



Emergency Plan

Each condominium shall adopt an Emergency Plan in accordance with Condominium Law 103, Article 53 Section 36.

The emergency plans shall be evaluated and approved at an Ordinary or Extraordinary Assembly convened for these purposes.

The purpose of this Emergency Plan, once approved by the Council of Title Owners, is to direct and coordinate activities and the resources of the Condominium, taking into account the particular characteristics of the property, allowing to effectively address any emergency.

Once approved by the Council of Title Owners, said Plan shall be updated every three (3) years. Any revisions to the Emergency Plan must meet the requirements established in Law 103.

This Plan must include the following emergencies:

1. Hurricane
2. Flood
3. Earthquake
4. Fire
5. Rationing of potable water and electricity, where applicable
6. Readiness of elevators during Hurricane season

EMERGENCY PLAN – HURRICANES

SITUATION	RESIDENT'S RESPONSIBILITY	CONDOMINIUM'S RESPONSIBILITY
I STATE OF ALERT	<ol style="list-style-type: none"> 1. Wash clothes; have blankets, clothes, shoes ready, and additional money. 2. Collect water in containers, including the washing machine, 1 gallon a day for 72 hours. 3. Consume perishable products as soon as possible. 4. Store foods that do not require refrigeration, enough for at least three (3) days. 5. Provide yourself with portable radios, and additional batteries: most telephones will be out of service or limited to emergency use. The radio will be your best source of information. 6. A First Aid Kit, especially with bandages and disinfectants. 7. Flash lights with additional batteries: Keep the flashlight/lanterns next to your bed and in several other places. Do not use matches or candles. 8. Alternatives for cooking: Keep a barbecue or a camping stove. <p>CAUTION: Make sure there are no gas leaks before lighting any kind of fire.</p>	<ol style="list-style-type: none"> 1. Verify that the emergency plant is functioning properly. 2. Verify level of diesel fuel. 3. Have in hand items and parts that consume or wear out, such as: oil and coolant, etc. 4. Check the water pumps. 5. Check elevators.
SITUATION	<ol style="list-style-type: none"> 1. Protect vulnerable areas in your home. 2. Keep an emergency telephone handy. 3. Identify areas in your home that can serve as shelters, safe from wind and projectiles. 	<ol style="list-style-type: none"> 1. Place hurricane guards in common areas. 2. Collect trashcans or any other articles in common areas that may be affected. 3. Open electric gates. 4. Maintain elevators on the top floor. 5. Check roof for projectiles and doors. 6. Close windows in hallways. 7. Close doors to the lobby and court areas.

	<ol style="list-style-type: none"> 4. Stay tuned to information bulletins. 5. Observe warnings of flood areas. 6. Protect your property with hurricane guards; if not available, cover windows and doors with plywood or boards, place large strips of tape over windows to reduce risk of breakage and flying glass. 7. Purchase and keep handy personal hygiene items such as soap, toothpaste, toilet paper, paper towels, plastic bags. 8. Fill your car's gasoline tank. 	<p><u>Board of Directors</u></p> <ol style="list-style-type: none"> 1. Emergency meeting with directors and leaders. 2. Distribution of tasks to employees. <p>A. WATER</p> <ol style="list-style-type: none"> 1. Verify capacity of cistern/water tank and accessibility for common use. 2. As soon as danger is over, check level of water tank and determine if it gets water. 3. Determine amount of water available for rationing. <p>B. ELECTRICITY</p> <ol style="list-style-type: none"> 1. Check level of diesel periodically. 2. Should the emergency extend and depending on the access to the plant, determine the time(s) the plant will be on. 3. The plant will be shut off every 24 hours to check oil, coolant, and other parts.
<p>III AFTER THE EMERGENCY</p>	<p>Check your property, assess damages.</p>	<ol style="list-style-type: none"> 1. Clean-up may be affected by the problems faced by the employees during the hurricane. 2. Assess damages to the complex once the danger is over. 3. To the extent possible, pick-up debris, plants or bushes strewn on the property. 4. Clean the pool, removing leaves or other items that may interfere with its use.

EMERGENCY PLAN

FLOOD

No one can stop a flood. But if you have to deal with one, there are things you can do to protect your family and reduce property loss to a minimum.

The most important thing is to ensure your family's safety.

BEFORE THE FLOOD

- 1) Keep a battery-operated radio tuned to a local station, and follow the instructions in case of an emergency.
- 2) If the water level starts rising in the common areas before being evacuated, go to the highest floor in the condominium. Carry with you dry clothes, a lantern/flashlight, and a portable radio. Then wait for help to arrive. Do not try to swim, let the rescuers reach you.

IF TIME ALLOWS, THESE ARE OTHER STEPS YOU MIGHT TRY BEFORE THE WATERS REACH YOU.

- 1) Shut-off all public services from main valve if it seems necessary to evacuate your home.
- 2) Move valuables, such as documents, jewelry and clothing, to higher places.

Emergency Plan
Flood

- 3) Bring belongings from outside, such as furniture, grills, or any movable objects to the inside of your apartment, or tie them firmly.

ONCE THE AREA IS FLOODED

- 1) Do not drive in a flooded area. If you get to a street that's flooded, if possible, use another route. More people drown in their automobiles than in any other place.
- 2) Do not walk through flooded areas. As little as six inches of moving water can cause one to fall.

- 3) Stay away from electrical lines and cut wires. Electrocutation is another great cause of deaths during floods. Electric current easily travels through water.
- 4) Watch out for animals, especially, vipers. Animals, too, lose their homes during the flood and it is possible they take refuge in your house.

AFTER THE FLOOD

- 1) If your residence has suffered damages, immediately call the insurance agent in charge of your policy to submit a claim.
- 2) Before entering a building, ascertain it has no structural damages. Do not enter if there is a possibility it can collapse.
- 3) Once inside do not use matches, cigarette lighters or any other open flame since gas may have build-up in the interior.
Instead, use a battery-operated lantern/flashlight to illuminate the way.
- 4) Maintain the electricity shut-off until an electrician has inspected the system and determines it is safe.
- 5) Floodwaters allow sewer waste and chemical products from the roads, farms and factories to rise. If your home has been flooded, protect your family's health by cleaning your house immediately. Discard foods and medications that may have come in contact with floodwaters.
- 6) Until local authorities indicate that the water supply is safe to use, boil the water for drinking and the preparation of food vigorously for five minutes before using.
- 7) Be careful as you walk. After a flood, steps and floors will be slippery with mud and covered with waste, including nails and broken glass.
- 8) Take measures to reduce risk in future floods. When reconstructing, make sure you meet the local building codes and ordinances, and utilize flood resistant materials and techniques to protect yourself and your property against damages that can be caused by future floods.

EMERGENCY PLAN – EARTHQUAKE

SITUATION	RESIDENT'S RESPONSIBILITY	CONDOMINIUM'S RESPONSIBILITY
I During the Earthquake	<ol style="list-style-type: none">1. If you are inside your apartment, remain there. Don't run or try to go outside. Take cover under a desk or a table, or stand in a corner. Remember that earthquakes last a very short time; therefore, you cannot go too far. Use the time to protect yourself.2. If you are outdoors, remain in an open area, far away from trees, buildings, walls, and power lines.3. If you are in a high-rise building, stay far away from windows and exterior walls. Take cover under a table. Do not use the elevators.4. If you are driving, stop and park on the side of the road. Avoid tall buildings and power lines. Remain inside your car until the earthquake is over.5. If you are in a tight public place, do not rush to the doors. Crouch and cover your head and face with your hands and arms.	Should the earthquake occur during work hours, employees must be secured in an area that will not put their lives in danger; away from trees, posts, building walls, and power lines.

<p>II After the earthquake</p>	<ol style="list-style-type: none"> 1. Unless there's an immediate emergency or a life in danger, do not attempt to use the telephone. 2. Check for water leaks and torn electrical wires. 3. Check structure for cracks or damages, including ceilings and foundation. 4. Turn on your portable radio and listen for instructions and news reports and follow the instructions. 5. Do not use your car unless it is crucial to do so. Keep streets clear for emergency vehicles. 6. Be prepared for aftershocks (secondary waves). 7. Remain calm and help others. 8. Wear closed shoes with a hard sole. 9. Stay far away from the sea, whereas a tidal wave may take place. 	<ol style="list-style-type: none"> 1. Check for injured people; coordinate the transfer to a hospital for those seriously injured. 2. Check for persons trapped in debris. 3. The administration shall ascertain damages, such as ruptured pipes, torn/downed electrical wires, plumbing, cracks or damages to building walls. 4. Inform title owners of any damages to their property.
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EMERGENCY PLAN – FIRE

PURPOSE

The purpose of this plan is to familiarize the condominium occupants with the existing exits so that their use is the most convenient and safe. Even though the speed in which a building is evacuated is important, order and control are factors that must be carefully and continually observed. This will avoid panic, accidents, and will facilitate a most efficient, speedy and safe evacuation.

PREVENTIVE MEASURES

1. Doors must have free access to the stairs.
2. Hallways and vestibules shall be free of obstructions at all times and shall not be used as storage areas.
3. Should a fire occur, the Fire Department shall be notified immediately and the building evacuated.

PUTTING OUT THE FIRE

1. In case the fire originates in the Condominium, immediate action can be taken by employees or residents to coordinate the extinguishing of the fire.
2. These persons shall use the fire extinguisher(s) located in the security guard's booth, ----- , and the available hoses.

EVACUATION

1. Once aware of a fire attempt, immediately call the Fire Department.
2. Leave the building as quickly as possible, without running and avoiding personal accidents.
3. If there is smoke, try to get to the nearest stairs or to the middle of the closest exit.
4. Title owners and/or residents will carry out the evacuation process and will direct people to the outside of the buildings.
5. Should the hallway fill up with smoke, crawl out as close to the floor as possible.
6. Under no circumstances use the elevators.
7. Go down the stairs in an orderly and careful manner, using the handrails to avoid falls. Do not try to go back to the apartment to retrieve purses, umbrellas, or any other objects; this may cost you your life. People moving in the opposite direction is not permissible.
8. If it is not possible to leave the apartment, close the door and seek the fresh air coming through the windows while you wait for help.
9. Wait for instructions from the Fire Department in the common areas.

RECOMMENDATIONS

1. Become familiar with the exits in the condominium.
2. Do not allow obstacles in the hallways.
3. Keep doors closed in the normal way.
4. In case of fire: DO NOT SCREAM.
5. Remain calm. BE SENSIBLE.
6. Walk with a sure, firm step. DO NOT RUN.
7. Close doors and windows upon exiting.
8. Keep your money properly protected.
9. Maintain important documents properly filed.
10. Disconnect electric equipment not in use

MEDICAL EMERGENCY PLAN

In case of medical emergency:

1. Notify the staff of the Condominium where the emergency is.
2. Do not move the injured person or persons unless there is the possibility of greater danger to them.
3. Call 911
4. Inform the dispatcher of his name, and the physical address where he is.
5. Explain the type of emergency, where the patient is, approximate age, male or female, approximate weight, if he is breathing or not, if he is bleeding or not, if he is conscious or not, explain the apparent problem and that he is doing, and if cardiopulmonary resuscitation is being applied.
6. If there is a possibility of poisoning: what substance was ingested, what quantity.
7. If possible, describe the substance, odor, liquid, pills, etc.
8. If you vomited, how many times, burns around the mouth.
9. If the pulse is fast or slow.
10. If it is weak, cold or hot.
11. If your pupils are dilated or contracted.
12. Check if you have a bracelet with identification or have information about any condition in the wallet.
13. Diabetic or heart problems.
14. If you have any medication nearby and describe it.
15. As soon as possible, notify the Administrator and / or the Contingency Committee of what happened.
16. Once the emergency is over, prepare a detailed report of the incident to the administration.

EMERGENCY TELEPHONE NUMBERS

Emergencias	911
Policía	787-343-2020
	787-851-2020
Guardia Municipal	787-255-2650
Unidad Marítima	787-851-1525
Bomberos Cabo Rojo	787-851-2330
Bomberos Boquerón	787-851-4797
Emergencia	787-343-2330
Cuerpo De Vigilancia	787-254-2080
Alcaldía de Cabo Rojo	787-851-1025
Ambulancias Municipales	787-851-1620
A.A.A.	787-805-2482
Planta Filtro	787-254-0630
Recursos Naturales Vigilantes	787-833-1345
Recursos Naturales-Boquerón	787-851-7260
LUMA	1-844-888-5862
Administración	939-940-8009
Javier Santiago	939-940-9001
Calidad Ambiental Mayagüez	787-833-1115

