



Charlie's Academy

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**PREPAREDNESS FOR AN
EMERGENCY PLAN**



Rev. 07/01/2022

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INTRODUCTION

Charlie's Guard, Detective Bureau, and Academy, Inc. (Charlie's' Academy), will take all the necessary precautions throughout the year in order to provide protection and security to students, visitors and teaching staff as well as the conservation of school property, since at any time there may be present an emergency due to a natural disaster or as an act of violence.

For this purpose, an emergency plan has been designed for the evacuation of the school facilities, following established procedures, with modifications (according to the specific situation.)

Charlie's Academy has an enrollment of approximately 40 students, 15 employees and an average of 5 visitors daily. The Academy has a two-story concrete structure and is located on

PR. 107, Km. 3.1 in Bo. Borinquen de Aguadilla, PR. The First Level consists of two laboratory rooms, one of them for nail techniques and another for barbering and styling, a theoretical room, three service offices, a warehouse and two bathrooms. The Second Level consists of two cosmetology laboratory rooms, a computer laboratory room, two theoretical rooms, an educational resource center, four service offices, a reception area, a passive recreation area and four bathrooms.

PURPOSE

The purpose of this plan is to establish procedures for the emergency evacuation from the Institution and to assign responsibilities so that it is carried out quickly, safely and in an orderly manner. This Policy for Disclosure of Institutions Security and Crime Statistics is a federal law codified as 20 USC § 1092 (f), with implementing regulations in the United States Code of Federal Regulations, 34 CFR 668.46.

This law requires all colleges and universities that participate in federal financial aid programs to maintain and disclose crime information on and near their respective campuses.

In our Academy, the law contemplates these actions to be followed before, during and after the eviction, and those measures for the protection of the life of the people inside the buildings and the security and preservation of the property. Our goal is to mitigate the effects of danger, prepare ourselves with the necessary measures to save lives, respond efficiently to the emergencies, and recover as quickly as possible.

To access the Emergency Safety Plan, go to our website: www.charliesacademy.edu.

OBJECTIVES

Making the most of the school's resources, together with municipal and state agencies, all school personnel will be prepared to react effectively to any eventuality, emphasizing the following aspects:

- a. Train staff, teachers and non-teachers, so they know how to evacuate the campus in case of an emergency.
- b. Organize campus staff to deal effectively with the situation.
- c. The teacher will guide the student so they know how to leave the campus in case of an emergency.
- d. Establish staff's roles and responsibilities to facilitate communication and better coordinate the services to be provided.
- e. Identify the school most dangerous areas to raise awareness among staff and students.
- f. Design an eviction model so it is carried out in an orderly manner.
- g. Prepare students and staff through drills for a quick and safe evacuation.
- h. Organize a rescue group at the school trained by the Office of Emergency Management, Firefighters, Police and other community agencies.
- i. Test the plan periodically through drills.
- j. Identify the places where students will be located, after an emergency.
- k. Guide and organize the groups that are in charge of ringing the bell, whistle or siren.
- l. Organizar un grupo de inspección del edificio luego de un desastre o acto de violencia.
- m. Offer orientation, prevention, security measures and first aid workshops offered by the various government agencies.

OPERATIONAL CONCEPTS

In this section we explain all the operational procedures necessary to face the emergency, either for closure or evacuation from the facilities. This plan provides for operational procedures before, during and after the emergency.

Phases in emergency management:

A. Mitigation and Preparation:

1. Design of an eviction plan.
2. We hope to train the entire school community.
3. Appoint the components of the School Safety Committee.
4. Evacuation routes have been marked with Exit Signs and fire extinguishers have been installed in strategic places.
5. The safest areas where people will be grouped in the event of an eviction have been identified.
6. It is expected to train the working groups components and the faculty in the following areas:
 - a) First Aid b) Search and Rescue c) Fire Extinguishers d) Security Measures e) Acts of Violence
7. Students are expected to be guided using the following available resources: a) Police b) Firefighters c) Emergency Management d) Environmental Quality Board e) Medical Emergencies f) Red Cross g) Others
8. Eviction drills are expected to be held at least (2) times a year in order to perfectionate them. They will be offered in the first and second semester of each year.
9. We have a surveillance camera system in the building and parking lot.
10. We have the ability to send email notices to the school community, teachers and administrative staff.
11. We follow the violence management protocol established by the Commonwealth of Puerto Rico.
12. We will continue working on the application of federal, state and local laws for the control and prevention of emergency situations.
13. Students, teaching and administrative staff will be assisted in the Department of Student Services to help them deal with emergency situations or violence arising within the academy; and if necessary, if the violence has arisen outside of our institution, the corresponding

referrals will be made to the pertinent government, private or state agencies.

B. Respond:

Activities that will be carried out immediately upon the impact of an emergency or disaster. These include alerts, evictions, rescues and other similar operations.

Authority that activates the Eviction Plan:

Responsibility that falls on to Administrative Director, Leocadio Nieves, the Administrator, security personnel and/or secretary. The activated group will meet in the director's office.

All academy constituents will be alerted or notified as follows:

- a. In situations with prior notice (time available to respond), it will be done by a memorandum and the bell or siren will be activated on the corresponding day.
- b. At instant situations: a warning will be automatically activated by ringing the bell or siren.
- c. If the emergency occurs outside of working hours, it will be done by phone, messenger, text message, email and/or letters.
- d. If during the emergency situation no electricity is available, the notice for the eviction will be made by:
 - i. Manual bell, siren or bell.
 - ii. Aloud, by the components of the working group.

The activated group organization for eviction is as follows:

- ✓ Leocadio Nieves, Administrative Director
- ✓ Eulogia Morales, Manager and Emergency Coordinator
- ✓ Security Officer
- ✓ Secretary, Emergency Subcoordinator
- ✓ Social worker, support staff.
- ✓ Teaching Director, Person trained to provide support and referrals to (those) affected.

The information and instructions on the emergency will be transmitted by the faculty work group components, and they, in turn, to the student body, through verbal orders or email.

The procedure to follow for the orderly evacuation of rooms, areas and priorities will be established by the working group, as the case may be. The information on the areas and people affected will be obtained by the working group through a personal interview (Example: To the

different members of the faculty who have responsibilities during the emergency, by referral or own initiative). After obtaining the referral, the Director will release the information once the teacher or supervisor has notified the relatives or the pertinent authorities.

The evacuation routes will be established and marked in two ways:

- a) on evacuation plans located at strategic places (corridors, halls, stairs).
- b) in writing.

If the need arises to transfer injured people, we will use chairs, when transporting them does not worsen their condition; otherwise, we will wait for professional help to arrive. Places to locate people will be created in case of eviction that will be used as security areas (as the case may be and when indicated by the director, teacher or supervisor). The classified areas for this campus are:

- a. Parking lot
- b. Courtyard
- c. In case toxic emissions occur, the route will be taken against the direction of the wind.

C. *Order to continue in that place:*

- a. Upon arrival at the place designated as a security area, groups of students will be placed in the following order:
 - i. Groups will be placed in starting order. Each teacher who has a group of students at the time of the emergency will remain with the group.
 - ii. Students must be kept safe and offered physical and emotional support; it is the responsibility of each teacher to be with their group.
 - iii. A first aid station will be activated.
 - iv. The command station will be located in the director's office; an alternate place will be in the Academy courtyard.

D. *Return to school:*

- a. Once the emergency is over, and returning will be possible, it will be done in order of departure.
- b. The movement will be made at intervals that are considerable, after each group has moved.
- c. Each teacher or manager is responsible for the student group and will return with them.
- d. If the situation requires the dispatch of staff and students, the determination will be made by the Academy director and instructions will be given at the location (security area).

- e. Subsequently, a damage evaluation will be made to the plant facilities.
- f. The cause of the emergency will be investigated (if not due to natural causes) in order to take measures to eliminate the risk of its recurrence.

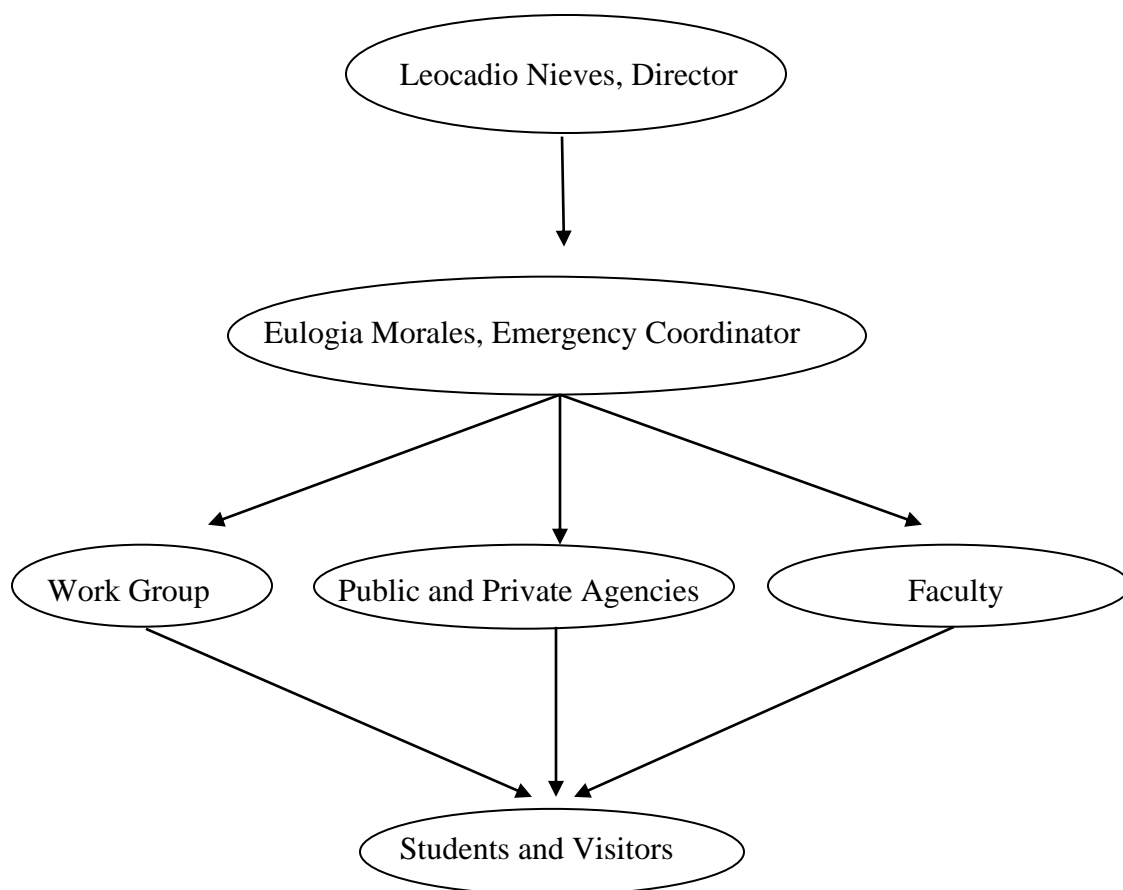
E. Additional Instructions During Eviction:

- 1. Keep calm always.
- 2. Control the order and the groups discipline.
- 3. Each teacher will carry the school record and/or daily attendance
- 4. The director and/or the secretary will keep the teachers classified staff attendance sheets.
- 5. A teacher will be in charge of carrying the “First Aid Backpack” (emergency committee per classroom).
- 6. The classrooms evacuation will be done walking very fast but not running.
- 7. Teachers who do not have students’ groups at the moment of the emergency, will help by keeping their partners groups in order.
- 8. Each room will previously have assigned student tutors who will serve as assistants in the control of the groups.
- 9. Attendance will be checked once the building is vacated and upon return.
- 10. A first aid station will be set up (staff and students).
- 11. Each teacher will wait for the director’s order, or whomever is in charge, if necessary, to send students home.
- 12. Others.

ORGANIZATIONAL CHART AND RESPONSIBILITIES ASSIGNMENT

All Academy administrative and teaching staff is responsible, under the orders of the Administrative Director, for performing the functions assigned to them in this plan.

A. Organization in case of an emergency



All activities carried out as part of this plan will under the control and direction of the academy administrative and teaching director. The emergency operations center will be in the office and the alternate location will be in the designated secure location in the academy courtyard.

The chain of command is as follows:

1. Administrative Director - Leocadio Nieves
2. Faculty Director – Tito Colón
3. Emergency Coordinator – Eulogia Morales
4. Emergencies Subcoordinator – Secretary and/or Security Officer

B. Assignment of responsibilities

(Staff Duties During an Emergency)

A. Administrative Director: Leocadio Nieves / Teaching Director: Tito Colón

1. Will be in charge of the command center.
2. Will give the instructions to be followed once the situation has been evaluated.
3. Will take steps to obtain the agencies collaboration and address the situation as soon as possible.
4. Will refer communications to the local Emergency Management Communications Office.
5. Will inform the investigating agencies about the situation.
6. It is at the discretion of the directors to ask to all the work groups for verbal or written reports for situations that arise from the emergency.
7. Coordinate workshops and training for the faculty.

B. Emergency Coordinator: Eulogia Morales

1. In case of absence of the directors, she will assume their position.
2. If the director is present, she will be a collaborator.
3. As soon as the emergency code is given, she will be reported to the command center.
4. Coordinate training for the working groups.

C. Teachers:

1. They will monitor the hallways traffic.
2. They will make sure the students follow the teacher who left with the previous group.
3. They will be responsible for making sure the entire area is secure.
4. Once the aforementioned tasks have been carried out, they will report to the command center.
5. They will assure the property in their custody.

D. Subcoordinator of Emergencies: Secretary

1. Will monitor traffic in the hallway area.
2. Will receive the official calls and inform the director.
3. Will secure all official documents in the office area.
4. Will greet agency representatives and notify the director.
5. Will remain in the command center and collaborate with school management on additional tasks as assigned.
6. Will have student registration at hand to provide the necessary information.

E. Security Personnel:

1. Immediately upon hearing the emergency announcement, they will proceed to open the gates (if the evacuation is done outside the school grounds).
2. After making sure everyone is out, they will report to the command center for further instructions.
3. Will be responsible for securing all school property.

F. Members of the Rescue group:

1. As soon as they hear the emergency code they will report to the Director.
2. They will receive his instructions and proceed to carry them out.
3. They will collaborate in the evacuation (locating at least two at each hallway to ensure that it is done in a safe and orderly manner).
4. Will assist those affected, should an emergency arise.

G. Teachers:

1. They will teach their groups on the content of the evacuation plan and how to evacuate the campus in an emergency.
2. They will check the exit of their classrooms and will make sure there is no danger at the moment they have to leave.
3. They will take the groups they are in charge to assigned areas and make sure they keep all their students there.
4. They will carry their school records with them.
5. They will give instructions to their groups and make sure the students follow the established routes.
6. They will verify the students follow the previous group; teachers will be the last to leave.
7. They will be responsible for the safety of their groups; under no circumstances will leave their groups alone.
8. At that time of an emergency, no teacher will go to the office to sign out.
9. If any teacher feels affected, should notify the previous group teacher so s/he take care of the group and ask someone to aide her/him to the first aid station.
10. Each teacher will stay with their group. Each one will be responsible for maintaining order for good discipline.

11. Each teacher will designate a student as an assistant or immediate collaborator, so that when an emergency occurs, the student could help attending the situation, but always following the teacher's instructions.

EVICTIION PLANS

Written Eviction Form:

In case of emergency, the evacuation from the academy will be carried out in an organized and orderly manner. The teachers in charge of the evacuation from their classrooms will issue the orders according to the previously established order. In the event that the teacher in charge of the eviction from his/her room is not available, the teacher of the adjoining room will be in charge of the eviction.

Students and staff will move to the school's designated area as a safe location. Upon arrival at the designated area, they will be organized by groups (previously determined) and a roll call will be taken to ensure that none are missing. If this evacuation plan cannot be carried out due to the presence of obstacles that represent a danger to students and staff, specific instructions will be given, as the case may be. At the time, we will try to reach the previously designated security area.

EMERGENCY TELEPHONE NUMBERS

<i>AGENCY NAME</i>	<i>TELEPHONE NUMBER</i>
State Agency for Emergency Management	(787) 882 – 6871
Puerto Rico Police Department	(787) 890 – 2020
Municipal Agency for Emergency Management	(787) 891 – 4355
Municipal Police Department	(787) 891 – 5770
State Fire Department	(787) 891 – 2330 / 4040
Municipal Fire Department	(787) 833 – 8757
Department of Education, Regional Office	(787) 832 – 6880
Electrical Power Authority	(787) 891 – 2416
Water and Sewage Authority	(787) 891 – 1305
Town Hall	(787) 891 – 1005
Environmental Quality Board	(787) 833 – 1115
Medical Emergencies Department	(787) 882 – 1170
Commander In Criminal Investigations PR Police Department, Aguadilla	(787) 891 – 3800
A.S.S.M.C.A/ Line PAS (First Psychosocial Aid) 24 Horas / 7 días	1 – 800 – 981 – 0023
Hospital	(787) 819 – 0800

WORK GROUP LIST

The Director, along with those in charge of each group, will establish the command station in the security areas. These committees will be activated if necessary.

1. Work Committee (components by order of command)

- a. Leocadio Nieves - Administrative Director
- b. Tito Colón – Teaching Director
- c. Eulogia Morales - Emergency Coordinator
- d. Secretary - Emergencies Subcoordinator
- e. Security officer

2. Alarm handlers:

- a. Leocadio Nieves - Administrative Director
- b. Tito Colón – Teaching Director
- c. Eulogia Morales - Emergency Coordinator
- d. Secretary - Emergencies Subcoordinator
- e. Security officer

3. Building Inspection (After the emergency):

Objective: To determine the structure condition

- a. Leocadio Nieves - Administrative Director
- b. Tito Colón – Faculty Director
- c. Eulogia Morales -Emergency Coordinator
- d. Security officer
- e. Other Personnel from agencies authorized to intervene, depending on the emergency.

4. Members of the rescue group:

Objective: Assist and provide support to those affected

- a. Leocadio Nieves - Administrative Director
- b. Tito Colón – Faculty Director
- c. Eulogia Morales -Emergency Coordinator
- d. Secretary - Emergency Subcoordinator

- e. Security officer

5. *Members of the first aid committee:*

- a. Emergency Coordinator
- b. Security officer

6. *Members of vehicular traffic control:*

Objective: To facilitate the movement of students and people on the street.

- a. Teachers Group Coordinators

ANNEX

SPECIFIC PLANS

PROCEDURE TO FOLLOW IN CASES OF AN EARTHQUAKE

- i. The above procedure must be followed in each room.
 1. At the signal, the teacher will give the earthquake warning.
 2. Upon hearing the command, students will stand under their desks and will cover their heads with their hands. The teacher will do the same under his/her desk.
 3. While on the floor under the desks, and in silence, the teacher will calmly remind them of the procedure for leaving the classroom at the end of the vibrations (follow the established plan).
 4. Teachers will order students to go to the predetermined place in the schoolyard, away from power lines, structures and any other object that can cause damage.
 5. The teacher will be the last to leave the classroom.
 6. The teacher will meet with his/her students at the pre-arranged location.
 7. Then, the specifications of the basic plan will be continued, as stipulated on it.

ii. Before, During and After

1. Before the Earthquake: We must be well prepared, knowing the evacuation plan and carry out drills regularly.
2. During the Earthquake: We must remain calm and take the measures already practiced in the classroom.
3. After the Earthquake: The decision to leave the classroom or school will be conditioned on the magnitude of damage caused to the structure.

iii. Responsibilities:

1. The director or person in charge will give the necessary instructions, according to the situation, after consulting with the School Safety Committee.
2. The teacher will keep students in the room, awaiting instructions, unless danger is imminent.
3. Custodial staff will report to the office for instructions, according to the basic plan.

iv. General Observations (only for simulation exercises):

1. The key is: earthquake and the siren will sound three times at intervals of ten seconds. (If

there is no electrical power, a bell will be used).

2. After hearing the code, everyone will proceed to seek protection.
3. After the earthquake, everyone will stay in the area (if there is no imminent danger) until they are told to evacuate.
4. The basic plan will be implemented at evacuation.

PROCEDURE TO BE FOLLOWED IN CASE OF FIRE

I. Instructions given before the fire:

1. Know the basic plan to deal with emergencies, the fire annex and its functions.
2. Know the location of the emergency exits.
3. Be alert to any signs of fire.
4. Train staff on the proper handling and location of fire extinguishers.
5. Periodically offer maintenance to the equipment to avoid its malfunction.
6. Keep the work area free of combustible materials.
7. Inspect extension cords, power switches, power outlets, etc., to always keep them in optimal condition.

II. General Remarks:

1. When the emergency arises, the siren will sound twice, at intervals of two seconds. If the electrical power has been interrupted, a bell, megaphone or whistle will be used.
2. Avoid panic; don't yell FIRE! Stay in control of your emotions.
3. The fire area will be assisted to protect lives, equipment and to prevent the fire from spreading.
4. If an eviction is not necessary, the basic plan terms will be followed.

III. Responsibilities:

1. The director, or the person in charge, will give the necessary instructions for the greatest protection of lives and less damage to property.
2. Will notify the Fire Department, the Emergency Management State Agency and other agencies, which will intervene according to their responsibilities.
3. The situation will be evaluated and the corresponding decisions will be made, after inter-agency advice.
4. Teachers will notify the director of imminent danger.

PROCEDURE TO FOLLOW IN CASES OF ACTS OF VIOLENCE

I. Objective

The purpose of this policy is to acknowledge that violence has increased and to identify measures that the institution will take in an attempt to maintain a learning and working environment free from violent and disruptive conduct. Charlie's Academy is committed to promote healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community: students, faculty, non-teaching staff, and visitors.

II. Procedure Implementation

1. The director or manager will review and approve the procedures to prevent and address violence in our institution.
2. Will develop procedures to effectively implement institutional policies for the prevention of use of weapons and violence.
3. All students and staff will observe all policies and report violations to the institution's administration.
4. Emergency coordinators will annually inform staff and students of policies and procedures related to violence and weapons prevention.
5. The administration will act promptly to investigate all formal and informal acts and complaints of violence and will take appropriate disciplinary action against any student or staff member found to have violated this policy or any related policy.
6. In-service training for teaching and non-teaching staff by experts on sexual abuse, domestic violence, and personal safety issues in the following: helping students identify violence in the family and community so they can learn to resolve conflicts in effective, non-violent ways; responds to a disclosure of sexual abuse in a sympathetic and appropriate manner; and/or comply with the mandatory reporting requirements under the appropriate laws: Domestic Violence Prevention Act (Act 54-1989, as amended), Law against harassment and intimidation or "bullying" (Act 85-2017, as amended), Law prohibiting the entry or

permanence of unauthorized persons in the building or grounds of an elementary, middle or high school, public or private school (Act 30-1972, as amended).

7. Students who engage in aggression or violent behavior will be removed from the classroom immediately and the procedure established in the Student Regulations will be applied.
8. Anyone wearing objectionable emblems, signs, words, objects, or images on clothing that communicates a message that is racist, sexist, or otherwise derogatory toward a protected minority group or connotes gang membership will be prohibited from entering or that condones, promotes, or provokes any form of religious, racial, or sexual harassment or violence against others. This policy is not intended to limit the rights of individuals to express political, religious, philosophical or similar opinions by wearing clothing in which such messages are expressed. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate bullying or violence against others, may disrupt the educational process, or cause others to react in a violent or unlawful manner.

III. Responsibilities

1. The director, or the person in charge, will give the necessary instructions for the greatest protection of lives and minor property damage.
2. The director or person in charge shall notify the Puerto Rico Police Department, the State Agency for Emergency Management and other agencies, which shall intervene according to their responsibilities.
3. The situation will be evaluated and the corresponding decisions will be made, after the advice.
4. Teachers will notify the principal of imminent danger.

IV. Prevention Strategies

Charlie's Academy has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to decrease violence in the institution, and to

assist in the protection of students, faculty, non-teaching staff, and those whose health or well-being may be at risk. for acts of violence.

9. Students who engage in aggression or violent behavior will be removed from the classroom immediately and the procedure established in the Student Regulations will be applied.
10. Anyone wearing objectionable emblems, signs, words, objects, or images on clothing that communicates a message that is racist, sexist, or otherwise derogatory toward a protected minority group or connotes gang membership will be prohibited from entering or that condones, promotes, or provokes any form of religious, racial, or sexual harassment or violence against others. This policy is not intended to limit the rights of individuals to express political, religious, philosophical or similar opinions by wearing clothing in which such messages are expressed. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate bullying or violence against others, may disrupt the educational process, or cause others to react in a violent or unlawful manner.

III. Responsibilities

5. The director, or the person in charge, will give the necessary instructions for the greatest protection of lives and minor property damage.
6. The director or person in charge shall notify the Puerto Rico Police Department, the State Agency for Emergency Management and other agencies, which shall intervene according to their responsibilities.
7. The situation will be evaluated and the corresponding decisions will be made, after the advice.
8. Teachers will notify the principal of imminent danger.

V. Prevention Strategies

Charlie's Academy has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to decrease violence in the institution, and to

assist in the protection of students, faculty, non-teaching staff, and those whose health or well-being may be at risk. for acts of violence.

1. Adopt a crisis management policy to address potential violent crisis situations on the institutional premises.
2. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
3. In-service training for staff on reporting, visibility, and monitoring aspects as deterrents to violence.
4. Promote responsibility for student safety by encouraging the reporting of suspicious individuals. unusual events and activities on the institution's premises.
5. Establish a committee to explore ways to teach students violence prevention strategies, law-related education, and character/values education (universal values, for example, honesty, personal responsibility, self-discipline, cooperation, and respect for others).
6. Establish clear school rules that prevent and discourage violence.
7. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
8. Establish training in conflict resolution, conflict management, or peer mediation programs for staff and students to teach conservative approaches to resolving disputes.
9. Develop a curriculum that teaches social skills such as maintaining self-control, developing communication skills, building friendships, resisting peer pressure, being appropriately assertive, building positive relationships, and resolving conflicts nonviolently.
10. Provide opportunities to report and get ideas from students about particular safety issues in the building.
11. Develop a student identification system with photo or name for quick identification of the student in an emergency.
12. Develop a staff photo or name identification system using identification cards to quickly identify unauthorized persons in the institution.
13. Require all visitors to sign in upon arrival and declare the reasons for visiting the campus.

14. Issue a visitor identification to authenticate that the visitor is authorized to be present in the institution.
15. The faculty and non-teaching staff will know the violence prevention policies and will report any violation to the administration immediately. Staff will be informed annually of state laws regarding weapons and violence prevention.
16. The institution's teaching and non-teaching staff will not engage in acts of emotional abuse, including malicious yelling, teasing and/or threats, or other forms of corporal punishment.

V. Student Support

1. Students will have access to student services professionals in the institution, in order to help them with the prevention and intervention of violence.
2. Students will be informed of these procedures designed to protect their personal safety.
3. Students will receive information about state laws regarding weapons and violence.
4. Students will be informed of resources for violence prevention and appropriate reporting.

PROCEDURE TO FOLLOW IN CASES OF CLOSURE

I. OBJECTIVE

1. Proceed with best practices for facility lockdown instructions during emergencies.
2. Prepare teaching and non-teaching staff to react quickly in cases of emergency that involve the closure of the institution.
3. Set a partial closure to:
 - a. Create shelter within the institution when an external health risk does not require building evacuations.
 - b. Internal threat: This threat exists when the danger is within the institution. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
 - c. External threat: This type of threat occurs outside the institution. The purpose of this closure is to prevent the threat from entering the campus.
4. Establish a full shutdown – This scenario involves a serious threat that requires immediate action.

The types of events that require total closure include situations such as:

- a. Active shooter
- b. Hostage situation
- c. Rowdyism
- d. Police activity nearby
- e. Bomb threats
- f. Reports of a weapon
- g. Pandemic situation
- h. Earthquakes
- i. Storms / Hurricanes

II. Implementation

1. The institution's lockdown procedures require the cooperation of the faculty, non-teaching staff, and students.
2. Depending on the severity of the nearby threat, either a partial lockdown or a full lockdown will be employed:

- a. Partial closures will occur when there is an external or close threat outside the institution, and usually suggests, that there is no imminent risk to students, so classes should continue.
- b. During a partial closure, students, faculty and non-teaching staff will be encouraged to stay out of the hallways and inside their classrooms and/or offices or will be allowed to move around the institution, but not leave the institution until lockdown is lifted.
- c. If there is an immediate threat to the institution, a full lockdown will be established.
- d. Full lockdowns may require additional precautions, such as avoiding windows and doors and waiting for rescue. Examples of a full lockdown include an active shooter situation or if someone is threatened with bodily harm from an act of violence; example domestic violence, in addition to natural situations or events such as: earthquakes, storms, hurricanes, or pandemics.
- e. If a total closure arises where activities must be interrupted, the academic offer will continue in the manner detailed below:
 - A professional training program will be provided to the faculty so they can offer the courses in a hybrid or online manner.
 - An institutional account with their email address will be created and assigned to each teacher and student.
 - A support coordinator will be assigned to students and teachers who will assist them in the technological area.

The face-to-face programs will continue to be offered using the following alternate distance modalities, such as:

1. Videoconference
2. Email
3. Google Drive
4. Google Class
5. Microsoft Teams
6. Other alternate media

Teachers must maintain continuous communication with their students and will also try to:

1. Complete all the material stipulated on the syllabus.
2. Ensure that all officially enrolled students have access to the class material.

III. Responsibilities

1. The director, or the person in charge, will give the necessary instructions for the greatest protection of lives and minor property damage.
2. The director or person in charge shall notify the Puerto Rico Police Department, the State Agency for Emergency Management and other agencies, which shall intervene according to their responsibilities.
3. The situation will be evaluated and the corresponding decisions will be made, after the advice.
4. Teachers will notify the director of imminent danger.

IV. Prevention Strategies

1. The principal or staff in charge will conduct drills twice a year. Practicing a lockdown drill can teach students and teachers how to prepare for and react to a lockdown, reduce panic, and maximize safety if one does occur.
2. Security officers are designated for crisis management. These individuals will help create procedures that apply during an emergency and will determine if the institution should go into a full or partial lockdown.

V. During Closing

1. All doors and windows will be closed immediately. If the door is not able to be closed, it will be quickly blocked by heavy objects, such as a bookcase or chairs.
2. If any student remains in the halls, s/he will be taken to the nearest classroom or office, even if is a properly identified and registered visitor.
3. A count is made of each person inside the private confinement, classroom or office.
4. The emergency coordinator will be notified of any missing students or if additional students and/or visitors were brought from the hallways.
5. Help people with special needs.

6. Doors or windows will never be opened unless ordered by a security or institution official.
7. Turn off all lights and close windows.
8. All students and others in the classroom or office will be instructed to stay down, quite, and away from windows and doors.
9. Televisions, cell phones and other electronic devices will be silenced.
10. The Emergency Coordinator and/or Director will announce the end of the lockdown by visiting each classroom to lift the lockdown once the campus has been cleared.

VI. After Closing

1. Students, faculty, non-teaching staff and visitors will have access to specialized service professionals to assimilate the crisis.
2. Students will be informed of these procedures designed to protect their personal safety.
3. Students will receive information on state laws regarding weapons, violence and/or situations related to natural forces such as inclement weather that may cause a partial or total closure.
4. Students will be informed of resources and phone numbers for personal support.
5. If the total closure includes pandemic security, the fumigation and cleaning of the institution will be more complex to maintain the security protocols established by the CDC (Center for Disease Control and Prevention, for its acronym in English) before each student, teaching and non-teaching staff enter their regular schedule.
6. When returning after closing, the protocols established according to the current executive orders will be maintained.

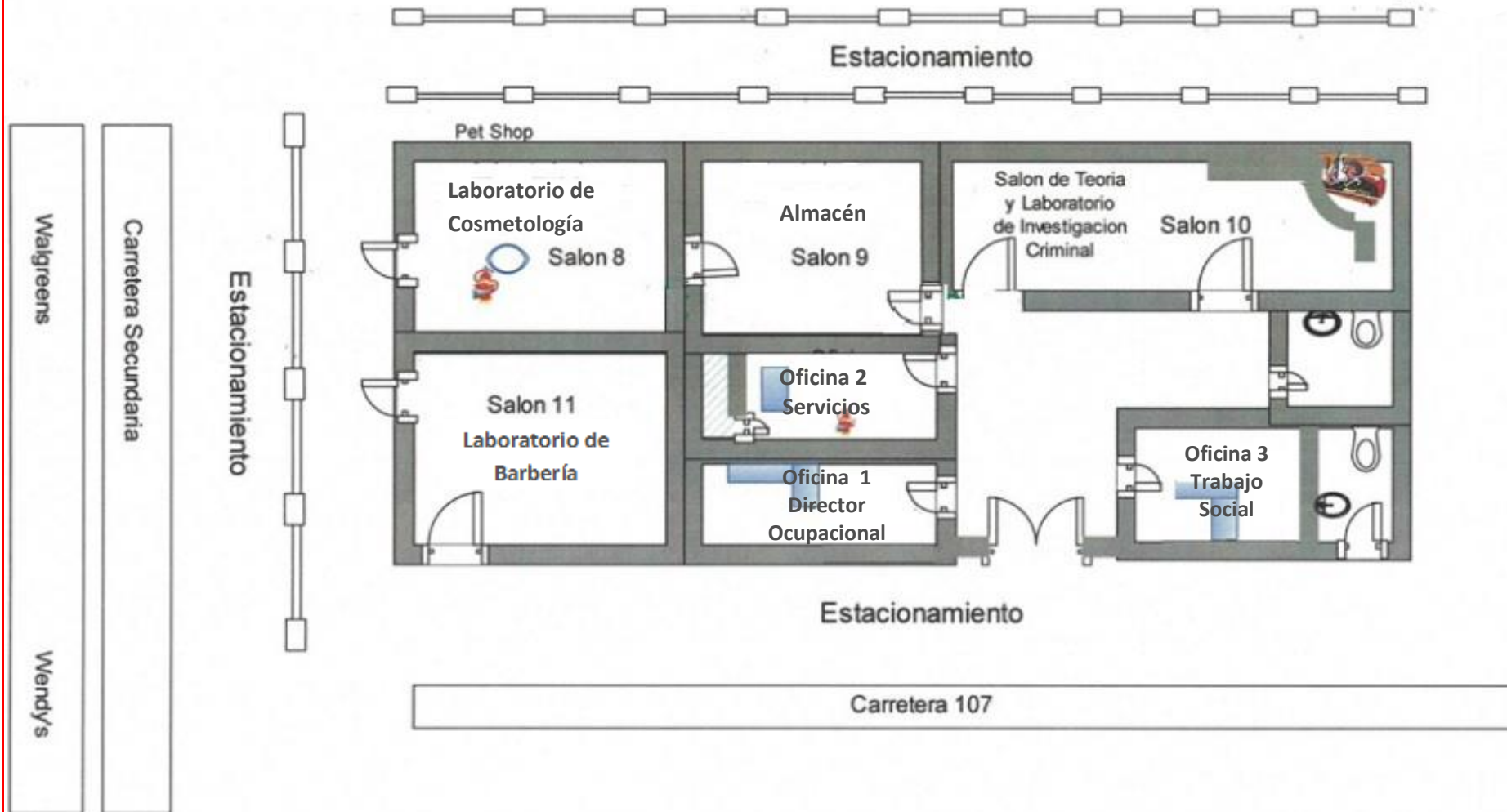
EVICTIION MAPS



Charlie's Academy

PLAN DE DESALOJO EN CASO DE EMERGENCIA

PRIMER NIVEL



PLAN DE DESALOJO EN CASO DE EMERGENCIA

SEGUNDO NIVEL

