

***EVACUATION PLAN:
UNIVERSITY RESIDENCES***



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I. INTRODUCTION

This Evacuation Plan is an integral part of the institutional Multi-Hazard Disaster and Emergency Plan established at the Universidad del Sagrado Corazón. Its implementation and execution are independent of the institutional plan; at the same time, it incorporates the institutional services utilized in the institutional plan. Among the emergencies that may require a total or partial evacuation of the University Residences are:

- fires
- earthquakes
- leaks or spills of toxic or hazardous substances
- the presence of dangerous animals that could pose a safety risk to employees, residents, and visitors
- the presence of people who may pose a safety risk to employees, residents, and visitors
- attempts to spread a contagious or epidemic virus
- acts of terrorism or sabotage, including the threat or placement of an explosive or incendiary device

Evacuation due to a hurricane is not covered in this plan, as it is a phenomenon that can be monitored well in advance. Should the University declare an institutional closure due to a storm or hurricane warning or threat, the Office of the Associate Dean of Student Affairs would take the necessary measures based on information provided by residence hall staff. If residents remain on campus, they would be moved to safe areas.

This plan complies with the requirements of various government agencies, such as the Puerto Rico Fire Department and the Puerto Rico Office of Comprehensive Safety, Risk Management, and Occupational Health.

A. Purpose

The purpose of this Plan is to ensure the rapid and efficient evacuation of individuals from the University Residence Halls.

B. Scope and Applicability

The Building Evacuation Plan provides written procedures for evacuating buildings in the event of an emergency. These procedures are part of the University's Multi-Hazard Disaster and Emergency Plan.

C. Objectives

- To establish procedures that facilitate the orderly and rapid evacuation of the buildings comprising the University Residences in the event of an emergency.
- To identify and establish the responsibilities of the staff who will assist and participate in the evacuation of the buildings.
- To develop a simple and efficient process for evacuating the various areas.

D. Definitions

- **Residence Operations Control Center (COE-RESI)** – Once activated, the Center will assume control and command of all operational elements until the evacuation is complete. The primary operational element will be the evacuation team.
- **Assembly points** – locations throughout the campus where evacuees will report.
- **Evacuation Operation** – procedures to be carried out for the partial or complete evacuation of the various areas of the institution.

II. DESCRIPTION OF THE FACILITIES

The University Residences consist of two main residence halls: the Women's Residence Hall and the Men's Residence Hall, as well as other smaller buildings (the Valparaíso Building and Casa Del Valle) with limited use. These facilities provide lodging for students, groups, and special guests of the University.

A. Women's Residence

The Women's Residence Hall consists of two buildings (Tower A and Tower B), each with five stories. The buildings are constructed of concrete with aluminum-framed glass windows (reception area and first floor—Tower A). Each floor features a central hallway with the rooms, bathrooms, and kitchen on either side. The windows in both towers do not provide access to the outside. The emergency exits and the reception area entrances are the only exits to the outside. The Women's Dormitory has 177 double rooms and 3 single rooms, for a total of 357 beds. The rooms are equipped with:

- two single beds
- two wooden desks
- two wardrobes with wooden doors
- a small refrigerator
- air conditioning (central air conditioning in Tower A and window-type air conditioning in Tower B)
- telephone

The floors of each tower are connected by a lounge with a balcony equipped with a television and living room and balcony furniture made of wood, fabric, and metal. In addition, each floor features a storage room, a kitchen, and two bathrooms. The kitchens are equipped with freezers, an electric stove, a microwave, and a dining area. The bathroom facilities include three toilets and three showers separated by wooden partitions. The utility room has a sink for cleaning supplies and a trash can.

The Women's Residence has two elevators in Tower B with a capacity of 16 people or 2,500 pounds, and one with a capacity of 14 people or 2,100 pounds in Tower A. This elevator only operates from the second to the fifth floor. The keys to these elevators are held by the coordinators and receptionists.

Tower A: first floor—administrative offices, machine rooms, Mater Room (conference and visitor reception area), study and computer room, cleaning supplies storage room, food and beverage vending machines.

Tower B: first floor—reception area, machine room, elevators, electrical room, storage room, 19 rooms (#101–120), two restrooms, and a kitchen. This area houses facilities for residents who require Reasonable Accommodation.

Tower A: Second floor—electrical room, storage room, supply closet (clothing, pillows, office supplies), 19 rooms (#221–240), two restroom areas, and a kitchen.

Tower B: Second floor—electrical room, storage room, supply closet (clothing, pillows, office supplies), 21 rooms (#201–220), two restroom areas, and one kitchen.

Tower A: third floor—electrical room, storage closet, supply closet (clothing, pillows, office supplies), 20 rooms (#321–341), two bathroom areas, and one kitchen.

Tower B: third floor—electrical room, storage closet, supply closet (clothing, pillows, office supplies), 21 rooms (#301–320), two bathroom areas, and one kitchen.

Tower A: fourth floor—electrical room, storage closet, supply closet (clothing, pillows, office supplies), 20 rooms (#421–441), two bathroom areas, and one kitchen.

Tower B: fourth floor—electrical room, storage closet, supply closet (clothing, pillows, office supplies), 21 rooms (#401–420), two bathroom areas, and one kitchen.

Tower A: fifth floor—electrical room, storage closet, supply closet (clothing, pillows, office supplies), 20 rooms (#521–541), two bathroom areas, and one kitchen.

Tower B: fifth floor—electrical room, storage closet, supply closet (linens, pillows, office supplies), 21 rooms (#501–521), two restroom areas, and one kitchen.

Tower B: sixth floor—laundry room, electrical room, bathroom, and cleaning supplies storage room.

Security Systems

All floors have two emergency exits on the north and south sides of the towers. These exits provide access to the exterior of the buildings (roof and first-floor exterior). Both towers are equipped with fire extinguishers, smoke detectors, fire hoses, pull stations, and sprinklers in the kitchens, hallways, bathrooms, and rooms. The alarm system is triggered if the smoke and heat detectors are activated or if any of the exits leading outside the building are opened. Signs indicating exit routes and other hazard warnings have been installed on each floor. The exits to the outside (ground floor and roof) and the manual pull stations are monitored by security cameras to prevent their misuse.

B. Men's Dormitory

The Men's Dormitory is a five-story building. The structure is made of concrete with aluminum and glass windows. The windows do not provide access to the outside. The emergency exits and the reception area entrances (second floor) are the only exits to the outside. The Men's Dormitory has 100 rooms. The rooms are equipped with:

- two single beds
- two wooden desks
- a wardrobe with wooden doors
- a ceiling fan
- a small refrigerator
- central air conditioning – 12 hours
- telephone

The rooms are divided into villas; each villa has two or three rooms, each accommodating two residents, and one bathroom. On each floor, there is a lounge with a balcony equipped with a television and living room furniture made of wood, fabric, and metal. Additionally, there is a utility room, an electrical room, and a kitchen. The kitchens are equipped with freezers, an electric stove, a microwave, and a dining area.

The Men's Residence has two elevators with a capacity of 16 people or 2,500 pounds and a freight elevator with a capacity of 14 people or 2,100 pounds. The freight elevator is located in the utility room. The elevator keys are kept by the coordinators and receptionists.

First floor – 6 villas with 20 rooms (nos. 106–136), electrical room, laundry area, kitchen, lounge, and cleaning supplies storage room.

Second floor – reception area, administrative office, computer room, guest restrooms, visitor lounge, electrical rooms, cleaning supplies storage room, air conditioning system room, and vending machines for soft drinks and snacks. In addition, there are 6 villas with rooms numbered 204 through 230. These rooms are located to the right and left of the reception area. This area houses facilities for residents who require Reasonable Accommodation.

Third floor – 8 villas with 22 rooms (nos. 304–333), electrical room, kitchen, living room, and cleaning supplies storage room.

Fourth floor – 8 villas with 22 rooms (nos. 404–433), electrical room, kitchen, living room, and cleaning supplies storage room.

Fifth floor – 8 villas with 22 rooms (#504 to #533), electrical room, kitchen, lounge, and cleaning supplies storage room.

Sixth floor—meeting area with an independent air conditioning system and access to the elevator machine room located two floors above. This access does not lead outside the building.

Safety Systems

All floors have two emergency exits on the east and west sides. These exits provide access to the exterior of the building (roof and first-floor exterior). The building is equipped with fire extinguishers, smoke and heat detectors, fire hoses, pull stations, and sprinklers in the kitchens, hallways, restrooms, and rooms. The alarm system is triggered if the smoke and heat detectors are activated or if any of the exits leading outside the building are opened. Signs indicating exit routes and other hazard warnings have been installed on each floor. The exits to the outside (ground floor and roof) and the manual pull stations are monitored by security cameras to prevent their misuse.

C. Valparaíso Building

A 4-story residential apartment building. Apartments feature two or three bedrooms, a kitchen, and a bathroom. The main entrance is via the university campus; there is no access from public roads. The two-bedroom apartments are located in the building's basement and have a separate entrance. The remaining apartments share the entrance via staircases. The following is a breakdown of the apartment numbers and their levels in the building: S-1 and S-2 (first level); 101 and 102 (second level); 201 and 202 (third level); and 301 and 302 (fourth level).

Safety Systems

The building is equipped with fire extinguishers and portable smoke detectors. Signs indicating exit routes and other hazard warnings have been installed on each floor.

D. Casa Del Valle

A single-story residential house with eight bedrooms for one to four people, three bathrooms, a kitchen, a laundry area, two dining rooms, and a living room. The house has three doors leading outside.

Safety Systems

The house is equipped with fire extinguishers and portable smoke detectors.

III. RESPONSIBILITIES OF STAFF AND RESIDENTS

A. Staff Assigned to the Residences

Work shifts at the Residences run continuously 24 hours a day, seven days a week. Shifts begin at 7:00 AM. At least one person is on duty at the front desk of each residence during every shift. From Monday through Friday, this staff is accompanied by the residence's management staff. On Saturdays, Sundays, and holidays, support staff work alongside the front desk staff. From Monday through Saturday, cleaning staff work during the daytime schedule, with two people assigned to each residence.

The following is a summary of the staff working by day and time at both residences. Depending on the time of year, the number of employees may vary. This table does not include students from the Work-Study Program or Summer Savings Program assigned to work in the residences. Employees from the Facilities Management Department are another group of staff who may be present in the residences at any given time. These employees sign an entry and exit log.

	WOMEN'S HALL RECEPTION			MEN'S RECEPTION		
	7:00 AM – 3:00 PM	3:00 - 11:00 PM	11:00 PM - 7:00 AM	7:00 AM - 3:00 PM	3:00 - 11:00 PM	11:00 PM - 7:00 AM
MONDAY THROUGH FRIDAY	Receptionist, Cleaning Staff	Coordinator , Receptionist a	Coordinator, Security Officer	Receptionist, Cleaning Staff	Coordinator, Receptionist	Coordinator, Security Officer
SATURDAY, SUNDAYS, AND HOLIDAYS	Support Staff, Receptionist, Cleaning Staff	Coordinator , Receptionist	Coordinator, Security Officer	Receptionist, Cleaning Staff	Coordinator, Receptionist	Coordinator, Security Officer
DIRECTOR	MONDAY THROUGH FRIDAY	9:00 AM to 6:00 PM	SATURDAYS, SUNDAYS, AND HOLIDAYS	ON CALL		

B. Building Coordinators (Director/University Housing Coordinators)

- Possess the qualities and training necessary to assist in managing an emergency.
- In collaboration with area coordinators, prepare the procedures to be followed for the evacuation of the various areas.
- Be familiar with all established exit routes for the building under their responsibility.
- Keep area coordinators informed of all changes to the procedures for evacuating each area.
- Inform staff, students, or visitors of the procedures to follow for the evacuation of the various areas.
- Report to the Operations Control Center any situation that could affect the orderly and rapid evacuation of the building under your responsibility.
- In conjunction with the Operations Control Center, assist in conducting evacuation drills.
- During an emergency:
 - ✓ Participate in evacuation activities.
 - ✓ Gather the occupants of the building under your responsibility at the assembly point.
 - ✓ Inform the occupants of the building under your responsibility about the reasons for the evacuation and the steps to follow during the emergency.
 - ✓ Report any injuries or dangerous situations in the building under your responsibility to the Residence Operations Control Center (COE-RESI).
 - ✓ Keep a record of the number of people evacuated from the building under your responsibility.
- Report any discrepancies in the number of evacuated people to the Residence Operations Control Center (COE-RESI).
- Notify the Office of Comprehensive Security and Risk Management of any conduct that jeopardizes the safety of the people under your care.
- Whenever possible, assist in moving vehicles off campus.
- Immediately report to the Director of Land and Building Management and follow up as necessary on situations that prevent exit routes from being clear of objects and emergency doors from remaining open.

C. Area Coordinators (Floor Leaders/Proctors)

- Possess qualities that can assist in managing an emergency.
- Help prepare the procedure to be followed in the area under their responsibility.
- Be familiar with all established exit routes for the area under their responsibility.
- Notify the Building Coordinator of any employee or student with special mobility needs during the evacuation.
- Notify the Building Coordinator of any situation that could affect the orderly and rapid evacuation of the area under their responsibility.
- Inform staff, students, or visitors of the procedures to follow for evacuating the various areas.
- Notify the Building Coordinator or Residence Hall staff of any situation or suspicion that may or may not lead to an emergency, such as:
 - ✓ fires
 - ✓ leaks or spills of gases, toxic or hazardous substances
 - ✓ the presence of dangerous animals that could pose a safety risk to employees, students, and visitors
 - ✓ the presence of individuals who may pose a safety risk to employees, students, and visitors
 - ✓ attempts to spread a contagious or epidemic virus
 - ✓ acts of terrorism or sabotage, including the threat or placement of an explosive or incendiary device
- During the emergency:
 - ✓ Participate in evacuation efforts.
 - ✓ Direct staff, students, and visitors to the assembly points.
 - ✓ Report any injuries or dangerous situations in the building under your responsibility to the Operations Control Center.
 - ✓ Prohibit entry into areas that are being evacuated.
 - ✓ Take an inventory of the people evacuated from the building under your responsibility.
- Report any discrepancies in the number of people evacuated to the Building Coordinator. Attempt to identify any missing persons.
- If possible, assist in moving motor vehicles off campus.
- Immediately notify the Building Coordinator of any situation that prevents exit routes from being clear of obstacles and emergency doors from remaining open.

D. Full-time, part-time, or temporary employees

- Report to the Office of Comprehensive Security and Risk Management any situation or suspicion that may or may not lead to an emergency. These include:
 - ✓ fires
 - ✓ leaks or spills of toxic or hazardous substances
 - ✓ the presence of dangerous animals that could pose a safety risk to employees, students, and visitors
 - ✓ the presence of individuals who may pose a safety risk to employees, students, and visitors
 - ✓ attempts to spread a contagious or epidemic virus
 - ✓ acts of terrorism or sabotage, including the threat or placement of an explosive or incendiary device
- Cooperate with building or area coordinators in evacuating the areas.
- Be familiar with and follow the established procedures for evacuating areas.

- To the extent possible, turn off or unplug any equipment that, if left unattended, could exacerbate the emergency.
- If you think you will need assistance evacuating your area, direct your request to the building coordinator.
- Whenever possible, assist in moving motor vehicles off campus.
- Until the emergency is over, no employee, student, or visitor may enter an evacuated area.
- If you have certified training in medical emergencies and wish to assist with providing first aid to the injured during an emergency, please contact the First Aid Office.

E. Residents, students, and visitors

- Be familiar with all established evacuation routes for the area under your responsibility.
- Notify the Area Coordinator (Proctors) of any students with special mobility needs during the evacuation operation.
- Report to the Area Coordinator (Proctors) any situation that could affect the orderly and rapid evacuation of the area under your responsibility.
- Report to the Building Coordinator, Area Coordinator, or Residence Hall Staff any situation or suspicion that may or may not lead to an emergency. These include:
 - ✓ fires
 - ✓ leaks or spills of toxic or hazardous substances
 - ✓ the presence of dangerous animals that could pose a safety risk to employees, students, and visitors
 - ✓ the presence of individuals who may pose a safety risk to employees, students, and visitors
 - ✓ attempts to spread a contagious or epidemic virus
 - ✓ acts of terrorism or sabotage, including the threat or placement of an explosive or incendiary device
- Cooperate with evacuation procedures.
- Notify the Area Coordinator of the absence of other residents.
- Immediately report to the building or area coordinator any situation that prevents exit routes from being clear of objects and emergency doors from remaining open.

F. Office of Comprehensive Security and Risk Management

- Assist with the evacuation of areas or buildings.
- Assist the building coordinators.
- Secure the perimeter of the areas or buildings in the event of an evacuation.
- Provide access to authorized personnel in evacuated areas.
- Ensure the proper functioning of all security and fire safety equipment located in the Residences.

G. Residence Halls Operations Control Center (COE-RESI)

In the event of a partial or total evacuation of the University Residences, operational decisions will be made by the Operations Control Center. This Center will act as a steering committee in the event of a partial or total evacuation of the University. This Center will be supported by area coordinators, who, although not part of the Center, will be responsible for the evacuation of each residence.

The members of the Operations Control Center will be responsible for:

- Establishing the procedures to be followed for carrying out an evacuation of each area of the University.
- Establishing meeting points.

- Identifying the staff who will serve as area and building coordinators.
- Communication to the university community about the procedures to follow in the event of an evacuation.
- In addition, coordinating with the Office of Comprehensive Security and Risk Management to evacuate motor vehicles off campus and with the Puerto Rico Police to control traffic on adjacent streets.
- Coordinate with the relevant government agencies to conduct evacuation drills.
- Assess the responsibilities and duties of the staff who will participate in the evacuation.

If the emergency permits, the Office of Comprehensive Safety and Risk Management or a representative from the Office of the Dean of Administration may activate the Operations Control Center. As soon as the Center is activated, the evacuation of the areas will begin. If the emergency is unpredictable, the Operations Control Center will be activated immediately. Similarly, the Evacuation Plan will be activated. To the extent possible, all staff members will report to the areas corresponding to their responsibilities.

IV. EMERGENCY RESPONSE PERSONNEL

NAME	POSITION	CELL PHONE NUMBER
Carlos A. Moll	Director of University Housing	787-554-7098
Martin Osorio	Women's Residence Hall Coordinator	787-207-1829
Juan J. Rivera	Men's Residence Coordinator	787-215-0550
Sara Tolosa	Vice President of Student Affairs	787-661-1164
María T. Martínez	VP of Academic Affairs	787-908-5362
Arturo Figueroa	Assistant Vice President for Academic Affairs	787-717-0901
Vasti Santos	Coordinator, Office of Comprehensive Safety and Risk Management and Risk Management	787-661-1169
Guillermo Nigaglioni	Vice President of Finance and Operations	787-661-1543
Elisa Laracuenta	Purchasing and Administration Manager	787-213-1923

Appendix 4 lists the names and room numbers of the proctors assigned for the 2015–2016 academic year.

V. PROCEDURES TO FOLLOW FOR EVACUATION AND HANDLING VARIOUS EMERGENCIES

Appendix 1 details the procedures to follow in various emergencies and provides tips for preventing incidents.

VI. PERSONS WHO NEED ASSISTANCE DURING AN EMERGENCY

Facilities for residents with special needs are located on the 1st floor of Tower B of the Women's Residence Hall and on the 2nd floor of the Men's Residence Hall. Proctors will be trained to assist these residents during an evacuation.

VII. MITIGATION PROCEDURES

- Identification of areas that pose a hazard. For example, machine rooms, electrical rooms, etc.
- Residents, Proctors, and staff are responsible for being familiar with and cooperating with the Evacuation Plan.

- Signs indicating the designated exit routes have been posted.
- The Office of Comprehensive Safety and Risk Management is responsible for ensuring the proper functioning of all safety and fire protection equipment in the Residences.
- Training sessions are conducted for staff members with responsibilities under the Evacuation Plan.
- The University has various internal communication methods available, including: walkie-talkies, cell phones, and loudspeakers.

VIII. SEARCH AND RESCUE PROCEDURES

Search and rescue procedures will begin as soon as government agencies and/or university authorities assess the areas and approve personnel entry into those areas. This will occur after the emergency has ended. If the emergency resulted from earthquakes, tremors, or the collapse of walls or buildings, entry may be subject to assessment by personnel certified for these purposes.

Search and rescue procedures will be carried out by personnel trained in these tasks, in collaboration with the government agencies and/or university authorities involved in the emergency.

IX. DAMAGE ASSESSMENT

Following an evacuation caused by a minor, non-structural emergency, the Residence Coordinator will prepare a report on the damage caused by the emergency. The report will also include an assessment of the implementation and execution of the Evacuation Plan.

**UNIVERSIDAD DEL SAGRADO CORAZON
STUDENT RESIDENCES
PROCEDURES TO FOLLOW FOR THE EVACUATION OF RESIDENCES AND
THE MANAGEMENT OF VARIOUS EMERGENCIES**

Evacuation of the Facilities

- Become familiar with the facilities and emergency exits in the buildings. If you have any questions, contact the Director or Residence Hall Coordinators.
- When the alarms sound, all residents, visitors, and employees inside the residence halls must evacuate the facilities as quickly as possible. Maps showing the nearest exit routes have been posted on each floor. (Appendix 2)
- Area Coordinators (Proctors) will alert occupants in their areas that the Evacuation Plan has been activated.
- Area Coordinators (Proctors) will be stationed at strategic, predetermined locations.
- The Building Coordinator will receive occupants at the predetermined assembly or meeting point (designated safety area).
- All medical services will be coordinated through the First Aid Office or the government agencies responsible for managing the emergency.
- If necessary and depending on the magnitude of the emergency, residents will be granted access to the ASI waiting room or the Game Room in the Student Center. This access will be provided by the Office of Comprehensive Security and Risk Management.
- In the event of emergencies such as natural disasters or other contingencies that threaten the physical or emotional health or safety of residents, the University administration may order the immediate evacuation of the University Residences.

Assembly or meeting points (designated safety areas):

Residents of the Women's Residences will gather in the PG8 parking lot. If necessary and depending on the magnitude of the emergency, residents will be allowed access to the ASI waiting room or the Game Room in the Student Center. This access will be provided by the Office of Comprehensive Safety and Risk Management.

Residents of the Men's Residence Hall will gather in the Pastoral Building parking lot. If necessary and depending on the severity of the emergency, residents will be granted access to the ASI waiting room or the Game Room in the Student Center. This access will be provided by the Office of Comprehensive Safety and Risk Management.

After the Evacuation

- Residents and staff responsible for the evacuation will proceed to the designated assembly or meeting points and await instructions from the Director of Residences, Coordinators, or the support staff in charge at the time of the emergency.
- If the emergency warrants it, the University will activate its EMERGENCY MANAGEMENT PLAN.
- The Director/Coordinator of the Residences or the support staff responsible at the time of the emergency will provide residents with confirmed information regarding the cause, location, and magnitude of the incident.
- Proctors, together with residents, will attempt to identify residents who may be able to remain on campus.

- No resident or employee may re-enter the Residences until authorized to do so by the authorities responsible for the emergency.
- Those who do not cooperate with staff or fail to evacuate the buildings will be subject to disciplinary action.
- The First Aid Office or the government agencies in charge of managing the emergency will coordinate the care and transport of injured individuals to hospitals.
- The University reserves the right to close the University Residences during academic breaks, institutional closures, holidays, and in the event of an emergency.
- Once the event that caused the emergency has passed and the University has ordered the closure of the University Residences, the Office of University Residences and the Office of Student Affairs will assist residents who were on campus during the event in contacting their families and beginning their return home.
- The University does not guarantee basic services such as water, electricity, telephone, and internet during emergencies.
- Universidad del Sagrado Corazón is not responsible for any loss of residents' personal property.

PROCEDURES TO FOLLOW IN THE EVENT OF:

Fires

- Be aware of and familiarize yourself with the facilities and emergency exits in the buildings.
- If you see signs of a fire, remain calm and activate the fire alarms.
- If you suspect a fire, notify the *proctor* or the residence hall front desk.
- Evacuate the building immediately. Do not return to retrieve your belongings.
- Use the stairs. Do not use the elevator.
- If you feel safe doing so, use the fire extinguisher. Do not take any risks.
- The sprinkler system and fire alarms will activate automatically.
- When the alarm system sounds, the Evacuation Plan is immediately activated.
- Reception staff will notify the Office of Comprehensive Safety and Risk Management (extension 2555). The supervisor of the Office of Comprehensive Safety and Risk Management will be responsible for contacting the 9-1-1 emergency system.
- The Director(s)/Residence Hall Coordinators will be responsible for notifying the Associate Dean of Students, the Dean of Academic Affairs, or the Dean of Administration of the incident and its severity. This decision will be based on the severity and seriousness of the incident.
- Residents and staff in charge of the evacuation will proceed to designated areas and await instructions from the Director, Coordinator, or the support staff responsible at the time of the emergency.
- The Director, Coordinator, or support staff responsible at the time of the emergency will provide residents with confirmed information regarding the cause, location, and scale of the incident.
- Once outside the building, the Proctors, together with the residents, will attempt to identify any residents who may still be inside the facilities.
- Do not return to the building until instructed to do so by security personnel or University Housing staff.
- Those who do not cooperate with staff or fail to evacuate the buildings will be subject to disciplinary action.

Telephone or Written Threat

- If you receive a threat by phone or in writing warning of a risk to residents' safety, follow these recommendations:
 - ✓ Stay calm. If you are with someone, signal to your companion.
 - ✓ If the threat is by phone:

- Write down the phone number from which the call originated. Note the time.
- Write down the exact text of the threat.
- Extend the call as long as necessary to note details such as: gender, tone of voice, accent, hostility, background noise, and whether the voice sounds familiar. Repeat back the information the caller provides.
- If a device has been planted, note the possible location.
- Treat these calls as genuine and serious, and follow established procedures.
- Immediately notify the Director/Residence Hall Coordinator or the Security Supervisor (extension 2555).
- ✓ If the threat is in writing, take the necessary steps to immediately report it to the Director/Residential Coordinator or the Security Supervisor (extension 2555).
- The Director/Residence Hall Coordinator or Security Supervisor will activate the Evacuation Plan.

Presence of Suspicious Objects

- If you notice any suspicious objects, report them immediately to the front desk of the affected residence hall (Women's Residence Hall – ext. 7100 or Men's Residence Hall – ext. 7600).
- Clearly state your name, room number, and the location of the object.
- Move away from the object and do not touch or move it. Do not use cell phones or two-way radios near the object: it could be triggered.
- Alert your roommates and begin evacuating the building.
- The reception desk attendant will immediately contact the Director/Coordinator of the affected university residence hall or the support staff on duty and will instruct residents via the building's public address system to begin evacuating the building.
- The Coordinator of the affected university residence hall or the support staff on duty will immediately contact the Office of Comprehensive Security and Risk Management and activate the alarm system to evacuate the building.
- Staff from the Office of Comprehensive Security and Risk Management will oversee the handling of the situation.

Suspicious Individuals

- Do not intervene with the suspect unless you are attacked.
- Note the person's most distinctive features and the suspect's demeanor.
- Try not to alert the suspect.
- Move to a safe location.
- Contact the University Residence Hall reception desk or University security personnel at (787) 728-1515, extension 2555.
- Protect yourself and alert others to the suspicious person.
- If the suspect is at the Residence Hall reception desk, try to call the Office of Comprehensive Security and Risk Management.

Earthquake

Earthquakes are phenomena for which there is no warning. Take the following precautions during an earthquake:

- Stay calm.
- During the earthquake, do not leave the area where you are. Protect yourself from falling objects (mirrors, lamps, bookshelves, etc.).
- Use a desk, table, or mattress to cover yourself, or lie down next to the bed and away from windows. NEVER HIDE UNDER DOORFRAMES.
- Do not try to leave the building during the earthquake.

- If you are outside, move away from buildings or objects that might fall, such as utility poles, windows, and power lines.
- Once the earthquake has passed, quickly assess the situation and find a way out of the building. Do not use elevators.
- Do not light matches, cigarettes, or candles.
- If you are in a hazardous area, leave it immediately. Remember that aftershocks usually follow an earthquake.
- Follow the instructions of staff from the Office of Comprehensive Safety and Risk Management, the Office of University Housing, or other personnel in charge of managing the emergency.

MAPS SHOWING EVACUATION ROUTES

Women's Residence Hall – Tower A
Women's Residence Hall – Tower B
Men's Residence Hall

**UNIVERSIDAD DEL SAGRADO CORAZON
UNIVERSITY RESIDENCES
EMERGENCY EXITS AND EVACUATION ROUTES OUT OF THE BUILDING**

I. WOMEN'S RESIDENCE

When leaving the building, residents should, as a first resort, use the emergency stairwells. The Women's Residence Hall has four emergency exits leading outside the building. These exits are located at the end of the hallways on each floor and in each tower. When descending the stairs, the last door leads outside the building. These stairs also lead to the building's roof. All of these doors are connected to the alarm system and security cameras.

The residents' meeting point is Parking Lot PG8. If necessary, the ASI waiting room or Game Room will be used.

A. TOWER A

North-side emergency exit—access to Parking Lot PG7 (the parking lot adjacent to the San José Building).



Photos of the north-side emergency exit – Tower A

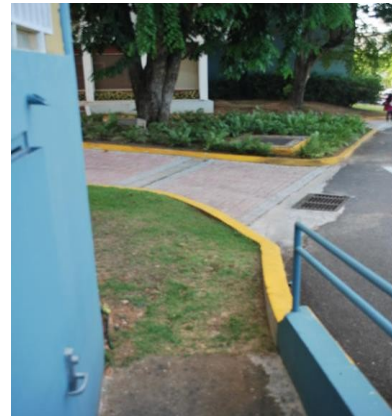
South-side emergency exit – access to the hallway leading to the San Miguel Building, next to the Computer Center.



Photos of the south-side emergency exit – Tower A

B. TOWER B

North-side emergency exit – access to Parking Lot PG6 (located across from the Women’s Dormitory)



Photos of the north-side emergency exit – Tower B

South-side emergency exit – access to the rear of the theater; exit toward the front of the theater and turn right into Parking Lot PG6.



Photos of the south-side emergency exit – Tower B

Reception emergency exit – access to the roundabout and PG8 parking lot



Photos of the emergency exit at the reception area – north side

II. MEN'S DORMITORY

When leaving the building, residents should, as a first resort, use the emergency stairwells. The Men's Residence has three emergency exits that lead outside the building. These exits are located at the end of the hallways on each floor and in front of the elevator. When going down the stairs, the last door leads outside the building. These stairs also lead to the building's roof. **Except for the staircase in front of the elevator, this staircase has an exit to the outside ONLY on the second floor.** All these doors are connected to the alarm system and security cameras.

The residents' meeting point is the PG7 parking lot. If necessary, the ASI waiting room or game room will be used.

Emergency exit toward the gate on Eduardo Conde Street—Upon exiting the building, turn right and walk around the back of the building toward Parking Lot PG7 and the gazebo in front of Pastoral.



Photo of the emergency exit at the Eduardo Conde Street gate

Emergency exit toward the university parking lot—head toward Parking Lot PG7 and the gazebo in front of Pastoral.



Photo of the emergency exit toward the university parking lot

Emergency exit at the main entrance—head toward the PG7 parking lot and the gazebo in front of Pastoral.



Photo of the emergency exit leading to the University's PG7 parking lot

APPENDIX 4

Universidad del Sagrado Corazón
STUDENT RESIDENCES
FLOOR LEADERS (PROCTORS) – 2015–16 ACADEMIC YEAR

Women's Residence Hall	Floor
Krellys Verdejo	1B
Yesenia Méndez	2A
	2B
Vilmar Cintrón	3A
Carmen Virola	3B
Alba Lima	4A
	4B
Heidy M. Rosa Nieves	5A
Gladymar Rivera	5B

Boys' Dormitory	Floor
	2
Miguel Vega	3
Jeremy García	4
Cristian Torres	5