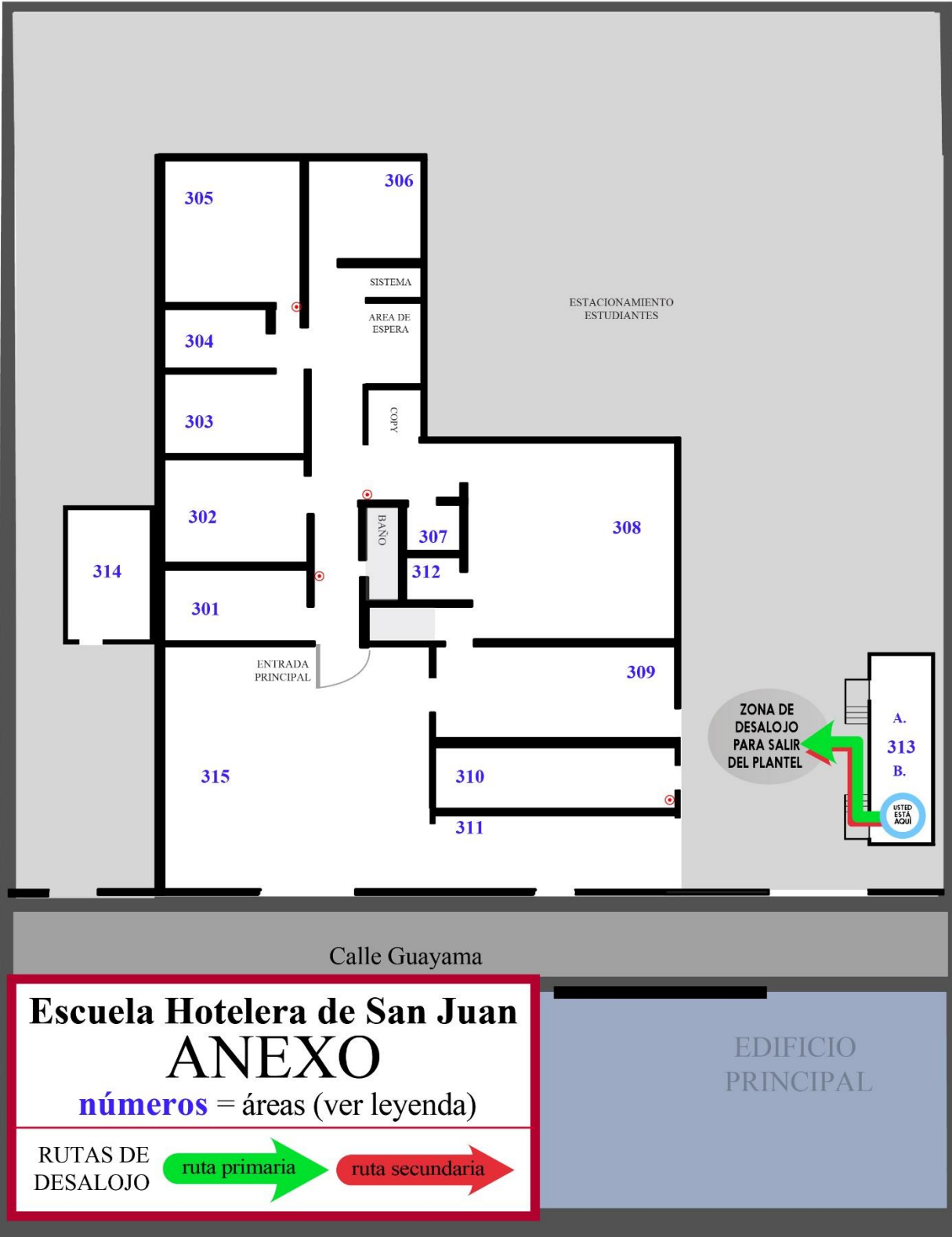


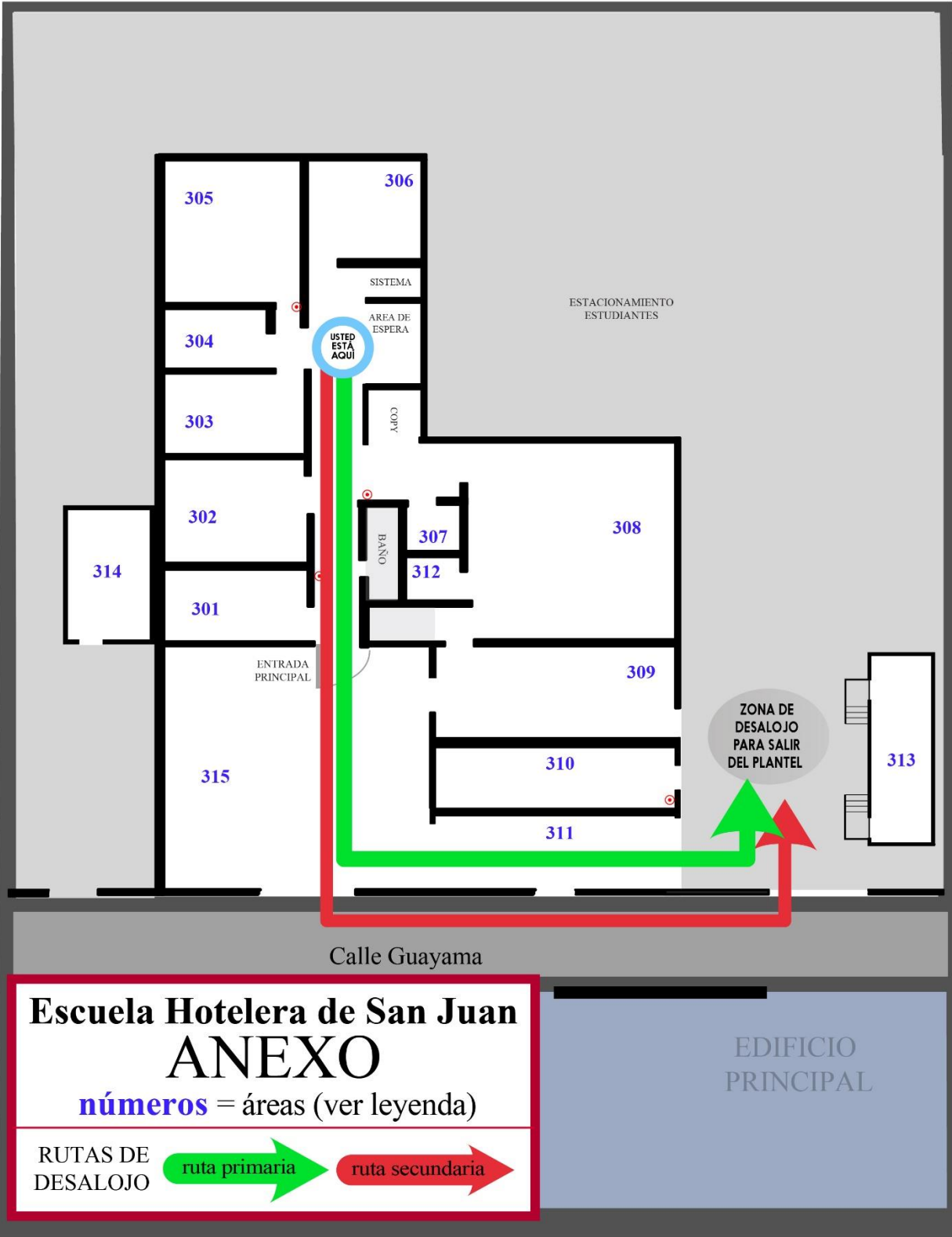
Escuela Hotelera de San Juan
ANEXO
 números = áreas (ver leyenda)

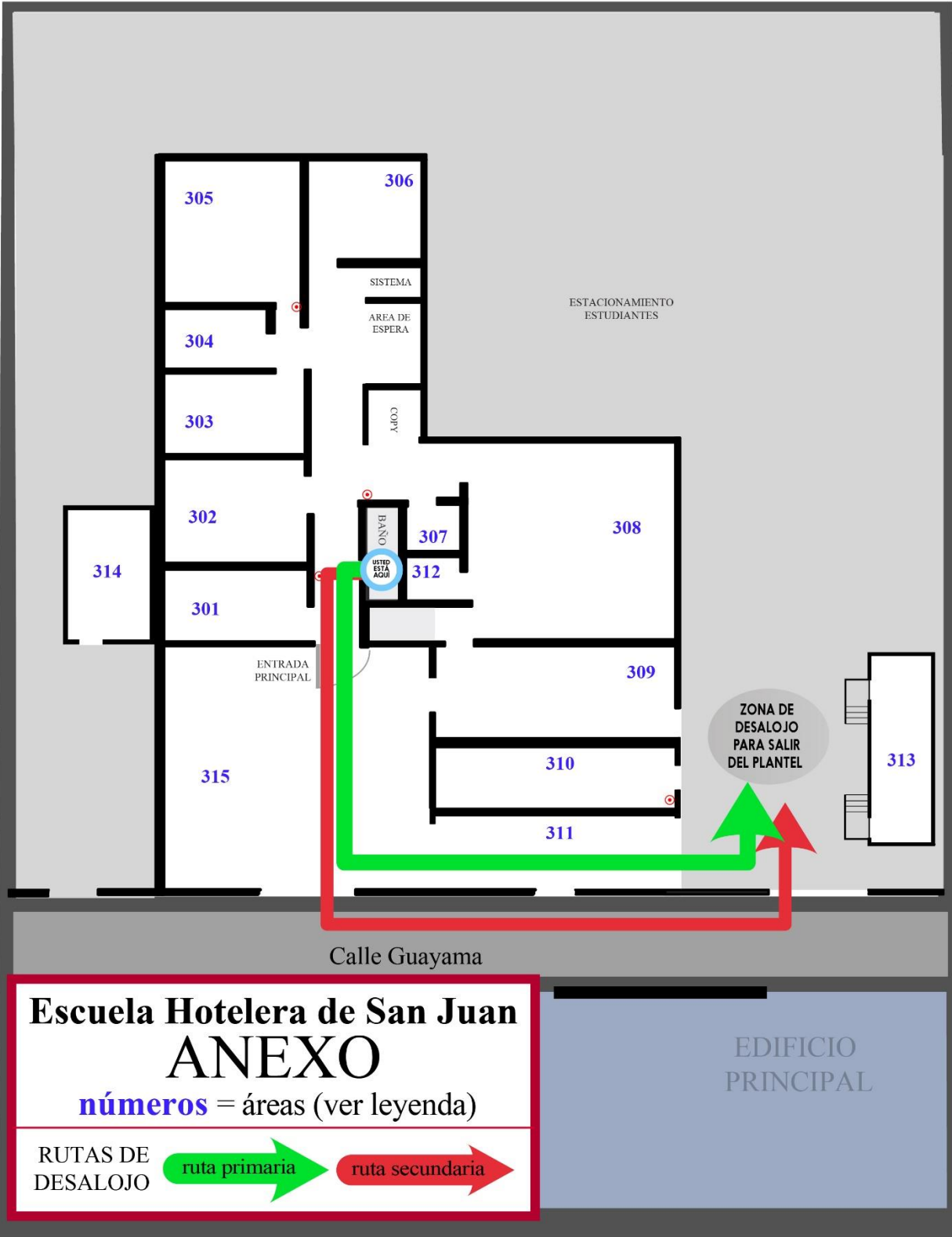
RUTAS DE
DESALOJO

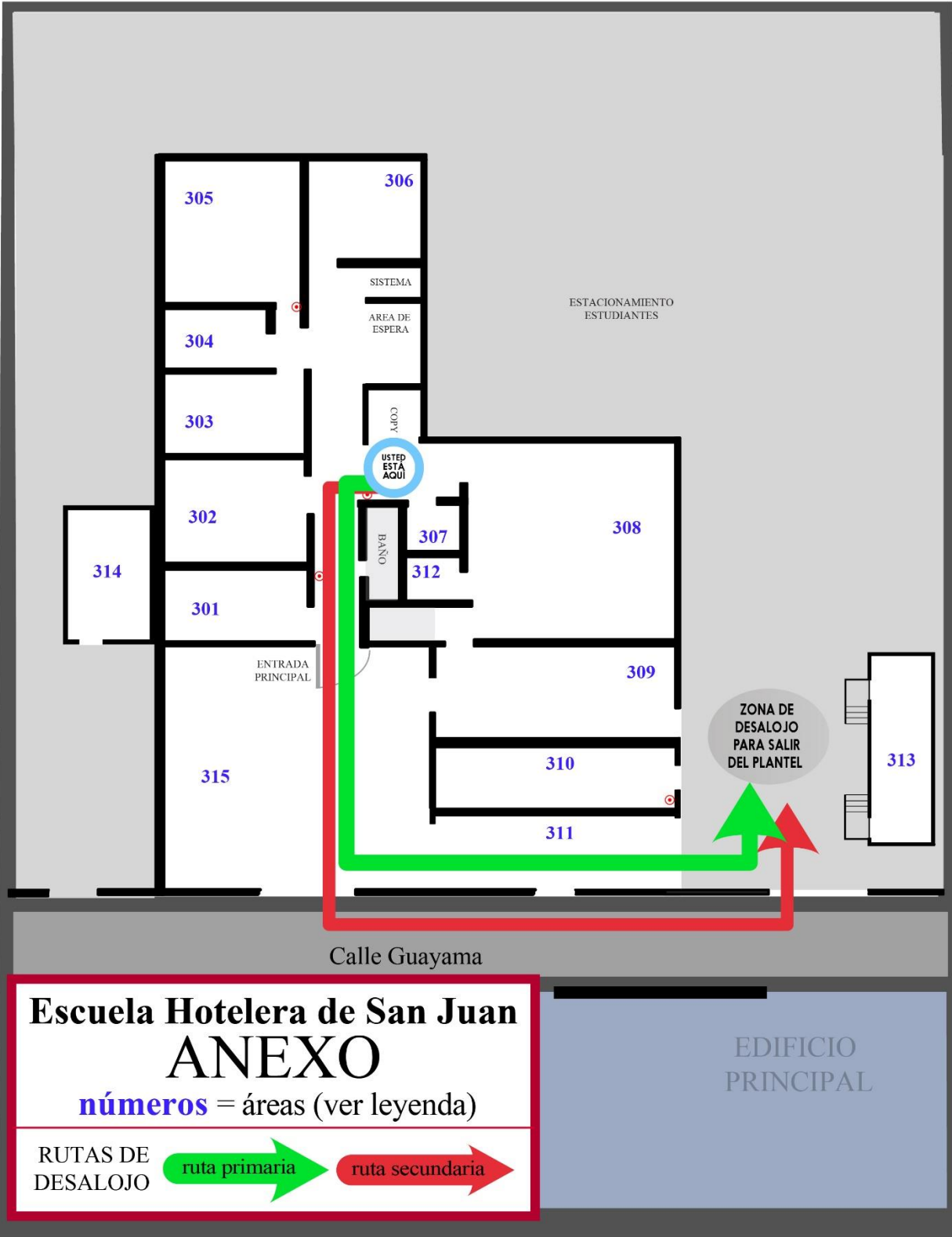


EDIFICIO
PRINCIPAL









ESCUELA HOTELERA DE SAN JUAN

SAN JUAN CAMPUS

LEGEND – EVACUATION MAPS

SECOND LEVEL – MAIN BUILDING

201	OFFICE – INTERIM ACADEMIC DIRECTOR
202	OFFICE – FINANCES
203	OFFICE – IT SYSTEMS
205	OFFICE – PRESIDENT
206	OFFICE – HUMAN RESOURCES
207	COPIER / FAX/ / FILES

