Seminario Evangélico de Puerto Rico
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787-763-6700
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Normas, Guías y Procedimientos Básicos de Seguridad en el Campus

Student Right to Know and Campus Security Act Public Law 101-542

ANNUAL SAFETY REPORT 2025

"Responsabilidad de Todos"

Basic Safety Standards, Guidelines and Procedures at the Evangelical Seminary of PR

Legal basis

Under *the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (Clery Act)* all postsecondary schools are required to publish statistics of crimes that have occurred on campus and in the immediate vicinity of the institution. Statistics include those reported to state law enforcement departments as well as related agencies.

This report contains statistics for the past (3) years: **2023 to 2025**, which includes crimes that occurred on campus and adjacent areas reported according to the PR Police Statistics Division. The *Clery Act* specifically requires the reporting of crimes of violence classified as: Criminal offenses (murder/manslaughter, negligent homicide, rape, lewd acts, incest, rape of minors, robbery, aggravated assault, escalation, vehicle theft, arson) Hate Crimes (murder/manslaughter, negligent homicide, rape, lewd acts, incest, rape, rape, robbery, aggravated assault, escalation, vehicle theft, arson, simple assault, theft, intimidation, destruction and damage to property (vandalism); Offenses Identified under VAWA (domestic violence, intimate partner violence, stalking), Arrests and Referrals for Disciplinary Actions (weapons: carrying, possessing, ect., drug abuse violations, alcohol law violations) and total Unsubstantiated or False Crimes.

This information is submitted to the Federal Department of Education as the *Campus Safety and Security Survey and* the *Completion Certificate is* received.

The Annual Report of Security and Crime Statistics of the Evangelical Seminary of PR is available on our website:
http://se-pr.edu



Introduction

The Evangelical Seminary of Puerto Rico considers the safety of all members of the community as part of its mission to the extent that we share collectively. As part of its efforts, the Seminary works to maintain an environment that favors learning and coexistence both university and social.

Approaches include:

- Development of safety procedures, policies, standards, guidelines, and preventive measures
- Compliance with State and Federal Regulatory Agencies Laws and Requirements
- Support and Consulting
- Development, Inspection and Training
- Statistical and Management Reports

Along with this report are some very important guides such as:

- Fire, Smoke or Explosions
- Crimes
- Earthquakes
- Inclement Weather
- What is sexual violence?

This document is a basic guide that contains the Annual Report to be published in 2026, however the SEPR maintains a Safety Manual approved in 2024.

Institutional policy

The Evangelical Seminary of PR has as an institutional policy to promote a safe study and work environment, free of risks to health and safety, promoting respect, protection and well-being of the entire Community.



Annual Safety Report

This Annual Safety Report is prepared to comply with the requirements of the *"Clery Act",* using information collected by the Office of Administrative Affairs in coordination with the PR Police, as well as government and non-profit agencies that provide statistics in service to the campus.

This report provides the last three (3) years of criminal incidences that occurred on campus, locations controlled by the Seminary. This report also includes Institutional Policies related to campus safety, Sexual Harassment Policy, Alcohol, Weapons and Drugs.

SEPR distributes a notification of availability of this Annual Safety Report, on or before January 1 of each year, to all members of the university community. Anyone, including prospective students or employees, may obtain a copy of this report by contacting the Office of Administration or by visiting /www.se-pr.edu. The Report of Crime Incidents of safety and health by Categories, required by the "Student Right to Know and Campus Security Act" is published on our www.se-pr.edu page and by email to the entire community in harmony with institutional policy.

The right of the community to be informed about criminal acts occurring in each of the locations of the Seminary, Administrative Building, Juan de Valdés Library, Residences, parking areas and premises is recognized. In limited circumstances, the Campus Administration may not be able to ensure confidentiality and will inform you in such cases. Anyone can call the Office of the President or the General Service Office of the Seminary at 787-763-6700 to report this matter. Callers can remain anonymous.

Procedure for reporting criminal incidents

There are several ways for members of the Seminary community and visitors to report criminal incidents and other emergencies to administrative and academic representatives. It is important that, no matter how and where you decide to report these incidents, you immediately inform the Office of the President who will designate to ensure an effective investigation and follow up actions, such as issuing Security Alerts or Emergency Notifications. If criminal incidents are not reported, there is little that can be done to help prevent other members of the university community from becoming victims as well. The university community will be safer if it participates in safety and health initiatives.

We urge all members of the university community to promptly report all criminal incidents and other emergencies to the Office of the President (See telephone directory at the end of the report. Confidential reports allow the Seminary to collect accurate records on the number and types of incidents occurring on campus. The circumstances of the crime you are reporting, you may choose to have a report kept ensuring its confidentiality.

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Reports from other security authorities of the Seminar

The Clery Act recognizes certain university and office officials as "Campus Security Authorities." The Act defines these people as "an officer of the institution who has significant responsibility for the student and student activities; including, but not limited to student accommodation, student discipline and campus court proceedings." An official is defined as "any person who has the authority and duty to take action or respond to particular questions on behalf of the institution but does not have significant advisory responsibilities." Currently, professional and pastoral counselors are exempt.
Campus Security Authorities are required to report reported crimes occurring at the institution, in public areas bordering campus, and in certain buildings that are not owned but controlled (leased) by the Seminary. Campus Security Authorities must only report crimes that have not been previously reported to Campus Security or another SEPR Security Authority. The intent of including staff who do not represent Law and Order is to recognize that some community members, and students in particular, may be evasive to report crimes to security or law enforcement, but may be more inclined to report incidents to other individuals affiliated with the campus.

The director, coordinator and designer will complete the "Incident Report". The person designated by the Seminar will initiate the investigation and if necessary, notify the Municipal or State Police for the corresponding action. If the presence of the police is necessary, the injured party or complainant must be present to testify and be interviewed.

If a medical emergency arises, you should immediately contact 911 or your preferred Clinic or Hospital. In a medical emergency, the Office of Administration will take the necessary measures and collaborate with Health Services around the mobilization of medical services. Once the health care professional evaluates the conditions, he or she will determine if additional support is needed.

"Timely Warnings" or "security alerts"

The purpose of a security alert is to assist in the prevention of a violent crime against a person or a particularly threatening crime against property. The goal of a security alert is to allow people to protect themselves. The security alert will be issued for any of the following offenses that are reported by university security

authority or local law enforcement, within the geographic area of the universities under the "Clery" Act. This warning will be considered by the university as a serious or ongoing threat `to students, staff and faculty.

- Arson
- Theft
- Scaling
- Dating Violence
- Domestic violence
- Aggravated Assault
- Motor Vehicle Theft
- Sexual Crimes - forced and non-forced
- Criminal Homicide, including Murder, Non-Negligent Homicide and Negligent Homicide

Campus administration will send a security alert via email, text message, or phone call to all students, staff, and faculty when any of the above criteria occurs, and pertinent information becomes available. Security alerts will provide details of the crime, a description of the suspect (if known), and information that will aid in the prevention of similar crimes. The message may omit some information, if providing it could identify the victim or compromise law enforcement efforts. "Timely Warnings" may be updated when new and accurate information becomes available.

The decision to issue a security alert is made on a case-by-case basis, taking into consideration the validity of information about the reported crime, information known to the police, the nature of the crime, when and where the incident occurred, when it was reported, the danger it poses to the university community, and the risk of jeopardizing law enforcement or law enforcement efforts. victim. If a suspect is arrested or other facts indicate that the danger has passed and is unlikely to reappear, a security warning will not be issued. If the police report is delayed, to the point where the ongoing threat has dissipated, the notice will not be issued. If there is reason

to believe that a report was not made in good faith, the security alert will not be issued. Please note that security alerts are a separate and distinct process from Emergency Notification messages. Anyone with information about warranting a security alert should report the circumstances immediately, to Campus Security.



Emergency notifications

SEPR is committed to ensuring that the community receives timely, accurate and useful information, in the event of a major emergency or hazardous situation, on campus or in the local area, should it pose an immediate threat to health and safety. The types of emergencies that could be notified are as follows, but not limited to:

- Fire
- Drought
- Tsunami
- Terrorism
- Flash floods
- Earthquakes
- Active Shooter
- Chemical Spills
- Storms / Hurricanes

Emergency notifications will be issued after the following steps:

- Confirm the existence of a significant emergency or dangerous situation.
- Determine the appropriate segment or segments of the university community to receive the emergency notification.
- Determine the content of the notification emergency, using pre-existing templates.

Sexual Violence and Violence against Women

The Seminary is committed to providing a safe work environment, and in compliance with the provisions of Title IX, has adopted policies and procedures to prevent and respond to incidents of sexual violence, including sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.
For more information, please refer to Prevention and Awareness (VAWA - Title IX) programs, at **accederhttps://www.federalregister.gov/documents/2014/10/20/ 2014-24284/violence-against-women-act**.
If you are a witness or victim of sexual violence or violence against women, please notify the Campus Safety Authority immediately.

Recording of daily crime

Campus Security keeps a daily record of all crimes reported under the Clery Act. These reports identify the type of crime, location, and the time each incident was reported to Campus Security. The last 60 days of the incidents will be available at the Security Office and can be requested at any time, without prior notice.

"Clery Law" offenses:

Murder/Non-negligent Homicide: The non-negligent killing of one human being by another.

Wrongful Death: The death of another person due to gross negligence.

Sex Crimes: Any sexual act directed against another person against that person's will; including instances when the victim is unable to give consent.

Rape: penetration, however mild, vaginal or anal, with any part of the body or object, or oral penetration of the sexual organ of another person, without the consent of the victim.

Fondling: touching the private parts of another person's body, for the purpose of sexual gratification, forcibly and/or against that person's will; including instances when the victim is unable to give consent due to their age or mental incapacity (temporary or permanent).

Incest: unforced sexual relations, between people who are related to each other (close people in consanguinity/marriage not allowed by law).

Technical rape: Unforced sexual intercourse with a person who is under the legal age of consent.

Theft: Taking or attempting to take anything of value from care, custody, or control of a person or persons using force, violence, or intimidation.

Aggravated Battery: An unlawful assault by one person on another, for the purpose of inflicting severe or serious bodily injury. This type of assault is usually accompanied using a weapon or by means capable of producing death or bodily injury.

Escalation: The illegal entry into a structure to commit a felony or robbery.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: Deliberate or malicious attempts to burn, with or without intent to damage a dwelling, public building, motor vehicle or aircraft, personal property of another, etc.

Hate crimes

It includes all the crimes broken down in the previous section, which manifests evidence that the victim was chosen based on one of the categories of prejudice listed below, plus the following crimes listed below:

Theft: includes the crimes of pocket theft, purse, shoplifting, building theft, theft of motor vehicle parts or accessories, and all other thefts.

Simple Assault: An unlawful physical attack, by one person on another, where neither the offender shows a weapon nor the victim suffers serious bodily injury or involves apparently broken bones, tooth loss, possible internal injuries, severe laceration, or loss of consciousness.

Intimidation: Unlawfully placing another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to a physical attack.

Destruction/Damage/Vandalism: Intentionally or maliciously destroying, damaging, defacing, or otherwise damaging movable or immovable property, without the consent of the owner, or the person having custody or control thereof.

Categories of prejudice:

Race: A preformed negative attitude toward a group of people who possess common physical characteristics, genetically transmitted by descent and heredity, that distinguish them as a distinct division of humanity.

Gender: A preformed negative opinion or attitude toward a group of people because those people are male or female.

Religion: A preformed negative opinion or attitude toward a group of people who share the same religious beliefs about the origin and end of the universe and the existence or non-existence of a Supreme Being.

Race/National Origin: A preformed negative opinion or attitude toward a group of people of the same race or national origin who share common or similar characteristics, languages, customs, and traditions.

Disability: A preformed negative opinion or attitude toward a group of people based on their physical or mental impairments or problems, whether such disability is temporary or permanent, congenital, or acquired by inheritance, accident, injury, advanced age, or illness.

Dating Violence, Domestic Violence, and Stalking

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence - Felony or misdemeanor violence committed by:

- a spouse or ex-spouse or partner of the victim
- a person with whom the victim shares a child in common.

- a person who is cohabiting with, or cohabiting with the victim as a spouse or partner
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- by any other person against an adult or youth victim who is protected against the acts of those persons under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking - Participation in a course of conduct directed at a specific person that could cause a person:

- Fear of your safety or the safety of others
- Suffering from emotional distress.

Institutional Policy for a community and a study and work environment free of drugs, alcohol and tobacco

The Evangelical Seminary of Puerto Rico, aware of the adverse and harmful effects that drugs, alcohol and tobacco have on our society, is governed by the Drug Free Workplace Act (34 CFR 85), the Drug Free Schools and Campuses Regulations (34 CFR 86), Law No. 40 of 1993 and Law No. 66 of March 2, 2006.

To comply with the commitment to maintain an environment free of alcohol, tobacco and controlled substances, students, lecturers and associates are prohibited from consuming, distributing, possessing and selling alcoholic beverages and controlled substances on the premises of Academic Institutions (Law number 4 of June 23, 1971, and Public Law number 101-2 of December 26, 1989) including classrooms, offices, conference rooms and any area owned by the Institution. Employees, faculty members are not permitted to attend their duties under the influence of alcohol or drugs on and off campus grounds. Also, smoking tobacco products in any area and property.

Distribution of the policy

The Office of the President will request the Human Resources Officer, the Office of General Services and Academic Affairs to distribute the policy to seminarians, staffers, and campus residents.

The Human Resources Coordinator distributes this policy to new employees in the orientations offered upon entry.

It will coordinate for the publication of the policy on the institution's website in the section of the General Service Office which can be accessed at www.se-pr.edu.

During the academic year, the sending to the email of the officially enrolled students, the links related to the Institutional Policies and Regulations.

Institutional sexual harassment policy

It is the policy of the SEPR to promote for the University Community, job candidates and visitors, a fair, humane, and responsible learning and work environment that supports and feeds professional and educational improvement based on skill and performance. The Institution does not encourage, tolerate, or allow, sexual harassment in the workplace or study environment, since like other types of discrimination, it violates local and federal policy and provisions, among which stand out the Civil Rights Act of 1964, as amended (Title VII), the Federal Education Act, as amended (Title IX), Law 100 of Puerto Rico of June 30, 1956, and Law No. 17 of April 22, 1988. Any employee, lecturer or student who engages in sexual harassment does so in violation of the rules and policies of the Evangelical Seminary of Puerto Rico.

Complaint procedure

If an associate believes that he or she has been sexually harassed or is being subjected to a hostile environment, he or she must notify his or her supervisor, dean, or director of the unit to which he or she is attached. For the knowledge and complete existing procedure, you can refer to the Employee Manual, Faculty Manual or Student Manual in which they contain all the guide and procedure for the complaint.

Institutional Policy on the Carrying of Arms

The PR Evangelical Seminary promotes and maintains a safe and healthy work and study environment for the entire university community.

To comply with the commitment to maintain a safe environment, the carrying of weapons, as defined by the Puerto Rico Arms Law, is prohibited within the premises of the Institutions, as well as in the celebration of activities sponsored by the SEPR.

Sexual violence, dating violence, harassment and sex discrimination. (Vawa Title IX) Prevention and awareness programme

The SEPR has the responsibility to ensure the safety of our community and its visitors. We must be instructed in the knowledge, prevention, and procedure of sexual assault. The Title IX program of the Federal Department of Education contains a number of studies, Webinars, Workshops, Videos and material for these purposes. The program includes educational workshops and delivery of informational material to promote knowledge on sexual offense prevention and rape alert. At SEPR we are available to provide you with information to help you and, if necessary, refer you to other professional support services.

Procedure to follow if a sexual assault occurs

- Call for help immediately and notify Administration staff at 787-763-6700 or directly at 911
- The Office of the Presidency will take charge of the scene, while the PR Police arrives cordoning off the area and preserving the evidence The Presidency or its authorized representative, will be responsible for notifying the Puerto Rico Police, Sexual Crimes Unit, for the corresponding investigation.
- If it is necessary for the transfer of the victim to a hospital, the Presidency, in coordination with the General Service Office, will carry out the pertinent procedures for the transfer.
- The Administrator or Student Affairs representative will contact the victim's family members.
- The Administration or its representative shall be responsible for preparing a final report for the Presidency.
- In case the victim is an associate or visitor, the Administration or representative of Student Affairs will work the case, in coordination with the representative of Human Resources and will follow the procedure described above.

Recommendations

In the event of a sexual assault, the Rape Victim Assistance Center recommends the following:

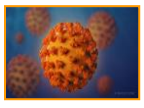
1. **Do not change clothes or wash yourself**
2. **Do not take medication**
3. **Get Prompt Medical Care**



Preventive security measures

- Make sure your vehicle is securely locked. Do not leave valuables visible in your car.
- Use canes, alarm systems or any other attachment that makes it difficult to steal your car.
- When approaching your car, watch for suspicious people in the vicinity.
- If you are attacked or surprised and if circumstances permit, shout with all your might and call for help. If possible, defend yourself if you understand not incurring greater risk, the aggressiveness you demonstrate can contribute to the attacker desisting from the action.
- If you are stopped asking something, do not approach the car, they can pull you into it.
- If you follow on foot, cross the street, vary the pace and change direction.
- If you observe the presence of suspicious persons on the premises of the Seminary, immediately notify the Administration and Information.
- Do not accept transportation or get into vehicles of unknown people.
- Avoid taking shortcuts to dark and lonely places.
- Always be alert and carefully observe what is happening around you. Don't take unnecessary risks.
- Walk through well-lit places.
- Know the emergency exits.
- Be sure to bring your ID card with you.

Coronavirus (Covid-19)



Within the measures related to the alert situation caused by the development of the Coronavirus (COVID-19), the Seminar has created a special place on our website.

In this unique site will be available the necessary information to maintain direct communication with our entire community. The communiqués are available, as well as the Protocol for the Prevention, Preparedness and Response to Exposure of COVID-19.

We invite you to look for information on our page:

https://se-pr.edu/covid-19

Voluntary and Confidential Notification

If you are the victim of a crime or want to report one of which you are aware, but do not want to take any action within the university or the criminal justice system, we ask that you consider filing a voluntary and confidential report. Depending on the circumstances of the crime you are reporting, you may choose to have a report kept ensuring its confidentiality. The purpose of a confidential report is to fulfill your desire to keep your personal information private, taking steps to ensure your safety and that of others.

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Incident Report for 2023-2025

Breakdown of Criminal Activity

Year	On Campus	Off-Campus	Public property	Total	In Campus	Off-Campus	Public property	Total	In Campus	Off-Campus	Public property	Total	In Campus	Off-Campus	Public property	Total	In Campus	Off-Campus	Public property	Total
Criminal Actions	**Voluntary Manslaughter**				**Involuntary Sexual Offenses**												**Sexual Offenses Technical Rape**			
2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2025	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	Escalation	Aggravated Assault											Theft of Ve	Malicious Fire						
2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2025	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CRIMES OF RAPE AGAINST WOMEN (VAWA)	**Dating Violence**	**Domestic Violence**	**Lurking**										**ACCI ONES DISCI PLINARIAS INFLUENCED CRIMINAL INCIDENCES**							
													Weapons				**Crimes**			
2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2025	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS	**Weapons: Possession, carrying, etc.**				**Drug Abuse Crime**				**Alcohol Abuse Crime**				**POWER S DISCIPLINARY**				**CRIMINAL INCIDENTS NFLUENCIADAS**			
													Weapons				**Crimes**			
2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2025	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Data around Public Property were provided by the Police Statistics Division of PR Report of Criminal Incidents Reported for the year 2026 Rio Piedras Precinct.



Crimes

Call 911 to report a crime in progress or criminal behavior and notify the PR Evangelical Seminary Administration.

- ✓ Do not approach or attempt to arrest or detain the person(s) in question.
- ✓ Act only if necessary for your self-defense.
- ✓ If you are safe, stay where you are until the police arrive. Otherwise, try to move to a safe place.

Report as much information as possible, including:

- ✓ Type of crime.
- ✓ Description of the people involved, including height, weight, gender, clothing, and weapons, if any.
- ✓ Location of the incident.
- ✓ If a vehicle is found involved in the crime, identify the direction in which they were headed.
- ✓ Description of the vehicle, including color, year, make, model, and license.

Also notify PR Evangelical Seminary Administration of criminal activity even if it is not an emergency. Including crimes that have already occurred such as stolen items, car accidents, etc.

Crimes

Call 911 to report a crime in progress or criminal behavior and notify Campus Security Authorities (Administration).

Do not approach or attempt to apprehend the person(s) involved.

- ✓ Take only actions necessary for self-defense.
- ✓ If you are safe, stay where you are until the police arrive. Otherwise, try to move to a safe location.

Report as much information as possible including:

- ✓ Type of crime.
- ✓ Description of persons involved, including height, weight, sex, clothing and any weapons.
- ✓ Location of crime.
- ✓ Direction of travel.
- ✓ Vehicle description, including color, year, make, model and license.

Notify Administration the non-emergency criminal activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc.

Active Shooter

Evacuation

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Help others escape, if possible.
- Evacuate regardless of others.
- Warn/prevent individuals from entering.
- Do not attempt to move wounded people.
- Keep your hands visible.
- Follow police instructions. Call 911 when safe.

Hide Out

- Be out of the active shooter's view.
- Provide protection if shots are fired.
- Not restricting options for movement.

If the shooter is nearby:

- Lock the door.
- Hide behind large items (e.g., cabinet, desk).
- Silence cell phone/pager.
- Remain quiet.

Act, as an absolute last resort:

- Act as aggressively as possible.
- Improvise weapons and throw items.
- Yell.
- Commit to your actions.

Provide law enforcement or 911 operators with:

- Location of shooter.
- Number of shooters.
- Physical description of shooters.
- Number and types of weapons.
- Number of potential victims.

Active Shooter

Dislodge

- Have an escape route and eviction plan in mind.
- Leave your belongings.
- Help others escape, if possible.
- Evict independently if others do.
- Prevent other people from entering the work area.
- Do not attempt to move the wounded.
- Keep your hands visible while evacuating.
- Follow police instructions.
- Call 911 when it is safe.

Hide

- Try to be out of sight of the active shooter.
- Seek protection if you hear gunshots.
- Do not restrict your options for movement or eviction.

If the shooter is nearby:

- Close the door.
- Hide behind some large pieces of furniture (e.g., closet, desk).
- Mute your cell phone/pager.
- Stay calm.

Act, as a last resort:

- Act as aggressively as possible.
- Improvise weapons and/or throw blunt objects.
- Scream.
- Commit to the actions you take.

Provide police or 911 operators with the following information, if they have it:

- Location of the shooter.
- The number of shooters.
- Physical description of shooters or type and color of clothing.
- Number and types of weapons.
- The number of potential victims and/or people injured.

Earthquakes



If you are in the Interior

- ✓ Down; Take cover under a table or other piece of furniture; and hold on until the shaking passes. If there is no table or desk near you, cover your face and head with your arms and crouch in an inner corner of the building.
- ✓ Stay away from glass, windows, exterior doors and walls, and anything that may fall on you, such as lamps and furniture.
- ✓ Do not shelter under a door frame, except if you know it is a structurally load-bearing door frame that is close to you. Many interior doors are lightly constructed and offer no protection.
- ✓ Stay inside the building until it stops shaking and it is safe to leave. Do not leave a building during the tremor. Research has shown that most injuries occur when people are inside buildings, trying to exit, or moving to another location within the building.
- ✓ DO NOT use elevators.
- ✓ Keep in mind that electricity may fail, fire sprinkler systems or fire alarms may be activated.

If you are abroad

- ✓ Stay where you are.
- ✓ Stay away from buildings, power poles, and power lines.
- ✓ Once it is outside, it will remain there until the tremor passes. The greatest danger exists just outside buildings, at the exits of buildings and next to the exterior walls. Earthworks during an earthquake are rarely the direct cause of death or injury to people. Most earthquake-related deaths are as a result of collapsing walls, broken glass, and falling objects.

Earthquakes



If Indoors

- ✓ DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- ✓ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- ✓ Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- ✓ Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- ✓ DO NOT use the elevators.
- ✓ Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If Outdoors

- ✓ Stay there.
- ✓ Move away from buildings, streetlights, and utility wires.
- ✓ Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving Vehicle

- ✓ Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

  Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earth.

Extreme Inclement Weather

Storm

- Seek shelter inside a building or structure of solid construction.
- Avoid small, isolated structures in areas open to the elements.
- Stay away from windows and doors, stay out of balconies or terraces.
- Avoid using corded line telephones. Cell phones and cordless phones could be used.
- Avoid contact with plumbing, it could conduct electricity in a thunderstorm.
- Avoid contact with electrical equipment and wires. Before the storm, disconnect sensitive equipment.

Snow / Ice

- Avoid unnecessary travel.
- Make sure you have enough consumer products (food, water, etc.) to sustain you for a couple of days.

Monitor University closures and special conditions:

- The institution will communicate with you through our text messaging system and e-mail. Stay connected to news TV channels.

Flood

- Follow official instructions given by state agencies.
- Never drive through standing water.
- Never walk or transit through moving water.
- Keep in mind that a flash flood can occur within minutes. If the area where you are located is prone to flooding, relocate to higher ground.
- Make sure you have food and drinking water for several days.
- Monitor local radio/television channels for eviction announcements and other guidelines from state and municipal law enforcement agencies.

Tornado

- Seek shelter inside a building or solid structures if a warning is issued or if you can physically see the tornado.
- Go to the basement or an interior room on the lowest floor, preferably without windows.
- Closets, bathrooms and other interior spaces are usually better.
- Separate yourself with as much space as possible between you and the outside walls.
- Evacuate mobile homes and seek shelter in solid structures.
- If you are in a vehicle, bend over and make sure you are lower than the windows.
- If there is no shelter nearby, lie in a ditch or low point with your hands protecting your head. Avoid espressos and bridges.

Severe Weather

Thunderstorm

- Seek shelter inside of a sturdy building
- Avoid small sheds or isolated structures in open areas
- Stay away from windows and doors, and stay off porches
- Avoid contact with corded phones. Cell phones and cordless phones are fine Avoid contact with plumbing. Do not wash hands, bathe, shower, wash dishes, etc.
- Avoid contact with electrical equipment and cords. Before the storm, unplug or power down sensitive equipment

Snow/Ice

- Avoid unnecessary travel.
- Ensure you have supplies (food, water, etc.) to last a couple of days.

Monitor University closures and special conditions:

- Operating Status
- Special Conditions

Flood

- Follow official instructions given for your area.
- Never drive through standing water.
- Never walk through moving water.
- Be aware that flash flood can occur quickly. If flooding occurs, move immediately to higher ground.
- Ensure you have food & clean water to last you a few days if possible Monitor local radio/TV channels for evacuation and other directives.

Tornado

- Take shelter inside a substantial building if a warning is issued or you see a funnel cloud:
- Go to the basement or an interior room on the lowest floor, preferably without windows.
- Closets, bathrooms, and other interior rooms are best
- Put as much space between you and the outside wall as possible
- Abandon mobile homes and seek sturdy shelter
- Stay in vehicle, crouch down below windows
- If no shelter is close by, lie flat in a ditch or low spot with your hands shielding your head. Avoid overpasses and bridges.

Fire, Smoke or Explosions

In case of fire, smoke, or an explosion:

- Alert those around you of danger.
- Vacate the room, close doors when leaving.
- Manually activate the fire alarm system while vacating the building.
- Leave and exit the building - DO NOT USE ELEVATORS.
- If you feel smoke while evacuating, keep walking as low as possible. Your eviction route is blocked, identified, and evicted by a second route.

Call 911 from a safe location. Tell the operator:

- Name of the building. Location of the fire.
- Description of fire to the best of its knowledge.
- ALL fires must be reported to the University Guard, including those fires that have already been extinguished.

If your clothes are on fire

- Stop, don't run – throw yourself on the ground and roll to extinguish the flames.
- Wrap yourself in a "Fire Blanquet" if available.
- Get wet with water in one of the safety showers if available.
- Seek help for medical attention for any burns and injuries you may have.

If you are trapped in a building

If possible, seek shelter in a room or office with an outside window

- Close all doors and windows.
- Use clothing, towels, or paper to block openings around the door to keep smoke out of the area you are in.
- Keep it as low as possible if the area is filled with smoke.
- If there is a phone call, call 911 to report your location and situation.
- Point out rescuers and people outside the building for them to see. Shout and shake your clothes or other light-colored objects. Stay where rescuers can see you.
- Stay calm, stay as low as possible, and be patient.

Fire extinguishers

- Use the fire extinguisher if you know how it works and it is safe to do so.
- Fire extinguishers will only work to extinguish small fires.
- Make sure you have a clear escape route; in case you have to.
- If you have not been trained to use a fire extinguisher you should evacuate immediately.

Fire, Smoke & Explosions

In the event of fire, smoke, or an explosion:

- Alert those around you to the hazard.
- Evacuate the room, closing doors behind you as you leave.
- Manually activate the fire alarm system as you exit the building.
- Exit and move away from the building - DO NOT USE ELEVATORS.
- If you encounter smoke, stay low and if necessary, use your secondary escape route. **Call 911 from a safe location. Tell the dispatcher:**
- Name of the building
- Location of the fire
- Description of the fire
- ALL fire must be reported to Campus Security Authorities, including those that have been extinguished.

If your clothing is on fire

- Stop – Drop to the ground or floor and roll to smother flames.
- Smother flames using a fire blanket.
- Drench with water from a safety shower or other source. Seek medical attention for all burns and injuries.

If you are trapped in a building

- If possible, take shelter in a room with an outside window
- Close all doors and windows
- Use clothing, towels, or paper to block around the door or over vents to keep smoke out
- Stay low in smoke
- If there is a telephone call, call 911 to report your location and situation.
- Signal to rescuers and people outside the building by waving clothing and other light-colored objects. Stay where rescuers can see you. Remain calm, stay low, and be patient.

Fire Extinguishers

- If you have been trained and it is safe to do so, you may use one extinguisher to attempt to extinguish the fire.
- Only attempt to extinguish small fires.
- Make sure you have a clear escape path.

If you have not been trained to use a fire extinguisher you must EVACUATE immediately

SAFETY REGULATIONS FOR PARKING LOTS OF THE EVANGELICAL SEMINARY OF PUERTO RICO

Good coexistence as a community requires establishing a series of obligations and rules in the use of physical spaces used to park in the Seminary. In this spirit we establish some guidelines and principles for our entire community. The Seminary will give permission to park their cars to every student, employee and member of our churches who visit the Seminary in accordance with the rules below:

- No one will occupy double space in any parking space.
- No one will park in the green areas of the campus.
- A set maximum speed limit of 5 miles will be maintained in the vehicle areas of our campus.
- All people using the parking lot must obtain the parking permit with the stamp that establishes the authorization to use the parking lots of the Seminary.
- All people will comply with traffic signals in and around the Campus.
- All persons shall keep the entrances, exits and accesses of the disabled free of parked cars.
- All people using a car should not park on the blue tape or on ramps for people with mobility limitations.
- It is the duty of all drivers to keep loading and unloading areas free.
- It is a duty not to use reserved or non-designated spaces.

People using the SEPR parking lot must comply with the Safety Regulations and Traffic Rules established in this document. Violators of these rules and regulations will be alerted according to the seriousness of the violation. A first verbal or written alert on a violation of these rules. After a first administrative warning, if there is a severe violation of these rules, the Seminary may affix a warning sticker on the glass of a bad car that violates these rules. A severe violation will include double parking, parking in handicapped areas, restricted parking, or parking in green areas. In cases of gross violations, where traffic is impeded, or a passage of disabled persons is obstructed, the vehicle may be removed by a tow truck at the expense of the offender, a complaint with the relevant authorities in case of an access of the disabled, and to lose the parking privilege in the Seminary.

For any traffic accident, damage to vehicles or property, an incident report must be completed, and photos taken to file a claim with the relevant public or private agencies. The Puerto Rico Police will be required to issue a report on the accident or, if necessary, to summon the parties to a hearing under the Puerto Rico Vehicle and Traffic Act of 2000.

PREVENTIVE SECURITY MEASURES

As part of a security policy, the Seminar urges all people who share our facilities with the following preventive security measures:

- Make sure your vehicle is securely locked. Do not leave valuables visible in your car. Use canes, alarm systems or any other attachment that makes it difficult to steal your car.
- When approaching your car, watch for suspicious people in the vicinity.
- If you are attacked or surprised and if circumstances permit, shout with all your might and call for help.
- If you are stopped asking something, do not approach the car, they can pull you into it.
- If you follow on foot, cross the street, vary the pace and change direction.
- If you notice the presence of suspicious people on the premises of the Seminary, immediately notify the Office of Administration (if it is during working hours) or the security officer.
- Do not accept transportation or get into vehicles of unknown people.
- Avoid taking shortcuts to dark and lonely places.
- Always be alert and carefully observe what is happening around you. Don't take unnecessary risks.
- Walk through illuminated places.
- Know the emergency exits.