



Colegio Bilingüe New Horizons

Our Strongest Conviction is Academic Excellence

Accredited by New England Association of Schools and Colleges (NEASC)

Emergency Procedures

In order to assure the security of our students, academic staff, and personnel, we have developed emergency procedures in case of an earthquake or fire.

The emergency plan includes the following steps:

- **Earthquake Procedures:**

During an earthquake students should do their best to get to a wall and place themselves against it. They should take the fetal position, covering their heads with both arms. Students should avoid windows and loose and hanging objects. Once the earthquake has faded, students and staff should wait for the alarm signal.

After the alarm signal, evacuation procedure begins.

- **Fire and other Emergencies Procedures:**

In case of fire and other emergencies, students and staff will evacuate the building as soon as they hear the alarm signal.

Alarm devices can be found through the entire school. In case of fire, anyone (teachers/staff) close to one of these devices should activate the alarm, if it does not get activated automatically.

After the alarm signal, evacuation procedure begins.

In cases of fire and earthquakes, students and staff from each level should follow these rules:

- 1) Exit the classrooms properly organized in lines behind the group leader. Teachers will be the last ones to leave the classrooms after checking that no one is left behind.
- 2) Each area must be checked by the floor leader making sure it is clear.
- 3) Students in the early childhood level will leave the classrooms using their security ropes.
- 4) Students and staff should follow the evacuation route described in the chart below.

Each safe area will be supervised by a staff member. These supervisors are responsible for organizing each group of students, verify that all groups arrived, and give the signal to return to the classrooms. These supervisors are:

- **Sports Courts (Flag Ceremonies):**

Supervisors: Gina Rubio, Ileana Bolufé, Lucy Ramírez, Emma Encarnación, Clarissa Guerrero, Vicbart Geraldino, Yina Soto, Fauntly Garrido, Patricia Polanco, Arturo Calderón, Ingrid Hernández, and Martin Berment.

- **Sarasota Av. Parking Lot:**
Supervisors: Lucy Peña, Liza Quiñones, Maggie Estrella, Soraya González, and Carolina Troncoso.
- **1st Street Parking Lot:**
Supervisors: Priscilla Garrido, Nancy Canó, Julie Rojas, Gabriela Lalane, Patsy Matos, Ivanova Risk, Olga Jiménez, Ana María Martijena, Mayra Félix, and Flor Valenzuela.

Firefighters Department Phone Number: (809) 682-2000
Sergeant Marcel Florenzán Phone Number: (809) 430-3467

Responsibilities of Safe Area Supervisors:

- Leave the building. Take the class list with the students’ phone numbers.
- Check classrooms and bathrooms on his/her way. Make sure no one is left behind.
- Supervise the arrival of each group at the safe area and organize them.
- Confirm all groups arrived at the safe area. Otherwise, check the class schedules kept at the information booth.

Responsibilities of Teachers:

- Ask the students to leave the classroom. Organize them in one line. Take the class list with you.
- Give clear instructions to students and stay at the end of the line.
- Check classrooms and bathrooms on your way. Make sure no one is left behind.
- Keep students organized and at a regular pace down the stairways.
- Take students to the safe area and organize them in the assigned place. Take attendance. Confirm all students arrived at the safe area. Otherwise, inform one of the supervisors.
- From Toddlers to 2nd grade, the assistant teacher must be at the front of the line and the teacher at the end.

Evacuation Route Juan Garrido and Administrative Buildings

Floor	Classes/Offices	Exit/Stairways	Safe Areas
1 st			
	Scholastic Gym (0154) <i>(Teacher verifies offices on her way; making sure no one was left behind)</i>	Go around the conference room lobby heading to the sports courts	Sports Courts (Flag Ceremonies)
	Bookshop Warehouse Dept (0187, 0188, 0189) <i>(Bookshop personnel verify rooms, offices, and bathrooms on their way; making sure no one was left behind)</i>	Go around the conference room lobby heading to the sports courts	Sports Courts (Flag Ceremonies)
	Administrative Offices Financial Director Office, HHRR Office	Exit the Adm. Building using the main door and go to	Sports Courts (Flag Ceremonies)

Meeting Room (0169, 0170, 0176) (HRRR personnel verify offices and meeting room on their way; making sure no one was left behind)	the sports courts	
Receptionist (Receptionist verifies meeting room, Financial Director, and HRRR offices making sure no one was left behind)	Exit the Adm. Building using the main door and go to the sports courts	Sports Courts (Flag Ceremonies)
Administrative Offices PPAA Office Administrative Manager, Treasurer, Comptroller, Accounting Offices (0178, 0179, 0181, 0184, 0185, 0186) (Accounting and PPAA personnel verify offices and bathroom on their way; making sure no one was left behind)	Exit the Adm. Building using the main door and go to the sports courts	Sports Courts (Flag Ceremonies)
Operations Manager (0190) (Op Manager verifies rooms, offices, and bathrooms on his/her way; making sure no one was left behind)	Go around the conference room lobby heading to the sports courts	Sports Courts (Flag Ceremonies)
P.E. Department (0191) (Coordinator verifies offices and rooms on his way; making sure no one was left behind)	Go around the conference room lobby heading to the sports courts	Sports Courts (Flag Ceremonies)
Teachers' Lounge (0192) (Teachers verify offices on his/her way; making sure no one was left behind)	Go around the conference room lobby heading to the sports courts	Sports Courts (Flag Ceremonies)
Infirmary (0193) (Doctor verifies rooms, office, and bathrooms on her way; making sure no one was left behind)	Go around the conference room lobby heading to the sports courts	Sports Courts (Flag Ceremonies)
Lost and Found (0194)	Go around the conference room lobby heading to the sports courts	Sports Courts (Flag Ceremonies)
Deposit (0198)	Go around the conference room lobby heading to the sports courts	Sports Courts (Flag Ceremonies)
Conference Room (0199, 0200) (Teacher verifies offices on his/her way;	Go to the sports courts	Sports Courts (Flag Ceremonies)

	making sure no one was left behind)		
	JG-1-01 (0201) (Teacher verifies offices on his/her way; making sure no one was left behind)	Go to the sports courts	Sports Courts (Flag Ceremonies)
	JG-1-02 (0202)	Go to the sports courts	Sports Courts (Flag Ceremonies)
	Cafeterias	Go to the sports courts	Sports Courts (Flag Ceremonies)
2 nd			
	JG-2-02 (0207) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	JG-2-03 (0208) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	JG-2-04 (0211) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	JG-2-05 (0212) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	JG-2-06 (0213) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	JG-2-07 (0218) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	Design and Engineer Dpt. (0219) (Design and Engineer Personnel verify rooms and bathrooms on their way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	4 th – 8 th Grade Principal's Office (0220) (Principal verifies rooms, office, and bathrooms on her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	JG-2-08	Stairway 2	Sports Courts

	(0223) (Teacher verifies rooms on his/her way; making sure no one was left behind)		(Flag Ceremonies)
	JG-2-09 (0224) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	JG-2-10 (0225) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	Psychology Department (0226)	Stairway 2	Sports Courts (Flag Ceremonies)
	JG-2-13 (0229) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	JG-2-14 (0230) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	JG-2-11 (0227) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	JG-2-12 (0228) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	JG-2-15 (0231) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	JG-2-16 (0232) (Teacher verifies room on his/her way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	JG-2-17 (0233)	Stairway 3	Sports Courts (Flag Ceremonies)
3 rd			
	CRC Office (0234) (CRC Personnel verify rooms, office, bathrooms, and Library on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	Math and Science Department (0237) (Coordinators verify rooms, Library, and office on their way; making sure no	Stairway 2	Sports Courts (Flag Ceremonies)

	one was left behind)		
	JG-3-01 (0238) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 2	Sports Courts (Flag Ceremonies)
	JG-3-02 (0239)	Stairway 2	Sports Courts (Flag Ceremonies)
	Library (0240) (Library Personnel verify rooms and lockers' room on their way; making sure no one was left behind)	Exit through the Emergency Door Stairway 3	Sports Courts (Flag Ceremonies)
	JG-3-04 (0248) (Teacher verifies room and lockers room on his/her way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	JG-3-03 (0249) (Teacher verifies lockers room on his/her way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
4 th			
	Physics Lab (0257) (Teacher and assistant verify labs, bathrooms, and rooms on their way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	Science Lab (0253) (Teacher and assistant verify labs and rooms on their way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	Chemistry Lab (0259) (Teacher and assistant verify labs and rooms on their way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	Biology Lab (0254) (Teacher and assistant verify labs and rooms on their way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	JG-4-01 (0252) (Teacher verifies rooms and lockers' room on his/her way; making sure no one was left behind)	Stairway 3	Sports Courts (Flag Ceremonies)
	JG-4-02 (0251)	Stairway 3	Sports Courts (Flag Ceremonies)

	(Teacher verifies rooms and lockers' room on his/her way; making sure no one was left behind)		
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Evacuation Route North Tier/West Wing Buildings

Floor	Classes/Offices	Exit/Stairways	Safe Areas
1 st			
	Art Room (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	1 st Street Entrance	1 st Street Parking Lot
	Td-3 rd Grade Assistant Principal's Office (Assistant Principal verifies rooms and bathrooms on her way; making sure no one was left behind)	1 st Street Entrance	1 st Street Parking Lot
	NT-1-01 (0013) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	1 st Street Entrance	1 st Street Parking Lot
	NT-1-02 (0012) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	1 st Street Entrance	1 st Street Parking Lot
	NT-1-03 (0009) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	1 st Street Entrance	1 st Street Parking Lot
	NT-1-04 (0006) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	1 st Street Entrance	1 st Street Parking Lot
	NT-1-05 (0004) (Teacher verifies room on her way; making sure no one was left behind)	1 st Street Entrance	1 st Street Parking Lot
	NT-1-06 (0003)	1 st Street Entrance	1 st Street Parking Lot
	Transportation and Security Department	1 st Street Entrance	1 st Street Parking Lot
	Admissions Department (Admissions psychologist verifies rooms and bathrooms on her way; making sure no one was left behind)	Sarasota Av Entrance	Sarasota Av Parking Lot
	Academic Support Department	Sarasota Av	Sarasota Av

	(Academic Support Personnel verify bathrooms on their way; making sure no one was left behind)	Entrance	Parking Lot
	IT Department (IT Personnel verify bathrooms on their way; making sure no one was left behind)	Sarasota Av Entrance	Sarasota Av Parking Lot
2 nd			
	Toddlers to 3 rd Grade Psychologist (Psychologist verifies rooms and bathrooms on his way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-2-06 (0049) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-2-07 (0050) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	Computer Lab II NT-2-08 (0052)	Stairway 2	1 st Street Parking Lot
	NT-2-09 (0053) (Teacher verifies room on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	(0059) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-2-04 (0060)	Stairway 2	1 st Street Parking Lot
	Toddlers to First Grade Principals' Office	Stairway 2	1 st Street Parking Lot
	ST-2-05 (0047) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-2-01 (0044) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-2-03 (0046)	Stairway 1 Pass by	Sarasota Av Parking Lot

	(Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Sarasota Av Entrance	
	ST-2-02 (0045) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	Bookshop	Exit Door	Sarasota Av Parking Lot
	Cashier	Exit Door	Sarasota Av Parking Lot
	Registrar Office	Exit Door	Sarasota Av Parking Lot
	ST-2-00 (0085)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	Registrar Dept Warehouse	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
3 rd			
	2 nd to 4 th Grade Principal's Office (0075) (Principal verifies rooms, office, and bathrooms on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-3-08 (0074) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-3-09 (0073) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-3-10 (0071) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-3-11 (0070) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot

	NT-3-12 (0065) (Teacher verifies room on her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	Audiovisuals Room (0064)	Stairway 2	1 st Street Parking Lot
	ST-3-07 (0076) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-3-06 (0079) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-3-04 (0077) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-3-03 (0078) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-3-05 (0080) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	English Coordinator's Office (0081) (Coordinator verifies rooms, office, and bathrooms on her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-3-02 (0082) (Teacher verifies rooms and bathrooms on her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-3-01 (0085)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
4 th			
	ILTAE Coordinator and Bookshop Manager (Personnel verify rooms and bathrooms on their way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot

	NT-4-05 (0091) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-4-06 (0092) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-4-07 (0094) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-4-08 (0095) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-4-09 (00100)	Stairway 2	1 st Street Parking Lot
	Psychologists, Prefect, Counselor, 9 th to 12 th Grade Principal, and Meeting Room	Stairway 2	1 st Street Parking Lot
	ST-4-01 (0089) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-4-02 (0086) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-4-03 (0088) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
	ST-4-04 (0087) (Teacher verifies rooms on his/her way; making sure no one was left behind)	Stairway 1 Pass by Sarasota Av Entrance	Sarasota Av Parking Lot
5 th			
	School Director and Vice-Principal Offices. Conference Room (0118, 0122, 0120, 0121) (School Director, Vice Principal, and Assistant verify rooms and bathrooms on their way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	Computer Lab 5 (0116)	Stairway 2	1 st Street Parking Lot

	(Teacher and lab monitor verify rooms and bathrooms on their way; making sure no one was left behind)		
	Computer Lab 4 (0111) (Teacher and lab monitor verify rooms and bathrooms on their way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	Computer Lab 3 (0110) (Teacher and lab monitor verify room on their way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	Music Room (0109)	Stairway 2	1 st Street Parking Lot
6 th			
	Restaurant (0134) (Personnel verify rooms and bathrooms on their way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT-6-01 (0133) (Teacher verifies rooms and bathrooms on his/her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	NT6-02 (0128) (Teacher verifies room on his/her way; making sure no one was left behind)	Stairway 2	1 st Street Parking Lot
	Computer Lab 6 (0126)	Stairway 2	1 st Street Parking Lot
	Office (0127)	Stairway 2	1 st Street Parking Lot