



Emergency Preparedness Plan

Revised: September 2021

Ponce Health Sciences University faculty, employees, and students should be aware of the various types of emergencies that can happen and the procedures for dealing with them. The University has protocols for the purpose of establishing which University employees must be contacted, and by whom, for various emergencies and problems that may occur. The appropriate responses to such emergencies are given below. Also, PHSU has established an Emergency Response Team that will be the initial point of contact for any emergency situation.

Emergency Response Team

Name	Position	Telephone Number
Main Security Number	Security	787-840-6610
Elbert Matos	Security Supervisor	787-375-1778
Rossane West	Security and Facilities Director	787-381-5595
Myriam Pérez	Safety Officer	787-447-0697
Elisandra Rodriguez	VP Student Affairs	939-579-8529
José A Torres-Ruiz	Chancellor	787-908-1119
Juliette Rivera	PHSU Wellness Center	787-601-7485
Kenira Thompson	President Ponce Research Institute	787-414-8551
IT on call personnel	IT	787-390-1745

Emergency Alert System

In order to communicate rapidly and efficiently with all employees and students **during emergency events**, PHSU has instituted an emergency alert system (ReGROUP) that will be delivered to all via the following methods:

- PHSU Telephone System
- Text message (SMS)
- E-mail
- PHSU Homepage (emergency notifications should be immediately identifiable)
- Social Media (Facebook, Twitter)

The emergency alert system will be used to communicate with the entire university community in the event of any on campus emergency. It will direct the community as to what steps to take to secure their safety.

On–Campus Injury, Including Battery

Please contact Campus security at **787-840-6610**, they will contact:

- Required emergency medical personnel (ambulance if necessary);
- VP of Student Affairs if students involved, or Department of Human Resources, if employees involved;
- Compliance/Legal officer
- Safety Officer, who will call clean–up crew where blood or another dangerous situation exists.
- Ponce Police Department if necessary;

If injury is life threatening or requires transport to the hospital Call 911 (PR equivalent) immediately. The VP of Student Affairs or the Department of Human Resources will contact the appropriate counseling response team staff after the situation is stabilized, and family members as appropriate.

Sexual Assault, On–campus, Off campus and/or in official activities

Call Campus Security at **787-840-6610**, and they will contact:

- Emergency medical response personnel (911);
- VP of Student Affairs, if victim is a student; Department of Human Resources if an employee;
- PHSU Counseling staff.
- Compliance/officer
- Safety Officer

The VP of Student Affairs or Department of Human Resources will contact the President, Chancellor, and family members if requested by the victim.

Suicide and Other Incidents Resulting in Death, On–Campus and Off–Campus

- Call Campus security at 787-840-6610 and they will contact: Emergency Medical Personnel (911)
- Ponce Police Department;
- VP of Student Affairs, if students involved;
- Department of Human Resources, if employees involved;
- Safety Officer and clean–up crew, where blood or other dangerous situations exist (on–campus);
- Compliance/Legal officer

After the situation is stabilized, the above staff will determine the need for counseling services, and will contact counselors if the need is indicated.

The VP of Student Affairs or the Director of Human Resources will contact the appropriate dean, and the Chancellor. The Chancellor contacts the President and asks instructions on who will contact the victim’s family.

Severe Emotional Crisis/Attempted Suicide, On–Campus, Off campus and/or in official activities

Call Campus security at 787-840-6610 and they will contact:

- emergency medical personnel;
- VP of Student Affairs, if a student; Department of Human Resources, if an employee;
- PHSU Counseling Center;
- Compliance/Legal officer
- Safety Officer, where either blood or another dangerous condition is present;
- Ponce PD if necessary;

VP of Student Affairs, or the Department of Human Resources will contact the appropriate Dean, Chancellor, and the President.

The VP of Student Affairs, the Department of Human Resources, the counselor, or the emergency room physician will contact the student’s or employee’s family.

After the situation, has been stabilized, the counselors will determine whether PHSU counseling services are required further, either for the person involved or for those who came into contact with the person, and will contact those persons as required.

Arrests On campus, Off campus and/or in official activities

Campus Security will contact the following if the arrest occurs on campus or involves a member of the PHSU community:

- VP of Students, if a student; Department of Human Resources, if an employee.
- Compliance officer

VP of Student Affairs or the Department of Human Resources will contact the appropriate Dean, and Chancellor, who will contact the President. If requested by a student who was arrested, the VP of Students will contact family members.

Serious Off–Campus Incidents

When a serious off-campus injury is brought to the attention of Campus Security, they will

- Follow procedures appropriate to the incident
- Collaborate with the appropriate jurisdictional authorities

Responding to the Death of a Faculty Member, Staff Member, Student or Retiree

- The death of a faculty member, staff member, or retiree requires responses from a number of University offices to assure that the deceased employee's interest, and those of his or her family and loved ones, are respected and protected.
- Any person in the PHSU community who initially learns of the death of a faculty member, staff member, or retiree should notify the Office of Human Resources, or a designated representative of Human Resources. Upon receipt of such notification, HR will be responsible for ensuring that procedures are followed.

On–Campus Vehicular Accidents (with or without injury)

Contact Campus Security **787-840-6610** and they will contact:

- If needed, outside emergency response personnel;
- Ponce Police Department
- VP of Student Affairs, if students are involved;
- Human Resources, if employees are involved
- Compliance Officer
- Safety Officer

The Security Guard will determine the need to call Facilities personnel or other on–campus response personnel.

The Campus Security or the General Services Office will contact the appropriate Dean, Chancellor, and the appropriate director or department head.

Gas Leaks, Electrical Emergencies, Broken Pipes, and Individual Building Power Outages

Contact Campus security **787-840-6610**. The Campus Security will contact:

- Facilities Office (General Services);
- Safety Officer;
- VP of Student Affairs, if classroom facilities and other student facilities are affected;
- Human Resources if offices or employees related areas are affected;
- Compliance Officer

The Facilities Office and the Safety Officer will determine the need to call other emergency response personnel. The Safety Officer or the VP of Student Affairs will contact the Chancellor, appropriate Dean, and the director or department head.

Bomb Threat or Bomb Occurrence

Faculty, staff, and students should be aware of the importance of reporting bomb threats.

Campus Security must be notified of a bomb threat immediately by calling **787-840-6610**. Campus Security will contact the Fire Department; Ponce Police Department; Office of Facilities; Safety Officer; VP of Students, if students related areas are affected; HR, if in employees related areas are affected

Either the Safety Officer or the Campus Security will contact the Chancellor, appropriate dean, director or department head. The Chancellor will notify the President. The on-call counseling response team staff member will be notified after the situation is stabilized.

The following information is an extract from the Emergency Plan for Bomb Threats.

Phase 1—Bomb Threat Alert

Some of the members of the Emergency Response Team may be activated to aid in implementation of appropriate bomb threat procedures depending on the severity of the situation.

This may include:

- (a) inspection search of the perimeter and interior of the building;
- (b) notification to departments and personnel of a threat alert;
- (c) partial or complete evacuation;
- (d) movement of personnel and crowd control;
- (e) monitoring endangered areas;
- (f) communicating with external sources;
- (g) assisting in recovery actions;
- (h) resumption of University activities.

Phase 2—Initiating a Building Search

In each case of a bomb threat, a building search will be conducted by qualified personnel. All areas of the building will be searched, including the outside perimeter of the building. The Emergency Management Team will supervise the search and be kept abreast of the status and results of the search.

Phase 3—Initiating Partial or Complete Evacuation

Communications: All instructions for partial or complete evacuation will be communicated in coordination between the Security Supervisor and the Safety Officer.

If the order to evacuate is given, immediately implement a complete evacuation in an orderly, directed manner to prevent confusion or panic. All personnel will be directed to specific exits of the building and be asked to move and stay at least 300 feet from the building.

Complete Evacuation: All occupants of the building are instructed to evacuate to appropriate gathering places away from the building.

Partial Evacuation: Occupants of a specific floor, floors or an area are instructed to evacuate to an appropriate gathering place away from the building.

The Emergency Plan for Bomb Threats will be strategically placed in each department for quick reference. **All personnel are to become thoroughly familiar with the procedures and should review them periodically.**

Hazardous Materials Incidents

The accidental spill of material considered hazardous must be handled only by qualified personnel. If such a spill occurs, Campus Security should be contacted at **787-840-6610**.

Please provide the following information: building name, room number, floor level, injuries (if any) and the name of the person calling. Campus security will call the Safety Officer. The Safety Officer will determine the need to call Maintenance, the Fire Department or other emergency response personnel. They will also contact, if necessary, the VP of Student Affairs, the Human Resources Office and the Chancellor. The Chancellor or the VP of Student Affairs will contact the appropriate dean, director or department head.

Security personnel in coordination with facilities personnel will seal off the area to prevent entry and, if possible, shut off any sources of ignition and the source of the spill. The spill must be contained so that it does not enter drains or other uncontrollable areas. Occupied elevators cannot be used to transport hazardous materials.

Medical Emergencies

- In case of a medical emergency, the affected person might receive first medical evaluation at **Ponce Health Sciences University Wellness Center** during regular hours. If necessary, 911 (Emergency) should be contacted or **787-840-6610** (Campus Security)

Emergency Closing Procedures

Under extreme weather conditions, power outages, or other emergency conditions, it is sometimes necessary to partially or totally shut down University operations. When such conditions occur, the President shall make the decision as to whether a partial or total shutdown shall be ordered.

A decision to close the University is made prior to 8 a.m. when severe weather conditions or other emergency conditions develop overnight. Employees will be notified by 6:30 a.m. over the ReGroup network. Faculty will also be notified through their department heads whether or not to report to work, and via the electronic messaging system. Faculty who have not received notification within a reasonable amount of time should contact their heads if unsure of whether or not to report to campus.

Decisions on afternoon and evening classes will be made no later than 3:00 p.m. on the day classes are scheduled. Even if conditions improve, any decisions for closure will remain in effect for the period of time originally specified.

When the University is officially closed, some employees may be required and/or allowed to report to work or remain on the job depending on the need for their services. Under extenuating circumstances, supervisors may obtain permission for their employees to work. Permission must be obtained from the Chancellor, or the President. In addition, a written justification outlining the importance of the task to be completed must be submitted through channels to the President.

Current Progression of an Active Assailant Emergency

In case of an active assailant emergency, please contact **787-840-6610** (Campus Security) or dial 911 (Emergency) f. Campus Security will contact:

- Ponce Police Department
- Campus Security will call the Ponce Health Sciences University Response Team.
- The PHSU Safety Officer will confer to gain a full understanding of what is occurring in order to draft an initial emergency alert message to be delivered to the campus community.
- The Safety Officer will contact the CFO, the Chancellor, and/or the President for authorization to deliver an initial emergency alert message and approval of the draft message. Once approved, the Safety Officer will initiate delivery of the message.
- ReGroup Alert Message, PHSU key emergency broadcast tool, requires an internet connection and a computing device.
- Once initiated, the text message will then be sent to the subscribed cell phone numbers and Ponce Health Sciences University affiliated email addresses.
- It is at the discretion of the University President or designee to convene the Emergency Response Team to determine follow up actions.
- The Crisis Communication and Media Alert Team (see team composition below) will take responsibility over Ponce Health Sciences University website communications and will send more detailed information about the incident via email and text message. They will also lead communications via text message and email to family and community members who are subscribed to "Family Alerts". The Crisis Communication and Media Alert Team handles all media inquiries.

Follow-up

After the initial emergency message is sent, it will be the responsibility of the Crisis Communication and Media Alert Team to determine follow-up messaging as well as the frequency of that messaging.

Follow-up messages might be sent as frequently as possible, even if the messages indicate that “there are no updates at this time”—the Crisis Communication and Media Alert Team is responsible for determining the frequency of the messaging.

Crisis Communication and Media Alert Team

Name	Title
David V. Lenihan	President
José Torres-Ruiz	Chancellor
Kenira Thompson	President, PRI
Emsley Vazquez	VP Marketing and Enrollment
Elisandra Rodriguez	VP Student Affairs
Waleska Murphy	Legal/Compliance
Miriam Pérez	eSafety Officer

Important Numbers

PR Police Department (Ponce)	787-842-0080 787-284-4040 787-840-2020 787-343-2020
Sex Crimes	787-765-2285 787-474-2028 1-800-981-5721
PHSU General Services	787-840-2575 Ext. 2118; 2265
Campus security	787-840-6610 , 787-375-1778 787-840-2575 Ext. 2250; 2249
PHSU Facilities Director	787-381-5595
Safety Officer	787-447-0697
Facilities Supervisor	787-381-6488

WHEN TO GO

Evacuate

Leave using the nearest exit, or an alternate one if nearest exit is blocked.

Take personal belongings, but do not delay your exit.

Do not reenter until instructed by emergency personnel.

Stay clear of affected areas.

Fire

Activate nearest fire alarm.

Evacuate. Stay away from affected area.

Call 911, or PHSU Campus Security at 787-840-6610, or ext. 2250

Explosion

Evacuate. Stay clear of affected area.

Watch out for falling debris.

If you are trapped, tap on a wall or pipe to alert rescuers.

Call 911, or PHSU Campus Security at 787-840-6610 or ext. 2250

Hazardous Material

If danger is indoors, evacuate the building. If the danger is outdoors, go inside and seek shelter.

Alert others to stay clear of the area.

Call 911

Notify emergency personnel if you have been exposed or have information about the release.

Suspicious Object

Do not touch or disturb object.

Call 911, or PHSU Campus Security at 787-840-6610.

Prepare to evacuate if instructed by responding emergency personnel.

Suspicious Person

Do not confront, stop, or apprehend the person.

Note the persons description and suspicious activity.

Call 911 or PHSU Campus Security at 787-840-6610.

WHEN TO STAY

Stay in place

Seek immediate refuge and remain there during emergency.

Remain sheltered until you are advised it is safe to leave by emergency personnel.

If safe to do so, go to www.psm.edu for latest information.

Earthquake

Seek shelter immediately.

Crouch near floor or under heavy, well supported objects and cover your head.

If outside, move inside a sturdy structure or lie down in a low area. Cover your head.

Call 911, or PHSU Campus Security at 787-840-6610 to report injuries or damage, fire, gas leaks, debris, etc.

Medical Emergency

If illness or injury is serious, do not move the person.

Call 911, or PHSU Campus Security at 787-840-6610, or ext. 2550.

Send someone to meet the emergency personnel outside and direct them to the person's location.

Violent Incident

Shelter inside or consider evacuating if it is safe to do so.

Turn off lights and silence phones.

Block entry to your hiding place and if possible, lock the door.

Call 911, or PHSU Campus Security at 787-840-6610 or ext. 2250.

Utility Failures

Call 911 if there is a potential danger to occupants.

During business hours contact Physical Plant at ext. 2118.

After business hours, notify PHSU Campus Security at 787-840-6610, or ext. 2250.

REVISED AND APPROVED BY:


JOSE A. TORRES RUIZ, PHD
Chancellor

DATE: September 2021