

# USER'S MANUAL SECURITY COMMITTEE

COLEGIO INTERAMERICANO DE GUATEMALA

# UPDATED, ABRIL 2018

## INDEX

1. USER MANUAL OF BRIGADES DE EMERGENCY AND SECURITY COMMITTEE .....	
a. INTRODUCTION.....	
b. LEGAL BASE.....	
c. SCOPE OF THE MANUAL .....	
d. GENERAL INFORMATION OF THE SCHOOL .....	
e. EMERGENCY CONTACTS .....	
f. AVAILABLE RESOURCES.....	
2. SECURITY COMMITTEE .....	
a. INTRODUCTION.....	
b. DESCRIPTION OF THE SECURITY COMMITTEE .....	
c. ORGANIZATION OF THE SECURITY COMMITTEE .....	
i. GENERAL ADDRESS .....	
ii. EVACUATION ADDRESS .....	
iii. FIRST AID ADDRESS .....	
iv. LINK ADDRESS .....	
v. SEARCH AND RESCUE ADDRESS .....	
vi. DIRECTION OF FIRE CONTAINER .....	
vii. ADDRESS OF EMOTIONAL SUPPORT .....	
viii. SECURITY ADDRESS .....	
ix. DIRECTORATE OF EVALUATION OF DAMAGES .....	

## 1. USER MANUAL OF BRIGADES OF EMERGENCY AND SECURITY COMMITTEE

### a. INTRODUCTION

The present Emergency Brigades User Manual and Committee of Safety is considered as an elaborate practical and general manual specifically for the campus of the Inter-American College. The purpose The main purpose of this document is to describe the actions to be taken, such as: responsibilities, people and entities involved, mechanisms for communication and notifications, mechanisms and processes to identify and efficiently and in the shortest time possible to deal with cases that may produce an emergency.

This response manual allows us to:

1. Respond quickly and effectively to any situation of emergency;
2. Mitigate the effects and damages caused by events, expected and unexpected, caused by man or by nature;
3. Prepare the necessary measures to save lives; avoid or minimize the possible damages or losses of the property;
4. Respond during and after the emergency.
5. Establish a system that allows the School Center recover to return to normal in a period of time reasonable.

### b. LEGAL BASE

Political Constitution of the Republic of Guatemala

Article 1. Protection of the person. The State of Guatemala organize to protect the person and the family; its supreme purpose it is the realization of the common good.

Article 2. Duties of the State. It is the duty of the State to guarantee to the inhabitants of the Republic life, liberty, justice, security, peace and the integral development of the person.

Article 3. Right to life. The State guarantees and protects human life since its conception as well as the integrity and security of the person.

Decree 109-96 Law of the National Coordinator for the Reduction of Disasters

Article 2. Integration. The National Coordinator will be integrated by agencies and entities of the public sector and the private sector.

Article 3. Purposes. The National Coordinator will have as purposes the following:

a. Establish the mechanisms, procedures and rules that propitiate disaster reduction, through the inter-institutional coordination throughout the national territory;

b. Organize, train and supervise nationally, regional, departmental, municipal and local

communities, to establish a culture of reduction of disasters, with clear actions before, during and after its occurrence, through the implementation of programs of organization, training, education, information, disclosure and others that are considered necessary;

c. Implement your organization in public institutions, policies and actions to improve the capacity of inter-institutional coordination in areas related to disaster reduction of their knowledge and competence and urge private

companies to pursue the same ends

natural d. Prepare emergency plans according to the occurrence and presence of phenomena or caused and their incidence in the national territory:

responsible e. Develop plans and strategies in a coordinated manner with the institutions to guarantee the restoration and quality of public services and line vital in cases of disasters:

scientific, f. Promote and contribute to the development of studies multidisciplinary, technical and operational threat, vulnerability and risk for the reduction of effects of disasters with the participation of Universities, Institutions and people of recognized prestige:

country g. The Executive Board may: Declare High Risk any region or sector of the based on studies and scientific and technical evaluation of vulnerability and risk for the welfare of individual or collective life. will not be able develop or support any type of public project or private sector, until the declaration is issued based on technical and scientific advice that the threat or occurrence has disappeared;

h. Prepare the regulations of this law.

Article 4. Obligation to collaborate. For the purposes of present law, all citizens are obliged to collaborate, except impediment duly verified. The Organisms of the State, the autonomous and decentralized entities of this and in general officials and authorities of the public administration, are obliged to participate in all those actions that are Anticipate the occurrence of disasters. The natural persons or legal, private and service entities will carry out according to your competence and specialty. In the process of attention to the effects of disasters, all institutions indicated above should provide the collaboration that according to this law is required.

Article 20. The actions and omissions that constitute infractions to the present law or its regulation will be sanctioned according to the established for the effect in the aforementioned regulatory body, without prejudice to the fact that, if the or omission is constituting a crime or fault, certify conducive to the competent court, for which according to the law coming. The breach of the obligations that this law and its regulations impose, reluctance, delay or negligence in their collaboration and function of every official or public employee, derived from the application of the aforementioned standards, give rise to the application of the respective sanctions

#### Governmental Agreement 49-2012 Regulation of the Law of the Coordinator National for Disaster Reduction

Article 60. Inter-institutional coordination. For the achievement of the purposes that the law establishes CONRED constitutes, in the matter of natural or provoked disasters, the center of institutional interrelation with the organs, entities autonomy and decentralization of the State, with international organizations and with institutions of a private nature that operate at the national level.

In its relationship with regional, departmental entities, municipal and local, communication will be established through procedures intermediated by the corresponding coordinators, except when due to emergency situations it is necessary to do it directly.

Article 61. Methodology for Coordination. The coordination of all the activities of preparation, prevention, mitigation, response and recovery shall be carried out in accordance with established in the plans and manuals that are established for the effect, approved and disseminated by the Executive Secretary.

Article 62. Functions and Responsibilities of the members. The functions and responsibilities of all institutions, organizations, entities and people that make up CONRED levels will be established in a specific plan.

Article 63. Information. All institutions, entities, organizations and people that make up the different levels of the CONRED are obliged to provide all the information relevant to the fulfillment of its purposes, according to the level that corresponds to them. All information must be stored in an appropriate database.

Article 73. Designation of links. The organs, entities public and private, institutions and people that are part of The CONRED Levels must designate a titular official and an alternate official, with professional technical capacity and power of decision, by means of agreement or act, as the case may be, that will form the technical system of disaster reduction. Likewise, may be requested as collaboration to Ministries, entities and institutions that are not members of CONRED, the designation of a link. Prior to their designation as liaison, officials they must have the corresponding training and certification by the Executive Secretary

Article 97. Emergency operations centers. They institute the Emergency Operations Centers - COEs - as an operating system of the Regional Coordinators, Departmental, Municipal and Local, which should work technical level, formed by liaison officers inter-institutional, coordinated by the President of the Coordinator that corresponds.

Decree 17-73 of the Congress of the Republic: Chapter III of the crimes committed by officials or public employees.

Article 419. Breach of duties. The official or public employee who omits, refuses to do or will delay act of their function or position shall be punished with imprisonment of one to three years.

Article 420. Disobedience. The official or public employee that refuses to give due compliance to judgments, resolutions or orders of higher authority, dictated within the limits of their respective competence and covered by the legal formalities, will be punished with imprisonment from one to three years and a fine of two hundred to two thousand quetzals.

#### c. SCOPE OF THE MANUAL

i. This Manual of Emergency Brigades and Security Committee assigns the responsibilities of the Emergency Brigades in the Inter-American College, and the measures to be taken are established as well as the actions to be followed before, during and after an emergency event. These actions range from attending a small emergency situation or make a partial evacuation in any work area, until you have to proceed to the Total evacuation and closure of all center facilities school.

ii. Emergencies can vary from an incident isolated, until a major disaster that requires a response coordination of the establishments in the sector and the use of external resources.

iii. The Director General may declare an emergency condition and request an institutional management action for the coordination of activities and solve the identified emergency. This document, details the procedures to follow after declaring a situation emergency in the establishment and identifies the mobilization of the different brigades to respond to the emergency.

iv. This plan must be reviewed and updated annually. Person in charge of the review and update process is the Assistant Operations of the Inter-American College.

#### d. GENERAL DATA OF THE SCHOOL

- i. Educational Center: Inter-American School of Guatemala
- ii. Address: Boulevard la Montaña, Finca el Socorro, zone 16, Guatemala, Guatemala
- iii. Educational Center Telephone: + (502) 22002990
- iv. Fax: + (502) 22002989
- v. Name of Director: Sharon Canadine
- vi. Director's address: 25 street 13.55 zone 16 Condominium Ensenada de San Isidro cluster San Angel house # 39<sup>a</sup>
- vii. Director's phone number: 22002990
- viii. No. of students: 1400
- ix. No. of Personnel (teacher and administrative): 217
- x. Hours of the working days: 7:15 a.m to 16:15 p.m
- xi. No. of students and staff per day:
  1. Morning: 1617
    - a. students (as): 1400 (Age range: 3 years to 18 years)
    - b. Staff: 217
- xii. Years built the building: 41 years
- xiii. Type of material that predominates in construction: concrete
- xiv. General condition of the facilities:

#### e. EMERGENCY CONTACTS

i. Alerta médica



1711  
No. 10246

ii. Bomberos



122 (voluntarios)  
123 (municipales)

iii. Policia



110

iv. Empresa electrica



2277-7000

v. Conred



1566

vi. Garita



2200-2923

vii. Operaciones



5922-2411

f. AVAILABLE RESOURCES





## 2. SECURITY COMMITTEE

### a. INTRODUCTION

The Security Committee observes the facilities, the staff, the protocols, planning and communications to operate before an incident with responsibility and effectively achieve the objectives of the brigades. The committee must be active when there is a population human like in sports activities, celebrations, parades, visits of great dignitaries, vehicular accidents, fires structural, forest fires, incidents with hazardous materials (leaks, spills, poisonings), search missions, operations of rescue, programs to control pests and epidemics, emergencies and disasters such as landslides, explosions, floods, earthquakes, hurricanes, volcanic eruptions, tornadoes, etc. The functions of Security Committee are to plan and establish protocols with prior, assume command, ensure safety, evaluate the priorities of the incident, determine the operation objectives, develop and execute the brigade corresponding to the incident, develop an organizational structure, manage resources, maintain the general coordination of activities, coordinate the actions of the institutions that should be involved, authorize the information to disclose by means of public communication, organize the availability of resources and take documentation and control of expenses.

### b. DESCRIPTION OF THE SECURITY COMMITTEE

i. The Security Committee is made up of the members subsequently mentioned. If any of these members do not find, the person will automatically perform their function designated assistant mentioned later. The Committee of Security is the one that coordinates and directs each one of the brigades, form that all brigades must report to a person of the Committee specifically. In the Security Committee, the Director General will be free of brigades to be able, given a situation difficult, evaluate the best solution for that moment. After every emergency, the Security Committee in meeting will evaluate each of the points under its control and issue a report with an Analysis of events (What happened? Where did it happen? When did it happen? Why did it happen? etc.), an assessment of damages in the School and information about the Educational Community and how prevent these cases.

c. ORGANIZATION OF THE SECURITY COMMITTEES

i. GENERAL DIRECTION

1. The general director of the safety committee shall  
NO EMERGENCIES:
- a. Coordinate the formulation, implementation and evaluation of Brigades User Manual Emergency and Security Committee.
  - b. Verify available resources and ensure that these are replaced in being in bad state or missing.
  - c. Convene and organize monthly meetings periodicals and workshops.
    - i. Regular meetings where the changes or modifications plans of emergencies (brigades), drills, personnel, etc.
    - ii. Training workshops depending on the brigade and the emergency. It should coordinate together with the the brigades, the training of the members.
  - d. Direct the safety committee and. Represent the school the COLRED or COMRED.
  - f. Monitor compliance of actions contemplated in the brigades
2. The general director of the safety committee shall  
EMERGENCIES:
- a. Before:
    - i. Have a list with contacts at hand, phones of the centers of the region.
  - b. During:
    - i. Make sure that each member of the brigades is function.
    - ii. Communicate quickly (radio or telephone) cellular) member of the brigades to verify the
  - c. After:
    - i. Verify the type of damage or emergency that occurred coordinate the actions to be derived from the magnitude event.
    - ii. Request reports from each brigade that was active emergency.
3. The members of the general direction of the committee of Security are:
- a. Principal
  - b. IN CASE of absence

ii. EVACUATION ADDRESS

1. The evacuation director of the safety committee shall during  
NO EMERGENCIES:

that they  
of the

- a. Follow up on compliance with the attributions of the function.
- b. Verify that the College complies with the evacuation signs and are updated.
- c. Delegate responsibilities to members of the evacuation brigade.
- d. Present to the safety committee improvements in the protocol evacuation brigade.
- e. Represent the evacuation brigade in the committee of security.

2. The evacuation director of the safety committee shall during  
EMERGENCIES:

center  
or  
brigade.  
fulfilling its  
member  
and  
of the

- a. Before:
  - i. Update or redesign strategies evacuation.
  - ii. Disclose the response plan in the center school.
  - iii. Identify the human and physical resources of the educational.
  - iv. Establish an alarm mechanism.
  - v. Evaluate and reinforce the evacuation plan periodically when necessary.
  - vi. Manage with local institutions the training of the
  - vii. Plan simulations every 6 months.
- b. During:
  - i. Make sure that each member of the Brigades is function.
  - ii. Communicate quickly (radio or cellphone) with each of the brigades to verify the procedures.
  - iii. Have emergency contacts at hand to call support if necessary.
  - iv. Make sure that all people have evacuated in case of an emergency.
- c. After:
  - i. Verify the type of damage or emergency that occurred coordinate the actions to be derived from the magnitude event.

procedures  
to present it to the

ii. Make a report with the events that occurred, the performed and the evaluation of the damages general director´s safety committee.

3. The members of the first aid administration of the Safety committee are:
- a. Principals
  - b. IN CASE of absence

iii. FIRST AID ADDRESS8

1. The first aid director of the safety committee must during  
NO EMERGENCIES:

- of the first
- a. Follow up on compliance with the attributions of the function.
  - b. Manage available first resources help and ensure that these are replaced in case of being in poor condition or missing.
  - c. Delegate responsibilities to members of the First aid brigade.
  - d. Present to the safety committee improvements in the protocol aid brigade.
  - e. Represent the first aid brigade in the safety committee.

2. The first aid director of the safety committee must during  
EMERGENCIES:

- of
- in
- brigade.
- fulfilling its
- member
- and
- of the
- a. Before:
    - i. Update and elaborate different plans of first aid in case different emergencies
    - ii. Disclose the response plan in the center school.
    - iii. Manage resources to be able to provide first aid.
    - iv. Determine the minimum supplies of the kit.
    - v. Ensure that there is a first aid kit in each classroom and administrations.
    - vi. Manage with local institutions the training of the
  - b. During:
    - i. Make sure that each member of the Brigades is function.
    - ii. Communicate quickly (radio or cellphone) with each of the brigades to verify the procedures.
    - iii. Have emergency contacts at hand to call support if necessary.
  - c. After:
    - i. Verify the type of damage or emergency that occurred coordinate the actions to be derived from the magnitude event.

procedures  
to present it to the

ii. Make a report with the events that occurred, the performed and the evaluation of the damages general director´s safety committee.

3. The members of the first aid administration of the Safety committee are:
- a. Principal
  - b. IN CASE of absence

iv. LINK ADDRESS

1. The liaison director of the safety committee shall during NO EMERGENCIES:
- a. Follow up on compliance with the attributions of the function.
  - b. Manage available link resources and ensure that these are replaced in etc.) case of be in poor condition or missing. (Radios, alarms, of the liaison brigade.
  - c. Delegate responsibilities to members of the brigade of liaison.
  - d. Present to the safety committee improvements in the protocol liaison brigade.
  - e. Represent the liaison brigade in the committee of security.
2. The liaison director of the safety committee shall during EMERGENCIES:
- a. Before:
    - i. Update the link plan in case of an emergency.
    - inside brigade. ii. Disclose the response plan in the center school.
    - teaching addresses, data of information. iii. Manage resources in order to provide an effective link and outside the facilities.
    - iv. Manage with local institutions the training of the
    - v. Have an updated database with names of students, staff, administrative, and their respective parents or guardians general
  - b. During:
    - fulfilling its member i. Make sure that each member of the Brigades is function.
    - ii. Communicate quickly (radio or cellphone) with each of the brigades to verify the procedures.

- iii. Have emergency contacts at hand to call support if necessary.
  - iv. Coordinate with the general director of the committee and COLRED.
  - v. Help maintain order of people evacuated.
  - vi. Conduct a general census of students either the end of the emergency.
  - vii. Keep the general director of the safety committee.
  - viii. If necessary, coordinate the notice to parents of carry out the retirement of students of the
- security
- evacuated or at
- family to facilities.
- c. After:
- i. Make a report with the events that occurred, the performed and the evaluation of the damages general director´s safety committee necessary.
- procedures to present it to the and parents of family if
3. The members of the liaison office of the committee of Security are:
- a. Principal
  - b. IN CASE of absence

#### v. SEARCH AND RESCUE ADDRESS

1. The search and rescue director of the security committee must during NO EMERGENCIES:
    - a. Follow up on compliance with the attributions of the function.
    - b. Delegate responsibilities to members of the search and rescue
    - c. Present to the safety committee improvements in the protocol search and rescue brigade.
    - d. Represent the evacuation brigade in the committee of security.
  2. The search and rescue director of the security committee must during EMERGENCIES:
    - a. Before:
      - i. Update or redesign strategies search and rescue.
      - ii. Disclose the response plan in the center school.
      - iii. Identify the human and physical resources of the educational.
      - iv. Establish an alarm mechanism.
      - v. Evaluate and strengthen the search plan and rescue periodically or whenever necessary.
      - vi. Manage with local institutions the training of the
- brigade.
- of the
- center
- brigade.

- available and in  
equipment complete
- fulfilling its  
member
- and  
of the  
procedures  
to present it to the  
committee are:
- vii. Make sure that all people in the brigade have good conditions your personal protective (EPP).
- b. During:
- i. Make sure that each member of the Brigades is function.
  - ii. Communicate quickly (radio or cellphone) with each of the brigades to verify the procedures.
  - iii. Have emergency contacts at hand to call support if necessary.
  - iv. Make sure that all people in the brigade have put their personal equipment of Full protection (EPP).
- c. After:
- i. Verify the type of damage or emergency that occurred coordinate the actions to be derived from the magnitude event.
  - ii. Make a report with the events that occurred, the performed and the evaluation of the damages general director´s safety committee.
3. The members of the search and rescue directorate of the Safety committee are:
- a. Principal
  - b. IN CASE of absence

- vi. DIRECTION OF CONATO DE INCENDIOS
- during
- they are  
hoses,  
of the fire
1. The director of the fire department of the security committee must
- NO EMERGENCIAS:
- a. Follow up on compliance with the attributions of the function.
  - b. Manage available resources for control of fires and ensure that replaced in case of being in poor condition or missing. (fire extinguishers, etc.)
  - c. Delegate responsibilities to members of the fire brigade.
  - d. Present to the safety committee improvements in the protocol brigade.
  - e. Represent the fire brigade in the security committee.

- during
2. The director of the fire department of the security committee must
- prevention
- comprehensive
- brigade.
- fulfilling its
- member
- necessary.
- and
- of the
- procedures
- to present it to the
- EMERGENCIES:
- a. Before:
- i. Update and elaborate different plans of control and of fires.
  - ii. Disclose the response plan in the center school.
  - iii. Manage resources in order to provide a support in case of fire.
  - iv. Ensure that there are fire extinguishers in all School.
  - v. Manage with local institutions the training of the
- b. During:
- i. Make sure that each member of the Brigades is function.
  - ii. Communicate quickly (radio or cellphone) with each of the brigades to verify the procedures.
  - iii. Have emergency contacts at hand to call support if
- c. After:
- i. Verify the type of damage or emergency that occurred coordinate the actions to be derived from the magnitude event.
  - ii. Make a report with the events that occurred, the performed and the evaluation of the damages general director´s safety committee.
3. The members of the fire control directorate of the Safety committee are:
- a. Principal
  - b. IN CASE of absence

vii. EMOTIONAL SUPPORT ADDRESS

1. The emotional support director of the safety committee must during
- emotional support.
- NO EMERGENCIES:
- a. Follow up on compliance with the attributions of the function.
  - b. Delegate responsibilities to members of the brigade of



protocol of  
committee.

- c. Present to the safety committee improvements in the brigade emotional support.
- d. Represent the brigade of emotional support in the safety

2. The emotional support director of the safety committee must during EMERGENCIES:

community.  
brigade.  
its  
member of  
necessary.  
and  
magnitude of the  
procedures  
damages to present it to the  
committee.

- a. Before:
  - i. Update and elaborate different activities that encourage teamwork and mental health in the educational
  - ii. Disclose the response plan in the center school.
  - iii. Manage with local institutions the training of the
- b. During:
  - i. Make sure that each member of the Brigades is fulfilling function.
  - ii. Communicate quickly (radio or cellphone) with each the brigades to verify the procedures.
  - iii. Have emergency contacts at hand to call support if
- c. After:
  - i. Verify the type of damage or emergency that occurred coordinate the actions to be derived from the event.
  - ii. Make a report with the events that occurred, the performed and the evaluation of the director general safety

3. The members of the Emotional Support Department of the Safety committee are:

evaluation.

- a. Principal
- b. IN CASE of absence the procedures performed and the

viii. SECURITY ADDRESS

1. The safety director of the safety committee shall during  
NO EMERGENCIES:

of the

- a. Follow up on compliance with the attributions of the function.
- b. Delegate responsibilities to members of the security brigade.
- c. Present to the safety committee improvements in the protocol security brigade.
- d. Represent the security brigade on the committee of security.

2. The safety director of the safety committee shall during  
EMERGENCIES:

the

from the

brigade.

its

member of

necessary.

from the

it can

and  
magnitude of the

procedures  
damages to present it to the  
committee.

a. Before:

- i. Update and elaborate different standards of security in educational community.
- ii. Coordinate the preparation of the diagnosis of School vulnerability.
- iii. Monitor the access of people who enter and graduate School.
- iv. Disclose the response plan in the center school.
- v. Manage with local institutions the training of the

b. During:

- i. Make sure that each member of the Brigades is fulfilling function.
- ii. Communicate quickly (radio or cellphone) with each the brigades to verify the procedures.
- iii. Have emergency contacts at hand to call support if
- iv. Monitor the access of people who enter and graduate School.
- v. In case of an injured or injured person, clear the area so be taken care of the patient.

c. After:

- i. Verify the type of damage or emergency that occurred coordinate the actions to be derived from the event.
- ii. Make a report with the events that occurred, the performed and the evaluation of the director general safety

3. The members of the security management committee of the Security are:

- a. Principal
- b. IN CASE of absence

ix. DIRECTORATE OF EVALUATION OF DAMAGES

1. The director of damage assessment of the safety committee must during  
NO EMERGENCIES:

- brigade.  
damage  
committee.
- a. Follow up on compliance with the attributions of the function.
  - b. Delegate responsibilities to members of the damage evaluation
  - c. Present to the safety committee improvements in the protocol of the assessment brigade.
  - d. Represent the damage assessment brigade in the security

2. The director of damage assessment of the safety committee must during  
EMERGENCIES:

- damages in the  
vulnerability of  
function.  
of the  
doing their  
coordinate the  
of the event.  
if it is  
performed  
director general
- a. Before:
    - i. Update and elaborate different protocols of evaluation of community educational
    - ii. Coordinate the preparation of the diagnosis of structural the College.
    - iii. Supervise the structures of the College.
    - iv. Disclose the response plan in the center school.
    - v. Manage with local institutions the training of the brigade.
  - b. During:
    - i. Make sure that each member of the Brigades is fulfilling its
    - ii. Communicate quickly (radio or cellphone) with each member brigades to verify the procedures.
    - iii. Have emergency contacts at hand to call support if necessary.
    - iv. Wait for the brigades corresponding to accident they finish function for be able to inspect buildings and structures
  - c. After:
    - i. Verify the type of damage or emergency that occurred and actions to be derived from the magnitude
    - ii. Make an assessment of the structures of the College to declare safe to enter from new or stay within the facilities
    - iii. Make a report with the events that occurred, the procedures and the evaluation of the damages to present it to the safety committee.

3. The members of the damage assessment directorate of the Safety committee are:
  - a. Principal
  - b. IN CASE of absence

# BRIGADES OF EMERGENCY USER'S MANUAL

# COLEGIO INTERAMERICANO DE GUATEMALA

## UPDATED, ABRIL 2018

### INDEX

- 3. EMERGENCY BRIGADE TEAM
  - a. INTRODUCTION
  - b. EVACUATION BRIGADE
    - i. INTRODUCTION
    - ii. BRIGADE STAFF
  - c. BRIGADE BY SISMO OR EARTHQUAKE
    - i. INTRODUCTION
    - ii. STAFF OF THE BRIGADE
  - d. BRIGADE FOR FIRE CONATO
    - i. INTRODUCTION
    - ii. STAFF OF THE BRIGADE
  - e. BRIGADE FOR BOMB THREAT
    - i. INTRODUCTION
    - ii. STAFF OF THE BRIGADE
  - f. ARMED ATTACK BRIGADE (LOCKDOWN)
    - i. INTRODUCTION
    - ii. STAFF OF THE BRIGADE
  - g. BRIGADE FOR EMOTIONAL SUPPORT
    - i. INTRODUCTION
    - ii. STAFF OF THE BRIGADE
  - h. BRIGADE OF SEARCH, RESCUE AND EVALUATION OF DAMAGES
    - i. INTRODUCTION
    - ii. STAFF OF THE BRIGADE
  - i. COMMUNICATION BRIGADE
    - i. INTRODUCTION
    - ii. STAFF OF THE BRIGADE

#### 4. EMERGENCY BRIGADES

##### a. INTRODUCTION

##### b. IDENTIFICATION OF THE EMERGENCY

##### c. EVACUATION BRIGADE

###### i. INTRODUCTION

###### ii. FUNCTIONS OF THE TEAM OF THE EVACUATION BRIGADE

###### iii. ACTIVITIES BEFORE THE EMERGENCY IN THE EVENT OF AN EVACUATION

###### iv. ACTIVITIES DURING EMERGENCY IN CASE OF AN EVACUATION

###### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF AN EVACUATION

##### d. BRIGADE AGAINST EARTHQUAKES

###### i. INTRODUCTION

###### ii. FUNCTIONS OF THE TEAM OF THE BRIGADA AGAINST

EARTHQUAKES

###### iii. ACTIVITIES BEFORE THE EMERGENCY IN THE EVENT OF AN EARTHQUAKE

###### iv. ACTIVITIES DURING EMERGENCY IN CASE OF AN EARTHQUAKE

###### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF AN EARTHQUAKE

##### e. BRIGADE OF PREVENTION AND CONTROL OF FIRES

###### i. INTRODUCTION

###### ii. FUNCTIONS OF THE TEAM OF THE PREVENTION BRIGADE AND FIRE CONTROL

###### iii. ACTIVITIES BEFORE THE EMERGENCY IN THE EVENT OF AN FIRE

###### iv. ACTIVITIES DURING EMERGENCY IN CASE OF A FIRE

###### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF A FIRE

##### f. BRIGADE FOR BOMB THREAT

###### i. INTRODUCTION

###### ii. FUNCTIONS OF THE TEAM OF THE BRIGADE FOR THREAT OF BOMB

###### iii. ACTIVITIES BEFORE THE EMERGENCY IN THE EVENT OF A BOMB THREAT

###### iv. ACTIVITIES DURING EMERGENCY IN CASE OF A THREAT OF A PUMP

###### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF A THREAT OF A

PUMP

##### g. ARMED ATTACK BRIGADE (LOCKDOWN)

###### i. INTRODUCTION

###### ii. FUNCTIONS OF THE ATTACK BRIGADE TEAM ARMED (LOCKDOWN)

###### iii. ACTIVITIES BEFORE THE EMERGENCY IN THE EVENT OF AN ARMED ATTACK (LOCKDOWN)

###### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF

###### iv. ACTIVITIES DURING EMERGENCY IN CASE OF AN ARMED ATTACK

###### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF AN ARMED ATTACK

##### h. EMOTIONAL SUPPORT BRIGADE

###### i. INTRODUCTION

###### ii. SECURITY EQUIPMENT FOR A SUPPORT BRIGADE EMOTIONAL

###### iii. ACTIVITIES BEFORE THE EMERGENCY IN CASE OF EMOTIONAL

CRISIS

###### iv. ACTIVITIES DURING THE EMERGENCY IN CASE OF EMOTIONAL

CRISIS

###### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF EMOTIONAL CRISIS

##### i. BRIGADE OF SEARCH, RESCUE AND EVALUATION OF DAMAGES

###### i. INTRODUCTION

- ii. SECURITY EQUIPMENT FOR A SEARCH BRIGADE, RESCUE AND EVALUATION OF DAMAGES
      - iii. ACTIVITIES BEFORE THE EMERGENCY IN CASE OF SEARCH, RESCUE AND EVALUATION OF DAMAGES
      - iv. ACTIVITIES DURING THE EMERGENCY IN CASE OF SEARCH, RESCUE AND EVALUATION OF DAMAGES
      - v. ACTIVITIES AFTER EMERGENCY IN CASE SEARCH, RESCUE AND EVALUATION OF DAMAGES
    - j. COMMUNICATION BRIGADE
      - i. INTRODUCTION
      - ii. SECURITY EQUIPMENT FOR A BRIGADE OF COMMUNICATION
      - iii. ACTIVITIES BEFORE THE EMERGENCY
      - iv. ACTIVITIES DURING THE EMERGENCY
      - v. ACTIVITIES AFTER THE EMERGENCY
5. ANNEXES

### 3. EMERGENCY BRIGADE TEAM

#### a. INTRODUCTION

The brigades are groups of people who have the same objective, the people that make up these brigades are responsible follow the instructions set forth in this manual and always watch over the safety of people inside the school's facilities. The number of people assigned to the brigades of the College vary depending on the case, the members of each of these brigades they are mentioned later. If any of these members do not find, the assistant person will automatically perform its function designated as mentioned later. The Security Committee is the one coordinates and directs each of the brigades, so that all the Brigades must report to a person of the Committee specifically. Every brigade has a boss, but the head of the brigade must report and be in constant communication with the representative of the brigade in the Committee Security during and after the incident.

#### b. EVACUATION BRIGADE

##### i. INTRODUCTION

The evacuation brigade aims to follow up on the fulfillment of the duties of the function of the posts of evacuation, actively participate in the safety committee,

disclose the school's response plan, make sure be prepared at any time for an evacuation, identify the available human and physical resources, guide the mobilization of people in an orderly and rapid manner, plan and execute simulations, keep the manager informed, coordinator and / or head of the brigade.

ii. STAFF OF THE BRIGADE

1. Director of evacuation
2. Coordinator of the evacuation brigade at ECE
3. Members of the evacuation brigade at ECE
4. Coordinator of the evacuation brigade in primary
5. Members of the evacuation brigade in primary
6. Coordinator of the evacuation brigade in middle school
7. Coordinator of the evacuation brigade in middle school
8. Coordinator of the evacuation brigade in high school
9. Members of the evacuation brigade in high school

c. BRIGADE BY SISMO OR TERREMOTO14

i. INTRODUCTION

The earthquake or earthquake brigade aims to provide a safe workplace and study for your students and their workers. The brigade is required to protect students and workers of the anticipated risks associated with response operations, damage assessment and search and rescue.

ii. STAFF OF THE BRIGADE

1. Director of evacuation
2. Coordinator of the evacuation brigade at ECE
3. Members of the evacuation brigade at ECE
4. Coordinator of the evacuation brigade in primary
5. Members of the evacuation brigade in primary
6. Coordinator of the evacuation brigade in middle school
7. Coordinator of the evacuation brigade in middle school
8. Coordinator of the evacuation brigade in high school
9. Members of the evacuation brigade in high school

d. BRIGADE FOR FIRE CONATO

i. INTRODUCTION

The fire brigade aims to execute actions to control and extinguish fires that occur within the educational center as well as managing resources preventive measures necessary for the possible case of a fire.

ii. STAFF OF THE BRIGADE

1. Director of
2. Coordinator of the brigade in ECE
3. Members of the brigade in ECE
4. Coordinator of the brigade of in primary
5. Members of the brigade of in primary
6. Coordinator of the middle school brigade
7. Coordinator of the middle school brigade



8. High school brigade coordinator
9. Members of the brigade of in high school

e. BRIGADE FOR BOMB THREAT

i. INTRODUCTION

The brigade for a bomb threat aims to be prepared to know how to react to a threat. Require

of previous knowledge to know what information is relevant and what information they should try to obtain.

ii. STAFF OF THE BRIGADE

1. Director of
2. Coordinator of the brigade in ECE
3. Members of the brigade in ECE
4. Coordinator of the brigade of in primary
5. Members of the brigade of in primary
6. Coordinator of the middle school brigade
7. Coordinator of the middle school brigade
8. High school brigade coordinator
9. Members of the brigade of in high school

f. ARMED ATTACK BRIGADE (LOCKDOWN)

i. INTRODUCTION

The brigade for an armed attack is activated when a person that enters our facilities to threaten, injure someone, take hostages, kidnap a child, or a photographer does not authorized can cause damage and alterations in life everyday of our establishment.

ii. STAFF OF THE BRIGADE

1. Director of
2. Coordinator of the brigade in ECE
3. Members of the brigade in ECE
4. Coordinator of the brigade of in primary
5. Members of the brigade of in primary
6. Coordinator of the middle school brigade
7. Coordinator of the middle school brigade
8. High school brigade coordinator
9. Members of the brigade of in high school

g. EMOTIONAL SUPPORT BRIGADE

i. INTRODUCTION

The brigade of emotional support aims to provide support emotional to people who are in crisis because of an emergency or disaster.

ii. STAFF OF THE BRIGADE

1. Director of
2. Coordinator of the brigade in ECE
3. Members of the brigade in ECE

4. Coordinator of the brigade of in primary
5. Members of the brigade of in primary
6. Coordinator of the middle school brigade
7. Coordinator of the middle school brigade
8. High school brigade coordinator
9. Members of the brigade of in high school

#### h. BRIGADE OF SEARCH, RESCUE AND EVALUATION OF DAMAGES

##### i. INTRODUCTION

The search, rescue and damage assessment brigade has as a goal to conduct review rounds after and during an emergency to ensure students and staff and determine if the facilities are safe,

##### ii. STAFF OF THE BRIGADE

1. Director of
2. Coordinator of the brigade in ECE
3. Members of the brigade in ECE
4. Coordinator of the brigade of in primary
5. Members of the brigade of in primary
6. Coordinator of the middle school brigade
7. Coordinator of the middle school brigade
8. High school brigade coordinator
9. Members of the brigade of in high school

#### i. COMMUNICATION BRIGADE

##### i. INTRODUCTION

The communication brigade aims to adopt precautions to avoid the causes that may cause an emergency, inform the entire school community when they detect an emergency, help with the spread of information about what should be done and what not to do in case of emergency.

##### ii. STAFF OF THE BRIGADE

1. Director of
2. Coordinator of the brigade in ECE
3. Members of the brigade in ECE
4. Coordinator of the brigade of in primary
5. Members of the brigade of in primary
6. Coordinator of the middle school brigade
7. Coordinator of the middle school brigade
8. High school brigade coordinator
9. Members of the brigade of in high school

#### 4. EMERGENCY BRIGADES

##### a. INTRODUCTION

The purpose of the emergency brigades is to identify and respond to incidents, attacks or disasters assigning responsibilities corresponding to the Inter-American College, its students and employees. The objective of the emergency brigade is to develop a plan that

allows to act quickly and with knowledge in case of any eventuality preparing staff and students to have tools that strengthen the culture of risk management to the disasters, with issues of preparedness, response and rescue. The intention is to educate staff, students and other interested parties in their roles and responsibilities before, during and after an incident, attack or disaster maintaining effective communication. In this document also establishes the mechanisms of notices and notifications in time for the School to inform the parents of family, to the National Coordinator of Disaster Reduction (CONRED), firefighters, security authorities and other entities involved.

#### b. IDENTIFICATION OF THE EMERGENCY

i. The communication of the beginning of an emergency can and should be issued by any student, collaborator, contractor, or visitor at the School Center. This alert will allow taking actions to undertake in an emergency and be able to require intervention of personnel and means to convey the existence of the beginning of the emergency immediately after its detection, so that appropriate security measures can be taken. From this you can establish the following sequence of performance:

1. The alert: It constitutes the first phase of the transmission of the emergency can be issued by anyone and has to be carried out as quickly as possible by means of the means of communication available to chiefs or immediate teachers who will immediately notify Central Control by means of:

- a. WHO informs?
- b. What happen?
- c. Where it happens?

2. The Evaluation: determines what kind of emergency is to be able to proceed to the intervention

3. The intervention: The actions undertaken by the emergency brigades

4. The alarm:  
a. General alarm if the emergency forces an evacuation, the existing alarms are used to communicate to the occupants of the establishment the beginning of the evacuation generated by an emergency situation.

b. Restricted alarm: If the emergency does not require an evacuation, by means of the frequency of radios internally, the brigade chief will be informed will inform so that in this way they take positions

5. Evacuation: In case the emergency cannot be controlled, the evacuation of all personnel through the evacuation routes to the meeting points defined and signaled.

6. Support: Phase in which information is provided to external assistance to be presented to the educational facility facilities.

### c. EVACUATION BRIGADE

#### i. INTRODUCTION

The evacuation brigade seeks to achieve high performance in emergency cases that require evacuation of the buildings. The objectives of this brigade is to provide security to people, protect the physical integrity of students and staff, be efficient in meeting the basic needs of victims, prevent risks and define escape routes and Meeting points.

The evacuation brigade will be divided into 4 phases.

1. The first phase is the observation phase. It is the phase where detects the danger and prepares the brigade for a possible evacuation. No activity is carried out but the brigade he remains alert to evacuate if necessary.
2. The second phase is the notification phase. This phase starts when it is decided, by the head of the evacuation brigade, that the lives of people inside buildings or of Some building is in danger.
3. The third phase is the evacuation phase. This phase starts when the first person leaves the building and ends when the last person inside the building leaves it.
4. The fourth phase of the brigade is the personnel count. This phase is a precautionary phase. A count is made of students and administrative staff to verify that all have evacuated the building.

#### ii. EQUATION FUNCTIONS OF THE EVACUATION BRIGADE

#### iii. ACTIVITIES BEFORE THE EMERGENCY IN THE EVENT OF AN EVACUATION

1. Plan ahead
2. Know the preventive measures of the emergency plan
3. Recognize the evacuation alarm signal of Emergencies
4. Always place belongings in a place assigned to personal items or in a place where it does not obstruct the passage and verify that all comply with these same rules.
5. Keep the doors open of the rooms.
6. Know the location of main and alternate departures in case of an evacuation.
7. Know the location of the meeting points
8. Staff should have on hand the emergency kit that contains a list of the students who are in the room and the emergency manual.
9. Practice evacuation procedures at least two times a year. Frequent practice will help to strengthen the safe behavior. When an emergency occurs that requires evacuation, respond quickly and Automatic can help protect you from fatal injuries.
10. Implement, place and maintain in good condition the building signage (fire extinguishers, first aid kits, routes, etc).
11. Have an updated and permanent staff census.
12. Encourage response attitudes in simulations of evacuation as in real situations
13. Verify constantly and permanently that the routes of evacuation are free of obstacles.

- or in case
- has radio.
- an office  
is a red alert
- performing and
14. Carry out a census of people when arriving at the point of meeting.
  15. Coordinate the return of personnel to facilities in case of simulation of a situation different from the Normal when there is no danger
  16. In the simulations, make sure that the following precautions:
    - a. Participate actively and consciously in the simulacra
    - b. Start the chain of communication with office or an agent that
    - c. To start the communication chain the agent with radio (can be directly) should notify all users who own a radio that there emergency and it should be evacuate.
    - d. When listening to the alarm signal, suspend what is be evacuate.

#### iv. ACTIVITIES DURING THE EMERGENCY IN THE EVENT OF AN EVACUATION

1. Phase 1:
- a. Detect the danger
  - b. Prepare for a possible evacuation
  - c. Stay alert
  - d. Keep calm and
  - e. Wait for the evacuation alarm
  - f. Evaluate the risks of the incident
2. Phase 2
- through the
- a. Report risks of an incident to an office or an agent with radio to notify alarm to all users.
  - b. When the evacuation alarm sounds, start the evacuation.
  - c. Do not run
  - d. Not scream
  - e. Do not generate panic
3. Phase 3
- brigadista in
- a. If possible, walk in a row on your right
  - b. Follow the instructions of the coordinators of evacuation
  - c. Do not stay in bathrooms or locker rooms
  - d. Do not return for any reason after having started the evacuation
  - e. Do not deviate to any room and go directly to the meeting point
  - f. Upon arriving at the meeting point, report to the coordinator of the your area
  - g. Organize at the meeting point by sections.
  - h. Supervise the execution of actions preset
  - i. Prevent people from returning
  - j. Repeat the slogans clearly and permanently
  - k. Avoid uncontrolled behavior
  - l. In the case of not being able to take the staff to a place safe
4. Phase 4:
- administrative and  
building.
- a. Make a count of the number of students in the sections of the teaching staff and from other departments that are in the building.
  - b. Verify that all dependents have achieved go out

#### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF EVACUATION

1. Otherwise notify the rescue group or fire department
2. When the emergency has ended and the return, inspect your area of responsibility
3. Do not enter the facilities until the coordinators of the brigades have everything under control and give the order of enter
4. Inform emergency personnel if a partner is find injured or in poor health
5. When entering the facilities, do it in the same way what went out.

#### d. BRIGADE AGAINST EARTHQUAKES

##### i. INTRODUCTION

The brigade in case of earthquakes or earthquakes aims to that the school community knows the actions and instructions what to take in case of an earthquake or earthquake. Pretend that the people are trained to identify the risks and take safety measures.

##### ii. TEAM OF THE BRIGADE IN CASE OF SISMO OR EARTHQUAKE

1. Location and demarcation of safe areas
2. Definition and demarcation of evacuation routes
3. Plan the training and training of Brigades of Emergency
4. Plan evacuation drills
5. Evaluation and annual update of the user manual of emergency safety committee.

##### iii. ACTIVITIES BEFORE THE EMERGENCY IN THE EVENT OF A SISMO OR EARTHQUAKE

1. Always place belongings in a place assigned to personal items or in a place where it does not obstruct the passage and verify that all comply with these same rules.
2. Keep the doors open of the rooms.
3. Know the location of main and alternative exits in case of an evacuation.
4. Know the location of meeting points to know which is the closest.
5. Staff should have on hand the emergency kit that contains a list of who are in the room and the emergency manual.
6. Assign "safe places" in each room. A safe place could be under a table or against a wall that is away from the windows. The smaller the distance to reach these safe places, the lower the probability that you get hurt. what went out.
7. Practice the steps Crouch, Cover, Hold onto safe places. Sit under a desk or table resistant and hold onto one of the legs of the table

or desk. Protect your eyes by keeping your head crouched. These actions should be converted into an automatic answer

Frequent or other disaster, from fatal injuries. 8. Practice these procedures in case of earthquake at less twice a year. practice will help reinforce safe behavior. When an earthquake respond quickly and Automatic can help protect you

(Squat, Cover,

taken

if

fallen or

to damaged appliances,

outside.

your head materials can fall

iv. ACTIVITIES DURING THE EMERGENCY IN THE EVENT OF A SISMO OR EARTHQUAKE

(Squat,

9. In the simulations, make sure that the following precautions:
  - a. Participate actively and consciously in the simulacra
  - b. The use of the method will be implemented A.C.A./D.C.H. Hold / Drop, Cover, Hold on).
  - c. Wait in a safe place until you stop tremble.
  - d. Verify if you have wounds. (You can help better others if one is care of first).
  - e. Verify that the people around you do not have injuries Yes, yes, possible, help them mobilize.
  - f. Move with care and caution, taking in count things that have broken.
  - g. Prepare for replicas.
  - h. Prepare for fires since fire is the most common danger related earthquakes due to broken gas lines, power lines or etc.
  - i. Monitor falling debris so as not to trip or hurt yourself
  - j. If you are outside a building in case of an earthquake, stay
  - k. Move away from buildings, trees, poles, bend over and cover Stay at least 10 feet away from these structures since the from buildings and injure close people.
1. When starting the earthquake or earthquake use the method A.C.A./D.C.H. Cover, Hold / Drop, Cover, Hold on) in the safe places.



2. Wait in the safe place until you stop shaking.
3. Start the chain of communication with office or agent that has a radio

office directly) a. To start the communication chain the agent with radio (can be an alert emergency and they should notify all users who own a radio that there is a red landslides or landslides, search should activate the brigades of earthquake, fire, communication and external and rescue, damage assessment, internal communication or others that apply to the case.

b. Offices should turn on the evacuation alarm Hold on) in the safe places.

4. Verify if you have wounds. (You can help better others if one is taken care of first).

5. Verify that the people around you have no injuries. Yes, if possible, help them and evacuate.

6. Move with care and caution, taking into account that things can fall or break way hinder step or hit people.

7. Monitor the falling debris so as not to trip or hurting yourself

8. Evacuate in an orderly manner through the routes previously established.

9. Get away from buildings, trees, poles, stoop and cover your head Stay at least 10 feet away from these structures since materials can fall out of the buildings and injuring nearby people.

10. Prepare for fires since fire is the most dangerous common ground related to earthquakes due to broken gas pipes, broken electrical lines or appliances, etc.

11. If you are outside a building in the event of an earthquake, stay outside.

#### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF A SISMO OR EARTHQUAKE

1. Be prepared for aftershocks of earthquakes. If it happens a reply, initiate the procedure of ACTIVITIES DURING EMERGENCY IN CASE OF A SISMO OR EARTHQUAKE.

2. After the earthquake or earthquake is over, the brigade of damage assessment will make an evaluation to the structures of the College to decide if it is safe to return to Normal class schedule or will be sent to the students at home

3. If the structures did not suffer any relevant damage, will return to the normal class schedule.

4. If there are damaged or collapsed structures, it is possible that rescue workers, engineers and services emergency have to enter these structures collapsed. Here the search brigade is used and rescue, and all precautions should be taken possible health and safety to ensure that they can perform your tasks safely.

5. Emergency response teams include firefighters, police officers, medical technicians from emergency, construction workers and Government representatives.

6. Emergency responders can be responsible to help the survivors, extinguish fires, close

public services, assess instabilities structural reforms, strengthen safe roads towards structure and evaluate other hazards such as pollutants transported by air.

7. The following dangers must be considered to protect rescue workers and response personnel emergencies when they prepare to enter a collapsed structure:

a. The water system collapses and can flood areas.

b. Exposure to pathogens in the sewage system sanitary.

c. Exposed electrical wiring.



- d. Exposure to smoke and dust in the air and. Exposure to hazardous materials (ammonia, acid battery, leaking fuel, etc.)
- f. Leakage of natural gas (flammable and toxic)
- g. Structural instability
- h. Oxygen insufficiency
- i. Confined spaces
- j. Risk of slips, trips or falls holes, rebar, etc.
- k. Fallen objects
- l. Fire
- m. Sharp objects such as glass and debris
- n. Secondary collapse of replication, vibration and explosions
- o. Unknown environment
- p. Adverse weather conditions

8. General precautions

- a. Only trained personnel should participate in the search and rescue or demolition operations and cleaning.
- b. Continue monitoring the radio stations or local television to obtain information from emergency.
- c. Take into account possible structural hazards, electrical or gas leakage.
- d. If such risks are identified, report them to appropriate local authorities and / or the company public services.
- e. Do not touch downed power lines.
- f. Wear appropriate protective clothing when walking on or near debris, including boots and gloves.
- g. Be careful with sharp objects, including nails and broken glass.
- h. Take measures to prevent cold injuries or Heat illnesses and dehydration.

e. BRIGADE OF PREVENTION AND CONTROL OF FIRES<sup>1920</sup>

i. INTRODUCTION

The fires have constituted a great threat since they cause human and material losses of a great magnitude. The purpose of this fire brigade is to monitor the compliance with fire protection measures in the College guaranteeing that the practices of the plans of emergencies are met. The College is expected to be prepared for this type of emergencies and that all, students and staff, know what to do and how to act before, during and after.

ii. SECURITY EQUIPMENT FOR A BRIGADE IN CASE OF FIRE

iii. ACTIVITIES BEFORE THE EMERGENCY IN THE EVENT OF A FIRE

- 1. Always place belongings in a place assigned to personal items or in a place where it does not obstruct the passage and verify that all comply with these same rules.
- 2. Keep the doors open of the rooms.
- 3. Know the location of main and alternative exits in case of an evacuation.
- 4. Know the location of meeting points
- 5. Staff should have on hand the emergency kit that contains a list of the students who are in the room and the emergency manual.
- 6. Avoid storing flammable products or use them without supervision of an adult.

- installations.
7. Maintain and constantly verify the good condition of the light and gas
8. Do not overload electrical connections.
9. For no reason play with water near the facilities electric.
10. Identify the location of the extinguishers. Request the necessary use them appropriately.
- guidance to
11. Practice the procedures in case of fire at least twice a year. Frequent will help to strengthen the safe behavior When a fire or other event occurs disaster, respond quickly and automatically can Help protect him from fatal injuries.
- practice
12. In the simulations, make sure that the following precautions:
- event occurs disaster,
- respond quickly and automatically can Help
- protect him from fatal injuries.
12. In the simulations, make sure that the following precautions:
- a. Participate actively and consciously in the simulacra
- b. If you are near the fire, it can be controlled (turn off), and you correct method of using an extinguisher, go to put out
- know the
- the fire.
- c. If it does not meet these characteristics, keep the calm and people who are around.
- d. Locate the place of the fire and withdraw from the area risk.
- e. If you can help, if you cannot withdraw
- f. Go to the meeting point and remember, I do not run! I do not I do not push!
- reassure
- g. If your clothes burn, do not run, stop, crouch and roll on the out the fire.
- scream! and
- floor to put
- with a
- has radio.
- h. If there is smoke, crawl (crouch), cover your nose and mouth handkerchief, preferably wet.
- i. Start the chain of communication with office or an agent that
- i. To start the communication chain the agent with radio office directly) must notify all users who own a emergency red warning and the fire damage assessment,
- (can be
- radio that there is an
- brigades, search and rescue,
- internal communication and external
- communication or others that apply to case.
- ii. If possible, call the station firefighters immediately.
- performing and
- j. When listening to the alarm signal, suspend what is be evacuate.

#### iv. ACTIVITIES DURING THE EMERGENCY IN THE EVENT OF A FIRE

1. If you are near the fire, it can be controlled (turned off), and know the correct method of using an extinguisher, go to turn off the fire.
2. If it does not meet these characteristics, keep calm and reassure people around you.
3. Locate the place of the fire and withdraw from the area of risk.
4. If you can help, if you cannot withdraw
5. Go to the meeting point and remember, I do not run! scream! and I do not push!
6. If your clothes burn, do not run, stop, crouch and roll in the floor to put out the fire.
7. If there is smoke, crawl (crouch), cover your nose and mouth with a handkerchief, preferably wet.
8. Start the chain of communication with office or agent that has a radio
  - a. To start the communication chain the agent with radio (can be an office directly) should notify all users who own a radio that there is a red alert emergency and they should activate the fire brigades, search and rescue, damage assessment, internal communication and external communication or others that apply to the case.
  - b. Offices must turn on the evacuation alarm.
  - c. If possible, call the fire station of right now.
9. When listening to the alarm signal, suspend what is performing and evacuate.
10. Evacuate in an orderly manner through the routes previously established.

#### v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF A FIRE

1. After finished and controlled the fire, the brigade of damage assessment will make an evaluation to the structures of the College to decide if it is safe to return to Normal class schedule or will be sent to the students at home
2. If the structures did not suffer any relevant damage, will return to the normal class schedule.
3. If there are damaged structures, in very poor condition or collapsed, it is possible that the rescue workers, the engineers and emergency services have to enter in these collapsed structures. Here the brigade is employed of search and rescue, and all possible safety and health precautions to guarantee that they can carry out their tasks safely.
4. Emergency response teams include firefighters, police officers, medical technicians from emergency, construction workers and Government representatives.
5. Emergency responders may be responsible to help the survivors, close public services (such as gas, water, etc.), assess instabilities structural reforms, strengthen safe roads towards structure and evaluate other hazards such as pollutants transported by air.
6. Avoid spreading rumors and ignore them.

- response structure:
7. The following dangers must be considered to protect rescue workers and personnel emergencies when they prepare to enter a collapsed structure:
- a. Exposed electrical wiring.
  - b. Exposure to smoke and dust in the air
  - c. Exposure to hazardous materials (ammonia, acid of battery, leaking fuel, etc.)
  - d. Leakage of natural gas (flammable and toxic)
  - e. Structural instability
  - f. Oxygen insufficiency
  - g. Confined spaces
  - h. Risk of slips, trips or falls holes, rebar, etc.
  - i. Fallen objects
  - j. Fire
  - k. Unknown environment
8. General precautions
- a. Only trained personnel should participate in the search and rescue or demolition operations and cleaning.
  - b. Take into account possible structural hazards, electrical or gas leakage.
  - c. If such risks are identified, report them to appropriate local authorities and / or the company public services.
  - d. Do not touch downed power lines.
  - e. Wear appropriate protective clothing when walking on or near debris, including boots, face masks, special suit, gloves, etc.
  - f. Be careful with sharp objects, including nails and broken glass.
  - g. Take measures to prevent heat injuries and dehydration.

## f. BRIGADE FOR BOMB THREAT

### i. INTRODUCTION

In the face of a bomb threat, the brigade has a plan response to detect the veracity of the threat, take precautions to avoid disasters and investigate who and what why this threat was made. In schools, threats to are often made by students who do not want to attend school or they want to leave early that day. But you cannot assume that This is the reason, we have to investigate and carry out a series of questions and protocols to get to the bottom of the threat.

### ii. SECURITY EQUIPMENT FOR A BRIGADE IN CASE OF A THREAT OF A PUMP

### iii. ACTIVITIES BEFORE THE EMERGENCY IN THE EVENT OF A BOMB THREAT

- 1. Strengthen security measures in access control and common areas
- 2. Have on hand and spread emergency telephones.
- 3. In case of receiving parcels, request identification of who brings it and the information. (name e identification, name of the company that sends it, to whom it is directed, what it contains, among others).
- 4. Know the location of main and alternative exits in case of an evacuation.
- 5. Know the location of the meeting points
- 6. Staff must have at hand the emergency kit that contains a list of the students who are in the room and the emergency manual.

7. Practice the procedures in case of bomb threat at least twice a year. Frequent practice will help reinforce safe behavior. Respond in a manner quick and automatic can help protect you from injuries fatal

8. In the simulations, make sure that the following precautions:

a. Participate actively and consciously in the mock

b. After receiving the notification or threat, start the chain of communication with office or an agent that has radio.

i. To start the communication chain the agent with radio (can be office directly) must notify all users who own a radio that there is an emergency red warning and the fire damage assessment, brigades, search and rescue, internal communication and external communication or others that apply to case.

ii. If possible, call the station firefighters immediately.

iii. The person who received the call must take account certain items mentioned later.

c. If you are near the location of the threat of evacuate pump

d. If it is not within the reach of the pump, keep calm and reassure people who are around.

e. If it is within the radius of the possible explosion, withdrawing from the risk zone with the protocol of the evacuation brigade.

f. Go to the meeting point and remember, I do not run! I do not scream! and I do not push!

g. When listening to the alarm signal, suspend what is be performing and evacuate.

#### iv. ACTIVITIES DURING THE EMERGENCY IN THE EVENT OF A BOMB THREAT

1. Although it is difficult to determine when the threat is serious and true, if in the analysis of the message there is the slightest suspect that it is, we will proceed immediately to take the precautions of the case.

2. Precautions of the case in case of real suspicion of bomb threat:

a. Identify where the pump is

b. Alert the police immediately.

c. Evacuate the place or building and the buildings near the artifact with promptness and order.

d. Avoid panic and excessive reactions.

e. Avoid curiosity and get away from the points of view direct from the artifact.

3. After receiving the notification or threat, start the communication chain with office or an agent that owns radio.

a. To start the communication chain the agent with radio (can be an office directly) should notify all users who own a radio that there is a red alert emergency and they should activate the fire damage assessment, brigades, search and rescue, internal communication and external communication or others that apply to the case.

b. If possible, call the fire station of right now.

c. The person who received the call must take account certain items mentioned later.

message, in writing or by phone call. In the first case, it is necessary to identify who found the message, where and if possible, identify to the person who sent it. If it is achieved identify the suspect, it is very likely that the danger can be canceled. If the threat is receiving by telephone the person who receives the call must remain calm, listen to the person without interrupting and when come the time, ask, where and why placed the bomb, and when it will explode. He should take into account the following points. The person who received the call You must record the following information:

1. Time the call was made
2. Time when it was said that it will explode.
3. Origin of the call (long distance or local).
4. In the call pay attention to the following details:
  - a. Sex
  - b. Approximate age (elder, child, etc.)
  - c. Type of voice
    - i. Strong
    - ii. Acute
    - iii. throaty
    - iv. Denotes drunkenness
    - v. Soft
    - vi. Deep
    - vii. Other
  - d. Type of accent
    - i. Local
    - ii. Foreign
    - iii. Type of region (northern, Yucatan, etc.)
    - iv. Not local
    - v. Colloquialism (talkative,
  - e. Diction
    - i. Quick
    - ii. Slow
    - iii. Stuttering
    - iv. Nasal
    - v. Defaced
    - vi. Sputtering (speaks constantly)
  - f. Way
    - i. Calmed
    - ii. Rational
    - iii. Coherent
    - iv. Deliberated
    - v. Straight
    - vi. Correct
    - vii. Irritated
    - viii. Irrational
    - ix. Incoherent

Tabasco,

argumentative)

- x. Emotional
- xi. Mocking
- xii. Obscene
- g. Language proficiency
  - i. Excellent
  - ii. Good
  - iii. Current
  - iv. Poor
  - v. Vulgar
- h. Background noise
  - i. Bustle
  - ii. Aircraft
  - iii. Silence
  - iv. Animals
  - v. Mixed
  - vi. Office machines
  - vii. Industrial machines
  - viii. Music
  - ix. Voices
  - x. Kitchen
  - xi. Street traffic
  - xii. Social meeting
- i. The person who spoke gave the impression of being familiar with the school?
- j. Repeat the textual words of message or bomb threat.
- 4. If you are near the location of the bomb threat evacuate
- 5. If it is not within the reach of the pump, keep the calm and reassure people around you.
- 6. If it is within the radius of the possible explosion, withdraw from the risk zone with the brigade protocol of evacuation.
- 7. Go to the meeting point and remember, I do not run! scream! and I do not push!
- 8. When listening to the alarm signal, suspend what is performing and evacuate.

v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF A THREAT OF A PUMP

1. If the bomb exploded:
2. IF the pump did not explode:
3. If it was a false alarm:

g. ARMED ATTACK BRIGADE (LOCKDOWN)

i. INTRODUCTION

This brigade is activated when a person who enters our facilities to threaten, to hurt someone, to take hostages, kidnapping a child, or an unauthorized photographer can cause damages and alterations in the daily life of our establishment.

## ii. SECURITY EQUIPMENT FOR A BRIGADE IN CASE OF LOCKDOWN

### iii. ACTIVITIES BEFORE THE EMERGENCY IN CASE OF ARMED ATTACK

1. Strengthen security measures in access control and common areas
  2. Have on hand and spread emergency telephones.
  3. In case of receiving parcels, request identification of who brings it and the information. (name identification, name of the company that it is directed, what it contains, among others).
  4. Know the location of main and alternative exits in case of an evacuation.
  5. Know the location of the meeting points
  6. Staff must have at hand the emergency kit that contains a list of the are in the room and the emergency manual.
  7. Practice the procedures in case of armed attack to less twice a year. practice will help reinforce safe behavior. Respond in a manner automatic can help protect you from injuries fatal
    - a. In the simulations, make sure that the following precautions:
      - i. Participate actively and consciously in the simulacra
      - ii. After receiving the notification or threat, start the chain with an office or an agent that has a
        1. To start the communication chain the agent (can be office directly) must notify all users that there is a red alert emergency the brigades of fire, search assessment, communication communication or other
- expand sends it, to whom
- students who
- Frequent Quick and
- communication radio.
- with radio who own a radio and it they must activate and rescue, damage internal and external that apply to the case.
- safety
- nothing that can
- or with the
- the
- room / office
- close
- Provide protection
- the to the nearest not your living room
- iii. Take into account the following precautions:
    1. Keep calm.
    2. Be reasonable and prudent, remembering that comes first.
    3. Do what the intruder says and do not do alter it more,
    4. Cooperate completely.
    5. Do not start the conversation with the intruder kidnapper.
    6. Do not offer any information, but Do not lie to kidnapper either.
    7. When you hear the alarm, go to the nearest / bathroom immediately.
    8. Close all doors within the salons, block all doors, the windows, and close the curtains and blinds.
    9. All (teachers and students) must lie on the floor, preferably under desks or furniture that away from windows.
    10. If the alarm sounds during recess or Lunch at cafetorium, students and teachers must go room and meet inside even if it's lessons.



/ she  
classrooms).

or to  
could be

it's

children  
and should avoid  
or information that can

PUMP

communication

(can be  
radio that there is an  
brigades, search and rescue,  
internal communication and external  
communication or others that apply to case.

from the

people that

point and  
not push!

performing and

comes first.

kidnapper.

bathroom

and

under desks

students  
meet inside even if

11.If a student is lying down or sitting in the hall, he  
must hide in the closest place (bathroom or

12.DO NOT respond to blows or voices at the door  
any instruction verbal to evacuate the rooms This  
a hoax.

13. Classroom doors should ONLY open up when  
happened in your total the danger.

14. Teachers and / or adults should calm down to  
with a behavior professional and positive  
provide students too many details  
lead to anxiety excessive

## 8. ACTIVITIES DURING THE EMERGENCY IN CASE OF A THREAT OF A

a. Identify where the intruder is

b. Alert the police immediately.

c. After receiving the notification or threat, start the chain of  
with office or an agent that has radio.

i. To start the communication chain the agent with radio  
office directly) must notify all users who own a  
emergency red warning and the fire  
damage assessment,

d. Avoid panic and excessive reactions.

e. Avoid curiosity and get away from the points of view direct  
intruder

f. If it is not within reach of the intruder, keep calm and reassure  
be around

g. If it is within the reach of the intruder, make noise meeting  
remember I do not run! I do not scream! and I do

h. When listening to the alarm signal, suspend what is be  
evacuate.

i. Be reasonable and prudent, remembering that the Safety

j. Do what the intruder says and do nothing can alter it more,

k. Cooperate completely.

l. Do not start the conversation with the intruder or with the

m. Do not offer any information, but do not lie to the kidnapper

n. When you hear the alarm, go to the room / nearest office /  
immediately.

o. Close all doors inside the rooms, block all doors, close windows,  
close the curtains and blinds.

p. All (teachers and students) should lie in the floor, preferably  
or furniture that provide protection away from windows.

q. If the alarm sounds during recess or lunch at the cafetorium,  
and teachers should go towards the nearest room and  
it is not your classroom.

must hide in verbal has passed professional and providing too many students details or an excessive anxiety

r. If a student is lying down or sitting in the hallway, he / she the place closer (bathroom or classrooms).

s. They must NOT respond to blows or voices at the door or to no instruction to evacuate Rooms This could be a hoax.

t. Classroom doors should ONLY be opened when the danger in its entirety.

u. Teachers and / or adults must calm children with a positive behavior and should avoid information that may lead to

iv. ACTIVITIES AFTER THE EMERGENCY IN CASE OF ARMED ATTACK

1

h. EMOTIONAL SUPPORT BRIGADE

i. INTRODUCTION

ii. SECURITY EQUIPMENT FOR A SUPPORT BRIGADE EMOTIONAL

iii. ACTIVITIES BEFORE THE EMERGENCY IN CASE OF EMOTIONAL CRISIS

iv. ACTIVITIES DURING THE EMERGENCY IN CASE OF EMOTIONAL CRISIS

v. ACTIVITIES AFTER THE EMERGENCY IN CASE OF EMOTIONAL CRISIS

i. BRIGADE OF SEARCH, RESCUE AND EVALUATION OF DAMAGES

i. INTRODUCTION

EVALUATION OF DAMAGES

ii. SECURITY EQUIPMENT FOR A SEARCH BRIGADE, RESCUE AND

iii. ACTIVITIES BEFORE THE EMERGENCY IN CASE OF SEARCH, RESCUE AND EVALUATION OF DAMAGES

iv. ACTIVITIES DURING THE EMERGENCY IN CASE OF SEARCH, RESCUE AND EVALUATION OF DAMAGES

EVALUATION OF DAMAGES

v. ACTIVITIES AFTER EMERGENCY IN CASE SEARCH, RESCUE AND

j. COMMUNICATION BRIGADE

i. INTRODUCTION

ii. SECURITY EQUIPMENT FOR A BRIGADE OF COMMUNICATION

iii. ACTIVITIES BEFORE THE EMERGENCY

iv. ACTIVITIES DURING THE EMERGENCY

v. ACTIVITIES AFTER THE EMERGENCY

5. ANNEXED

POSITION	LIABILITY
Brigade Leaders	<ul style="list-style-type: none"> <li>● Support the implementation of this procedure.</li> <li>● Coordinate the activity of the brigadiers in case of an emergency.</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>● Be part of the emergency management group and comply with the activities assigned in this process.</li> <li>● Ensure that all personnel in their areas know the emergency plan and the response instructions in case of an emergency.</li> <li>● Ensure that students know about the evacuation procedures.</li> <li>● Guarantee that the brigadiers of their areas are available for an emergency</li> <li>● Direct students under their responsibility</li> </ul>
Contributors in general	<ul style="list-style-type: none"> <li>● Know and comply with the functions established for each collaborator in the emergency plan.</li> <li>● Follow the instructions of the brigadiers</li> <li>● Support the transfer of the brigadiers to the point of emergency when you have assigned vehicle</li> <li>● Support to emergency brigades.</li> </ul>