



Security & Emergency Plan

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President

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Introduction

The Universidad Profesional Dr. Carlos J Borrero Ríos (UPDCJBR), is a higher education institution authorized by the Board of Postsecondary Institutions (JIP) since May 17, 2012; Therefore, our university is in compliance with all the legal requirements of an institution of its category.

The UPDCJBR was created to meet the shortage of nurse anesthetists in Puerto Rico. For this reason, the university has the support of leading professionals in the field of anesthesia, as well as renowned institutions in Puerto Rico. In addition, its main unit is located within the facilities of the Auxilio Mutuo Hospital in Hato Rey, which is the main practice center of the Institution.

Purpose

Our purpose, apart from being an entity of education and professional transformation, is to provide students, faculty, administrative staff and visitors with an ideal environment to receive the teaching-learning process within a safe environment and the appropriate management and responses to any eventuality. We also offer the most convenient procedures to handle any situation that may occur during service hours, health conditions to attend to, emergencies, natural phenomena or fires. In the same way, promote collective responsibility to deal with unexpected situations and that, in turn, they have the tools to respond in an orderly and safe manner to the situation and the plan to follow, which could include a possible eviction of the structures.

Description of the structures

The UPDCJBR has several structures that make up the educational environment of the Institution. The University's facilities are located on Ponce De León Avenue #656, corner of Hatillo Street, Ponce de León Avenue #702, Navarro Street, next to the Mutual Services blood bank, and on the grounds of the Auxilio Mutuo Hospital. Sometimes classes will be offered in classrooms within the Hospital facilities.

Emergency Plan and Facility Evacuation

Situations or emergencies are unpredictable, they can happen at any time. In the event of any eventuality, the best thing to do is to prepare for it in some way, minimize any effect and be able to deal with it in the most appropriate way. The information we have when facing an event will be vital in our way of reacting and assisting others who may need our help. The UPDCJBR took on the task of identifying basic strategies that could be useful and knowledgeable to the Institution's community

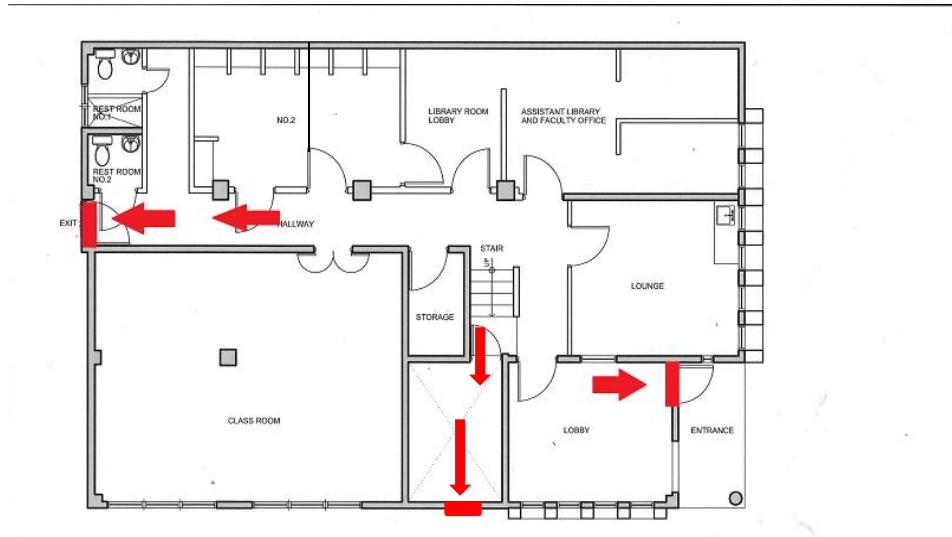
The most fundamental aspect of this plan is to identify and prioritize safety and evacuation as the case may be in the most orderly manner within the circumstances. In some cases, prevention measures play a key role in avoiding loss of life or property. The most important thing is to stay calm and manage emotions for one's own functionality or assistance to a colleague who requires it. Always identify emergency exits and safest places and fire extinguishers. Recognize that evacuation must be done carefully and in the same direction with other people. Obey the directives of the administrative officer on site. Evacuation provides for the most appropriate exit for

people with disabilities. The eviction signs are located on the premises of the Institution. The director or administrative staff in charge will be instructed to call the relevant authorities.

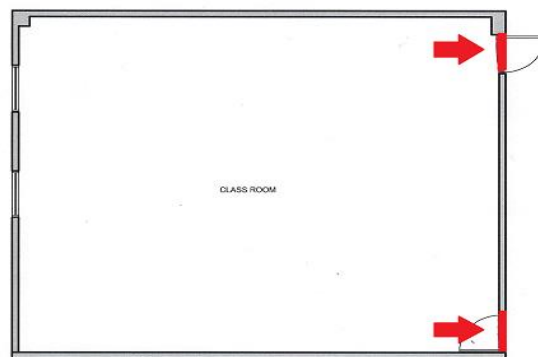
As part of the training, managers should be instructed in the use of fire extinguishers and handling any safety equipment that may be available. All staff will be required to participate in plan training. These should be placed as far as possible at the exhaust outlets to facilitate evacuation as soon as possible, but in an orderly manner. Students should not be allowed to return to the affected areas after the eviction. The managers are in charge of verifying if any person with a disability managed to vacate the premises.

In the event of an emergency and students, administrative staff or faculty are within the facilities of the Auxilio Mutuo hospital, they must follow the Hospital's Emergency Management Plan.

Evacuation Routes



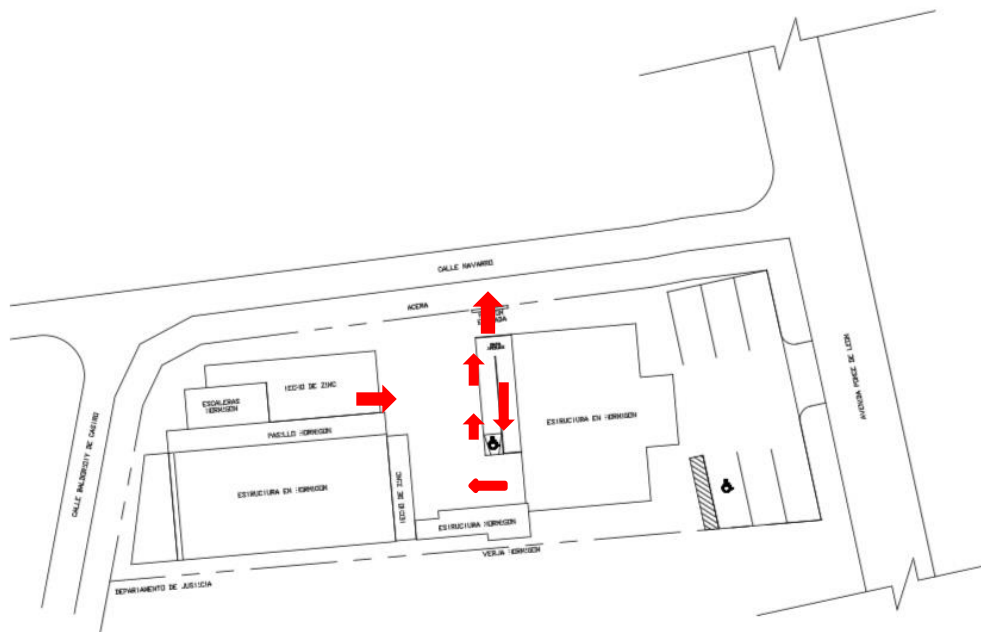
Ponce de León Structure #656 emergency exit to Hatillo Street and Avenue.



CLASS ROOM FLOOR PLAN
FIRST FLOOR (HOSPITAL AUXILIO MUTUO)
SCALE: 3/8"=1'-0"

AREA: 1,061.00 S.F.

Room attached to the cafeteria on the first floor of the Auxilio Mutuo Hospital, exit to the cafeteria



Structure: Ponce de León 702, exit to Navarro Street

Contingency plan for natural phenomena and fires

In the case of hurricanes, the UPDCJBR will be aware of the watch bulletins and warnings of the National Meteorological System of the State. In case of warning, the Executive Director will determine the actions to be taken and the decree of closure of the Institution. However, administrative and medical staff are informed. The University's communication channels will be used to inform students. In the first instance, a notice or newsletter is sent through the institutional management platform *Populi* emails and social networks of the Institution. Teachers will be in charge of making sure that their students have received the information. Signs will be placed on the doors of the different buildings notifying the process to be followed.

Administrative staff and managers will verify that electronic equipment is properly disconnected from electrical outlets, objects that are near windows or doors

must be removed, and that the surroundings are free of things that can be driven by the wind. After the notices are cancelled, the directive of the executive director and the staff in charge will be awaited.

In the event of a fire, the most important thing is to remain calm and follow the instructions on the plan to follow. In the event of a smaller fire, fire extinguishers will be used within reach to manage the situation. If the fire spreads, the administrative officer in charge can instruct them to go to the safest exit away from the fire and call or instruct someone who has a telephone within reach to communicate with the fire department and follow the instructions for help. If you manage to get out of the structure, find a safe place that is as far away as possible and wait for instructions.

As part of the safety and prevention measures, monthly inspections of fire extinguishers and annual re-inspections are carried out for the certification of firefighters. Smoking is not allowed in any of the facilities.

In case the students are in the operating room or laboratories, the following procedure will be followed:

- 1- The person who identifies the fire informs the operating room or laboratory control through the communication system and indicates where the fire is located and the magnitude of the fire.
- 2- Immediately the clerk or person in charge at the control notifies the immediate manager or supervisor and pulls the nearest alarm. The clerk or person in charge in turn notifies the anesthesiologist, surgeon, nurse manager, and staff in adjacent areas to activate the plan.

- 3- The nurse practitioner closes oxygen and gas valves located in the corridors of the wards, after notifying the anesthesia staff.
- 4- The person who identified the fire after notifying goes to the nearest fire extinguisher and gets it to the scene of the fire.
- 5- The professional nurse in the ward disconnects the electrical equipment and moves it away from the field, in support of the technical staff.
- 6- Patient care during and after the fire includes:
 - a. The anesthesiologist will maintain manual ventilation if it is general anesthesia.
 - b. The technician and surgeon monitor the bleeding and cover the wound if necessary to proceed with the evacuation plan.
- 7- If evacuation is necessary
 - a. Outpatients and family members are first evacuated in the waiting area.
 - b. Nurses in the preparation area first transfer prepared patients who have not been operated on, they are placed in the area designated by the command area in the hospital.
 - c. Professional nurses and ward anesthesiologists transfer patients who are in the wards without being anesthetized to the command-designated area in the hospital.
 - d. Patients who are undergoing surgery will be transferred by the anesthesiologist, surgeon, nurse practitioner and anesthesiologist monitoring bleeding, covering wounds and maintaining oxygenation and will be located in the place designated by the hospital command.

In the event of an earthquake, we recognize that our geographical position makes us highly vulnerable to earthquakes, as we are located between the Caribbean plate and the Atlantic plate. Minor movements that do not require protective measures are

reported daily. When an earthquake occurs is unpredictable. In view of these effects, it is important to guide the institutional community on how to protect itself in any eventuality. It is important to identify the most appropriate places, away from glass, cabinets and files. Also, stay calm and don't run away. The approximate time of the tremor will be a little more than a minute. If there is no nearby and safe exit outside, it is more appropriate to stay in the structure and take cover under a desk or wooden furniture, otherwise carefully go to a small office or hallway, squat down and cover your head and wait, more earthquakes may occur after the earthquake. When it is understood that the danger has passed, it will be checked if there are injured people and they will be helped to locate them in a safe place while assistance is obtained, people with serious injuries should not move until receiving instructions from some emergency personnel.

Before resuming work, in case of no serious damage, the president will contact the executive director to authorize an inspection of the structure and its components and, in turn, evaluate the damage and the process of cleaning and conditioning the structures. Through the institutional media, the resumption of work will be reported.

Institutional Security Policy, Surveillance and Electronic Recording, and Crime Management

The D. Carlos J. Borrero Ríos Professional University has the support of the security personnel of the Auxilio Mutuo Hospital. All students may request an escort

from security personnel if required to reach their vehicle during rotations and evening classes. It is recommended to use the parking lots exclusively within the premises of the Auxilio Mutuo Hospital, as well as not to leave valuables inside them. All students must be properly identified to facilitate their identification within the Hospital and other clinical areas. Security at the hospital is available 24 hours a day, every day. To contact the Security Department, you must call the Hospital Institution telephone number 787-758-2000.

The Institution also has a security guard who guards the buildings and the exterior surroundings to ensure the safety of students and employees when they leave and/or when they go to their vehicles. Also the UPDCJBR costs with an alarm system to safeguard the security of the building and its property.

The purpose of the cameras is to guarantee and safeguard the operational safety and safety of UPDCJBR employees, ensuring the proper and normal functioning of the University. Surveillance includes but is not limited to the parking lot, main entrance, administrative offices, and library areas. The president of the Institution is the person responsible for the overall operation of the video cameras, the recording system, the proper handling and custody of the system.

The cameras are operated and controlled from a control center located in the president's office, where the recording system will be located. The cameras have the ability to zoom in and work 7 days a week, 24 hours a day. The cameras do not detect or record audio. The President, as well as personnel with authority delegated by the President, shall be responsible for the custody and operation of the video surveillance equipment.

The recordings are kept for a minimum period of one month, after which the images are deleted or re-recorded. In the event that any image is obtained that applies violations of the security or policies of the company and it is contemplated to use them

to support any administrative decision, the disk containing the image will remain in the custody of Mr. Carlos J. Borrero Ríos or persons designated by him.

Only the president, as well as staff with delegated authority, will be able to view the video recordings. In all other instances, only administrative personnel will be able to view the video recordings, based on their need to warn situations and make decisions in accordance with the authorization of the president.

This policy may be amended according to the operations of the UPDCJBR or the recording system and its usefulness.

Any employee who has a complaint, approach or observation about the use of the video camera security system may submit it to the Executive Director or President.

In the event that the student, administrative or faculty staff or visitors are victims or witnesses of any incident or crime on the premises of the Institution, they must report it to the administrative offices. A timely report allows us to provide you with the right assistance in a timely manner. The procedure for reporting a situation should include a description of the incident, time, and characteristics of the individual or suspect. The University will inform and guide the institutional community about the events in order to take preventive measures.

Medical Services

In case any student requires medical services, he or she will be immediately referred to the emergency room of the Auxilio Mutuo Hospital. All students enrolled at the Dr. Carlos J. Borrero Ríos Professional University must present evidence of having a current health plan. However, the Institution has a medical expenses policy

that covers incidents that may be suffered by students enrolled within the premises that comprise the Institution

Emergency contact telephone numbers

NAME	PHONES
Emergency Phone Number Service	9-1-1
Manuel A. Perez Police Barracks	787-786-1960
State Police	787-343-2020
Hato Rey Firefighters	787-754-1007
San Juan Fire Station	787-722-1120
State Emergency Medical Corps	787-273-1862
Hospital Auxilio Mutuo	787-758-2000
Mutual Aid Adult Emergencies	787-758-2000, ext 2656,2696
Mutual Aid Pediatric Emergencies	787-758-2000, ext 1312, 1426