



Emergency Preparedness Plan

REVISED DECEMBER 2023

Contents

I. Purpose	4
II. Main Objectives	4
III. General Objectives.....	4
IV. Scope	4
V. Emergency Management Team	4
Emergency Management Team	5
Support Personnel	5
Duties and Responsibilities of the Emergency Management Personnel.....	5
Necessary Equipment	6
VI. PHASE 1 Emergency Action Plan	6
The following activities will be conducted during the most vulnerable periods during an emergency or natural disaster.....	7
VII. PHASE 2 Emergency Action Plan	7
VIII. PHASE 3 Emergency Action Plan.....	8
IX. PHASE 4 Emergency Action Plan	8
X. Emergency Plan : Earthquake	9
1. Before an Earthquake.....	10
2. During an Earthquake.....	11
3. After an Earthquake	11
XI. Emergency Plan : Flood.....	12
1. Before the Flood.....	12
2. Flood Advisory Response.....	12
3. Unannounced Flood Response.....	13
XII. Emergency Fire and Rescue Plan.....	13
A. Measures.....	13
B. Observations.....	13

XIII. Action Plan for Possible Active Shooter.....	14
A. Preventive Action	14
B. Measures.....	15
XIV. Medical Emergency Action Plan.....	15
XV. Epidemic and Pandemic Action Plan.....	15
XVI. Effective Communication.....	16
XVII. Personnel Training.....	16
A. Training.....	16
XVIII. Revisions, Updates, and Amendments.....	16
Anejo 1 - Emergency Contacts and/or Support.....	18

Emergency Management Plan

I. PURPOSE

To establish an integral and uniform procedure that allows the institution to prevent, anticipate, respond, and manage emergency situations in a timely and effective manner in diverse events such as: fire, weather phenomena, active shooter, violent acts or suspicious behavior, medical emergencies, pandemics, among others as well as to mitigate the effects caused by these.

II. MAIN OBJECTIVES

- A. Avoid harm to Institution personnel and students.
- B. Significantly reduce damages to physical installations and equipment.
- C. Facilitate the resumption of operations as soon as possible following the emergency, minimizing the interruption of these, especially, the educational area.

III. GENERAL OBJECTIVES

- A. Establish the composition and responsibilities of the Emergency Management Personnel.
- B. Maintain communication between all Institution operational units before, during, and after the emergency.
- C. Determine all damages caused and initiate all corresponding claims as soon as possible.

IV. SCOPE

This plan provides guidelines and establishes which actions to follow for tending to emergency situations, such as: weather phenomena, earthquakes, flood, fire and rescue, active shooter, violent acts or suspicious behavior, medical emergencies, among others, with the purpose of protecting the health and safety of the institutional community as well as property, materials, and important institutional documents.

V. EMERGENCY MANAGEMENT TEAM

For effective communication in an emergency, it is vital that all members of the institutional community know who oversees all decision-making and communicates instructions at all times. This person, the emergency management leader, is designated by the President and/or Operations Manager. The Operations Manager authorizes any cessation of work and classes. The internal and external communications leader and of all requests for information from the media, is the Operations Manager and Vice-president of Student Affairs.

- **Emergency Management Plan Team:**

1. Francisco Colón, Chief Analytical Officer

2. Sarah Méndez, Operations Manager
3. Adán Correa, Information Systems Director
4. José Algorri, Vice-president of Planning and Development
5. Agüilda Gómez, Vice-president of Administration and Fiscal Officer
6. Isaías Rojas, Vicepresident of Education
7. Lcda. Lydia Rojas, Vice-president of Student Affairs
8. Dr. César Toro, Academic Director/Title IX Coordinator
9. Belén González, Vicepresident of Compliance

Support Personnel:

- Campus/Centers Directors
- Maintenance Personnel
- Campus Security Personnel
- Volunteers by service areas
- Fire and rescue brigade
- Nurse
- Faculty

Duties and Responsibilities of the Emergency Management Team:

1. Guide first responders' emergency tasks in case of fire, earthquake, explosives alerts, among other events or emergency situations.
2. Coordinate training sessions for emergency brigades as well as drills and overall preventive measures orientation.
3. Periodic (physical) inspections to determine possible fire or safety risks and take the necessary precautions to eliminate them.
4. Perform all recommendations by the *Negociado de Prevención de Incendios del Cuerpo de Bomberos* (Fire Department Inspection), *Defensa Civil* (Civil Defense) or any other Puerto Rico government agency related to emergencies, including de Puerto Rico Health Department and the Puerto Rico Police Department.
5. Verify that the Evacuation Plan is up-to-date and that is effective for emergency situations.
6. Verify that the Fire Department, Puerto Rico Police Department and/or any other corresponding government agency, are immediately notified when an emergency occurs, if required.
7. Serve as liaison with security agencies and law enforcement such as: *Negociado para el Manejo de Emergencias y Administración de Desastres (NMEAD)*, *Negociado del Sistema de Emergencias 911*, *Negociado de la Policía de Puerto Rico*, *Negociado del Cuerpo de Bomberos de Puerto Rico*, *Negociado del Cuerpo de Emergencias Médicas de Puerto Rico*, among others.
8. Promote orientation within the institutional community about fires, weather phenomena and other emergency situations as well as the emergency plans.

9. Observe that, inside offices, classrooms, laboratory classrooms, storage areas, vaults, machine shops, electrical systems, and any other dependency that can be a fire hazard, all the necessary safety measures are in place to avoid them.
10. Ensure that all fire prevention measures are observed by institutional personnel, students, and faculty.
11. Ensure the availability of the necessary fire extinguishing equipment such as fire extinguishers, hand-held flashlights, manual saws, etc, and that they are in good working condition.
12. Communicate to the institutional community about what to do in emergency situations.
13. Coordinate and provide protection services for institutional property, surveillance, and establish the necessary measures to maintain order and proper operations.
14. Establish and maintain communication and coordinate with corresponding government agencies all necessary activities related to emergencies such as:
 - a. *Servicio Nacional de Meteorología* (National Weather Service)
 - b. *Defensa Civil Estatal y/o Municipal* (State and/or Municipal Civil Defense)
 - c. *Bomberos* (Firefighters)
 - d. *Policía* (Police)
 - e. *Guardia Nacional* (National Guard)
 - f. *Departamento de Salud, Hospitales y Dispensarios Municipales* (Health Department, Hospitals and Local Urgent Care Facilities)
 - g. *LUMA Energy* (LUMA Energy; Puerto Rico's Power Authority)
 - h. *Autoridad de Acueductos y Alcantarillados* (Public Water System)
15. The Emergency Management Team will do everything in its power to reestablish, as soon as possible, all normal operations once the emergency is over, being mindful of the health and safety of the institutional community. They will also identify, if circumstances allow it, a meeting point for the Emergency Management Team.
16. All Emergency Management Team members will report to the institution's reception area before and after the emergency is over. If necessary, a secondary meeting point will be the main entrance. The designated Support Personnel will also report to the meeting point once the emergency is over. A Strategic Plan will be outlined and followed to reestablish the necessary service.

Necessary equipment:

- First aid kits
- Emergency radios for National Weather Service reports
- Physical plant blueprints
- Key-personnel names and addresses' list
- Emergency services agencies' contact numbers.
- Other equipment and emergency supplies

VI. PHASE 1 ACTION PLAN

In this phase, all damages that may be caused by the emergency are foreseen. In case of weather events, a rainfall projection and forecasted events will be evaluated and all necessary

measures will be taken to mitigate damage to buildings, equipment, and materials so that normal operations can resume once the emergency is over.

The following activities will be performed during the most vulnerable period of an emergency and/or natural disaster:

- Perform thorough inspections of all physical plants and necessary repairs to correct any deficiencies that may pose a risk.
- Dispose of all debris, garbage or any material that can be carried away by wind or water currents.
- Safeguard all phone and electrical lines by pruning tree branches that may affect them.
- Maintain all first aid kits with the necessary articles.
- Maintain an adequate inventory of materials, tools, and necessary equipment for managing emergency situations.
- Revise and update administrative personnel and faculty telephone directories.
- Offer guidance to the institutional community about the plan, through classroom visits, meetings, emails, social media, and any other means of communication.
- Implement measures to safeguard vulnerable areas such as: installation of storm shutters or protective panels.
- Identify flood-prone areas and make the necessary security arrangements such as cleaning all drainages, cover with plastic or elevate tables, chairs, office materials and equipment, among others.
- Test all emergency support equipment and tools.

VII. PHASE 2 EMERGENCY ACTION PLAN

Mitigation (4 days or 96 hours prior to the event as announced by the National Weather Service).

The Emergency Management Team is activated and puts the plan in motion. During this phase, the Vicepresident of Administration and Fiscal Officer will instruct the Operations Manager, via email or phone call, to begin the mitigation phase.

The following activities will be performed:

- All materials, equipment and personnel will be provided to ensure that the preventive measures and actions are taken after the weather event.
- Will begin to distribute and install storm shutters as the weather permits.
- Necessary measures will be taken to safeguard all materials and equipment that could be exposed to weather damage.

The following will be coordinated:

- Assign proper campus security to maintain order and safeguard lives and institutional property.
- If the hurricane warning or natural disaster occurs during the weekend or holiday, the Emergency Management Team is responsible for notifying the designated action plan personnel about the imminent danger of the weather event.
- All Vice-presidents and Directors are responsible for safeguarding all property and equipment from their areas of supervision. As part of their responsibilities, these personnel must do the following:
 1. Assign the necessary personnel from their respective offices to safeguard any material that can be damaged by rain or wind, putting them in a safe place, move all office equipment and furniture away from doors and windows.
 2. Establish property movement controls during the emergency so that it can be easily located when things get back to normal.
 3. Coordinate any other necessary measure for protecting their work area, including any needed orientations to their personnel.
 4. The Information Systems Director will be responsible for coordinating electricity interruption from all computer laboratories, information systems center, telecommunications equipment, and office computers.

VIII. PHASE 3 EMERGENCY ACTION PLAN

Response (2 days or 48 hours prior to the arrival of the phenomena as announced by the National Weather Service).

As soon as the National Weather Service emits a hurricane warning, tropical storm or any weather event that affects us directly or indirectly, the following measures should be taken:

1. All property safety workings must be completed and proceed to install storm shutters in all physical installations of the institution, as needed.
2. The Vice-president of Administration and Fiscal Officer will gather all information on the storm from the National Weather Service (location, intensity, speed, and trajectory) to determine its arrival time to Puerto Rico and will keep all personnel informed.
3. The Operations Manager will inform the action plan to the entire institutional community and will urge all to remain vigilant.
4. A final inspection will be performed and debris collection that may cause damages will also be done.
5. When the arrival of the weather event is imminent and after all security measures have been taken, all the electricity will be shut down.
6. The entire Emergency Management Team will remain in constant vigilance of the trajectory and possible effects the weather event may have. They must stay alert to all emergency radio broadcasts.

IX. PHASE 4 EMERGENCY ACTION PLAN

Recovery (after the weather event).

Once the National Weather Service informs that the weather event danger has passed, all the Emergency Management Team will report to their respective areas to begin the recovery phase, as instructed by the Operations Manager.

The following tasks must be performed taking the necessary safety measures:

1. The President, Operations Manager, Vice-presidents, and Directors will perform an initial damage assessment taking property protection and safety measures in all exposed or affected areas, avoiding any unnecessary risks. They will proceed to photograph all damaged equipment, property, materials, and a list of damages will be prepared. To this effect, all Directors will assign a support team during the damage evaluation process, as well as cleaning their respective campuses/centers.
2. If it is determined that the area is affected by downed power lines, LUMA Energy or the closest *Oficina de Manejo de Emergencias* (Emergency Management Agency) must be notified for the corresponding action. For safety reasons, all access will be denied until the situation is corrected.
3. All debris, equipment, and any other material that may present any hazard, will be removed.
4. Access roads will be cleared, debris will be removed, and buildings cleaned to resume normal operations as soon as possible.
5. No electrical equipment will be connected to an electrical outlet until is it inspected by a certified electrician.
6. All power lines and feeders will be verified for possible short circuits.
7. Reactivating the telephone switchboard will have the highest priority after being checked for any short circuits. The Information Systems Director will coordinate the reactivation of the telephone switchboard.
8. The President, Operations Manager, Vice-presidents, and Directors will make a final damage evaluation and safety conditions of the property to prepare a damage estimate report.
9. The Vice-presidents of Administration and Student Affairs will coordinate all communication about the return to work of employees and the resuming of classes for students.
10. The Information Systems Director will coordinate the reset of all telecommunications throughout the Institution.

X. EMERGENCY PLAN: EARTHQUAKE

Given Puerto Rico's geographical location, this makes for frequent, low intensity tremors to take place, though major earthquakes are not common; nonetheless, due to the high number of fault lines that are present in the region, they could potentially generate major earthquakes at any moment. This

is why we must be prepared to prevent major damages before, during, and after the event. According to the seismic risk map, the western part of the island is highly vulnerable to these phenomena.

At the beginning of an earthquake, small objects nearby move slightly. The sound that they may produce will intensify with increased movement and you may become dizzy or lose your balance. Initially, there can be an intense, even violent shaking, followed by more continuous movements. A strong movement of this type can knock down furniture and equipment, break gas lines, water pipes, fires, cause hazardous spills and even topple buildings and structures.

1. BEFORE an earthquake

- a. The Operations Manager will make sure that the Emergency Management Team is updated.
- b. The Vice-president of Planning and Development will establish communication with government agencies and supporting bodies to provide the necessary help.
- c. This plan will be revised at least once a year and there will be lectures and conferences about this topic, offered to the entire institutional community.
- d. All Vice-presidents and Directors must make sure that their work areas are kept tidy and secure.
 - Among their roles are:
 1. Identify areas of risk in your building and any situation that may cause an accident or create an emergency. The following are a few examples of possible risks:
 - Physical risks: support for people with functional diversity, buildings prone to suffer a total or partial collapse, furniture or heavy objects that may fall, obstructed hallways and escape routes, broken propane gas pipes, glass windows and doors, and loose electrical cables, among others.
 - Chemical risks: chemical substances' spills and gas leaks.
 - Emotional risks: those unable to react adequately during an emergency.
 2. Identify, beforehand, the safest places in your work area as well as in the areas that you visit frequently.
 3. Make sure that all employees know the Emergency Management Plan and the instructions to follow during an emergency.
 4. It is necessary that these measures are put into effect, given that that most lesions and accidents happen when heavy objects fall from high areas.
 - a. Make sure that cabinets, shelves, and furniture are moved against the walls.
 - b. Heavy objects kept higher up, must be lowered for safety (drawers, cabinets with doors, etc.)
 - c. Secure and tighten all hanging objects from the ceiling, for example: lamps, decorations, framed pictures, paintings, etc.).
 5. Implement an emergency action plan for each work area. This must be known to all employees of that area as well as to who is in charge if something happens and can instruct those personnel.
 6. Coordinate and conduct emergency drills involving the entire institutional community.

7. It will be enforced that each work area has enough emergency supplies.
8. Promote within the institutional community that they also prepare at home.
9. The Vice-president of Planning and Development will write an incident report for the Emergency Management Team.

2. DURING an Earthquake

- a. If you are located inside a building and start to feel or is alerted about an earthquake, you must do the following:
 - Do not panic and remain calm.
 - Do not stand under any door frame.
 - In general terms, stay inside until the building and objects stop moving.
 - **Crouch, cover yourself, and hold on** under any table or desk; if there is no table or desk, cover your head with your arms and crouch in the safest place possible near heavy furniture.
 - Get away from glass doors and windows immediately.
 - Wait for instructions from whoever is in charge or your Supervisor.
- b. If you are outside, get away from poles, trees, or tall buildings.
- c. If you are in a moving vehicle, park it away from nearby poles, trees or tall buildings.

3. AFTER the Earthquake

- a. The Emergency Management Team will activate the general Emergency Plan.
- b. Wait for instructions to evacuate the building. If you are alone, get out of the building very carefully and go to a safe area. Notify your supervisor, immediately.
- c. The Vice-president of Planning and Development will check if the situation is secure and notify to those in the area to proceed with the evacuation.
- d. You must be especially vigilant and bring the necessary help to those with any functional diversity.
- e. You must stay alert for aftershocks, lesser intensity and magnitude tremors that follow a strong earthquake or seismic event as these can cause secondary movements. Although these movements tend to be less intense than the main earthquake, some may cause additional damage by loosened objects falling and already weakened structures. These aftershocks may be felt for months afterwards, even if their frequency and intensity tend to diminish with time.
- f. Observe and ask if anyone is injured. Do not move any injured or unconscious victim unless they are in imminent danger. Ask for immediate help from the security and medical personnel or Director.
- g. Identify risks and dangers that may have been caused by the earthquake such as broken gas lines, fallen electrical lines or energized equipment that may pose an electric shock risk.
- h. If you smell gas or chemical substance, do the following:
 - Open the windows for fresh air to circulate.

- Try to close the main gas valve.
 - Do not turn on any lights or equipment.
 - Disconnect or shut off the main electrical breaker.
 - Turn off the central air conditioning system.
 - Proceed to evacuate the area and stay outdoors.
 - Inform your supervisor about the situation in your area.
- i. If you are in a tsunami hazard zone, you must follow the respective evacuation.
 - j. Cooperate with authorities and emergency personnel, wait for instructions, and provide any help that you can, but do not enter any affected areas unless anyone from the corresponding authorities asks you for it and you are able to.
 - k. The Vice-president of Planning and Development and the Director will inspect and evaluate all campus areas and will write all recommendations in the corresponding report of loss and damages.

XI. EMERGENCY PLAN: FLOOD

Floods are usually caused by the overflow of rivers and creeks as a result from copious rainfall and extended periods of these events. In the coast these come from storms, hurricanes, and other weather events.

1. BEFORE the Flood

- a. The Operations Manager will make sure that the Vice-president of Planning and Development is duly assigned.
- b. The Vice-president of Planning and Development will revise this plan annually and make sure that all preventive actions are followed, and the necessary campus maintenance operations and all storm drains are clear of debris.
- c. The Vice-president of Planning and Development will ensure that his personnel remove any storm drains obstructions.
- d. The Vice-president of Planning and Development will ensure that his personnel remove any storm drains obstructions.

2. Flood WARNING Response

- a. The Operations Manager will instruct all Vice-presidents and alert the institutional community about the emergency and course of action.
- b. Vice-presidents, Directors and/or personnel in charge, will take the necessary measures to protect documents and property.
- c. The Vice-president of Planning and Development will make sure that his support personnel complete emergency operations regarding debris collection around campuses and relocating materials and equipment to safe areas.
- d. All Vice-presidents, Directors and/or personnel in charge will inspect all areas and inform the Vice-president of Planning and Development of any risk or unsafe situation that may be present on campus. The Vice-president of Planning and Development will make sure that all necessary corrective measures are taken for each identified situation.

3. Unannounced Flood Response

- a. The Operations Manager will activate the Emergency Plan and instruct Vice-presidents, directors and/or assigned personnel to alert the institutional community about the emergency and course of action.
- b. The Vice-president of Planning and Development will determine the magnitude of the event and potential flood risk to take the necessary measures.

XII. FIRE AND RESCUE ACTION PLAN

A. MEASURES:

1. All access stairwells will be identified with a sign labeled “EXIT” o “*SALIDA*”
2. There will be “EXIT” OR “*SALIDA*” signs with the corresponding arrows indicating the direction to the nearest exit.
3. All hallways and lobby areas will always remain unobstructed and will not be used for any storage purposes.
4. All doors labeled “EXIT” or “*SALIDA*” will always remain unobstructed and accessible.
5. “NO SMOKING” signs will be posted in all fire hazard areas such as; storage, library, classrooms, laboratories, vaults, and others as needed.
6. Fire extinguishers will be in good condition and located and accessible in high visibility areas.
7. If a fire erupts, the Fire Department (*Cuerpo de Bomberos*) will be notified immediately, and the building evacuated according to the established plan.
8. The Institution has a modern alarm system installed in the Caguas, Mayagüez, and Vega Baja campuses which will alert the entire institutional community in case of emergency. In the Ponce campus, in case of weather events, the state government has emergency alarms.
9. Keep all file cabinets and desk drawers closed.
10. Close all doors and windows on the way out.
11. Safeguard all monies.
12. Keep all important documents filed.
13. Disconnect all unused electric equipment.
14. Unplug all electric equipment on the way out.
15. Be cautious. AVOID FIRES.
16. Do not active fire alarms unnecessarily.

B. OBSERVATIONS

1. When the fire alarm activates and a fire warning is issued, the Fire Department (*Cuerpo de Bomberos*) must be notified immediately.
2. Immediately, once the location and magnitude of the emergency is determined, the Vice-president of Planning and Development and/or personnel in charge, will communicate with Vice-presidents and Department Directors to inform about the building(s) evacuation, if needed, by means of the alarm system, telephone system, sound systems, or special envoys.
3. In case of fire, after the evacuation order has been given:
 - a. Leave the building as fast as possible, without running to avoid accidents.
 - b. If you are faced with a lot of smoke, try to reach the nearest EXIT or stairwell.
 - c. If you are experiencing breathing difficulties because of smoke inhalation in the hallways, try to stay as low to the ground as possible.
 - d. If you are unable to leave a classroom or other institutional dependency, close the door and try to get fresh air from opened windows while waiting for help.
 - e. After leaving your classroom or any other institutional dependency, do not return for any handbags, umbrellas, backpacks, or any other object left behind; this mistake can cost you your life.
4. The assigned personnel that will help evacuate each floor or building, will be located in EXIT doors, hallways, and stairs to guide students, faculty, and other institutional personnel.
5. All personnel in charge of directing emergency crews and with the help of their respective supervisors, will evacuate classrooms, classroom laboratories and other institutional dependencies; in an orderly fashion and using the nearest EXIT doors or stairwells. Students, faculty, and other institutional personnel must obey and comply with all given instructions from the assigned personnel.
6. While walking down the stairs, it must be done in an orderly fashion, using the handrails to avoid falling. During this process, no one will be allowed to walk in the opposite direction.
7. Once outside the building, students, faculty, and all institutional personnel, not directly assigned to work with the emergency, will meet in the student parking lot and wait further instructions from the administrative personnel.
8. After vacating the building or buildings, the Vice-president of Planning and Development and/or the assigned emergency personnel, will do the following:
 - a. Notify the President and/or operations Manager of measures taken relating the fire or any other disaster or emergency and recommendations regarding it.
 - b. After the disaster or emergency is over, a complete incident report will be prepared and presented to the President and the Operations Manager.

XIII. ACTION PLAN FOR POSSIBLE ACTIVE SHOOTER

A. PREVENTIVE ACTION:

1. We encourage all members of the institutional community to refer to the Vice-president of Administration, Directors from all campuses/centers, Counselors, or any personnel

from Student Affairs, if you notice any of your classmates showing the following behavior: alcohol use, drug use, excessive absences, poor hygiene and appearance, depression, social distancing, mood swings, violent acts, carrying a firearm, or suicidal tendencies, among others.

2. Safety concerns everyone. Every member of the institutional community should notify any suspicious violence or threat to the safety of anyone on campus.
3. Students that observe acts of violence or suspicious behavior should notify their teacher, Director, Counselor, or any other institution personnel.

B. MEASURES:

1. In the event of an active shooter suspicion, the response from the entire institutional community must be **immediate**.
2. The three key actions are:
 - **RUN!** To escape the active shooter area. **If you can't;**
 - **HIDE!** Lock the door or block the door access with heavy objects, turn off the lights, mute your cellphone and set it to vibrate, cover the windows and stay on the floor. **If you can't**
 - **FIGHT! DEFEND YOURSELF!**
 - **If possible, without risking your safety, dial 911. Notify the situation, location, and any other information that helps the authorities identify the shooter or shooters and the scale of the situation.**
3. If you hear voices that you do not recognize, do not respond until you can verify with accuracy that it is the police.
4. The institutional community must visualize escape routes whenever possible.

XIV. MEDICAL EMERGENCY ACTION PLAN

- a. We encourage the institutional community to take those necessary personal measures for their well-being. They should keep a medication list as well as emergency contact information.
- b. At the time of registration for a new term, all students should update their emergency contact number or if that contact changes their number it should be notified to the Registrar's office.
- c. In case of a medical emergency, at the Caguas campus and Vega Baja Center, the Infirmary should be notified to bring first aid.
- d. In the Bayamón, Ponce, and Mayagüez campuses, the Directors are the first contact. If necessary,

XV. EPIDEMIC AND PANDEMIC ACTION PLAN

A. MEASURES:

1. Our institution recognizes the authority of the Centers for Disease Control (CDC) as well as the Puerto Rico Health Department, to decree pandemic and impose the prevention measures and necessary treatment. If a pandemic is declared by the corresponding authorities, Mech Tech College, by means of its Emergency

- Management Team, will stay vigilant to all health bulletins emitted as well as any Administrative Orders applicable.
2. The Vice-presidents of Administration and Student Affairs will meet periodically, as needed, during a pandemic event to implement those recommendations or emitted guidelines applicable to higher education institutions by the corresponding regulatory agencies, always promoting the health and safety of all.
 3. On the same token, Mech Tech College will stay up to date in following all emitted guidelines from the U.S. Department of Education, our accrediting agency (*Accrediting Council for Continuing Education and Training*) and the *Oficina de Registro y Licenciamiento del Departamento de Estado*.
 4. Communication will be sent out, as needed, directed at the institutional community, informing about new guidelines, recommendations, and applicable flexibilities in case of a pandemic.
 5. The institution will promote, as circumstances allow, the continuing education of our students. To this effect, we will adopt all permitted flexibilities by the regulatory agencies.

XVI. EFFECTIVE COMMUNICATION

Mech Tech College will always promote, effective communication in benefit of our student community. To these effects, we will use any convenient means such as, without understanding it as a limitation: in-person communication, written communication, emails, and social media. The Emergency Management Plan will be published on our webpage as well as accessible via a “QR Code” in key areas of the institution.

In case of emergency, by means of the Chief Analytical Officer and Information Systems Director, it will be used, when circumstances arise, the text message platform, smsnotification.com.

XVII. PERSONNEL TRAINING

A. TRAINING:

1. All key personnel assigned to the Emergency Management Plan, especially the fire brigade, will be instructed and familiarized with the property and the building to protect and preserve with the use of fire extinguishers or any other protective equipment available. They will also be trained about the availability of first aid kits.
2. Besides the fire crew, students, faculty, and the rest of institutional personnel, will be instructed directly via periodic talks on how to act in an emergency.
3. Stay up to date in related topics that may be covered in orientations to institutional personnel in case of emergency.
4. The institution conducts emergency drills annually.

XVIII. REVISIONS, UPDATES, AND AMMENDMENTS

Mech Tech College reserves the right to revise, update or amend the emergency Management Plan as needed, to protect lives, safeguard its community, and conserve its property.

This Emergency Management Plan was evaluated and is tuned to our institutional needs and applicable security in Puerto Rico, today, Friday, January ____, 2024.

EMERGENCY CONTACTS AND/OR SUPPORT

EMERGENCY MANAGEMENT TEAM:

- | | |
|---|---------------------------|
| 1. Francisco Colón, Chief Analytical Officer | (787) 216-3334 |
| 2. Sarah Méndez, Operations Manager | (787) 567-4201 |
| 3. Adán Correa, Information Systems Director | (787) 744-1060, ext. 1016 |
| 4. Agüilda Gómez, Vice-president of Administration and Fiscal Officer | (787) 744-1060, ext. 1011 |
| 5. Isaías Rojas, Vice-president of Education | (787) 460-7695 |
| 6. Lcda. Lydia Rojas, Vice-president of Student Affairs | (787) 600-6255 |
| 7. Dr. César Toro, Academic Director / Título IX Coordinator | (787) 433-3340 |
| 8. Belén González, Vice-president of Compliance | (787) 216-3336 |

CAMPUS/CENTER DIRECTORS

- | | | |
|----------------------|----------------|---------------|
| 9. Ms. Mayra Sanchez | Orlando Campus | (407)866-6228 |
|----------------------|----------------|---------------|

ADDITIONAL CONTACTS

- | | |
|----------------------------|-----|
| 10. 9-1-1 Emergency Center | 911 |
|----------------------------|-----|