



Dorado Academy

“An Advanced Learning Community”

Code: 720000-0045E

Latitude: 18.2545 N

Longitude: 66.1049 O

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OPERATIONAL PLAN FOR EMERGENCY AND RISK MANAGEMENT



Approved by:
Dorado Academy Board of Trustees

Revised:
October 18, 2023

This plan should be kept in an accessible and safe place for quick reference, as it contains the rules by which employees, students and visitors must be governed in emergency situations. The plan is subject to amendment, as required by evaluation of its content.



Dorado Academy

"An Advanced Learning Community"



OPERATIONAL PLAN FOR EMERGENCY AND RISK MANAGEMENT

Revised by:

Ephrain Figueroa Cotto
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School Nurse

Approved by:

Celia M. Busquets
Head of School
Dorado Academy

Eliezer González
Director
Oficina Municipal de Manejo de Emergencia

Issued in Dorado, Puerto Rico, on October 24, 2023.

This plan was also evaluated and reviewed by FC Safety & Health Consulting Group, Inc.

PROMULGATION DOCUMENT

This Operational Plan for Emergency and Risk Management has been prepared in accordance with the guidelines established by the Office of Homeland Security, the Federal Emergency Management Agency (FEMA), and in collaboration with the State Agency for Emergency Management. The primary purpose is to protect life and property from risks and dangers to which our school community may be exposed. For this reason, this Operational Plan for Emergency and Multi-Risk Management takes effect immediately, under the protection and authority conferred on me by my position as Head of School of Dorado Academy.

I request the participation of all the personnel of our school so that they faithfully fulfill the duties and responsibilities assigned in the plan.

The Planning Officer will be responsible for maintaining this plan and must request the necessary operational procedures for effective routine and emergency or disaster operations, as required by the National Incident Management System (NIMS). Coordinate the necessary training and exercises or drills to measure effectiveness and achieve proper maintenance.

This operational plan will be coordinated with the response plan of the municipality where the school is located, in order to have the resources available in the event of an incident of national significance.

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

Therefore, Human Resources, economic, technical and professionals will be made available to make our plan effective and functional to minimize the loss of life, damage or loss of equipment and property.

I count on everyone's cooperation to fulfill it.

Cordially,



Celia Busquets

Head of School

VALIDATION CERTIFICATE

The preparation of Dorado Academy's Operational Plan for Emergency and Risk Management began on March 1, 2010. We certify that this plan has been validated and the changes made for greater efficiency were submitted.

School Year	Drills Log			
2021-2022	Shake out Oct./21/21	Fire Feb./9/2022	Caribe Wave Mar./10/2022	Active Shooter ---
2022-2023	Fire Sep./14/2022	Shake out Oct./20/22	Caribe Wave Mar./23/2023	Active Shooter May/10/2023
2023-2024				
2025-2026				
2027-2028				

INCIDENT CONTROL SYSTEM

Position	Name
1. Incident Commander	Celia Busquets
2. Liaison Officer	Ephrain Figueroa
3. Security officer	Greekcelia Salgado
4. Information Officer	Communications/Media: Jadyrah Vega Parents: Celia Busquets, Francis Ramos y Seny Faría
5. Operations Officers	Seny Faría y Francis Ramos
6. Planning Officer	Ephrain Figueroa
7. Logistics Officer	Ana Velázquez
8. Finance Officer	Milagros Gaúd
9. Information System Officer	Francisco Marrero

Note: The numbers to the left in the first column indicate the operational hierarchy position in emergency and disaster management. Please see Organizational Chart on page 33 for additional information.

PARTICIPANTS IN THE DEVELOPMENT OF THE PLAN

The following persons, representing private departments, agencies or organizations, certify that we have coordinated and participated in the preparation and/or updated the information of the Operational Plan for Emergency and Risk Management. In addition, we commit to participate in FEMA training related to the Incident Command System (ICS) and the National Incident Management System (NIMS) so that their implementation is effective.

NAME	ORGANIZATION
Ephrain Figueroa	DAET
Milagros Gaúd	DAET
Mileni Ciuró	DAET
Greekcelia Salgado	DAET
Ángel Torres	DAET
Jadyrah Vega	DAET

PLAN DISTRIBUTION RECORD

SUBMITTED TO:	
OMME Dorado	Administration Staff
Town hall (Mayor of Dorado)	Security guard
Celia Busquets - Head of School Dorado Academy	Nurse
President - Board of Trustees	Maintenance staff
Principals	Cafeteria Staff
Counselors	Teacher Aides
Teachers	

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OPERATIONAL PLAN FOR EMERGENCY AND RISK MANAGEMENT

TITLE

This document will be known as “Operational Plan for Emergency and Risk Management of Dorado Academy Inc. of Dorado Puerto Rico.

LEGAL BASIS

As legal basis, **Law 211 of August 2, 1999** is considered, which creates the State Agency for Emergency Management and Disaster Administration and the legal requirements of the Department of the Family, Department of Education and the Port Fire Department. Rico, among others. In addition, emergencies are managed in accordance with the Plan which has been designed, using as a reference the aforementioned Law, circular letters and other documents, laws and procedures that govern the management of emergencies

APPLICABILITY

The Operational Plan for Emergency and Risk Managements applies to employees, students and visitors at all levels, in accordance with the laws, regulations, circular letters and memorandum that govern Dorado Academy.

INTRODUCTION

An emergency can occur at any time. Throughout the year, precautionary measures must be taken to provide protection and security to the faculty, non-teaching employees, students, parents and visitors, and to ensure the conservation of school property

OBJECTIVES

1. Provide a guide that will be used by the faculty, non-teaching employees, and students in emergency situations.
2. Establish uniform procedures (protocols) for service and conduct that allow employees and students to respond effectively.
3. Ensure an understanding of the institution's security standards.

4. Identify lines of authority, responsibilities of faculty ,and non-teaching employees, and procedures for handling emergencies.
5. Provide and establish a benchmark to be used when reviewing and recommending changes to existing standards, procedures, and practices.

PURPOSE

The purpose of this plan is to provide all Dorado Academy employees, students, and visitors with information on the goals, policies, and protocols for handling emergencies, as well as the duties and responsibilities of employees. Emergencies will be dealt with, following the procedures established in its appendices (protocols) for each specific situation. It contemplates the actions to be followed, before (today), during and after the emergency and those measures related to the safety of people within our institution, the protection of life and preservation of property.

SITUATION

1. The following information identifies our institution:

Name:	Dorado Academy, Inc.
Code:	720000-0045E
Latitude:	18.2545 N
Longitude:	66.1049 O
Postal address:	P. O. Box 969, Dorado, PR 00646
Physical address:	Urb. Dorado del Mar calle Madre Perla #100, Dorado, PR 00646
Phones / Fax:	(787) 796-2180 / (787) 796-4616
E-mail:	doradoacademy.org

2. The approximate population at the school is:
 - 742 Students
 - 103 Faculty and Staff
 - 8 Cafeteria
 - 4 Maintenance
 - 2 People with disabilities
 - 900 Approximate total in rush hour (including average number of visitors)
3. The busiest hours for people are during the check-in period, when parents drop off their children, from 7:00 A.M. to 8:00 A.M. and when it is time to pick them up, from 2:50 P.M. at 4:30 P.M. (regular schedule)

4. The possible dangers that could affect the school and that would cause the need to activate the Operational Plan for Emergency and Risk Management are:
 - Injury of all kinds
 - Sudden illness
 - Fires
 - Electric shock
 - Lack of electricity or water
 - Hurricane
 - Tsunami
 - Earthquake
 - Explosion
 - Contamination or spill
 - Plane crash
 - Bomb threat
 - Gas leakage
 - Criminal act
 - Dangerous intruder (Active shooter)
5. The buildings at the school are a concrete and steel construction. At the front of the school are the administrative offices, libraries, cafeteria, auditorium, and High School classrooms. In the back are the classrooms for Elementary School, Music, Art, Pre-School, two (2) principal offices, Spanish department and two (2) counselor offices. The school has forty-two (42) classrooms, two (2) for Special Education, two (2) libraries, one (1) dining room, (13) restrooms, one (1) indoor cement court for Physical Education, several areas for recreation, parking for the faculty with capacity for seventy (70) vehicles. One (1) gas tank which is near the dining room building, cisterns and power plant. The school has three (3) two (2) story buildings (area A building A and B on the map) and one (1) one-level building (area C on the map) of the indoor court.
6. The situations that can help control risks to the safety of people or property are the following:
 - a. The construction is prepared to face fire and earthquake situations, but it can be vulnerable if it is a major event.
 - b. There are chemical or fire-vulnerable products within the institution.
 - c. There is no other risk situation besides natural or man-made disasters and air or automobile accidents to which the general population is exposed.

ASSUMPTIONS

To compensate for the lack of known factors, it is necessary that:

1. The plan is approved by the Municipal Emergency Management Office and at least one drill is carried out coordinated with the response agencies per year.
2. In case of emergency, the receptionist, authorized by (Head of School, Human Resources, Principal or Emergency Team) will be in charge of calling the emergency service 9-1-1 and at (787) 796-4442 OMME, the Fire Department of Puerto Rico (787) 796-2330, to the Puerto Rico Police (787) 796-2020 and medical services Dorado Health Department (787) 796-3330, as necessary so that they come as soon as possible.
3. The institution has established the Dorado Academy Emergency Team for emergencies and these personnel have been trained to operate in such situations.

OPERATION CONCEPT

GENERAL DISPOSITION

1. This plan is a guide that provides the procedures to follow so that our Emergency Management Team can carry out its functions effectively, before (now), during and after the emergency or disaster.
2. The academy's responsibility is to handle the emergency using its own resources to protect lives, property, and essential documents.
3. When the emergency or disaster exceeds local capacity or resources, then the request for them will be coordinated through the local Office of Emergency Management. It is extremely important to keep documented all requests for assistance and follow-up management.
4. Those activities or daily functions that are not directly related to the emergency will be suspended. The personnel, material and equipment will be used to support the OPERATIONAL PLAN.
5. The responsibilities, actions and sequence of events in the development of the emergency will be covered in detail in the standard operating procedures.

PHASES IN EMERGENCY MANAGEMENT

1. MITIGATION

During this phase, activities are carried out that can eliminate or reduce the likelihood of a disaster occurring. In addition, those that can reduce the effects of unavoidable disasters.

- Security controls are provided to mitigate risks in the Chemistry room.
- Chemical maintenance rooms are kept locked.
- The dining room has an automatic extinguishing system and they are inspected and certified in accordance with the regulations that apply.
- All areas are kept free of debris and trash that could cause flooding when it rains.
- The work and path surface is kept organized, clean and free of grease, oil, chemicals or any other substance that can cause a slip or trip.
- Fire extinguishers have been placed in different areas of the institution; They are available to staff, but not to children. A total of 52 fire extinguishers.
- A monthly visual inspection is performed on the extinguishers and annual certification by a technician authorized by the Puerto Rico Fire Department.

- There is a first aid kit and safety backpacks in each classroom.
- There is a Nurse and a nursing room.
- A doorbell system has been installed in the office and an emergency alarm system has been set up. The academy has a “page” system to notify an emergency. It also has the necessary technology to notify the emergency through the network.
- Access areas to the institution have been controlled and a surveillance system has been organized by means of security cameras and security personnel.
- All areas are labeled, indicating emergency exits.

2. STATE OF PREPARATION

During this phase, the efforts of our Operational Plan for Emergency and Risk Management are organized, directed, coordinated, controlled and evaluated in order to achieve our mission (save life and property). Through the process, possible risks, needs and the way to address them are analyzed.

- We have appointed the Planning Officer and his task force.
- The members of the Safety and Emergency Management Team have been appointed and their functions assigned.
- This plan has been designed, the plan has been distributed, and staff are being oriented continuously.
- We have provided equipment, materials and others so that emergency groups can carry out their orders.
- The map to identify the emergency exits can be found in all areas of the academy in a visible place.
- It is verified that all personnel are trained in first aid, use of fire extinguishers and safety measures. Orientations for the staff are coordinated annually.
- Practice exercises and / or drills on how to act in emergencies have been scheduled at least two (2) times a year. To notify an exercise or emergency drill, a memorandum, email or a meeting will be reported to all staff. Drills will also be held without prior notice.
- Talks are offered for parents, sometimes with external resources, and fraternization activities are carried out among the educational community.
- Activities and workshops are prepared for students and teachers, and consultancy is provided for all staff, so that social skills and healthy coexistence are developed and family ties are strengthened.

3. RESPONSE

During this phase, those actions are carried out during short-term emergency crises. It

helps to reduce damages, victims and accelerates the state of recovery. These activities include the direction and control, notices and warnings, to prevent further effects, evacuations and other similar operations.

- The Head of School will order the activation of the Emergency Management and Safety Team through the Operations Officer. Activated staff will meet in the Head of School's office or at the parking lot entrance if necessary.
- In the case of a real emergency, the bell, alarm or "page" system, megaphones and / or whistles will be activated to indicate the appropriate protocol to follow.
- In the event of a power outage or power failure, the emergency will be notified verbally to the Head of School. Designated staff will say out loud, with a megaphone "EMERGENCY, PROTOCOL OF [ACCORDING TO THE SITUATION OCCURRING]".
- The procedure to be followed for the orderly evacuation, relocation to previously identified safe areas and the indication to return to school will be established by the Emergency Management and Security Team through the Operations Officer.
- If an EVACUATION is ordered, each teacher who attends a group of students remains with them and will be responsible for it before (now), during and after the evacuation to the designated security areas.
- If the situation warrants sending those present to their residences, the pertinent instructions will be given and the assigned personnel will proceed to make the telephone calls.

4. RECOVERY

It is the phase that involves the restoration of all systems to normal, in the short or long term. In the short term: basic services and needs. Long-term: correct or improve deficiencies to avoid or reduce the effects of future eventualities.

- An assessment of the damage will be carried out.
- It will be determined if the physical plant can be rehabilitated.
- The causes of the emergency and the factors that contributed to increasing it will be determined.
- The probable day to restart work will be determined, according to the indication of the Head of School and the Office of Emergency Management, Fire, Police or the National Meteorology System, as the case may be. Staff and students will be informed promptly.
- Parents or guardians will be informed in the event of accidents or incidents between two or more students.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL DISPOSITION

All work areas at Dorado Academy have assigned functions related to emergency management, in addition to their normal duties. Each official will be assigned specific tasks, for which they will develop the corresponding procedures in annexes, appendices or SOPs. In the same way, internal response organizations and other agencies, industries, commerce and private entities are integrated, to which responsibilities are assigned according to the needs and available resources.

DORADO ACADEMY EMERGENCY TEAM

Team made up of personnel from different areas of work of Dorado Academy. Their main role is to keep the response teams active and serve as leaders for the different operational groups.

The DAET is composed of: Celia Busquets, Ephrain Figueroa, Greekcelia Salgado, José Olivo, Milagros Gaúd, Ana Velázquez, Nilda Meléndez, Roslaine Chimelis, Jadyrah Vega, Seny Faría, Francis Ramos, Tere Durán, Ángel Torres, Alberto De La Torre, Tatiana Pagán, Sheilla Muratti, Liliana González, Millie Torres, Lilliam Vargas, Francisco Marrero, Luis Ledesma, David Reyes, Raúl Sosa, Ramón Rivera and Yarelie La Puerta.

ORGANIZATION

The most important parts of any school's Multi-Hazard and Emergency Management Operational Plan are the accounting, safety, welfare, and delivery of students as soon as possible to their parents or designated guardians. Documentation is the key element for all group activities. These groups should be formed before the beginning 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 Management and Safety Team, which is activated during real situations, as well as exercises and / or drills. It is made up of eight (8) working groups under the command of the Head of School.

1. Emergency Operations Center Group
2. Search and Rescue Group
3. Crisis Support Group
4. First Aid Group
5. Security and Damage Assessment Group
6. Student Hand Over Team
7. Logistics Support Group
8. Group of Area Coordinators

RESPONSIBILITIES

1. EMERGENCY OPERATIONS CENTER TEAM

The Head of School or her designee should lead this group. The EMERGENCY OPERATIONS CENTER TEAM (COE) will coordinate the training and action of the rest of the groups. They will communicate directly with the Emergency Response staff. All activities of the other groups will be reported to the COE. This group is responsible for personnel matters. This group should document any costs incurred during each emergency. Teachers or volunteers should be developed to serve on the COE Group.

2. SEARCH AND RESCUE TEAM

This group will need to do a preliminary and rapid survey of school buildings to identify the location of trapped or injured staff or students. They will rescue the trapped and injured, and assist the FIRST AID TEAM to treat the injured. In addition, they must help extinguish fires.

One (1) or more groups of five (5) teachers, administrative staff or volunteers should be established according to the size of the school. These groups should be made up of adults only. Students are not to assist in search and rescue efforts. Maintenance personnel will not be part of these groups, as they will have to perform other urgent tasks, such as shutting down or shutting down utilities.

3. CRISIS SUPPORT TEAM

This group will offer support in case any staff and/or student becomes hysterical or loses emotional control during the emergency situation. The components will be located in the student pick-up area, in order to help control parents who arrive concerned about their children. These personnel will carry out preventive rounds to observe the behavior of the children and if necessary to intervene with them.

4. FIRST AID TEAM

This group should establish first aid treatment areas, classification of wounded (Triage), and provide first aid to people who arrive in these areas. This group will need to coordinate with Search and Rescue Groups.

Staff, student, or volunteer components should be developed as needed based on the size of the school. These individuals must be trained in First Aid and CPR.

5. SECURITY AND DAMAGE ASSESSMENT GROUP

Components of this group will be responsible for verifying utility services and conducting an initial building damage assessment. This group should assist in fire fighting and coordinate with the SEARCH AND RESCUE TEAM. Additionally, you will need to secure the school to minimize unauthorized access or exit and direct parents to the area where students will be picked up.

A group of teachers or parent volunteers should be formed according to the size of the school. Maintenance personnel should be a good alternative for this group. Members of this team must have access to the master keys and be trained to assist the SEARCH AND RESCUE TEAM.

6. STUDENT HAND OVER TEAM

This group shall inform and assist teachers in releasing students to their parents or designated adults. A group of teachers or volunteers could be an alternative for this group.

7. LOGISTIC SUPPORT TEAM

This group must facilitate and coordinate food and water supplies, its preparation, distribution and establishment of sanitary areas. Staff members, students, or volunteers should be trained as needed according to the size of the school.

8. AREA COORDINATORS TEAM

They will maintain a list of homeroom teachers and / or who work in their areas of responsibility. It will identify the resources and / or actions necessary to improve the level of preparation of their respective areas. Together with the homeroom teachers, they will carry out the actions described in the plan to face the different emergencies. Will maintain a needs study. It will provide information on students and / or faculty with special needs. They will participate in meetings as needed. It will collect information on numbers of students present and not present after an evacuation. Coordinate with the Emergency Management Team in case of eventualities after an evacuation. They will verify that all staff and students have left during the evacuation.

GOVERNMENT ORGANIZATIONS

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

- 9-1-1, Servicio de Emergencias (Emergency Services)
- Oficina de Zona Operacional de la Agencia Estatal para el Manejo de Emergencias y Administración de Desastres (Operational Zone Office of the State Agency for Emergency Management and Disaster Administration)
- Cuartel local del Cuerpo de Bomberos de Puerto Rico (Local headquarters of the Puerto Rico Fire Department)
- Oficina local del Cuerpo de Emergencias Médicas (Local Office of the Emergency Medical Corps)
- Oficina Municipal para el Manejo de Emergencias (Municipal Office for Emergency Management)

- Cuartel local de la Policía de Puerto Rico (Local headquarters of the Puerto Rico Police)
- Departamento de Salud (Health Department)
- Oficina local del Departamento de la Vivienda (Local Office of the Department of Housing)
- Oficina local del Departamento de la Familia (Local Office of the Department of the Family)

PRIVATE ORGANIZATIONS

Here we will mention those private organizations, if any, that will collaborate with us in emergency situations through pre-agreed actions.

- Farmacia Dorado
- Embassy Suites Hotel
- Ferretería Hermanos Sánchez
- Junta de Directores de Dorado del Mar (Board of Directors of Dorado del Mar)

ADMINISTRATION AND LOGISTICS

ADMINISTRATION

1. Administrative procedures during emergencies, for the most part, correspond to procedures in normal periods. During the emergency, greater attention is required in the identification and control of administrative, financial documents and reports, contracts and services, insurance, recruitment and reassignment of personnel.
2. All documents must be identified with the name of the emergency and kept for as long as necessary (Ex. Report of activated personnel, use of equipment, materials, purchases, contracts, etc.).
3. There is an insurance policy for the premises. Also, each student has insurance coverage, as well as the staff that works at the school.
4. From the beginning of the school year, parents are informed about the need to record the time of entry and exit of their students. This as an emergency measure, as it will serve to verify which students are present during the emergency.
5. Claims and employee protection benefits will be made according to the rules and regulations of the State Insurance Fund. In the case of a major emergency, the Public Responsibility Policy will be appealed. With regard to students, the Insurance Policy in force at the time of the event will be appealed.
6. The Safety and Emergency Management Team and school staff will report their actions in writing upon activation of the Operational Plan for Emergency and Risk Management.

LOGISTICS

1. The school has a telephone service of six (6) lines, one also serving as a fax. The equipment for emergencies are located in the reception area and Physical Education office.
2. At the moment there are smoke detectors in the two laboratories, the faculty dining room, the chemist's room, the server room, the auditorium, and the high school library. Smoke detectors will be placed in classrooms, hallways, and especially in the dining room and office.
3. There are fifty-two (52) fire extinguishers, distributed throughout the institution, and are available to staff, but not to students. If necessary, the use of fire extinguishers will be in charge of the responsible adult closest to the fire.
4. All classrooms, offices, and libraries are air-conditioned.
5. There are two (2) access gates to the school, one (1) at the main entrance of the school next to reception, one (1) in front of the indoor court and one (1) for vehicular access.
6. Aisles are approximately five (5) feet wide and allow free traffic.
7. The bell and / or alarm system in an exercise and / or drill, or in a real emergency, will be activated by the Head of School or designee.

DEVELOPMENT AND MAINTENANCE OF THE PLAN

Follow-up is necessary 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 atmosphere of conformism develops that destroys the plan.

To retain the attention of staff and keep them focused on school safety, the topic of safety will be presented as part of faculty meetings. In this way, we will provide excellent opportunities to assess progress, point out problem areas, and reinforce the role of staff in maintaining good student behavior.

Human Resources will be responsible for coordinating training for our school staff, whose roles and responsibilities are vital in the execution of the plan. Coordinate the evaluation of the plan through drills or exercises. The validation of this plan will be annual. The Head of School will certify compliance using the Certification of Exercise or Drill Form (**Appendix D-3**).

AUTHORITY AND REFERENCES

LEGAL AUTHORITY

1. Federal

- Public Law 93-288, Robert T. Stafford, "Disaster Relief and Emergency Assistance Act," as amended.
- Disaster Mitigation Act, 2000.
- Presidential Order Number 5 (HSPD # 5).

2. Commonwealth of Puerto Rico

- Law No. 211, of August 2, 1999, Law of the State Agency for Emergency Management and Disaster Administration, as amended.
- Law No. 149 of July 15, 1999, Law of the Department of Education, as amended.
- Law No. 150, of August 10, 2002, Law of Education in the Prevention and Management of Emergencies and Disasters in P.R.
- Law No. 30, of January 16, 2002, Law to establish the "Adam Code" for the safety of minors in public buildings.
- Law No. 252, of September 3, 2003, Law to Order the School Council to implement an action plan that serves as a drill for the school community to deal with emergency situations.

REFERENCES

- Guía para la Planificación de Operaciones en todo tipo de Riesgo, SLG-101, 1996.
- Guía de Revisión, Plan Operacional de Emergencia de la Agencia Estatal para el Manejo de Emergencias y Administración de Desastres (AEMEAD).
- Guía, Proceso de Planificación para Desarrollar Planes de Emergencias y Desastres, AEMEAD, January 31, 2005.
- Guía Básica para Establecer un Programa de Seguridad Sísmica Escolar, Proyecto FPR 181-90, auspiciado por la Fundación de Puerto Rico, February 1991.
- Plan de Respuesta Nacional, Homeland Security, December 2004.
- PLAN OPERACIONAL Doméstico - Familiar, FEMA L-191(S), ARC 4466S, December 1991.

DEFINITIONS

Alert	Notice to stay active and in constant vigilance in an emergency situation
Security area	Area previously selected as a place free of danger
Emergency Operations Center (COE)	Place where the Emergency Management Team meets, outside communication is received and instructions are given during the emergency
Evacuation	It means the organized, phase-controlled and supervised movement of the population from the danger or potentially dangerous zone and its reception and placement in safe areas.
Disaster	A major event where the emergency exceeds the resources available to the school or state to handle the situation.
Head of School	Refers to the Head of School of the School or person in charge in his absence or absence.
Emergency Management Team	Designated persons who will be in charge of the implementation of the Operational Plan for Emergency and Risk Management.

Exercise	Simulated action of an emergency or disaster in order to assess how prepared you are to face a real emergency. Usually carried out on a small scale (a classroom, a school)
Tabletop exercise	Simulated action of an emergency or disaster with the purpose of measuring the knowledge of the emergency components. It is carried out without the stress or pressure that comes with an exercise or drill.
Major exercise	Simulated action of an emergency or disaster in order to assess how prepared you are to face a real emergency. It involves the use of several entities (several schools, a municipality, or a region, for example)
Emergency	Any situation or circumstance for which state, municipal, or local efforts are necessary to save lives and protect property, health, and public safety, or to minimize or avoid the risk of a disaster occurring in any part of Puerto Rico.
Damage assessment	Systematic process of determining or measuring the extent of loss, suffering or damage as a result of an emergency event and / or a disaster.
Incident Command System (ICS)	The Incident Command System provides a common organizational structure for first responders to an emergency and entails the coordination and utilization of personnel and equipment at the scene of the incident.
Emergency management	It means preparedness, mitigation, response and recovery in emergencies and disasters.
Mitigation	Series of measures that can eliminate or lessen the probability and / or effects of an emergency.
National Incident Management System (NIMS)	The National Incident Management System effectively integrates emergency preparedness and response practices within the national framework for incident management. NIMS enables managers at all levels to work together more effectively and handle local incidents regardless of cause, size, or complexity.
Personal	Teaching and non-teaching personnel assigned to the school.

POE / M Preparation	Operational Plan for Emergency and Risk Management Planning process for effective response to emergencies or disasters through coordination and use of available resources.
Recovery	Activities that will be carried out during a period after the emergency with the purpose of returning to the normal conditions in which the area was found before the emergency or disaster.
Answer	It means those activities aimed at mitigating the immediate and short-term effects that develop as a consequence of an emergency or disaster situation. Response actions include those aimed at saving and protecting lives, property, and meeting basic human needs.
Search and Rescue (SAR)	Acronyms traditionally used to identify personnel trained in search and rescue methods.
Simulacrum	Simulated emergency action for the purpose of evaluating how prepared you are to face a real emergency.
Triage	Victim classification system according to their condition.
Volunteers	Includes parents, suppliers, visitors and / or High School students.

FUNCTIONAL ADDITIONS

DIRECTION AND CONTROL

When a disaster is imminent or when there is an emergency, at the school, all actions will be under the direction and control of the Head of School, who will coordinate the available resources. The Emergency Operations Center will be the office of the Head of School. If necessary, another place will be designated if the previous one is not available.

ORGANIZATION

- Dorado Academy operating levels are as follows:
 - Board of Directors
 - Head of School
 - Human Resources
 - Principals
 - Senior Accountant

SCHOOL CONTINUITY

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

- In the absence of the Head of School, the school will be in charge of Human Resources, who will activate the Emergency Management Team (**Appendix A-1**) with the direct support of Finance.
- Damage to infrastructure, materials or books and equipment will be listed on the forms described in **Appendix B-1**. These reports will be submitted to the Board of Directors.
- If there are no or minor damages that do not affect personal safety, services will continue to develop normally and regular services will continue to be provided.
- The Security Officer and the Logistics Officer will be responsible for protecting important documents, such as legal files, personal documents, student files, materials and valuable equipment.
- The order to suspend classes, if the situation warrants it, is the responsibility of the Head of School.

COMMUNICATIONS

COMMUNICATIONS TEAM

The school has the communications instruments listed in the **Appendix C-1**.

EMERGENCY TEAM

In the **Appendix C-2** the emergency instruments available to our school have been identified. In the same way, those that are necessary and that must be acquired to be prepared for an emergency or disaster have been identified.

INFORMATION MEDIA

- All information is in charge and / or will be channeled through the Head of School.
- The Head of School informs when classes are suspended, school closings and classes start after an emergency situation. In the event of school suspension, the teacher will make the necessary phone calls, according to the information provided by the parents in the Student Emergency Information file (**see Appendix C-3**).
- If it is required to provide massive information to parents, assistance will be requested from the communication media listed in **Appendix C-4**.
- The Support Agency Coordinators appear in **Appendix C-6**.

NAMES AND EMPLOYEE PHONES

In the last page of this manual, there is a list with the names and telephone numbers of the personnel assigned to our school. **It must be kept strictly available to key personnel.** It is required by the Federal Privacy Law for the purposes of the functionality of this Emergency / Multi-risk Operational Plan and cannot be disclosed to third parties without the consent of the persons concerned.

RISK ANALYSIS AND SCHOOL PREPARATION

The Emergency Management Team will use as a basis for planning efforts a guide to carry out emergency operations in the event of events that may arise. For this purpose, the various risks or dangers to which Puerto Rico is exposed due to natural and technological causes or those caused by man have been listed. As an educational entity, we have made it our goal to prepare our employees, students and visitors to face any type of disaster.

All possible risks or dangers that may affect us have been identified. This will serve to determine the characteristics of our community and help in planning to face the different emergency situations.

To develop the risk analysis of our community, we have divided the task into three steps:

- 1. Identification of risks or dangers:** taken from information sources, historical books, newspapers, news and government agencies, among others.
- 2. Characteristics of the community:** Land use, transportation routes, population division, government and commercial facilities, private entities that use or process dangerous substances, and geography of the area.
- 3. Risk and vulnerability analysis (frequency and impact on the community):** the table in **Appendix D-1** will be used for this purpose.

EMERGENCY PROTOCOL

Appendix E-1 (Evacuation Route Map). These routes will be used to conduct evacuation exercises, particularly in the event of a fire. These exercises will be done twice a year. Trainings to use fire extinguishers will be coordinated by all personnel. Their condition will be verified monthly and their service inspection will be requested annually.

Appendix E-2 (Evacuation Map to go out of school) In this, the primary and secondary reunion areas have been identified. All staff, students, and family members should familiarize themselves with the primary and secondary evacuation routes. Our school community must rehearse a total evacuation annually.

In the event of an emergency in which evacuation is not likely, but circumstances require the community to take refuge in the school, the use of classrooms, library, auditorium and offices has been determined as shelter on the school site. .

In the event that Dorado Emergency Management closes the entrance to the Dorado del Mar Urbanization, the personnel assigned by Dorado Academy will deliver the students. The student pick-up point will be at the main entrance of the urbanization. Once the parent provides identification, the Dorado Academy representatives will communicate by radio frequency to the meeting point notifying the name of the student who has come to pick up so that it can be transported by the staff in charge to the student pick up point.

OTHERS

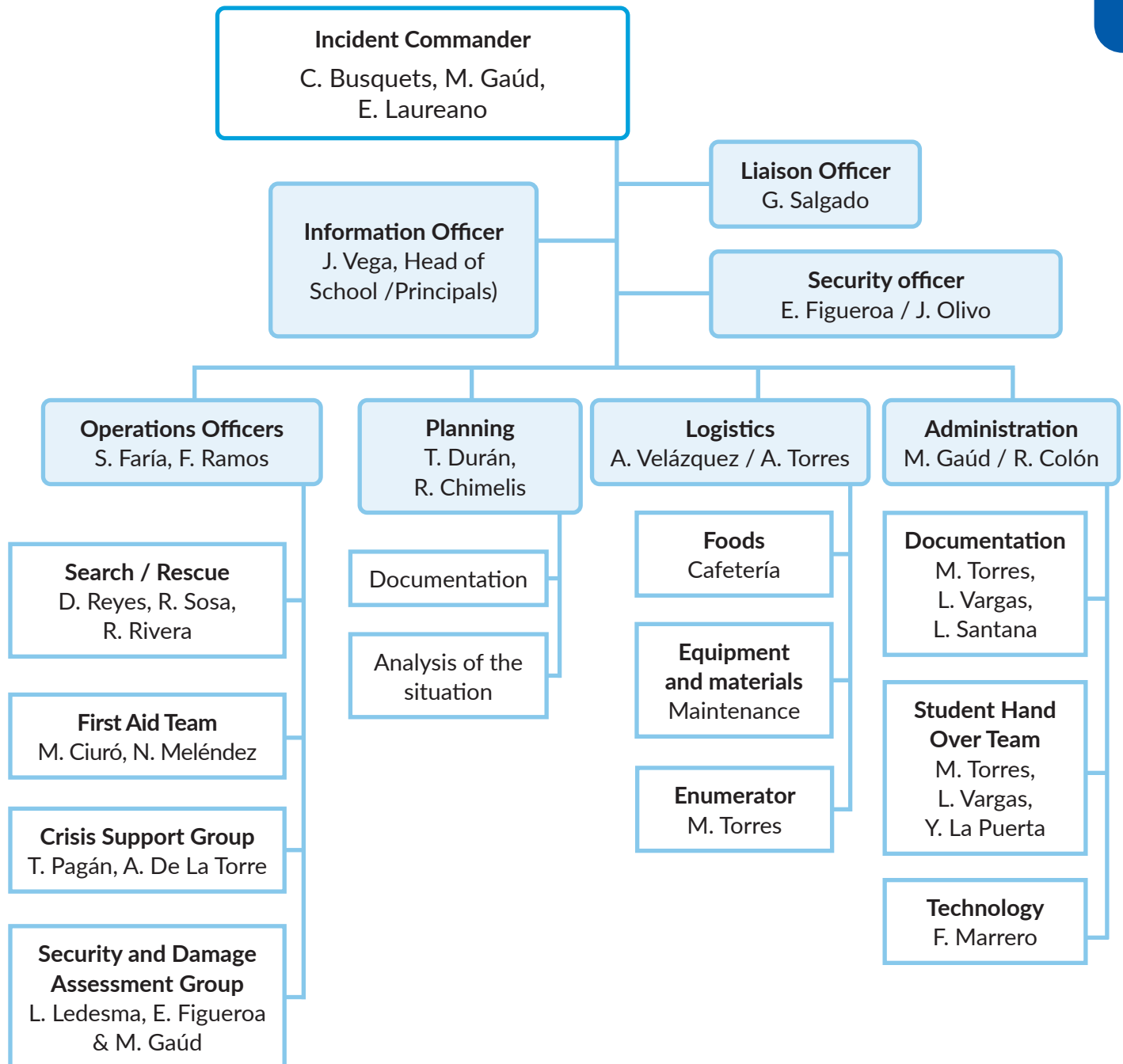
Emergencies or disasters can happen at any time. **The appendices from F-1 onwards** have been developed as protocols on how to respond to situations and recover from them in an agile and effective way.

We must remember that only through exercises and drills will we have the opportunity to evaluate how effective these are for the particularities of our school.

DIRECTION AND CONTROL

APPENDIX A-1 ORGANIZATION CHART OF THE EMERGENCY MANAGEMENT TEAM

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



Notes

1. The operations group handles all response work, including student protection. This section, for the most part, is made up of adult staff.
2. The planning group assesses changes in the situation, documents the response, and maintains the situation map.
3. The logistics group manages and distributes the materials, personnel and equipment. It also assigns volunteer staff, as needed.
4. The finance group is in charge of accounting and procurement of materials. Keeps important documents of finances, assets, insurance, suppliers etc. and employee time sheets.

GROUP IN CHARGE OF THE EMERGENCY OPERATIONS CENTER

The Head of School or her representative should lead this group. The EMERGENCY OPERATIONS CENTER TEAM will coordinate the training and actions of the rest of the groups. This group will communicate directly with Emergency Response personnel. All the activities of the rest of the groups must be reported to the Emergency Operations Center (COE). One person from each group should be designated as responsible for the communication.

Position	Name	Phone Number
Group Leader (Head of School)	Celia Busquets	787-647-9329
Liaison Officer	Greekcelia Salgado	787-367-2707
Security Officer, Physical Plant and Maintenance	Ephrain Figueroa Luis Ledesma	787-362-0512 787-635-8715
Information Officer (Includes Head of School and Principals)	Jadyrah Vega	787-367-5955
Operations Officers (Principals)	Francis Ramos & Seny Faría	939-642-8608 787-396-5343
Planning Officer	Tere Durán	787-361-7700
Logistics Officer	Ana Velázquez	787-367-7349
Finance Officer	Milagros Gaúd	787-518-0445
Enumerator	Millie Torres	787-469-1440

RESPONSIBILITIES

This group is responsible for personnel matters. This group should document any costs incurred during each emergency. Teachers or volunteers must train to serve on the COE Group.

- **Group Leader:** The Head of School or her representative. This person is responsible for all activities at the school. This leader should determine the hours of the emergency

groups. Avoid overloading staff; it is generally recommended that members not work shifts longer than 12 hours.

- **Liaison Officer:** This person serves as the liaison between the leader and the other members of the group. If the group leader is in the field (school), this person will coordinate between the COE and the group leader. He is responsible for coordinating the meetings of the Emergency Management and Safety Team and the visits of external resources (Emergency Management, Police, Firefighters, American Red Cross, etc.).
- **Safety Officer:** He is responsible for verifying the order and condition of electrical cables, gas tanks, water pens, pipes, stopcocks, fire extinguishers and areas of the school in general, to prevent accidents. He is responsible for inspecting the security areas and determining their use during and after the emergency.
- **Information Officer:** This person is responsible for communications with the outside world, the media and parents, among others. The person in charge of communications should give priority in the following order: 1. threat to life, 2. threat to property, 3. non-emergency.
- **Operations Officers:** Second (2nd) in the chain of command, responds directly to the Group Leader and assumes his responsibilities in his absence. He is responsible for the functionality of the plan during any exercise or real emergency. He will direct search and rescue operations if the situation requires it.
- **Planning Officer:** Third (3rd) in the chain of command. He is responsible for the development of the Operational Plan for Emergency and Risk Management and Maintenance, review and necessary changes to the plan.
- **Logistics Officer:** Fourth (4th) in the chain of command. He is responsible for keeping a record of the school's resources, equipment, materials, and supplies, and for managing resources, disposing of equipment, supplies, and supplies during emergencies.
- **Finance Officer:** Fifth (5th) in the chain of command. It is responsible for carrying out and updating a study of costs and impact on people / time, that is, converting the emergency action into monetary value. He is responsible for making insurance claims and compensation due.
- **Enumerator:** This person is responsible for accounting for all students and staff. The student must be assisted by teachers to determine if a student is missing. Search and Rescue, First Aid, and Student Drop-off Group lists will also be provided to this person. He must determine if all teachers and students are accounted for, their health status, and whether or not they have been authorized to go home. If you have a larger school, it will take more than one person to do this job. **This official responds directly to the Logistics Officer.**

OPERATIONAL SEARCH AND RESCUE GROUP

One or more of these groups will be constituted of teaching staff and parent volunteers (adult groups). They will be designated to do a preliminary and rapid survey of the entire school as quickly as possible. They will rescue trapped or injured students or staff. One of the members of each group should have first aid training. These groups will also need the training to fight fires. All their activities must be reported to the Emergency Operations Center.

(Team A)

Position	Name	Phone Number
* Officer in Charge	Francisco Marrero	787-376-0229
* Officer in Charge (substitute)	Alberto de la Torre	787-529-5896
SAR 1		
SAR 2		

(Team B)

Position	Name	Phone Number
* Officer in Charge	Edgardo Martínez	787-503-0975
* Officer in Charge (substitute)	Yarelí La Puerta	787-346-4919
SAR 1	Ángel Torres	787-202-4104
SAR 2		

(Team C)

Position	Name	Phone Number
* Officer in Charge	David Reyes	787-593-2302
* Officer in Charge (substitute)	Raúl Sosa	787-649-9447
SAR 1	Maintenance Staff 1	
SAR 2		

(Team D)

Position	Name	Phone Number
* Officer in Charge	Luis Ledesma	787-635-8715
* Officer in Charge (substitute)	Maintenance Staff 2	
SAR 1	Maintenance Staff 3	
SAR 2		

*Personnel trained in search and rescue methods. SAR = Search And Rescue

RESPONSIBILITIES

This group will need to do a quick preliminary survey of all school buildings to determine the location of trapped or injured staff or students. They will rescue the trapped and injured and assist the FIRST AID TEAM to help the injured. In addition, they must help extinguish fires.

One or more groups of 5 teachers, administrative staff or volunteers should be established according to the size of the school. **These groups should be made up of adults only.** Students are not to assist in search and rescue efforts. Maintenance staff will not be part of these groups, as they will have to perform other urgent tasks, such as closing or shutting down the school premises.

Actions before disaster (now)

1. Each member of the group should be assigned their primary responsibilities for search or rescue. This should prevent members of the group from carrying out rescue efforts and continuing to search for other wounded. Each group must choose its leader and respond to it.
2. Teachers in these groups will need to coordinate with their peers so that they are not simultaneously assigned to high-priority roles during the first few hours after a disaster.
3. The school has a resource list of local people who are trained in search and rescue and who are willing to report to the school after an earthquake. This list will be kept up to date.
4. The availability of search and rescue supplies and equipment is checked annually.
5. Group members should be trained in search and rescue, first aid and fire fighting techniques.
6. The members of this group and those of Security and Damage Assessment should be trained to serve as mutual support or safeguard teams.
7. Each group must establish a pattern for the search in the school, according to the assigned area.
8. A monthly visual inspection will be made, to the expiration date cards of the fire extinguishers and they will be certified annually.
9. There will be a monthly visual inspection of the emergency lamps, automatic extinguishing system in the dining room, that the exit doors are free of obstacles and open without difficulty in the event of an emergency.

Actions during the disaster

1. Complete the evacuation priorities.
2. If you are responsible for students, place them in the care of a fellow teacher, aide, or other official.

Actions after the disaster

1. Report to the warehouse or supply shed to pick up your search and rescue equipment.
2. Carry out a preliminary and quick survey of all school buildings following the preset pattern and quickly identify those trapped or injured.
3. Pay attention to the cards that have been placed on the classroom doors: **Green** = OK, **Red** = trapped or injured.
4. Visually, vocally and physically inspect each room as part of the building process. Make notes on the cards if other people are found trapped or injured.
5. Rescue trapped or injured individuals. The injured must be transported to the first aid area, including the injured with zero mobility, taking additional precautionary measures.
6. While looking at buildings, watch out for obvious structural problems and significant structural damage. Avoid unsafe areas.
7. Inform the Emergency Operations Center on the number and situation of trapped victims. Ask for additional help as needed.

CRISIS SUPPORT TEAM

8. They will be located near the area of the library that is enabled.
9. They will offer psychological support to staff or students who need it.
10. These personnel will carry out preventive rounds to observe the behavior of the students and if necessary intervene with them.
11. They will report to the chief of operations for guidelines.

Position	Name	Phone Number
Officer in Charge	Enid Laureano	787-515-0923
Officer in Charge	Tatiana Pagán	787-605-9766
Officer in Charge	Sheila Muratti	787-422-9711
Officer in Charge	Alberto de la Torre	787-231-3538
Officer in Charge	Liliana González	787-462-2739

OPERATIONAL FIRST AID GROUP

This group of staff, and / or volunteers should 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 injuries. This group should also provide assistance to the injured. The efforts of this group should be coordinated with the Search and Rescue Groups. All their activities must be reported to the Emergency Operations Center.

Position	Name	Phone Number
Officer in Charge	Mileni Ciuró	787-240-5029
Officer in Charge (Substitute)	Nilda Meléndez	939-241-8933
Volunteers	Lourdes Torres	787-415-8675
Volunteers	Xamariam Algarín	787-518-7092
Volunteers		

RESPONSIBILITIES

This group shall establish the first aid treatment areas, the classification of wounded (Triage), and the offer of first aid to the people who arrive in these areas. This group will need to coordinate with the Search and Rescue Group (s).

The staff, student, or volunteer components should correspond numerically to the size and complexity of the school. These individuals must be trained in first aid and CPR.

Actions before disaster (now)

1. Assume that emergency medical personnel will not be able to respond to the needs of the school for the first seventy two (72) hours or more after a major disaster.
2. Members of this group must be certified in First Aid and CPR, and must keep their certification current.
3. Teachers who are part of this group should coordinate with their partner, so that both are not assigned to the same priority tasks during the first hours after a disaster.
4. Obtain or prepare a list of trained volunteers in the neighborhood who are willing to report to the school after a major disaster. Keep this list current.
5. We will check annually and make sure that the first aid supplies are complete and not expired. We will identify all medical items to more easily determine their expiration date.
6. Develop a plan for the First Aid Station area. For example:
 - **Minor Care:** Each teacher will tend to minor injuries to their group of students. Advantages: This provides safety for students and avoids crowding at the first aid station. Disadvantages: Could recharge the teacher.
 - **Triage:** Locate the “triage” at the entrance to the First Aid Station. This area is used to quickly assess severely injured persons 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 in shock. An area will be located out of sight of students and staff and accessible to emergency vehicles.
- **Standby Care:** For people with injuries that do not require immediate attention within the first hour. These injuries can be lacerations, broken bones, injuries outside the group's capabilities and for people who need medication. Locate this care area near the Immediate Care area, but protected from the view of people in this area.
- **Crisis Counseling:** Mild to moderate anxiety is best handled by teachers in each class group. Severe anxiety requires special attention in a segregated area away from other first aid areas, because exposing injured personnel to sight could worsen hysteria. This area should be away from the student population because hysteria is contagious and could quickly spiral out of control.
- **Morgue:** Locate this area out of sight of students. This area should be distant from food supplies and accessible to emergency vehicles. Use bags or sheets to cover the bodies while they are being transported.

Immediately after the disaster

1. Complete the evacuation priorities. If you are responsible for students, give them to your fellow teacher, aide, or other official.
2. Report immediately to the First Aid Station area.
3. Organize and establish the Triage area first.
4. Organize and establish the Immediate Care area.
5. Organize and establish the Waiting Care area.
6. Organize and establish the Crisis Counseling area.
7. Organize and establish a Morgue area, if needed.
8. Bring the injured referred to the First Aid Station to Triage.
9. Give first aid to the injured.
10. Coordinate with the SEARCH AND RESCUE TEAM. Provide first aid to the trapped as they are rescued. If necessary, be prepared to support the SEARCH AND RESCUE TEAM in providing first aid to the injured while they are trapped.
11. Identify each injured person with an emergency card.
12. Document all cases in a central registry at Triage. If possible, assign an additional person to serve as the registrar. All wounded transferred from the first aid station must be registered in the central registry, including those by whom they have been rescued and their destination. If you are injured and were transported by emergency responders, write down the destination of the transport and the name of the person in charge.
13. A member of the group should examine the student population in the evacuation area to see if any need attention. If so, you will need to bring them to the First Aid Station.

14. Notify the Emergency Operations Center of the number of injuries and the type of first aid treatment.

OPERATIONAL GROUP FOR SAFETY AND DAMAGE ASSESSMENT

This team of staff and / or volunteers (group of adults) will close or shut down school facilities, assist in firefighting efforts, secure the school, and post signs to direct parents or guardians to areas to pick up students. All activities will be reported to the Emergency Operations Center. After the immediate danger passes, they will carry out a preliminary assessment of the damage to the buildings and will report the nature and extent of the damage to the Emergency Operations Center, using the forms of the **Appendix A-2**.

Position	Name	Phone Number
Security officer	Ephrain Figueroa	787-362-0512
Maintenance Officer	Luis Ledesma	787-635-8715
Damage Assessment Officer	Milagros Gaúd	787-518-0445

RESPONSIBILITIES

The members of this group will be responsible for examining the school premises and conducting an initial assessment of damage to buildings. This group should assist in fire fighting and coordinate with the SEARCH AND RESCUE TEAM. In addition, you must secure the school to minimize unauthorized access or exit and direct parents to the student pick-up area. A group of teachers or volunteers should organize as needed according to the size of the school. Maintenance staff should be a good fit for this group. The members of this team must have access to the master keys and be trained to assist the SEARCH AND RESCUE TEAM.

Actions before disaster (now)

1. Group members should be trained to know when, how and where to turn off the gas, electricity and water faucets, as necessary. (Maintenance staff)
2. Check the supplies to make sure you have the tools to shut down or shut down these services. (Maintenance staff)
3. Get the name and phone number of a structural engineer who is willing to report to the school after a disaster.
4. Check the Utility Map to ensure its accuracy and complete tasks.
5. Staff will be trained on how to carry out damage assessment.
6. Review the damage assessment throughout the school grounds. Remove or correct any problems identified as a hazard, as possible.
7. The group members must combine the training with the SEARCH AND RESCUE TEAM so that they can carry out the tasks of one or the other group.

8. Check the condition of fire extinguishers annually.

Immediately after the disaster

1. Report to the earthquake tool shed to pick up your equipment. The tool storage is located on the first floor, outside, on the left side of elementary school room # 10 and the entrance door faces the Community Center parking lot.
2. You should do a preliminary and quick survey of the entire school. Quickly check all areas for gas odors, short circuits, and water leaks. If necessary, turn off the gas, electricity and water taps. Do not enter damaged structures. (Maintenance Team, Security)
3. Support the SEARCH AND RESCUE TEAM, as needed, in firefighting or other activity.
4. Check the perimeter of the school for possible damage, such as downed power lines or cables.
5. Post a team member at the main entrance of the meeting area to direct emergency vehicles, traffic, and parents. Only emergency vehicles should have access to this area. This point should be emphasized in the annual information letter to parents on emergency procedures. (Assigned to the Security Guard).
6. All activities of this group must be reported to the Emergency Operations Center.

STUDENT HAND OVER TEAM

This group of teaching staff is essential for the prompt and orderly delivery of students to their parents or guardians. This group will coordinate with teachers to orderly deliver students. A report will be made to the Emergency Operations Center.

Position	Name	Phone Number
Officer in Charge	Millie Torres	787-469-1440
Officer in Charge (substitute)	Lilliam Vargas	787-614-9575
Assistant	Yarelle La Puerta	787-346-4919
Assistant		

RESPONSIBILITIES

This group shall document and assist teachers in handing over students to their parents or authorized adults. A group of teachers or volunteers, supervised by the officer in charge, could be part of this group.

Actions before disaster (now)

1. At the beginning of each school year, parents should ensure that their student's contact and health information is up to date in the Plus Portal system. Each student's ID card has this contact information on the back so it is available in an emergency and it is the responsibility of both parents and the student to carry it at all times.

2. Parents or guardians should be sure to read this school's OPERATIONAL PLAN to understand the procedures to be followed in the event of a disaster. This is available in PDF on the Dorado Academy website (www.doradoacademy.org).
3. Each teacher is responsible for having the information of their students. The information of each student should be held by each teacher. One copy should be placed in the teacher's individual emergency bag and one copy should be kept in the office.
4. The student drop-off area in case of an emergency is at the main entrance of the school with the supervision of the Security Guard or official designated by the Head of School in case the guard is not available. If Dorado Emergency Management does not allow entry to the Dorado del Mar urbanization, the meeting point will be the outside area of the Mahi Mahi Shopping Center.
5. During the annual earthquake drill, test student handover procedures.

Immediately after the disaster

1. Clear the office and bring emergency lists with you.
2. The student drop off area can be divided into the main entrance and the front part of the court.
3. Ask parents or authorized adults to sign for students. The time and destination of departure must be noted.
4. Coordinate with the Emergency Operations Center so they know who the trapped or injured students are.
5. Report all activities to the Emergency Operations Center.

OPERATIONAL LOGISTICS SUPPORT GROUP

This group of teachers or parent volunteers will provide essential support to maintain a positive attitude in the student population. Its primary purpose is to ensure that food is prepared and served to students and staff. They assist in the delivery of food and water supplies. Helping to meet the health needs of the school population is also their responsibility. All activities will be reported to the Emergency Operations Center.

Position	Name	Phone Number
Officer in Charge	Ana Velázquez	787-367-7349
Officer in Charge	Maintenance Staff	
Officer in Charge	Cafeteria Personnel	

RESPONSIBILITIES

This group must facilitate the service and coordinate food supplies, its preparation and distribution, water distribution and the establishment of sanitary areas. Staff members, students or volunteers should be organized as needed according to the size of the school.

Actions before disaster (now)

1. Conduct an inventory of all food, water, kitchen utensils, and sanitary items with the Cafeteria Manager.
2. At the beginning of each school year, each student will be asked to bring two (2) bottles of water and two (2) snacks) non-perishable to keep in the classroom.
3. Determine the best location to prepare and distribute food and water. Also, determine the location of the toilet house so that it is away from the food preparation area. Check the wind direction to prevent odors from reaching your area.
4. Develop a food consumption plan for the school population. For example: students will consume the food in their package first. Remember that during the first hours after a disaster the priority should be to rescue the trapped and injured.

Immediately after the disaster

1. Report to the Emergency Operations Center. Coordinate with the Head of School or her representative.
2. Establish an area for cooking, water distribution, and sanitation needs. Do not allow the restroom area to be closer than 200 feet from students, food, or water supplies.
3. Set up booths or tents, as needed, to protect students from inclement weather.

AREA COORDINATORS TEAM

1. This group will report to the chief of operations and will indicate the conditions in their area, if staff and / or students remain trapped or, on the contrary, if everyone in their area has evacuated.
2. They will help direct the evacuation in your area to the assembly area.
3. Then they will report to the areas assigned in the plan according to the emergency.

Assigned area	Name	Phone Number
Reception	Lourdes Santana Roslaina Chimelis	787-640-6229 787-415-2080
Administration-Office and bathrooms (Activate alarm and revise area)	Ana Velázquez Francisco Marrero	787-388-6798 787-376-0229
MS/HS Principal's Office, Bathroom, and Teacher's Lounge	Seny Faría/ Ángel Torres	787-396-5343 787-202-4104
Elementary Principal's Office, SSL Classroom, and Counselor's office	Francis Ramos/ Tatiana Pagán	939-642-8608 787-605-9766
Auditorium, Lobby's Gates	Portones: Greekcelia Salgado Auditorio: Ephrain Figueroa	787-367-2707 787-362-0512
Courts' gate	Ephrain Figueroa/ José Olivo	787-362-0512 939-276-2707
Rooms # 1 to 10 and bathrooms	Tatiana Pagán/ Francis Ramos	787-605-9766 939-642-8608
Rooms # 11 to 20, Art, Music and bathrooms	Ángel Torres/ Seny Faría	787-202-4104 787-396-5343
Rooms # 21 to # 32 and bathrooms	Alberto De La Torre/ Tere Durán	787-231-3538 787-361-7700
Preschool classrooms and bathrooms	Ramón Rivera Yarelí La Puerta	787-242-3420 787-346-4919
Courts, offices, and bathrooms	David Reyes Raúl Sosa	787-593-2302 787-649-9447
Cafeteria	Gabriela Torres Karla Hernández	787-619-9258 787-616-2310
Elementary Library and Computer Labs	Lisa Ortiz/ Liliana González	787-412-9665 787-462-2739
MS/HS Library L1-L3	Jucely Figueroa/ Tere Durán	787-429-8578 787-361-7700

DAMAGE ASSESSMENT

Assessment Process: Damage assessment is defined as the systematic process of determining or measuring the extent of loss, suffering or damage as a result of an emergency event and / or a disaster. Basically, it refers to **WHAT HAPPENED, WHEN, WHERE, HOW** and **WHO** has been affected. A timely damage assessment is vital because of its direct relationship to the actions that will be organized and taken by responding personnel.

These are the four reasons why a thorough evaluation should be done:

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

Remember that the information obtained from the damage assessment is the key point for the actions that will be taken to attend to emergencies. In addition, it will be the basic criterion to declare your entity / municipality as a disaster area or zone. It is recommended that the Evaluation Group operate in an alternate location, outside the Operations Center (COE), so as not to interrupt response operations. **The group will be divided into a group of three (3) teams:**

- Damage to structures (classrooms, library, dining room, office, etc.) - Administration
- Collect data on damage to materials and books - Librarians
- Consolidate data on equipment damage- Senior Accountant and IT Support Technician

This information should be referred to the Emergency Operations Center. This information is collected, where after analyzing it, it is used to recommend to the Board of Directors the request for declaration of a disaster area or zone.

Categories and Degree of Damage

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

Major Damage: Structures that need extensive repairs before they can be used again. Examples: have collapsed parts, severely cracked walls, severe roof damage, or buildings that are not level. In the case of flooding, this is considered if the structure does not have a basement and the water has reached 1 to 3 feet on the first floor, and if it has a basement up to 3 feet or more.

Minor damage: The structure is habitable, although it requires certain repairs to return it to the condition it was in before the disaster. Example: broken windows, walls, doors, pipes, damaged electrical cables, etc. In the event of flooding, if you have only reached less than a foot of water. If you have a basement, one to three feet of water.

**APPENDIX B-1
STRUCTURAL DAMAGE ASSESSMENT SHEET**

DORADO ACADEMY

DISASTER: _____

STRUCTURE DAMAGE EVALUATION SHEET
(gates, lounges, dining room, parking lot, court, gazebos, etc.)

	AREA	DESCRIPTION	QUANTITY	ESTIMATED COST
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

EVALUATOR'S NAME

SIGNATURE

DATE

APPENDIX B-2
MATERIAL AND BOOKS DAMAGE REPORT SHEET

DORADO ACADEMY

DISASTER: _____

MATERIAL DAMAGE AND BOOKS REPORT SHEET

DESCRIPTION		QUANTITY	ESTIMATED COST
MATERIALS	BOOKS (SUBJECT OR TITLE)		

EVALUATOR'S NAME

SIGNATURE

DATE

**APPENDIX B-3
EQUIPMENT DAMAGE REPORT SHEET**

DORADO ACADEMY

DISASTER: _____

EQUIPMENT DAMAGE REPORT SHEET

(DISPLAYS, PHOTOCOPIERS, COMPUTERS, BOARDS, CABINETS, ETC.)

EQUIPMENT DESCRIPTION	QUANTITY	ESTIMATED COST

EVALUATOR'S NAME

SIGNATURE

DATE

COMMUNICATIONS

APPENDIX C-1 COMMUNICATIONS EQUIPMENT LIST

Description	Quantity	Location
Fax	1	Administrative Office
Megaphone with batteries	4	Administrative, Principals and Physical Education Office
Portable radio with batteries	20	Head of School, Principals, Human Resources, Finance, School Nurse, Security Reception, Maintenance and ASP
Emergency Information System (EIS) radio receiver:	1	Reception
Whistle	86/730	All staff / Students
Electric doorbell system	1	Computer center
Phone	69	Reception, offices, lounges and library
Television	3	Teacher Lounge and Head of School's Office
Paging system	1	Reception
Technology -Gmail & Social Media		All users

APPENDIX C-2 LIST OF EMERGENCY EQUIPMENT

Description	Quantity	Location
5' bar	2	Utility Room/Auditorium
Patio brush	3	Utility Room/Auditorium
300" barrier marking tape	3	Utility Room/Auditorium
Paddle screwdriver	3	Utility Room/Auditorium
Phillips screwdriver	4	Utility Room/Auditorium
12' ladder	1	Utility Room/Auditorium
6' ladder	3	Utility Room/Auditorium
Fire extinguishers	52	Different rooms and areas
Ax	1	Utility Room/Auditorium
Lantern	1	Utility Room/Auditorium
Adjustable wrench	3	Utility Room/Auditorium

Description	Quantity	Location
Dog key	2	Utility Room/Auditorium
Brown	1	Utility Room/Auditorium
Square shovel	2	Utility Room/Auditorium
Round cut shovel	1	Utility Room/Auditorium
Rope (120 feet)	1	Utility Room/Auditorium
20'X20' plastic tarp	1	Utility Room/Auditorium

APPENDIX C-3 STUDENT EMERGENCY INFORMATION

Each classroom has an emergency backpack with the student list and contact information.

APPENDIX C-4 IMPORTANT PHONE LIST

Emergencies	9-1-1
State Emergency Management Agency	(787) 724-0124
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) 749-1333
Municipal Office for Emergency Management	(787) 796-4442
American Red Cross Office	(787) 759-7979
Name and number of the School Head of School	Celia Busquets (787) 647-9329
Nearest hospital and phone number	CDT- Dorado (787) 796-3330
Office of the Electric Power Authority	(787) 289-3434
Office of the Aqueduct and Sewer Authority	(787) 620-2482

APPENDIX C-5 LIST OF NAMES AND TELEPHONES OF MEDIA

- Technology - Plus Portal, Email and Social Media
- Radio and Television Stations:

Name	Phone Number	Frequency
Television Station: WAPA TV	(787) 792-4444	Channel 4.0
Television Station: TELEMUNDO	(787) 641-2222	Channel 2.0
AM Radio Station: NOTI-UNO	(787) 474-0630	1280 AM
AM Radio Station: WKAQ	(787) 758-5800	580 AM
FM Radio Station: KQ105	(787) 758-1105	104.7 FM
FM Radio Station: MAGIC	(787) 722-0973	97.3 FM
FM Radio Station: FIDELITY	(787) 294-0050	94.7 FM

APPENDIX C-6 LIST OF SUPPORT AGENCY COORDINATORS

Name	Office / Agency	Phone Number
SGT Negrón	Puerto Rico Dorado Fire Department	787-796- 2330
Agente Quiñones	Puerto Rico Police	787-796-2020
Eliezer González, Director	Municipal Office for Emergency Management - Dorado	787-796-4442 FAX: 787-796-5811
	Zone Office, State Emergency Management Agency	787-294-0277 FAX: 787-294-1165
	American Red Cross, P. R.	787-759-8100
	Dorado Health Department	787-796-3330
	Public Service Commission	787-798-4959
Carlos López, Mayor	Town hall	787-796-1230
	Health Department	787-796-3386
Guadalberto Matos	Municipal Police Commissioner	787-278-0541

APPENDIX D-1 RISK (DANGER) ANALYSIS

WORKSHEET

Columns →	A	B	C	D	E	F
Value →	(1 to 3)	(1 to 3)	(1 to 3)	(1 to 3)	(E=A+B+C+D)	(F=A+E)
RISK OR DANGER	FREQUENCY	MAGNITUDE	ALERT TIME	SEVERITY	TOTAL IMPACT	PRIORITY
Active Shooter	1	1	1	1	4	5
Acts of violence or Hostage taking	1	1	1	1	4	5
Drought or lack of water	1	1	1	1	4	5
Earthquake	3	3	3	3	12	15
Explosion	2	2	2	2	8	10
Fire	2	2	2	2	6	10
Floods	1	1	1	1	4	5
Glide	1	1	1	1	4	5
Hurricane	2	2	3	2	6	8
Lack of electricity	3	3	1	1	8	11
Plane crash	1	3	2	3	9	10
Pollution (spills)	2	2	2	2	8	10
Strike, protest or riot	1	1	1	1	4	5
Terrorism	1	1	1	1	4	5
Tornado and waterspouts	1	1	1	1	4	5
Tsunami (tidal wave)	2	2	3	3	10	12
Other human-caused incidents						

APPENDIX D-2 DRILLS AND PREPARATION

Administrative, teaching, non-teaching and service personnel are aware of the Operational Plan for Emergency and Risk Management that is implemented in emergency situations. They also know the roles they would perform if a fire, earthquake, or other disaster occurred.

To ensure an effective response, exercises and drills are carried out, since part of our mission is to offer the educational community a safe place prepared for any eventuality.

The following table presents the keys to the bell system that will be activated in the event of an emergency, particularly if an evacuation from one or more areas of the school is necessary:

<p>Fire alarm Intermittent rings * * *</p>	<p>FIRE Evacuation of the building through the designated areas</p>
<p>1 long ringer or megaphone</p>	<p>EARTHQUAKE Get under tables or desks; and after the earthquake passes, evacuate the building in the designated areas</p>

We recommend that the entire educational community, especially parents, pay due attention to this warning system and react accordingly, should they be present during an emergency exercise or a real event.

THE ELECTRIC BELL SYSTEM IS SUGGESTED. HOWEVER, AN ALTERNATE METHOD SHOULD ALWAYS BE CONSIDERED, IN THE EVENT OF THE POWER OR BATTERY FAILURE, IF YOU HAVE BATTERY SERVICE.

APPENDIX D-3 CERTIFICATION OF EXERCISE OR DRILL

Date of Exercise or Drill	Name and Signature: Head of School	Name and Signature: DA Emergency Team Committee	Name and Signature: External Agency

APPENDIX E-1 PROTOCOL FOR EVACUATING THE SCHOOL PREMISES

Students and staff must evacuate the building in an orderly manner, using the primary or secondary route outlined in Appendix E-3. These routes will be selected considering students with disabilities. They should carry their students' emergency backpacks, individual emergency kits, and individual first aid kit. The meeting area should be a safe place on school grounds, away from buildings and from the receiving area of any emergency response teams that may arrive at the school. Roll call must be held and attendance must be recorded by enumerators who will report the results to the Head of School or her representative immediately.

Evacuation of persons with limited ability to evict on their own

It could be the case that during the emergency you run into employees, contractors, suppliers and / or visitors who will need help to evacuate the facilities, to be refugees, to cover themselves or to protect themselves. If you find someone who needs help during an emergency, you should try to assist them, without compromising their safety and health or the person who will help.

- It is recommended that the person with hearing or sight disabilities practice knowing the entire physical plant, as well as the evacuation routes.
- In the event of an emergency, a brigade member or designee shall offer assistance to the individual in directing them through the evacuation route at all times.
- People who have difficulty moving but who can walk independently with the help of a cane, walker or other equipment, must take the stairs with the help of one of the members of the brigade, whenever possible.
- People using wheelchairs should remain in place or move to a safe area with their helper when the alarm is activated.
- Be aware of evacuation options and seek help from other people who are willing to assist you in an emergency. When available, use a stretcher or wheelchair to move the person to the meeting point.
- If the disabled person is alone, they should call emergency services, 9-1-1 notifying their current location and the area where they are going. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the need for evacuation.
- Telephone lines are expected to remain in service during most building emergencies. If the phone lines fail, use your cell phone, or you can point to the window by waving a cloth or other visible object.

APPENDIX E-2 EVACUATION ROUTES

The areas are as follows:

Area A – Green

It includes rooms from 5 to 16, 26 to 31, SSL Classroom, Elementary and Superior School Library, Computer Labs, Auditorium, Administration, and Elementary Principal Office

Area B – Blue

Includes rooms from 1 to 4, 17 to 20, 21 to 25 and 32, Preschools, Art, Music, First Aid, Elementary and Superior Counseling Office, Intermediate and Superior Main Office

Area C – Yellow

Basketball Courts, Physical Education Office and Canteen

Area D – Orange

Cafeteria

Action to take

1. Areas A, B, C and D will be evacuated by stairs and corridors to the sidewalks of the main Madre Perla street of the Dorado Del Mar urbanization.

Specific Instructions

1. The school guard or the first person to arrive will open the gates to the main entrance. The gate in front of the court will be opened by staff from the Physical Education or Maintenance department.
2. Each teacher will carry their emergency backpack with a student list. **At the meeting point a students count will be made.**
3. The groups that are taking their Physical Education class will evacuate with their teacher. Once at the meeting point, the group will be handed over to the homeroom teacher who must relieve the Physical Education teacher so that the latter can help in the emergency.
4. Madre Perla street in Urb. Dorado del Mar will be left free for the entry and exit of emergency vehicles.
5. Incapacitated personnel with medical evidence and / or students who are incapacitated must go in front of the court to be transported in the school bus to the meeting point.

Special situations

In case of fire

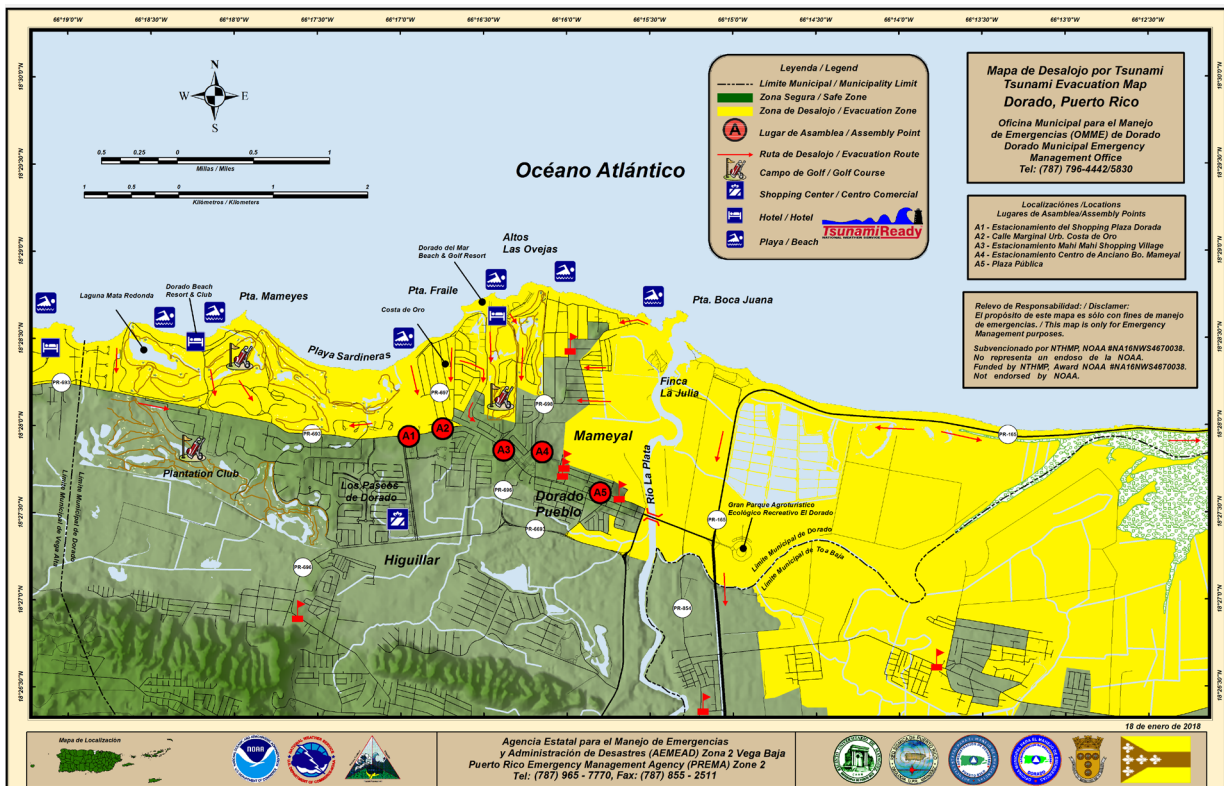
1. The groups that make up **area A** will evacuate through the corridors and stairs to the main entrance gate, they will continue their route using the sidewalk to the right.

2. The groups that make up **area B** and **area C** will evacuate through the corridors and stairs towards the gate facing the court and using the sidewalk to the left.
3. The group that makes up **area D**, will evacuate through the double door on the side and cross the street towards the golf course side.

In case of Tsunami

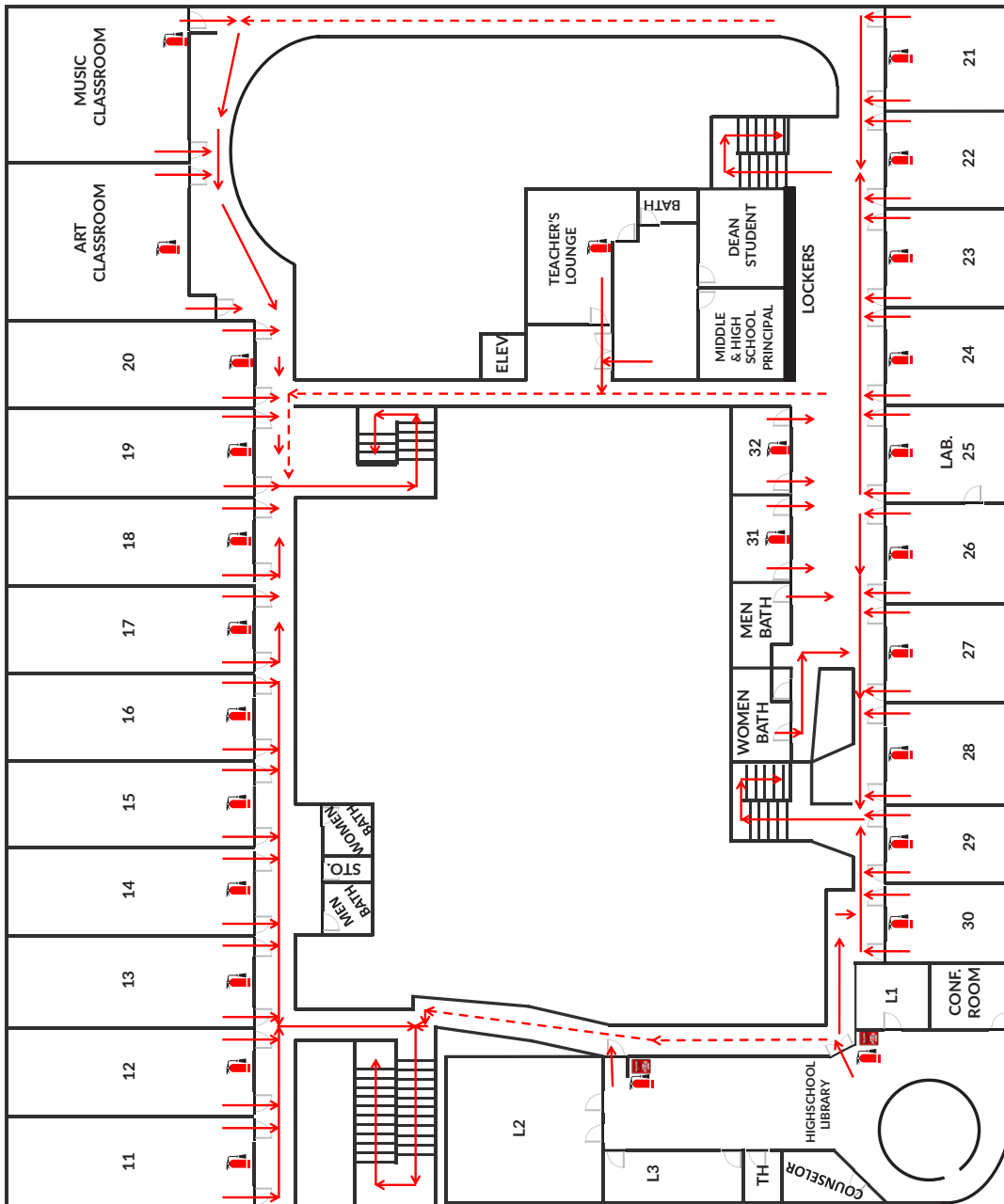
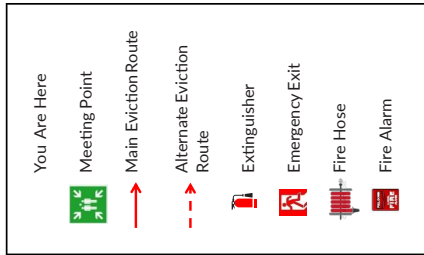
1. The groups that make up **area A** will evacuate through the corridors and stairs to the main entrance gate and will continue their route using the sidewalk on the right.
2. The groups that make up **area B** and **area C** will evacuate through the corridors and stairs to the gate facing the court, cross the street towards the golf course side and continue to the right along the sidewalk.
3. The group that makes up **area D**, will evacuate through the double door on the side towards the street, cross the street towards the golf course side and continue to the right along the sidewalk.
4. The evacuation route is along Madre Perla Street towards the main gate, cross Highway 693 arriving at the Mahi Mahi Shopping Center (Walgreens). For the purpose of the drill only, the meeting point will be at the Dorado del Mar basketball court.

* Should an emergency arise during the lunch hour, students will be oriented and upon hearing the alarm they will gather in their assigned exit areas. Teachers currently assigned to the courtyard or cafeteria area will assume leadership and evict students and staff according to the emergency evacuation plan.

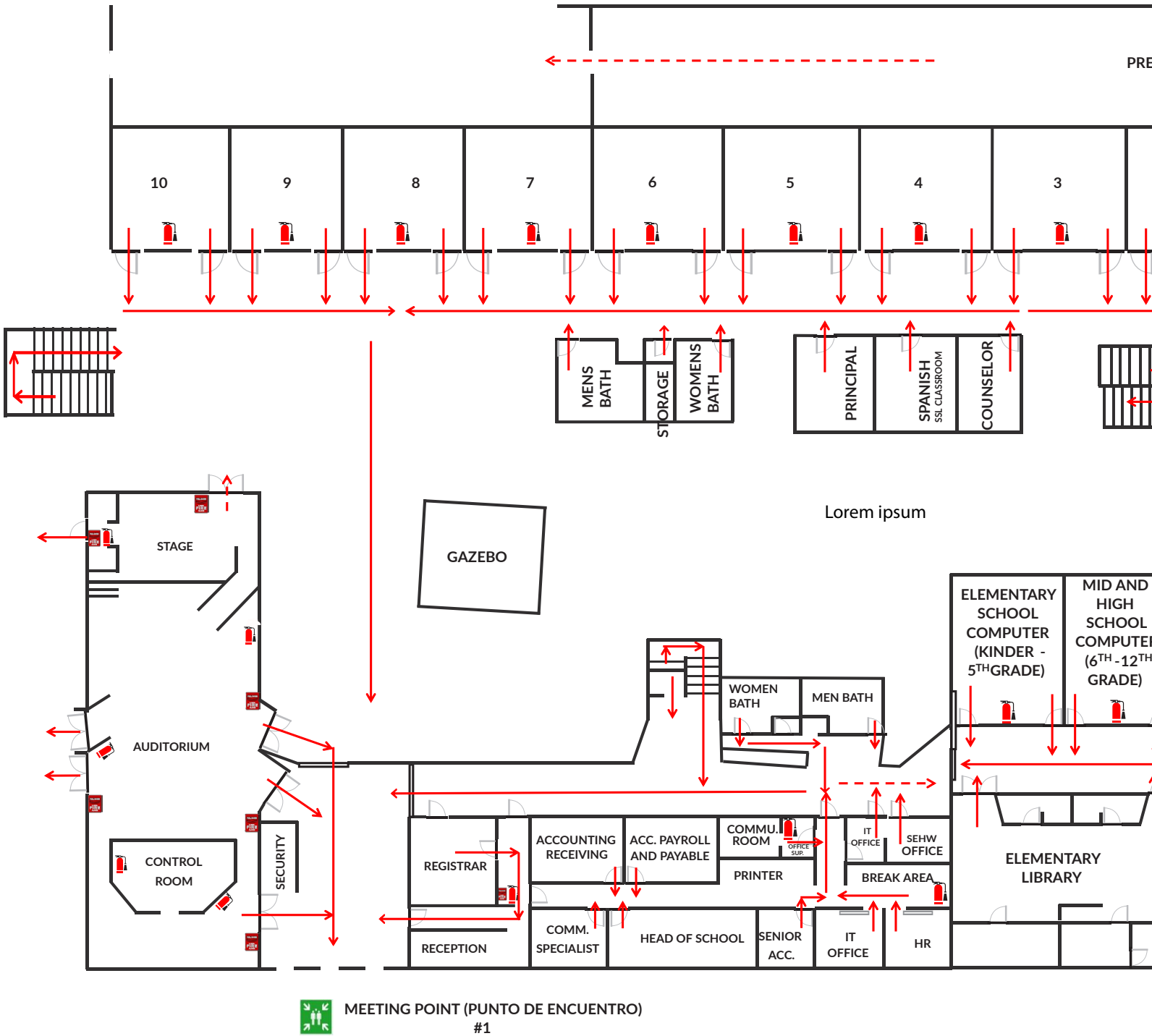


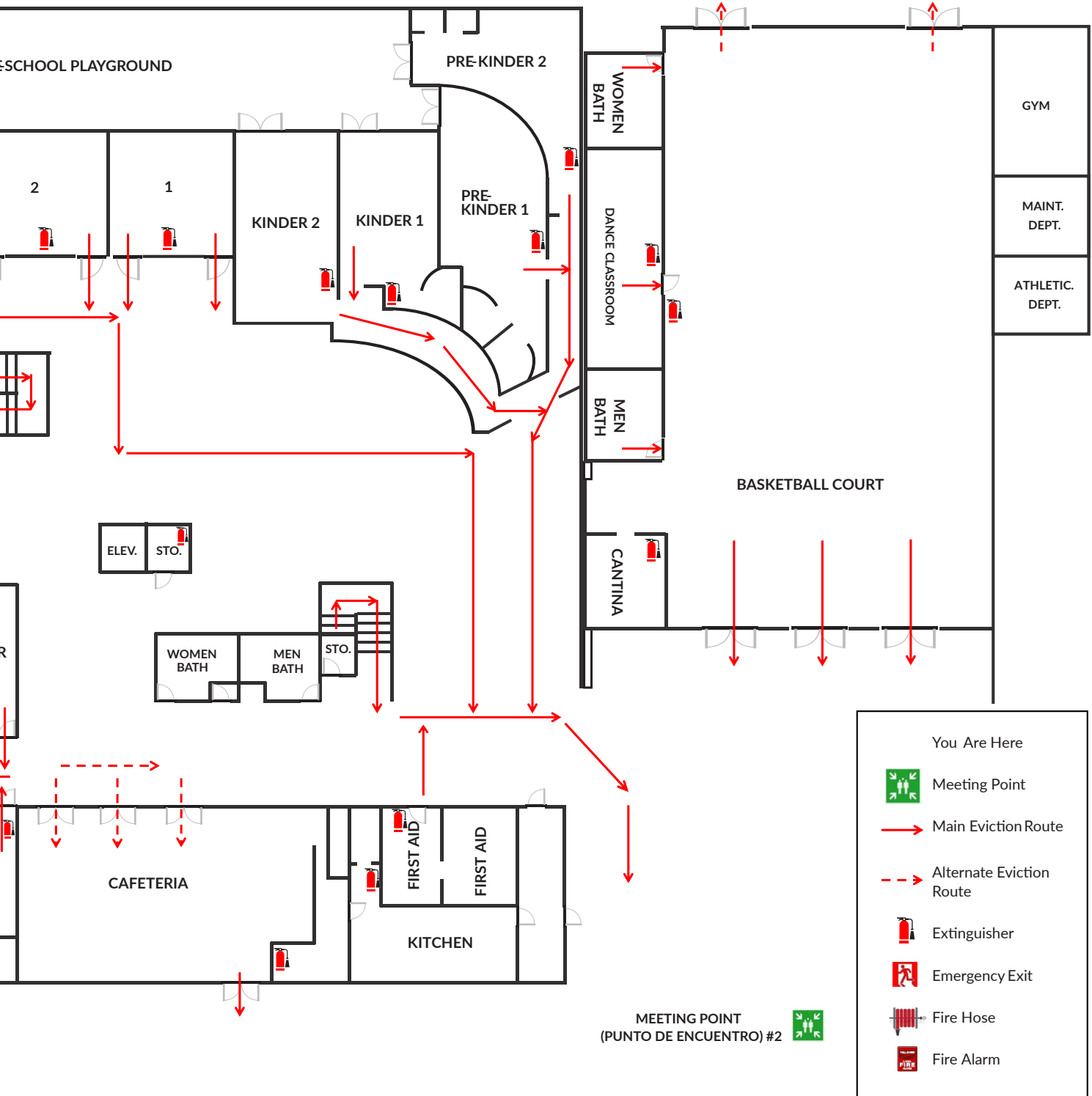
APPENDIX E-3 EVACUATION MAP FOR EXITING THE SCHOOL

UPPER LEVEL



LOWER LEVEL





EMERGENCY CODES

CODE	MEANING
Purple	Call 9-1-1
Dolphin	Unauthorized Person Intruder
Amber	Lost Child
Blue	Close All Doors
Gray	Emotional Crisis Mental Crisis
Green	School Nurse Heart Attack
Red	Fire Danger Bomb Threat
Orange	Reinforcements needed in Administration
Yellow	Trapped Person
Black	Campus Evacuation

PROTOCOL TO CALL 9-1-1

The Emergency Call Answering Center Service offers assistance to any person who is in a situation that has the potential to become a risk of immediate damage or destruction that requires immediate response from MEDICAL EMERGENCIES, POLICE, FIRE DEPARTMENT, AGENCY STATE FOR THE MANAGEMENT OF EMERGENCIES AND DEPARTMENT OF THE FAMILY (PROGRAM OF SOCIAL EMERGENCIES). **If there is another non-life threatening situation and these departments are required, please refer to the emergency numbers.**

1. Indicate what the emergency is (fire, injuries, missing student, etc.)
2. Keep calm.
3. Please provide your name and address.
4. Listen. Allow the 9-1-1 dispatcher to lead the conversation.
5. Be prepared to answer questions clearly and calmly.
6. Stay on the phone. **DO NOT HANG UP** until instructed to do so by the dispatcher.

Note: Code **PURPLE** - Radio code to report this type of emergency

"DOLPHIN CODE"

The "Dolphin Code" security protocol is established when there is a court order that affects a student, employee, volunteer or grantee of Dorado Academy.

RESPONSIBILITIES

1. The parent / guardian, employee, volunteer, or grantee shall notify the Head of School or his / her representative that a court order exists.
2. The parent or guardian, employee, volunteer, or grantee must present evidence of the court-issued order.
3. The parent / guardian, employee, volunteer, or grantee will provide a detailed description of the person with a photo of the person.
4. The Head of School or designee will inform the designated persons to monitor all entrances and / or exits of the building to ensure that the person does not enter the premises.
5. If the person is found on the premises, the **"Dolphin Code"** will be broadcast by radio to the designated persons.
6. Security will arrange to take the person to the Head of School's office.
7. If necessary, the Head of School will report the situation to the PR Police.
8. At the end of the procedure, the cancellation of the **"Dolphin Code"** will be announced to the designated persons and the Head of School or authorized representative will prepare a report on the incident, which will be kept in the administrative files for a term of three (3) years.

Note: **"Dolphin" Code** - Radio code to report this type of emergency

EARTHQUAKE

If you are inside

- Stay inside, stay away from windows, slats, or any object or furniture that may fall on you. Take cover under a table, desk, or desk. Instruct students to **DROP! COVER! HOLD ON!**
- In hallways, stairways, or other areas where cover is not available, you will need to move towards the interior walls of the building.
- In the library, stay away from windows and book shelves. Cover yourself appropriately.
- In labs, turn off all burners (if possible) before covering. Stay away from chemicals that could splash you.
- In the cafeteria, stay away from windows, slats, or anything that could fall on you. Turn off stoves, ovens, torches, or machinery that could start a fire. **DROP! COVER! HOLD ON!**
- In multipurpose rooms, duck and cover under tables or move close to interior walls, away from windows.

If you are abroad

- Move to an open area, away from buildings and power lines. Lie down or sit on the floor (the movement will not allow you to stand). Keep watching and watch out for any danger that requires you to move from the place.
- If you are driving the school bus, stop the vehicle outside of power lines, bridges, tunnels, and buildings. All students must remain seated and holding onto the seat.

NOTE

- Doors could lock if closed by earthquake motion. Try to open or break a window to get out of the classroom. If this is not possible, you should blow the whistle to alert rescuers.
- Teachers should organize according to the pair system. If a teacher is injured, their teacher partner must evict both groups, following evacuation procedures in the event of an earthquake.

Note: **Code BLACK** - Radio code to report this type of emergency

POST-EARTHQUAKE ACTIONS - Evacuation of school buildings

Before vacating the building after an earthquake, consider the following:

- There may be hazards outside the building which you should consider before evicting students.
- There may not be a safe meeting place in the immediate vicinity.
- There is a possibility that there is no safe route to evacuate students. Primary and alternate routes may need to be cleared before students can use them.
- The electricity inside the building could be affected; so it is most likely dark.

Before evicting students, do the following:

- Assess the situation. Coordinate with your fellow teacher.
- Determine if the building's primary or alternate routes are clear. If they are not, coordinate with other personnel to clear them and eliminate hazards.
- Determine if the reunion area is safe. If unsure, select an alternate reunion area.
- If there are cables or electrical lines in the ground, they should be avoided.
- Areas near cyclone fences should be avoided, as they could be electrified if any wire or line touches them.
- Be sure to consider students or peers with disabilities when selecting evacuation routes.

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

1. Evict the students from the building. Take your student's list, your emergency backpack, individual emergency bags, and your students' individual first aid kit with you. Check and make sure all students have left the building. Mark the room with a **green** search and rescue card, if everyone has been counted and if they managed to evacuate the room. If someone is injured or trapped in the room, mark the room with a **red** search and rescue card to alert search and rescue teams.
2. No student shall be left unattended during the evacuation process. Students are to remain silent during the evacuation.

IF THIS IS A SEVERE EARTHQUAKE, school personnel may have to care for students for up to an estimated three days after the disaster. The supplies listed on page 100 must be accumulated prior to an earthquake and stored in a separate storage facility outside the school building. **Remember: prepare to be isolated for 72 hours.**

WHEN ARRIVING AT THE MEETING POINT

1. **Personnel:** Upon arrival at the predetermined meeting area, roll call and attendance must be recorded by the enumerators who will report the results to the Head of School or their representative immediately.

2. **Head of School (or representative):** Establish an Emergency Operations Center with designated personnel to assist you.
3. **Head of School:** Notify Police and Municipal Emergency Management staff (call 9-1-1) if you have staff or students trapped or missing. Organize the SEARCH AND RESCUE TEAM, made up of adults, to locate missing or trapped people.
4. **SEARCH AND RESCUE TEAM:** Begin the search in all the buildings of the school. Look in the offices or rooms marked with red cards, indicating that there are people injured, lost or trapped. When everyone has been removed, swap the red card for a green one. Check the green card locations to make sure no one is at that location. Report the findings to the Head of School or her representative. After reviewing each room, close the doors and lock, if possible.
5. **Head of School:** Organize the other Emergency Response Groups: the FIRST AID TEAM, the Security and Damage Assessment Group, the Student Release Group and the Support Group.
6. **Damage Assessment and Safety Group:** Inspect all service lines for leaks. Close all known stopcocks that have, or are suspect, leaking. Inform the Head of School or her representative of the actions you took.
7. **Head of School:** Notify service companies of any breakage or suspected breakage in service lines, as reported to you by the Damage Assessment and Safety Group.
8. **FIRST AID TEAM:** Establish a treatment area. Categorize patients by injuries. Take care of injured personnel. Report missing and injured persons to the Head of School or her representative.
9. **Support Group:** Provide help to maintain the well-being and positive morale of students and peers. Establish a kitchen area to prepare food for students and staff. Protect food and water supplies. Prepare a place for sanitary needs.
10. **Student Release Group:** Students must be released to adults. Keep track of the students who are allowed to leave.

Note: **Code BLACK** - Radio code to report this type of emergency

FIRE (INSIDE THE SCHOOL)

If a fire breaks out in the school, and the event endangers staff or students, the following actions will be taken:

RESPONSIBILITIES

1. **Head of School or designee:** Notify the Fire Department (call 9-1-1).
2. **Head of School:** Proceeds to evacuate the school using the primary or secondary fire route.
 - **Personnel:** Take backpacks and individual bags for emergencies. Keep students out at a safe distance from fire and firefighting equipment.
 - The groups that make up **area A** will evacuate through the corridors and stairs to the main entrance gate, they will continue their route using the sidewalk to the right.
 - The groups that make up **area B** and **area C** will evacuate through the corridors and stairs towards the gate facing the court and using the sidewalk to the left.
 - The group that makes up **area D**, will evacuate through the double door on the side and cross the street towards the golf course side.
3. **Personnel trained in the use of fire extinguishers:** they will try to quell an outbreak when it does not endanger their life.
4. **Facilities Supervisor and Maintenance Staff:** Must conduct a visual inspection to make sure all staff and students have evacuated the school buildings.
5. **Personnel:** Roll call and attendance must be recorded by the enumerators who will report the results to the Head of School or her representative immediately, as well as the response personnel.
6. **Personnel:** Do not return to the building until instructed to do so by Fire Department officials or the Head of School.

ALERT: The school alarm will sound or the whistle system must be activated if a fire occurs.

Note: **Code RED** - Radio code to report this type of emergency

FIRE OUTSIDE OF SCHOOL

If an off-campus fire event, such as a wildfire, occurs near the school and endangers the safety of students, the following steps should be taken:

RESPONSIBILITIES

1. **Head of School or designee:** Determine if an evacuation is necessary at the school.
2. **Head of School:** Contact the local Fire Department (**call 9-1-1**) to determine the correct action to take at your school.
3. **Head of School:** If necessary, begin evacuation from the school to the previously identified location, using the school's evacuation plan.
4. **Head of School:** A visual inspection will be conducted to ensure that all students and staff have evacuated the school.
5. **Personnel:** Guide students using the evacuation plan. Carry your emergency backpack and individual bags for emergencies. Take attendance to make sure all students are present before leaving the venue. Keep students a safe distance from fire and fire fighting equipment.
6. **Head of School:** Leave a note on your office door stating that the school was evicted.
7. **Personnel:** Roll call and attendance must be recorded by the enumerators who will report the results to the Head of School or her representative immediately, as well as the response personnel.
8. **Head of School:** Monitor the radio for additional information.
9. **Personnel:** Do not return to the school buildings until the Fire Department indicates that your return is safe.

ALERT: An alert notice shall be transmitted through the emergency radio frequency located in the Head of School's office if an external fire occurs in the vicinity of the school.

Note: **Code RED** - Radio code to report this type of emergency

TRAPPED PERSONS (ELEVATORS OR CONFINED SPACES)

This type of event can endanger 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, you should take the following actions.

ALERT: An alert could be issued through the alarm system provided in the elevators, it is the call for help of the trapped people.

- 1. Call 9-1-1.** Identify a person to guide rescue personnel to the exact location. **Do not try to open the elevator doors, allow this to be done by qualified personnel or a professional acting in this case.**
- 2.** Move to the place closest to people's location. Ask people around the elevator or confined space to clear the area and return to their respective places of study or work. In this way, you will avoid increasing the anxiety of the trapped people.
- 3.** Make conversation with trapped people. It is important that you point out that **they will not run out of air**, advise them to sit down, calm down, and try to breathe normally. If someone is breathing fast, ask them to put a bag over their mouth and breathe into it. This will help you control yourself and avoid hyperventilation. Getting comfortable will help you relax. **Let them know that you have reached 9-1-1, and help is on the way.**
- 4.** When communicating with people, check to see if anyone has a special health condition. Communicate with the response group leader the number of people trapped, the sex, and particularly if any have a condition.
- 5.** Allow response personnel to carry out their duties. Keeping all staff or students out of the area.
 - Make arrangements to provide fresh water and chairs for those affected when exiting the elevator. If they are minors, report the incident to their parents or guardians.
 - **Do not allow the use of this lift until it has been properly checked and certified by a professional.** Prepare a situation report and include a copy of the inspection.

Note: **Code YELLOW** - Radio code to report this type of emergency

ATMOSPHERIC PHENOMENON (HURRICANE, STORM, TORNADO, WATERSPOUT AND TROUGH, AMONG OTHERS)

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

RESPONSIBILITIES

- 1. Personnel:** Staff and students should take shelter in the building's protected areas. EVERYONE SHOULD KEEP AWAY FROM THE WINDOWS.
- 2. Personnel:** Roll call and attendance must be recorded by the enumerators who will report the results to the Head of School or her representative immediately, as well as the response personnel. Report any missing students.
- 3. Personnel:** Firmly close all doors, windows, and curtains. Unplug all fans and air conditioning systems.
- 4. Personnel:** In the event of a hurricane or torrential rain, secure outdoor items that can be blown by the wind and secure vehicles away from trees, streetlights, or streams.
- 5. Personnel:** Avoid using auditoriums, gymnasiums and other structures covered by large ceiling spaces.
- 6. Head of School:** Clear the classrooms that will receive the major blow of the winds.
- 7. Personnel:** Stay with students near the walls or on the lower floors of the building.
- 8. Head of School:** Stay informed via radio or television for additional instructions.
- 9. Head of School:** Notify service companies (AAA, AEE, PRTC, etc.) of any break or suspected break in service lines.
- 10. Head of School:** Students and staff are to remain in the shelter areas until the winds have passed and it is safe to return to classrooms.

ALERT: An alert message could be broadcast through the emergency frequency, which will be received on the emergency radio located in the school office.

Note: **Code BLACK** - Radio code to report this type of emergency

FIELD TRIPS OR EXCURSION INCIDENTS

Before leaving

Before heading out on a field trip or excursion, make sure the staff in charge has the following information:

1. Permission of the parent or guardian, authorizing their child to participate in the field trip or excursion.
2. List of students and companions per vehicle.
3. Name of the teacher or guardian assigned to each vehicle.
4. Map of the route to be followed.
5. Emergency information, medications, and supplies required for students.
6. Name and driver's license number, in addition to the license plate and vehicle registration number.
7. If you are subcontracting a transportation company, make sure they have up-to-date insurance.
8. List of important and pertinent phone numbers for the trip (including emergency contacts for students and cell phone numbers for teachers.)
9. First aid kit.

During the trip

1. Address any medical needs, blows or injuries, including allegations of pain.
2. Call 9-1-1 if medical or police assistance is required.
3. Communicate with the parents, provide them with information on the steps taken in any situation; indicate the meeting place and the time of arrival to receive the students.
4. Provide an incident report (if any) to the parent or guardian.
5. Contact the insurance provider if there are any claims (if necessary).

At the end of the trip

1. Roll call of students and companions.
2. Make sure parents or guardians pick up their children.
3. Prepare a report and indicate any incidents, accidents or anomalies that have occurred before, during or at the end of the trip.
4. Follow up on the condition of any student or teacher who has been injured or became sick.

EXPLOSION

RESPONSIBILITIES

- 1. Personnel:** If an explosion occurs, instruct students to duck and cover.
- 2. Head of School or designee:** Notify the Police and Fire Department (**call 9-1-1**).
- 3. Head of School:** Immediately after the explosion occurs, proceed with the evacuation of the school, using the primary or alternate routes.
- 4. Personnel:** Take the attendance list, backpack and individual emergency bags.
- 5. Personnel:** Verify that all students have evacuated the school.
- 6. Personnel:** Students are not to be left unattended at any time during the evacuation.
- 7. Personnel:** Upon arrival at the safe evacuation site, the roll will be called and the attendance must be recorded by the enumerators who will report the results to the Head of School or their representative immediately.
- 8. Head of School:** Notify emergency personnel of missing persons or students.
- 9. Personnel:** Take care of the injured, if there are any.
- 10. Personnel:** Do not return to buildings until response personnel indicate that it is safe and confirmed by the Head of School or their delegate.

Note: **Code RED** - Radio code to report this type of emergency

"ADAM" CODE - MISSING CHILD OR STUDENT

The security protocol "Adam Code" is established, which the Head of School of the school or his representative will implement as follows: when a parent, guardian or person in charge notifies any employee who works in the building that their child has been lost, the latter will obtain from the parent, guardian or guardian a detailed description of the minor, including, but not limited to, the name, age, eye color, height, weight, and clothing, particularly shoes.

RESPONSIBILITIES

1. That same employee, from the nearest telephone, will alert, through the loudspeaker system or through any other agile and effective means of communication, in the event that the building's loudspeaker system is faulty, that the "Adam Code", will provide a detailed description of the minor with the data provided by the parent, guardian or guardian and will give the telephone number or extension from where the announcement is being made.
2. The employee will escort the parent, guardian or guardian to the main door of the building to assist in the identification of the minor.
3. Persons designated by the Head of School (security, Maintenance) will monitor all exits from the building to ensure that the minor does not leave the building without the company of their parent, guardian or guardian. In addition to this, two or more employees, as deemed necessary, will be assigned to search the building's parking areas. This will not entail the closing of any of the doors of the building (classrooms, offices, libraries), except the exit gates.
4. At the exits of the building, people who are going to leave the same in the company of a minor will be asked to go through the main exit, previously established by the Head of School. If after arriving there they insist on leaving the building, they will be allowed, once it is determined that the person leaving is not the one they are looking for and the alleged parent, guardian or guardian presents an official identification, with a photo issued by the State Commonwealth of Puerto Rico, or a driver's license, with a photo, from any state of the North American nation, or a passport, with a photo, issued by any other government.
5. After calling the "Adam Code" over the loudspeakers or through any other agile and effective means of communication, in the event that the building's loudspeaker system is broken, employees will search the entire building and assign two or more of them, as deemed necessary, to each floor to certify that the minor is not in the building. Employees who are attending the public who are previously excluded by the Head of School, will not be obliged to carry out the search.
6. If the minor is not found within a period of ten (10) minutes, the 9-1-1 emergency telephone number will be called and the situation will be reported so that security or state emergency personnel can be immediately at the scene.
7. If the minor is found unharmed and appears to have been lost in the building, he

will be handed over to his parent, guardian or guardian immediately. If he is found accompanied by another person other than his parent, guardian or guardian, the most reasonable means must be used to delay the departure of this person from the building, as soon as an agent of the Puerto Rico Police arrives and properly identifies themselves to said person.

8. At the end of the procedure, the cancellation of the **“Adam Code”** will be announced over the loudspeakers, and the Head of School or authorized representative will prepare a report on the incident, which will be kept in the administrative files for a period of three (3) years.

Note: “Adam Code”- notification distributed throughout a building where a missing child is found

“Amber” Alert - notice to the media (television, radio, Internet, traffic signals, cell phones) about the disappearance or kidnapping of a minor.

ACTIVE SHOOTER

Active shooter events are not predictable or patterned. In the event this occurs, you will identify your responsibilities for responding to an active or potential shooter event and should proceed in accordance with this guide:

Run

1. Have an escape route and plan in mind.
2. Leave your belongings behind.
3. Keep your hands visible.
4. Avoid escalators and elevators.
5. Call 9-1-1 when it is safe to do so.

Hide

1. Hide in an area out of the active shooter's view and turn off lights.
2. Lock the doors and barricade them with heavy furniture.
3. Close and lock windows.
4. Close blinds or cover windows.
5. Silence all electronic devices and remain silent.
6. Place yourself along the wall closest to the exit but out of view from the hallway
7. Remain in place until given an all-clear by identifiable law enforcement officers.

Fight

1. As a last resort and only when your life is in imminent danger, consider disrupting or incapacitating the shooter by using aggressive force and items in their environment, such as fire extinguishers, and chairs.
2. Act with physical aggression and throw items at the active shooter.

AFTER AN ACTIVE SHOOTER INCIDENT

Staff should be trained to understand and expect that a law enforcement officer's first priority must be to locate and stop the person(s) believed to be the shooter(s); all other actions are secondary. Students and staff should be trained to cooperate and not to interfere with first responders. Follow these recommendations as to aid the first responders and avoid being harmed in the rescue process:

1. **Personnel:** Remain calm, and follow First Responders' instructions.
2. **Personnel:** Immediately raise hands and spread fingers. Always keep hands visible.
3. **Personnel:** Avoid making quick movements toward First Responders such as attempting to hold on to them for safety.

4. **Personnel:** Avoid pointing, screaming, and/or yelling.
5. **Personnel:** Do not stop to ask First Responders for help or direction when evacuating, just proceed in the direction from which First Responders are entering the premises.

Once the threat or situation is controlled, the Head of School and/or First Responders will give the warning declaring the area safe.

1. **Head of School or First Responder:** Once the threat or situation is under control, the Head of School will declare the area safe.
2. **Teachers:** start roll call and counting students and providing information to Administration.
3. **Crisis Support Team:** will assist students after the event or occurrence. Coordinate additional counseling services that may be required to assist students.
4. **First responders:** will work with school officials and victims on a variety of matters. This will include transporting the injured, interviewing witnesses, and initiating the investigation.

INFORMATION YOU SHOULD PROVIDE TO SECURITY OFFICERS

- Location of the victims and the active shooter
- Number of shooters (if more than one)
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location.

Note: **Code BLUE** - Radio code to report this type of emergency.

TSUNAMI SURVEILLANCE OR ALERT

This event could happen in the event that the Puerto Rico Seismic Network (PRSN) or the State Emergency Management Agency (AEME-AD) determine that an earthquake with the potential to produce a Tsunami has occurred.

ALERT: The National Weather Service (NWS) will prepare and transmit one of the following messages through the Emergency Information System (EIS):

In case of sensing a tsunamigenic earthquake

- **"A tsunami watch** is in effect for Puerto Rico due to the occurrence of an earthquake (towards the cardinal point) that may have generated a tsunami. All people along the coasts should prepare to move to high areas and / or away from the coast until further notice. "
- If the State Agency for Emergency Management, the Puerto Rico Seismic Network or the National Meteorological Service receive information confirming the occurrence of the tsunami, they will notify each other and the following message will be transmitted: **"A tsunami warning** is in effect for Puerto Rico. The presence of a tsunami that is affecting or may affect the coastal area has been verified. **All people must move to high areas and / or far from the coast until further notice.** "
- If one of these three agencies confirms that the earthquake has not produced a tsunami or they have already finished registering the effects of the tsunami, they will notify the other two institutions and one of the following messages will be transmitted by the Emergency Information System (EIS) : **"The tsunami watch has been canceled. Evacuation from the coast will not be necessary.** " **"The tsunami warning has been canceled. People can go back to shore.** "
- Monitor the radio station on the emergency frequency for more details related to the situation. Upon arrival at the safe evacuation site, roll call will be made and attendance must be recorded by enumerators who will report the results to the Head of School or their representative immediately, as well as to emergency response personnel. Do not return to school until emergency response officials tell you it is safe.
 - In the event that the school is alerted for a Tsunami evacuation, the alarm will sound continuously and staff from the Emergency Management Team will indicate that the evacuation is due to Tsunami.
 - The evacuation of the school by a Tsunami will take place towards the back of the Mahi Mahi Mall. The school will evict as specified for other evacuations. The Municipal Office for Emergency Management requires that we mobilize at another point, as an additional security mode, this will be done.

Note: **Code BLACK** - Radio code to report this type of emergency.

BOMB THREAT

In the event that a bomb threat is received at the school, whether by letter or note, telephone, e-mail, fax, verbal comment, rumor or other means, all efforts of the school personnel will be directed to mitigate the threats. Leave and preserve the safety of students, employees, individuals and the campus. This includes a threat from an employee or former employee; student, parent, guardian or relative; visitor; supplier; public server; or another person outside or inside the school.

Any of the modalities of a threat will not be dismissed, in which case the following protocol will be activated immediately:

1. School Security and the Head of School will be notified.
2. The staff and teachers, with the support of School Security, will completely evacuate the campus to the safest meeting point available in the surroundings and will remain there until further instructions are received.
3. School Security will call the emergency phones and wait for the bomb squad and public security agents.

Telephone numbers to call for law enforcement officers are:

- 9-1-1
 - Comandancia de Dorado: Tels. (787) 796-2020 / (787) 796-1212
 - FBI: Tels. (787) 754-6000 / (877) 324-7577
4. School Security will try to neutralize the person when it is known who the threat comes from. Neutralizing the person may entail removing them from the premises, locking them in a vehicle, and tying or handcuffing the hands of the threatening individual.
 5. School Security and the Head of School will try to obtain information about the elements and location of the device that is the object of the threat. If it is a student, the parent, guardian or authorized relative will be called.
 6. Together with Dorado Academy School Security personnel, the law and order entity that responded to the emergency call will tour the areas of the facility in search of any artifact that may be considered foreign to the facility and may represent a threat to the school community.
 7. The Head of School, School Security and public security agents will investigate the case after ruling out the threat or when the dangerous situation has been neutralized.
 8. Students and staff will return to campus, or to their homes, in accordance with the instructions of the law enforcement agency.

RESPONSIBILITIES

Everyone

Everyone must be alert to signs that a student, employee, or another person could

present, and immediately inform the Head of School or whoever follows in the chain of command. Although the behavior of a person who is plotting a threat or act cannot always be detected; Statistics show that there was always some indication that the person was not behaving sanely or was alienated from reality. The person who notifies a situation, whether suspected or real, must do so while keeping total discretion, and without altering or alerting the aggressor or threat. Important, always seek to protect safety and life, without putting your own at risk.

- If the bomb threat is in the form of a letter or handwritten note, you should make a note of how it was delivered, who found it, and where it was found. Be careful while handling the note; try to protect the possible traces that can be detected by placing the note inside an envelope, folder, or sleeve, e.g. zip-lock.
- If the bomb threat is through a phone call, keep the attacker connected to the call for as long as possible. Have someone else call School Security and the Head of School. Try extending the call with arguments such as: "sorry, I don't understand what you mean"; "I could repeat it"; "I understand that something bothers you enough to commit the aggression"; among other arguments that arise from the conversation. Write down the time the call was received, the characteristics of the caller's voice; for example, the accent, language, mood, etc.; background noises, and the message the offender is trying to convey. Use the checklist for explosive threat calls to collect data from the informant.

School Security

1. You will immediately notify law enforcement officers.
2. You will evacuate the campus along with the staff and teachers.
3. If the foreign artifact is in the evacuation corridors, modify the exit route to avoid going through the risk route.
4. He will try to neutralize the aggressor if he has the resources and does not represent risks to himself or others.

Telephone numbers to call for law enforcement officers are:

- 9-1-1
- Comandancia de Dorado: Tels. (787) 796-2020 / (787) 796-1212
- FBI: Tels. (787) 754-6000 / (877) 324-7577

Head of School

1. The Head of School will call the phone company to trace the call while the threat is on the phone. You must use a cell phone and maintain total discretion for these purposes.
2. Instruct staff, teachers, and students to turn off cell phones or other electronic devices, including tablets, computers, and smartwatches. Under no circumstances may these devices be used during an emergency unless authorized.
3. Instruct staff and students not to pick up or handle any foreign object or package they find and to report it immediately.

Staff/Teachers

- 1.** They will evacuate the students with the support of Homeland Security, using the primary and alternate routes. If the foreign artifact is in the evacuation corridors, modify the exit route to avoid going through the risk route.
- 2.** If you have time and it is safe, they will take the backpack with the emergency kit that is in each school room. They will instruct students to leave their belongings in the classroom, dining room, or any other place where they are. Attempting to collect belongings may interfere with an effective eviction. They will verify that all students have evacuated the building.
- 3.** Upon arrival in the secure area, take roll and report the results of the evacuated count to the Head of School or her designee. This information will be offered to public order agents, who will be the only ones authorized to attempt search and rescue within the campus.
- 4.** Students and staff will return to campus, or their homes, following the instructions of public safety personnel; understand the Bomb Squad, FBI, etc., and the Head of School or her representative confirms it.

Note: **Code RED** - Radio code to report this type of emergency

CHECKLIST FOR EXPLOSIVES THREAT CALLS

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

Call details:			
When will it explode?			
Who put it there?			
What 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:			
Man	Woman	Adult	Youth
Voice characteristics:			
Strong	Soft	High tone	Deep
Altered	Calmed down	Intoxicated	Crying
Way of speaking:			
Light	Slowly	Weird	Distorted
Stutterer	Nasal	Precise	Slurred the words
Other:			
Use of language:			
Excellent	Good	Poor	Terrible
Other:			
Use of certain phrases (specify):			
Accent:			
Local	Not Local	Foreign	Regional
Country	Other:		
Demeanor:			
Calmed	Angry	Rational	Irrational
Coherent	Incoherent	Deliberate	Emotional
Laughing	Other:		
Background noise:			
Office machines	Street with traffic	Industrial machinery	Plane
Train	Animals	Voices	Silence
Music	Mix of several	Party atmosphere	
Others:			
Notes:			

CRIMINAL ACT

This incident occurs when a crime has been committed on school grounds.

RESPONSIBILITIES

- 1. Personnel:** If there is a crime victim, take care of the victim. Provide whatever medical attention is needed.
- 2. Head of School or designee:** Notify the Police (**Call 9-1-1**)
- 3. Head of School:** Identify everyone involved in the incident (if possible). Identify witnesses, if any.
- 4. Head of School:** Deny access to the crime scene until the police arrive.
- 5. Head of School:** If any individual is armed, no matter the type of weapon, **USE EXTREME CAUTION**. Do not try to take it apart or take the weapon away; leave that to the police.

Note: **Code RED**- Radio code to report this type of emergency

THREATENING INDIVIDUALS

A threatening individual will be considered one or the one that uses a verbal or written comment; a rumor of rejection by race, gender, or social status; possession of a firearm, knife, or another device that could cause injury or death; or any other material that could initiate a risk condition; for example, the use of fuel to create a fire; among other. This individual may be either an employee or a former employee; student, parent, guardian or relative; visitor; supplier; public server; or another stranger or person outside the institution who endangers the safety of the school and its occupants. A threatening individual could also be the harbinger of an emergency when a bomb threat is served using a letter or note, telephone, e-mail, fax, or other means. All efforts by school personnel will be directed toward mitigating casualties and preserving the safety of students, employees, individuals, and the campus.

Any of the modalities of a threat will not be dismissed, in which case the following protocol will be activated immediately:

1. School Security (787-781-5182) and the Head of School (787-647-9329) will be notified.
2. Depending on the situation, the security guard will attempt to neutralize the threatening individual.
3. In the case of a student, it will be the security guard together with the Head of School who will remove the minor from the classroom or area and keep them in the office until the parents or guardians arrive. From here, the Head of School will inform the parents of the decision to suspend the student until the investigation is carried out in conjunction with the public order agents.
4. If the threatening individual appears armed, the “lockdown” protocol will be followed. Staff and teachers will assemble everyone present in the areas and seek shelter in a classroom, auditorium, room, or office, and lock or other staff and remain locked until it is indicated it is safe to leave.

Public security agents will be called:

- 9-1-1
 - Comandancia de Dorado: Tels. (787) 796-2020 / (787) 796-1212
 - FBI: Tels. (787) 754-6000 / (877) 324-7577
 - Fire Department (787) 796-2330 (if there is a threat of setting the school on fire)
5. In the case of a bomb threat, the protocol established in Appendix F5 – Bomb Threat Management will be followed.
 6. If the individual threatens to set the place on fire, the campus will be evacuated, and in addition to calling the police, the Fire Department will be contacted by calling (787) 796-2330.

RESPONSIBILITIES

Everyone

1. Everyone must be alert to signs that a threatening person could present and immediately inform School Security, the Head of School, or an authorized representative. The person who reports a situation, whether suspected or real, must do so with total discretion, and without disturbing or alerting the threatening aggressor. Important, always seek to protect safety and life, without putting your own at risk.
2. School Security / Head of School
3. If the threatening individual is on campus, students, teachers, and staff will be instructed to enter classrooms or other protected spaces, lock doors, close windows and drapes, duck, and cover their heads. Lights will go out and cell phones will be placed on silent; they will not put you in vibrate mode.
4. If the threatening individual is outside or loitering on campus grounds, once everyone is secured, the main gates and doors will be locked to secure the school.

Public security agents will be called:

- 9-1-1
 - Comandancia de Dorado: Tels. (787) 796-2020 / (787) 796-1212
 - FBI: Tels. (787) 754-6000 / (877) 324-7577
 - Fire Department (787) 796-2330 (if there is a threat of setting the school on fire)
5. If the individual is armed with any type of weapon, **EXTREME CAUTION SHALL BE EXERCISED**. The School Security guard will try to neutralize the person if this does not imply a risk to themselves or others. In no instance will an attempt be made to seize the gun from the aggressor, in which case the police will be left to act in this case.
 6. All outside activities will be canceled.

Staff/Teachers

1. They will remain locked up with the students and classmates, they will wait for the instructions given by the public order agents and confirmed by School Security and the Head of School.
2. They will oversee keeping everyone in order and calm, especially the little ones and those who are very anxious. They will not try to use the phone to take photos and videos, and even less to make calls. Absolute silence is essential in these cases to mislead the aggressor who only seeks to harm indiscriminately.
3. If someone is hurt, you know how to give first aid, and you have the necessary resources, you will try to manage a medical condition, wound, or injury, while help can arrive.

Note: **Code Blue**– Code for closing all doors

CHEMICAL ACCIDENT (INSIDE THE SCHOOL)

This incident could result from a chemical spill within the school facilities, in a laboratory by material that a student has brought to school or a gas line rupture. If any of these accidents endanger students or their staff, take the following actions:

RESPONSIBILITIES

- 1. Head of School or designee:** Determine if an evacuation is required.
- 2. Head of School or designee:** Notify local authorities of the incident (**Call 9-1-1**).
- 3. Personnel:** If the person / student comes in contact with the chemist, have the chemical's SDS ready before calling.
- 4. If the chemical is abrasive:** go to the nearest bathroom with the affected person(s) and quickly start pouring water on the affected areas.
- 5. Personnel:** Call the SDS emergency number to receive instructions.
- 6. Head of School:** If necessary, complete the evacuation procedure from the school using the primary or alternate routes. Avoid any exposure to gases or chemicals.
- 7. Personnel:** Evacuate students from the building using the primary or alternate routes. Take the attendance list, backpack and individual emergency bags. Verify that all students have left the school building.
- 8. Personnel:** No student shall remain unattended during the evacuation process. Students must be silent during the evacuation.
- 9. Personnel:** Upon arrival at the safe place of evacuation, an attendance check will be made and the attendance must be recorded by the enumerators who will report the results to the Head of School or designee immediately. Notify response agencies of any missing person or student.
- 10. Personnel:** Do not return to the building until the Head of School or her delegate has informed you that your return is safe.

Note: **Code RED**- Radio code to report this type of emergency

FLOODS

This event can endanger the safety of students or staff if a storm or torrential rains cause rivers and streams to run out of their way. If an event like that occurs, you will need to take the following actions.

RESPONSIBILITIES

- 1. Head of School or designee:** Determine if an evacuation is necessary.
- 2. Head of School:** Notify the local Police of your intention to evacuate, the location of the safe place and the route you will take to that place.
- 3. Personnel:** Evacuate students using established plan. Take the class list, backpack, and individual bags for emergencies. Roll call before leaving the school.
- 4. Head of School:** A visual inspection should be conducted to ensure that all students and staff have evacuated the school.
- 5. Personnel:** No student shall be left unattended during the evacuation process.
- 6. Head of School:** You will need to leave a note on your office door stating that the school has been evacuated.
- 7. Bus Drivers:** If you evacuate using buses, you should not drive through flooded streets or highways. Don't cross bridges with overflowing rivers.
- 8. Head of School:** Monitor the radio station on the emergency frequency for more details related to the situation.
- 9. Personnel:** Upon arrival at the safe evacuation site, roll call will be issued and attendance must be recorded by enumerators who will report the results to the Head of School or their representative immediately, as well as to emergency response personnel.
- 10. Personnel:** Do not return to school until emergency response officials tell you it is safe.

ALERT: An alert message will be broadcast through the emergency radio band located in the administration office.

Note: **Code BLACK** - Radio code to report this type of emergency

AIR POLLUTION EPISODES

This event can affect students and staff susceptible to respiratory problems.

RESPONSIBILITIES

Head of School, School Nurse and Teacher

- 1. School Nurse:** Develop and maintain a file of students and staff who have or are susceptible to respiratory problems. This file must contain the information of the places where they are during the different hours of the day.
- 2. Teacher:** Meet with PE teachers and other teachers who run strenuous activity programs to determine what alternate activities can take place during air pollution episodes.
- 3. Head of School:** When you are notified by the news media of an air pollution episode, you must inform all your staff and indicate that the persons included in the file must remain inside the school and suspend all physical activities.
- 4.** Cancel all athletic contests, practices, and any other activity that requires strenuous physical activity, such as marches by the marching band, dance classes, athletic contests, among others.
- 5.** Instruct employees to reduce strenuous physical activities.
- 6.** Cancel any event that requires the use of vehicles such as tours.
- 7.** Ask your staff, visitors, and students to minimize their use of vehicles.

Note: **Code RED**- Radio code to report this type of emergency

AIRCRAFT CRASH

If an aircraft crashes near your school, you should take the following actions:

RESPONSIBILITIES

1. **Head of School or designee:** Determine if an evacuation is necessary.
2. **Head of School:** Notify the Police and Fire Department (**Call 9-1-1**).
3. **DAET:** The various committees are activated.
4. **Personnel:** If necessary, evacuate students from the building, using the primary or alternate evacuation routes to the safe location. Take your timesheet, backpack, and individual emergency bags with you.
5. **Personnel:** Verify that all students have evacuated the school grounds.
6. **Personnel:** In the safe place, roll call and attendance must be recorded by the enumerators who will report the results to the Head of School or designee immediately. Notify emergency response personnel of any missing students or individuals.
7. **Personnel:** Keep students a safe distance from the scene of the air disaster.
8. **Personnel:** Help the injured, if there are any.
9. **Personnel:** Do not return to school until the responding officers indicate that your return is safe and confirmed by the Head of School or designee.

Note: **Code RED**- Radio code to report this type of emergency

CHEMICAL ACCIDENT (OUT OF SCHOOL)

Large chemical accidents can be the result of a car accident or an industrial accident. If one of these accidents occurs and endangers students or their staff, the following actions should be taken:

ALERT: An alert message will be broadcast through the emergency radio band located in the school office and a security siren will sound.

RESPONSIBILITIES

- 1. Head of School or designee:** Request that all students report to the designated meeting place in the building.
- 2. Personnel:** Close all doors and windows, turn off ventilation systems, and listen to the radio (at the place of refuge).
- 3. Personnel:** Roll call and attendance must be registered by the enumerators who will report the results to the Head of School or designee immediately.
- 4. Personnel:** If necessary, use tape, cloth, clothing, or other material to seal any air leaks.
- 5. Staff and Head of School:** **REMAIN IN THE SHELTER UNTIL YOU RECEIVE OTHER INSTRUCTIONS.** Monitor the radio station for new instructions.
- 6. Personnel:** If you think gas is entering the building, protect everyone by placing cloths or towels over your mouth and nose. Ask everyone to take short, deep breaths.
- 7. Head of School:** If the evacuation order is received, proceed with the school's evacuation plan.
- 8. Personnel:** Evict the students. Take your attendance list, your backpack, and individual emergency bags.
- 9. Head of School:** Visually check to make sure all students were evacuated.
- 10. Head of School:** A note should be left on the office door stating that the school has been evacuated.
- 11. Personnel:** Upon arrival at the safe place of evacuation, an attendance check will be made and the attendance must be recorded by the enumerators who will report the results to the Head of School or designee immediately.

Note: **Code RED-** Radio code to report this type of emergency

CIVIL DISTURBANCES / RIOTS

INSIDE SCHOOL PREMISES

This incident could occur if students meet with an unruly attitude. If this occurs and appears to threaten students or staff, the actions outlined below should be taken.

RESPONSIBILITIES

1. **Head of School:** If students engage in acts of civil disobedience, keep them out of the way in a school room.
2. **Head of School:** Maintain a channel of communication between students, staff, and the Head of School's office. Try to restore order.
3. **Head of School:** If you are unable to calm students, call the Police (or 9-1-1) for assistance.

OUT OF THE SCHOOL PREMISES

This incident can occur if a riot breaks out on the streets. If this event threatens or endangers students or staff, take action below.

RESPONSIBILITIES

1. **Head of School:** If there are any students outside the school, please bring them into the building. If you are unable to do this, ask the students to duck and cover their heads.
2. **Head of School:** After students are inside the building, close the doors and secure the space.
3. **Head of School:** Notify the Police (or 9-1-1).
4. **Personnel:** Close all curtains, and lock windows and doors.
5. **Personnel:** Instruct students to duck and cover, sit or lie on the floor, and keep students calm.
6. **Head of School:** Cancel all outside activities.
7. **Personnel:** Treat the wounded, if any.
8. **Personnel:** Stay with students until authorities tell you the problem is resolved.

Note: Code **BLUE**- Code for closing all doors

BEE ATTACKS

One of the biggest problems facing the country's schools is the number of wild and Africanized bees that roam the surroundings.

The Africanized bee is also known as the "killer bee", a term that has been greatly exaggerated. But if they arrive at school, the community must be more alert, since the risk of being stung by this bee increases. Knowing about the Africanized bee and taking certain precautions can reduce the risk of getting stings.

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

EUROPEAN AND AFRICANIZED HONEY BEES:

- They look similar
- They protect their hives and sting to defend themselves
- They can sting only once
- They have the same poison
- They pollinate flowers
- They produce honey and wax

THE AFRICANIZED BEE:

- It is less predictable and more defensive than the European
- Feels threatened when people or animals are fifty (50) feet or more away from their hive
- Respond faster and in greater quantity
- Chase intruders for a quarter mile or more
- Nests in small cavities and protected areas, such as empty boxes, cans, buckets, old tires, seldom used vehicles, piles of wood, holes in fences, trees, sheds, garages, spaces between buildings and any building.

GENERAL PRECAUTIONS

- Pay attention to the buzzing, which indicates that there is a nest or swarm of bees.
- Be careful when entering sheds or outside buildings where there may be a honeycomb.
- Examine the work area before using lawn mowers, weeders, and other powered equipment.
- Stay alert when playing sports and outdoor activities.
- Teach students to be cautious and not to disturb any kind of bees.

- Do not disturb a nest or swarm; contact the Municipal Office for Emergency Management or a private pest control company.
- Organize a meeting with the school community to inform about the Africanized bee to increase school safety.

PROTECT YOUR HOME AND SCHOOL

- Eliminate objects or places where bees can nest.
- Encourage staff, students, and visitors to place juice, soda, and coffee glasses and juice and soda cans in closed containers. (Bees prowl trash cans or garbage for sugary drinks.)
- Inspect the walls and eaves.
- Cover openings greater than 1/8 inch in walls and pipes.
- Install 1/8-inch wire cloth 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 location in your home or school.

As a general rule, stay away from any bee hive or colony. If you come across them, get away immediately. Don't run, but if you have to, 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 drive them away; rapid movements cause bees to sting.

WHAT TO DO IF YOU GET STUNG

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

Some Remedies

- Put onion on the affected area.
- Using baking soda diluted with water
- For wasp sting use vinegar
- Beekeeper - Zorzal Extermination Corp. 787-449-0710 / www.zorzaltermite.com

PROTECTION AGAINST ATTACKS BY STRAY DOGS

One of the most frequent problems in schools is the sudden presence of animals without an owner (stray). This is due, in part, to the search for discarded food in garbage dumps by these dogs abandoned by their owners.

The main risk is that the dog could cause minor or severe bites that will require immediate medical attention. Most victims are children. Therefore, it is important to prevent this type of incident, taking the following precautions:

1. Do not allow children to approach dogs, particularly those that are chained, tied up, or behind a fence.
2. Teach children that they should never disturb animals when they are sleeping, playing with something, or eating.
3. Do not allow children to provoke or witness dog fights. Teach them not to mistreat animals. They too feel pain, suffer abuse and neglect.
4. Alert children when angry or nervous dogs enter school. Do not allow students to bring animals with these characteristics.
5. Boys are almost twice as likely to be bitten as girls, due to their more daring behavior. Teach them that they should never put their face close to the animal, or pull its tail or corner it. The head and neck are usually the areas with the most frequent bites, which carries a serious problem that threatens aesthetics, health and life.
6. If you notice the presence of unowned animals on school grounds, immediately contact your district Municipal Office of Emergency Management. **Report the situation verbally and in writing.**

NOTE: If despite taking these precautions, a student is attacked by a dog, 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.

SCHOOL DESIGNATED AS A SHELTER

According to Article 12 - Provisional Housing of **Executive Order 2001-26**, the State Agency for Emergency Management will coordinate with the Department of Housing (DV) the administration and Maintenance of temporary housing of any nature for victims of emergencies or disasters that they have been transferred from their homes to temporary shelters.

Municipal authorities tend to request the use of schools to be used as temporary shelters due to their location, but it is the responsibility of the DV to provide and enable adequate shelters for the population affected by an emergency or disaster, exhausting all available resources, prior to using the schools. If your school has been designated as a shelter, the DV is responsible for managing it. Let us remember that emergency or disaster events do not warn, for this reason continuous and effective Interagency communication is essential, before an emergency or disaster. At the time of the emergency or disaster the Head of School will be responsible for:

1. Make sure to open the facilities (predetermined spaces) to house the families before (of an identified emergency, example: a hurricane) or during the emergency; The thing that happens first.
2. Relocate school equipment and supplies to other areas of the school not used as shelter.
3. Contact school canteen staff immediately to provide food to refugees during the emergency period and until families relocate to permanent homes.
4. Make sure that the facilities have security officers, to safeguard the property, during the entire time the school is used as a temporary shelter.
5. Coordinate the cleaning of the areas with the Maintenance staff assigned to your school.

The families could remain in the shelter, if the condition of the homes does not allow them to return, due to the damages received. In the event of an earthquake, all potential shelters will be inspected by a structural engineer, or an official with experience in building overhaul. This work must be done before its use as a refuge is finally determined.

LOCK-DOWN & SHELTER IN PLACE

The choice to convert the workplace into a temporary shelter; short or medium step; it may be necessary under certain circumstances. This plan provides for the actions to be taken if faced with a situation where the life, safety and health of the occupants could be affected if the decision is made to evacuate the structure. The purpose of this plan is to prevent and adapt the workplace for a possible event in which you would have to take refuge for an indefinite time.

The Federal Emergency Management Agency (FEMA) describes the following as possible situations that might require sheltering in the workplace: Twister, Pandemic,

Chemical spill or leak, Active Shooter, Threat of terrorism, Chemical cloud coming from outside, Fire smoke coming from outside, and any situation that threatens life and health.

Preparation

In a situation that requires shelter in the workplace, the best place will be selected to house the largest number of occupants. The place selected as a refuge from a potential event will be the auditorium.

Response item list

- Trauma first aid kit; including a thermometer, a blood pressure monitor, and glucose measurement.
- Drinking water
- Disposable respirator
- Disposable gloves
- Garbage bags
- Flashlights and batteries
- Adhesive tape (duct tape)
- Radio with batteries
- Any other item necessary to meet the specific needs of employees

This kit will be kept in a safe place, accessible immediately in an emergency. This material should be periodically inspected to keep items up to date. Items with expired dates must be discarded and replaced.

Response

- Keep calm and call 9-1-1
- Pay attention to instructions given by radio and other news media.
- Prepare for periods of stay, short and long.
- Share responsibilities within the room. Help others who need help.
- Use with discretion the emergency response elements that are available to all.
- Stay away from windows and glass, if the emergency is right in front of the building.
- Do not use the cell phone unless it is extremely urgent.
- Do not leave the shelter unless authorities say it is safe to leave.
- Keep the area clean and organized.
- If there is a risk of chemical vapors or smoke from outside, the doors and windows will be sealed with duct tape. The air conditioning system should be turned off when this type of risk exists.
- The injured and sick must be assisted by people certified in first aid techniques. Personal barriers will be used to prevent contact with bloodborne pathogens.

How long can a group of people stay in a sealed room? How to avoid running out of air to breathe?

The Federal Department of Health recommends that a 10ft² space be reserved per person. This represents 3.2 ft X 3.2 ft of space per person in order to provide sufficient air and prevent carbon dioxide from accumulating for a maximum period of five (5) hours, assuming a normal respiration rate while resting. The selected place to stay will be sufficient to accommodate people for a short period (up to five (5) hours). In the event that more time is required or conditions in the area become dangerous, people may move to the first floor hallway area and interior offices that do not have access to windows or doors.

Recovery

- You should stay inside the shelter until authorities and emergency services indicate that it is safe to leave.
- All trash will be disposed of in closed bags.
- Contaminated garbage must be disposed of separately. For example, garbage contaminated with blood and other pathogens must be disposed of separately to common garbage bags.
- The area will be left clean and organized.
- The brigade will conduct an inventory of the response team and replenish as necessary.

PREPARATION OF EMERGENCY SUPPLIES

SAFETY BACKPACK PREPARATION FOR CLASSROOMS

The effective participation of parents from the beginning of the development of the plan is essential so that they understand the need to prepare and work for their children and their children's classmates. For this reason, your assistance is vital so that each classroom has a safety backpack. For this purpose, they must organize a Safety Committee, as part of the FIRST AID TEAM. This committee should prepare the backpacks, supervise them and guard them. These backpacks will remain in classrooms at all times, except in the case of an emergency.

- 1 box of gauze (4x4) patches
- 1 box of gauze pads (8x10) patches
- 1 box of gauze pads (2x2) patches
- 1 box of alcohol swabs
- 2 boxes of eye patches
- 1 roll of 2 "cloth tape
- 1 pair of scissors (preferably paramedic type)
- 1 box of assorted band-aids
- 2 rolls of 2 "elastic bandage
- 1 packet of wet wipes
- 2 pairs of disposable plastic gloves
- Disposable masks (1 per student)
- 1 "light stick"
- 1 box of markers (thick and fine pens)
- 1 small notebook
- 1 student list
- *1 vial of antibiotic (ointment)

*Its existence and administration should be carried out under the supervision of medical personnel if available.

ITEMS FOR THE FIRST AID TEAM

The following items will complement the safety backpacks located in the classrooms. These 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
- 1 notebook
- Pens and Sharpies (black, blue and red each)
- 2 First Aid books, standard
- 2 16 'x 12' floor covers for first aid station
- Waterproof signs with the following texts:
 - "Immediate Care"
 - "Patients Waiting"
 - "Crisis Counseling"
 - "Morgue"
- 40 packets of gel / cream for burns
- 2 bottles (plastic) of hydrogen peroxide
- 4 boxes of gauze (4x4) patches
- 4 boxes of gauze (2x2) patches
- 3 rolls of 2" cloth tape
- 1 box of disposable plastic gloves
- 15 patches of cold compresses
- 850 masks
- 6 x 36-ounce jars of hydrating fluid
- 1 packet of cones to drink
- 12 rolls of paper towels
- 12 50 gallon plastic bags
- 2 packages of safety pins
- 2 thermometers
- Feminine hygiene products
- 1 battery flashlight
- Batteries for flashlight
- 200 blankets

Miscellaneous

- Games and activities for children
- 3 tents 10 'X 10' for:
 - First aid station
 - kitchen area
 - Shelter for students
- Fire extinguishers

SEARCH AND RESCUE TEAM

Personal protective equipment for members of the SAR Team

Develop teams of 5 members (this number is based on the number of classrooms to review throughout the school in 20 minutes)

- 5 hard hats - 1 for each member
- 5 vests - 1 for each member
- 5 pairs of gloves with leather palms - 1 for each member
- 5 pairs of safety glasses - 1 for each member
- 5 masks - 1 for each member
- 5 whistles - 1 for each member

Basic SAR tools (per school)

- 1 10" adjustable wrench
- 1 adjustable wrench (to disconnect the gas, if necessary)
- 1 ax
- 1 brown
- 1 square cutting blade
- 1 round cutter blade
- 3 rolls of 3" x 1000 'Barrier Tape
- 1 x 8" cutting pliers (to cut lines)
- 1 bar of 24"
- 1 bar from 5' to 6'
- 1 small blade
- 1 18" pliers to break padlocks
- 1 hammer
- 1 roll of duct tape
- 6 large plastic bags
- 1 folding shovel ("folding")
- 2 flashlights with adjustable head
- 2 sets of batteries for each flashlight
- 1 6" blade screwdriver
- 1 4" slotted screwdriver
- 1 blade
- 20 SAR cards (red and green)
- 1 container to store these tools
- 30 feet of rope
- 1 emergency lamp
- 1 thick canvas of 8' x 10'
- 1 stretcher
- 1 patio brush

SUPPLIES NEEDED FOR AN EARTHQUAKE

Immediate Access Supplies

- Portable radio with batteries (All weather / hazards radio)
- Map of utilities and emergency areas (marked with colors)
- Flashlight with batteries
- Megaphone with batteries
- Radio communication system
- Key (tool) to close the services (water, gas, etc.)
- Place to store supplies (wooden or aluminum shed)

Water

- ½ gallon per person per day for three (3) days
- 3 ½ oz. Paper cups for drinking water: five (5) glasses per day for each person
- Water dispenser suitable for supplying water from containers to glasses

Sanitary Supplies:

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

Food

Non-perishable, such as canned vegetables and fruits. Avoid salty foods. Cooking utensils, can openers, pots, cauldrons, gas stove, cooking fuel and matches; paper plates, cups, paper towels, aluminum foil; instant coffee, hard candy, fruit roll-ups, and other snacks.

The following supplies can be collected by asking each student to bring a large can or box of the following foods. Divide this allocation by grades. For example: each first grader will need to bring a large box of cookies.

- 40 oz cans. spaghetti
- Unsalted soda cracker boxes
- Large cans of mixed fruits

- Large cans of sliced pears, peaches, pineapples
- Large cans of pork-n-beans
- Cans of canned stew
- 46 oz cans of juice
- Vegetable soup cans