

INTERAMERICAN UNIVERSITY OF PUERTO RICO | SCHOOL OF LAW EVACUATION PLAN

1. Purpose

The purpose of this plan is to develop a procedure to vacate the premises of the Inter American University of Puerto Rico School of Law, to protect and / or safeguard the lives of Students, Visitors and Employees.

2. Status and Presumption

The Law School is exposed to various dangerous risks caused by events such as: earthquakes, gas emissions, fires, bomb threats, etc. These events can happen at any time and affect the people who are in the Facilities.

It is presumed that:

1. Work team members will be properly trained.
2. People will maintain order and follow the instructions at the time of evacuation.
3. The exits will be labeled and identified as such.
4. Evacuation maps will be installed in each hall and on the different floors.

3. Concept of Operations

A – In general

Any event that interrupts the daily operations of the School of Law will be notified to the University Guard and they will notify their Supervisor, who will notify the Dean of Administration. After determining that it is necessary to evacuate the Facilities, the Evacuation teams will begin the process and notify the people of the assigned exits, according to the area in which they are located. The evacuation process is an extreme measure and will be taken only when human life is in danger. When the danger is imminent and there is no time to notify the Guard, the area Supervisor or the person aware of the danger will begin the evacuation process and immediately notify the University Guard.

B – Alert and Warning

The alarm will be used to alert people. To indicate the activation of the Eviction Plan, the alarm will sound three (3) times and a message will be heard by the institution's emergency system that says "This is an emergency, everyone must vacate the premises immediately". The Security Director, or the guard on duty will be the official responsible for activating the alarm system.

No person will be allowed to return inside the premises during the emergency until the Dean or his representative so authorizes.

C – Command Line

The evacuation alarm system will be activated prior authorization of the Dean or his/her incumbent in the order of succession of command.

D- Designated Security Area

In front of the main booth of the University Guard (Federico Costa Street)

In cases where the designated area cannot be used, the Director of Security will designate the area that he deems most secure for the University Community and will report it through the loudspeakers of the alarm system.

4. Identified areas

A – First floor

- 1) Rooms 101, 102, 103, 104
- 2) Human Resources
- 3) Reception
- 4) Office of the Administration Dean
- 5) Community Legal Office
- 6) Office of the Dean and Dean of Academic Affairs
- 7) Bursar's Office
- 8) Reproduction Center
- 9) Office of the Dean of Students and Financial Aid
- 10) Registrar's Office and Admissions Office
- 11) Administration rest area
- 12) Employee Restrooms
- 13) Cafeteria
- 14) Student restrooms
- 15) Mail room
- 16) Amphitheatres (4)
- 17) Access to Information Center (Library)
- 18) Theater
- 19) Information Technology Center (CIT)
- 20) Innocence Project
- 21) Campus Security and First Aid Office
- 22) Internationalization, Placement and Employment Office

B – Second floor

- 1) Rooms 201, 202, 203, 205
- 2) Graduate Programs
- 3) Student Organizations
- 4) Student Center
- 5) Office of Continuing Legal Education
- 6) Restrooms
- 7) Community Legal Office
- 8) Innocence Project Office
- 9) Courtroom
- 10) Room 204

C – Third floor

- 1) Secretaries' Office
- 2) Faculty Offices (north and east side)
- 3) Conference Hall
- 4) Faculty Lounge

- 5) Law Review Office
- 6) Office of the Center for Investigative Journalism (CPI)

D – Information Access Center (CAI)

First floor:

- 1) Circulation and Reserve; (Service to the public and reserve collection)
- 2) Acquisitions
- 3) Office of the Director
- 4) Administrative Official's Office
- 5) Photocopy Area
- 6) Restrooms and employee rest area
- 7) Reception Area
- 8) Book Deposit Area
- 9) Library Storage
- 10) Catalogue Area
- 11) SSC
- 12) Computer Lab
- 13) Journal Collection
- 14) Group study Rooms
- 15) Nursing Room

2nd floor:

- 1) Domingo Toledo Álamo Special Collections Room
- 2) Fernós Isern Room
- 3) Federal Collection
- 4) Puerto Rico Collection
- 5) General Collection
- 6) Reference Collection
- 7) Two (2) cubicles for students with disabilities; 2A and 2B
- 8) Four (4) Cubicles for Professors
- 9) Cataloging Offices
- 10) Chapel
- 11) Chaplaincy Office
- 12) Catalog; (former Servers area)
- 13) Microformats Area; (former Lab. Student)
- 14) SSA
- 15) SSB
- 16) Extended Study Area (24 hrs.)

E- Legal Clinic

2nd floor:

- 1) Administrative Services
- 2) Executive Director Office

- 3) Secretarial Area
- 4) Law Offices
- 5) Dining Room
- 6) Student Area
- 7) Courtroom
- 8) Rest Room
- 9) Clinic's Library
- 10) Campus Guard Office
- 11) Room 205

5. Organization and Assignment of Responsibilities

- Dean or his representative - Maximum authority in making decisions for eviction.
- Dean of Administration - Responsible for the development of the eviction plan in accordance with the relevant regulations. Verify the emergency situation and recommend the activation of the Eviction Plan.
- Security Director - Responsible for executing the eviction plan.
- Evacuation Teams - Provides instructions to vacate the building and indicate the exits to be used.
- Professors- Verify that every student in your classroom moves to the designated security area.

a. Administration and Logistics

The Director of Security will render a situation report as required by the Dean of Administration.

b. Development and Maintenance of the Plan

The Dean of Administration and the Director of Security are responsible for developing and updating this plan.