



GURABO CAMPUS

RULES, POLICIES AND SECURITY REGULATIONS 2022

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

ANNUAL SAFETY AND FIRE REPORT

Responsibility for our well-being



UNIVERSIDAD
ANA G. MÉNDEZ
UAGM
Gurabo Campus

ANNUAL SAFETY REPORT

This Annual Safety Report is prepared to meet the requirements of the Clery Act, using information collected by the Office of Security and other offices, such as the Dean of Students, Campus Security Authorities, as well as law enforcement agencies that provide service to the campus.

This report provides the last three (3) years of criminal incidents that occurred in the Campus and its Additional Locations around the island, certain buildings outside the Campus or other spaces leased, controlled or owned by the University.

This report also includes the Institutional Policies related to the security of the Institution, Sexual Harassment Policy, Alcohol, Weapons and Drugs.

The UAGM distributes a notification of availability of this Annual Safety Report to all members of the university community. Anyone, including prospective students or employees, may obtain a copy of this report by contacting the Security Office or visiting: <https://uagm.edu/es/vida-estudiantil/seguridad>

INSTITUTIONAL POLICY

The Universidad Ana G. Méndez has as its institutional policy to promote a safe study and work environment, free of risks against health and safety, promoting respect, protection and well-being of the entire university community.

ASSISTANT VICE-PRESIDENCY OF OCCUPATIONAL SAFETY AND HEALTH OF THE UAGM

In harmony with institutional policy, the Assistant Vice Presidency of Occupational Safety and Health of the UAGM, attached to the Vice Presidency of Administrative Affairs, in coordination with the Security Office of each Campus, they have the responsibility to protect the life and safety of our Campus, university community and its visitors. The right of the university community to be informed about criminal acts that occurred in each of the Campuses is recognized. and data on the incidence of crime are collected in the different units that compose it. It is published annually

the Report of Criminal Incidents by Categories, required by the "Student Right to Know and Campus Security Act" on our UAGM page and by email to the entire university community during the enrolment period. In addition, if unforeseen situations occur that threaten the security of the university community, these will be diligently investigated by the Security Office and according to the case, it will be alerted, through a statement, and other means of communication.

The Assistant Vice Presidency of Occupational Safety and Health of the UAGM is located in the Operations and Physical Facilities building, second level in Cupey. The phone number is (787) 751-0178, extension 6504.

MESSAGE FROM THE CHANCELLOR



I am pleased to deliver this information brochure in accordance with the Security Rules, Policies and Regulations of the Gurabo Campus and Additional Locations, in compliance with the federal provision of the Student Right to Know Act and Campus Security Act - PL 101-542.

I am sure that if we all contribute, we will enjoy a safe environment, peace and tranquility in our Institution and Additional Locations.

Cordially,

Prof. Zoraida Ortíz Muñoz
Vice Chancellor (CEO) Gurabo Campus

OCCUPATIONAL HEALTH AND SAFETY GURABO CAMPUS

The Office of Occupational Safety and Health, is composed of a Director and Security Officers. These have the responsibility to implement and monitor compliance with current safety regulations, around pedestrian and vehicle access control, in addition to; assist, guide and ensure the safety of students, associates, lecturers and visitors.

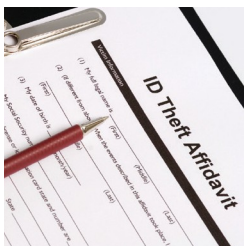
The Security Officers are assigned to different places within the Institution and among other services, they offer surveillance

preventive, orientation to the university community, inspections of Physical Facilities, investigations of criminal activities and incidents; 24 hours a day, seven days a week.

The Electronic Surveillance room, located next to the, Speech Therapy Clinic, extensions 4976, 4986, 4158 has a security system through electronic surveillance that allows detecting and intervening during the commission of a crime or violation of safety regulations, promoting a safe environment for our community university and visitors. This office keeps a daily record of all incident occurred in the Institution, which is periodically reviewed by the Security Director.

PROCEDURE FOR REPORT ACTS CRIMINAL

There are several ways for members of the university community and visitors to report criminal incidents and other emergencies to university representatives. It is important that no matter how and where you choose to report these incidents, you immediately report to the Security Bureau



to ensure an effective investigation and follow-up actions are carried out, such as the issuance of Security Alerts or Emergency Notifications. If criminal offences are not reported, little 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 the

health and safety initiatives.

Emergency Telephone

We urge all members of the university community to promptly report all criminal incidents and other emergencies to the Security Office (See telephone directory at the end of the report). The Security Office has a Electronic Surveillance with trained personnel that is available 24 hours a day and is located in the Gurabo Campus.

Important information

Coronavirus (COVID-19)



As part of the measures related to the alert situation caused by the development of the Coronavirus (COVID-19), we have created a special site on our website.

On this single site will be available all the newsletters of our President and the information updates that are necessary to maintain direct communication with our entire university community.

We invite you to stay informed.

<https://www.uagm.edu/covid19>

VOLUNTARY AND CONFIDENTIAL NOTIFICATION

If you are a victim of a crime or want to report one that you are aware of, but do not want to take any action within the university or criminal justice system, we ask that you consider filling out a voluntary and confidential report. Depending on the circumstances of the crime you are reporting, you may opt for it to be maintained. a report guaranteeing 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.

The Reports Confidential Allow a the University collect logs Accurate envelope the number y the Types of Incidents What Occur in the Institution. The Reports Presented of this way herself Counted y herself and a known in the Report of Annual Security. In Circumstances Limited the Safety of the Institution and Additional Locations may not be able to ensure confidentiality and will inform you in such cases. Anyone can call The Precinct Security at the emergency phone number to report this matter. Callers can remain anonymous.

REPORTS FROM OTHER SECURITY AUTHORITIES OF THE INSTITUTION

The "Clery" Act recognizes certain university and office officials as "Campus Security Authorities." The Act defines these individuals as "an officer of the Campus who has significant responsibility to the student and student activities; including, but not limited to: student accommodation, student discipline and campus court proceedings." An officer is defined as "any person who has the authority and duty to take action or respond to particular questions on behalf of the Precinct, but does not have important advisory responsibilities ." Currently, professional and pastoral counselors are exempt.

The Campus Security Authorities are obliged to report to them the reported crimes that occur in the University, in public areas bordering the Campus, and in certain buildings that are not owned, but are in control (rented) by the University. The Security Authorities of the Institution must only report those crimes that have not been previously reported to the Security of the Institution or another Security Authority of the University. The intention to include personnel who do not represent Law and Order, is to recognize that some members of the community and students in particular, may be evasive to report crimes to security or the police, but may be more inclined to report incidents to other individuals affiliated with the Campus.

The Director or Security Officer will complete the " Incident Report". The Director of Security 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 Health Services. In a medical emergency, the Security Officers 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 crimes that are reported by a University security authority or local police, within the geographical 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
- Theft of motor vehicles
- Sexual offences - forced and non-forced
- Criminal homicide, including: murder , non-negligent homicide, and negligent homicide

Campus Security will send a security alert via email, text message or phone call to all students, staff and faculty when any of the aforementioned criteria occur and relevant information is 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 the information about the reported crime, information known to the police, the nature of the crime, when and where it occurred. The incident, when it was reported, danger it poses to the university community and the risk of endangering the efforts to comply with the law or identify the victim. If a suspect is taken into custody or other facts indicate that the danger has passed and is unlikely to reappear, a safety warning will not be posted. 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. You should be aware that security alerts are a separate and distinct process from Emergency Notification messages. Anyone with information that justifies a security alert must report the circumstances, immediately, to the Security of the Institution.

EMERGENCY NOTIFICATIONS

The University is committed to ensuring that the University community receives timely, accurate and useful information, in the event of a major emergency or dangerous situation at the University or in the local area, in case of representing an immediate threat to health and safety. The University will use the "Blackboard Connect" notification service. This system is a notification service that is used to send emergency messages to students, staff, and faculty if an incident occurs.

The types of emergencies that could be notified are as follows, but are not limited to:

- Fire
- Drought
- Tsunami
- Terrorism
- Flash floods
- Earthquakes
- Thunderstorm
- 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(s) of the university community to receive emergency notification.
- Determine the content of the emergency notification, using pre-existing templates.

SEXUAL VIOLENCE AND VIOLENCE AGAINST WOMEN

The University 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 responding 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 programs (VAWA - Title IX) access to https://documento.uagm.edu/asuntos_estudiantiles/UAGM-VAWA-Title-IX.pdf. If you are a witness or a victim of sexual violence or violence against women, please notify the Premises Security Authority immediately.

DAILY CRIME RECORD

Precinct Security keeps a daily record of all crimes reported under the Clery Act. These reports identify the type of crime, location and time each incident was reported to Venue 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" OFFENCES:

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

Negligent Homicide: The death of another person by gross negligence.

Sexual offences: 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 another person's sexual organ, without the consent of the victim.
- **Caresses:** Touching the private parts of another's body person, for the purpose of sexual gratification, by force and/or against that person's will; including instances when the victim is unable to give consent due to age or mental incapacity (temporary or permanent).
- **Incest:** Unforced sexual intercourse between people who relate to each other (close persons 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 the care, custody, or control of a person or persons through the use of force, violence, or intimidation.

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

Escalation: Illegal entry into a structure to commit a felony or theft.

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

Arson: A deliberate or malicious attempt to burn, with or without intent to damage a dwelling, public building, motor vehicle or aircraft, another's personal property, etc.

HATE CRIMES

It includes all crimes broken down in the previous section, which manifest 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 theft of pocket, purse, theft in stores, theft of buildings, theft of parts or motor vehicle accessories and all other thefts.
- **Simple assault:** An illegal physical attack, by a person to another, where neither the offender displays 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:** Illegally placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to physical attack.
- **Destruction/Damage/Vandalism:** Intentionally destroy or maliciously, damage, disfigure, or otherwise damage movable or immovable property, without the consent of the owner, or the person who has 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 towards a group of people because those people are men or woman.
- **Religion:** A preformed negative opinion or attitude towards 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.
- **Sexual Orientation:** A preformed opinion or attitude negative towards a group of people based on their sexual attraction and responsiveness to members of their own sex or members of the opposite sex.

- **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 towards a group of people based on their physical or mental deficiencies or problems, whether such temporary or permanent disability, 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 has cohabited with the victim as a spouse or partner.
 - By a person similarly placed 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 juvenile victim who is protected from 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 to:
 - Issue for your safety or the safety of others
 - Suffer from emotional distress.

INSTITUTIONAL POLICY FOR A DRUG, ALCOHOL AND TOBACCO-FREE COMMUNITY AND STUDY AND WORK ENVIRONMENT

The Universidad Ana G. Méndez, 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), Act No. 40 of 1993 and Act No. 66 of 2 March 2006.



To fulfill the commitment to maintain an environment free of alcohol, tobacco and controlled substances, students, lecturers and associates are prohibited; the manufacture, consumption, distribution, possession and sale of beverages

alcoholic and controlled substances on the premises of the Academic Campuses (Law number 4 of June 23, 1971 and Public Law number 101-2 of December 26, 1989) including classrooms, offices, sports facilities, conference rooms and any area owned by the University. Associates and faculty members are not allowed to attend their work under the influence of alcohol or drugs on and off the university grounds. As well, smoking tobacco products in any area owned by the University.

Policy Distribution

The Vice Presidency of Administrative Affairs, the Assistant Vice Presidency of Occupational Safety and Health of the UAGM in coordination with the Dean of Students and the Vice Presidency of Human Resources will coordinate the distribution of the policy for the associates of the University.

The Human Resources Generalists distribute this policy to new associates in the orientations offered upon entry to the University.

The Dean of Students will coordinate:

- The publication of the policy on the website of the Campus in the Consumer Student section which can be accessed at:
<https://uagm.edu/es/estudiante-consumidor/politicas>
- During the academic year, the sending to the email of the officially enrolled students, the links related to the Institutional Norms, Policies and Regulations.

Communication

The Assistant Vice Presidency of Occupational Safety and Health of the UAGM, in coordination with the Vice Presidency of Human Resources, the Dean of Students and the Director of Safety will offer workshops, distribution of written material and other activities for the prevention of the use and abuse of drugs, alcohol and tobacco.

INSTITUTIONAL POLICY ON SEXUAL HARASSMENT

It is the policy of the UAGM to promote for the university community, job candidates and visitors, a fair, human and responsible learning and work environment that supports and feeds professional and educational improvement based on skill and performance. The UAGM does not encourage, tolerate, nor does it allow sexual harassment in the workplace or study environment, since like other types of discrimination, it violates local and federal policy and provisions, most notably the Civil Rights Act.

1964, as amended (Title VII); the Federal Education Act, as amended (Title IX); Puerto Rico Law 100 of June 30, 1956; and Law No. 17 of April 22, 1988.



Any associate, lecturer or student who incurs in sexual harassment, does so in violation of the norms and policies of the Universidad Ana G. Méndez.

Complaint Procedure

If an associate understands that he or she was a victim of sexual harassment 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 assigned. They must refer the matter, within or before five working days, to the Human Resources Representative attached to the Campus, to initiate the investigation. However, the associate may go directly to the Human Resources Representative stationed on the Campus to report any incident.

If a student is the alleged victim, the victim must notify the Dean of Students or a Department Director.

If the complainant does not belong to the university community, he must notify the matter to the Human Resources representative stationed on the Campus, during the first three working days of the incident having occurred. Since this person is not under the control of the UAGM, the designated Human Resources Specialist will notify the complaint to the office in which the complainant offers or receives services.

INSTITUTIONAL POLICY ON THE CARRYING OF ARMS

Universidad Ana G. Méndez promotes and maintains a safe and healthy work and study environment for the entire university community.

To fulfill the commitment to maintain a safe environment, the carrying of weapons is prohibited, as defined by the Puerto Rico Arms Law, within the premises of the Institutions and their Centers, as well as in the celebration of activities sponsored by the UAGM.

This prohibition extends to students, professors, lecturers, associates and visitors even if they possess permits to carry weapons, according to the Laws of the Commonwealth of Puerto Rico, except those who are agents of public order or security, duly authorized by the Government of Puerto Rico, in which case the weapon must not be exposed to the view of the university community.

Members of the Police who wear civilian clothes must carry the concealed weapon and prevent it from being visible, as established by the Puerto Rico Arms Law.

The student, associate, professor or lecturer who does not obey or comply with this policy, does so in violation of the UAGM Student Regulations and the Puerto Rico gun Law.



If the defendant was a senior officer of the UAGM, such as members of Board of Directors or Vice Presidents, the complaint will be channeled through the Office of Human Resources, who may refer the matter to a Special Commissioner, external to the University Community for processing and decision. The Commissioner's decision shall be Final.

The complaint may be filed verbally or in writing and it must include the name and surname of the complainant who is that person. That the complaint is filed, that of the defendant who is the person against whom the complaint is filed, the identity of those witnesses who may have knowledge of the facts, and a list of facts with specific expression of the date or dates of occurrence.

The Human Resources Representative stationed in each Campus or the Dean of Students will activate a committee consisting of two people, where one, must be a representative of the Human Resources office and appointed by the Vice President of Human Resources. Both members of the committee will conduct a fair and impartial investigation of any complaints that are filed, including information gathering, statements and interviews with the parties and witnesses.

The investigation must be completed and the report rendered within a term, not exceeding thirty (30) working days, after the complaint has been filed. It is clarified that this term is a managerial one and that it can vary for meritorious reasons. The Vice President of Human Resources or the Dean of Students will evaluate the report submitted by the committee, and within a period not exceeding ten (10) working days, will issue its determination that will be notified to both the complainant and the defendant. When it comes to A student, the information to be offered to the other parties will be subject to the restrictions imposed by the "Family Educational Rights and Privacy Act" (FERPA). The Vice President of Human Resources or the Dean of Students,

abide by any determination issued in order for the conduct or situation to be corrected, verifying in turn, that no retaliation is taken against the participants.

An associate, student, or third person who files a complaint against another associate or student, knowing that the fact or conduct for which he or she complains is false, will be exposed to a civil lawsuit by the affected person. Under the Libel and Slander Act of Puerto Rico. In addition, it will be exposed to disciplinary sanctions in accordance with the regulations and manuals of the UAGM.

The investigation process is an informal and administrative one, so the parties will not be allowed to be represented by lawyers. If they do not agree with the result of the investigation and resolution of the complaint presented, both the complainant and the defendant may file an appeal in the office of rector of the campus within a period of five (5) working days from the notification of the resolution of the complaint, for the corresponding action.

Publication

The Vice President of Human Resources, as well as the Dean of Students, will provide the necessary information to all associates, lecturers and students related to this policy on sexual harassment where the prohibited conduct is established and the procedure to be followed to attend to the complaints related to it.

This policy is a summary of the Sexual Harassment Policy, Executive Order 01-98 of February 1, 1998. If you have any questions regarding this policy or the complaint filing process, you may contact a Human Resources Office Representative or the Dean of Students to discuss it.

Ref. Politics Sexual Harassment Executive Order 01-98 February 1, 1998.

SEXUAL VIOLENCE, DATING VIOLENCE, HARASSMENT AND SEX DISCRIMINATION. (VAWA TITLE IX) PREVENTION AND AWARENESS PROGRAM

The Universidad Ana G. Méndez has the responsibility to ensure the safety of our University Community and its visitors.

The entire university community is instructed in the knowledge, prevention and procedure of a sexual assault, through the Security Offices and the Student Dean's Office. The program includes educational workshops and delivery of information materials to promote knowledge about sexual offense prevention and rape alerting.

The Dean of Students is available to offer counseling, emotional support, and referral to other professional support services.

Procedure to Follow Of A Sexual Assault

- Ask for help immediately and notify security personnel 787-743-7979 extensions 4410, 4976, 4158 or the emergency number 787-746-3008.
- The Security Officer will proceed to request assistance from the Office of Health Services, extension 4920.
- The Security Officer will inform the Director of Security of the Gurabo Campus and will complete the "Incident Report". The Director of Security or Coordinator shall immediately notify the Dean of Students.
- The Security Bureau will take over the scene, cordoning off the area and preserving evidence. The Director of Security or your authorized representative, will be responsible for notifying the Puerto Rico Police, Sexual Crimes Unit, for the corresponding investigation.
- If it is necessary to transfer the victim to a hospital, the Dean of

Students, in coordination with the Security Office, will carry out the relevant procedures for the transfer. The Dean of Students will communicate with the relatives of the victim.

- The Director of Safety will be responsible for preparing a final report for the Assistant Vice Presidency of Occupational Safety and Health of the UAGM.
- In case the victim is an associate or visitor, the Security Office will work on the case, in coordination with the Human Resources representative and will follow the procedure described above.

Recommendations

In the event of a sexual assault, the Rape Victims Help Center recommends the following:

1. Do not change clothes, or groom
2. Do not take medicines
3. Seek prompt medical attention

TRANSIT REGULATIONS

Parking services at the UAGM are managed by the Vice-Presidency of Administrative Affairs.

All student vehicle, associate and lecturer, must display in the lower left part of the front glass, a seal for identification and access to the parking lot. This seal must be requested at the Security Office of the Institution.

Associates, faculty, students and lecturers must use the AVI seal to access designated and/or reserved parking lots.

The parking lots of the Campuses and Additional Locations have been duly labeled with the Safety Standards, Traffic Regulations and Vehicular Flow, among others.



Safety Standards for UAGM parking lots

- Park in reverse.
- Do not occupy double space.
- Do not park in green areas.
- Maintain the established speed limit.
- Obtain the parking permit (stamp).
- Comply with traffic signals.
- Keep the entrances, exits and accesses free.
- Do not park in the yellow or red taping.
- Park within hours of operation.
- Keep the loading and unloading areas free.
- Do not use reserved or undesignated spaces.

UAGM parking users must comply with the Safety Regulations and the established Traffic Rules.

Violators of these rules and regulations will be exposed to a warning label being affixed to the glass of their car, which the vehicle is removed by a crane at its cost and to lose the parking privilege.

For any traffic accident , damage to vehicles or property, the incident report must be completed to file the claim. If your vehicle has suffered any damage, you must request the presence of Parking personnel before moving it to begin the damage assessment and claim process. The Office of Security will request the presence of the Puerto Rico Police to initiate the corresponding investigation.

Preventive Security Measures

- Make sure your vehicle is tightly closed. Do not leave valuables visible in your car.
- Use canes, alarm systems or any other accessory that makes it difficult to steal your car.
- When approaching your car, keep an eye out for suspicious people in the vicinity.
- If you are attacked or caught and if circumstances allow, shout with all your strength and call for help. If possible, defend yourself if you understand not to incur greater risk, the aggressiveness you demonstrate can contribute to the attacker giving up the action.
- If they stop you to ask you something, do not approach the car, they can pull you into it.
- If you are followed on foot, cross the street, vary the pace and change direction .
- If you notice the presence of suspicious persons on the premises of the University, immediately notify the Office of Security and Information.
- Do not accept transportation or board vehicles of unknown persons.
- Avoid taking shortcuts in dark, 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 carry your ID card with you.
- Notify any news to the direct emergency number of the Institution 787-746-3008



OTHER SERVICES

The Deanship of Students of the Gurabo Campus, has among its functions, to promote the integral development of students through physical, intellectual, emotional, social, cultural, spiritual and ethical formation, through the services it offers:

- Group and individual professional counseling
- Academic and occupational orientation
- Prevention programs and promotion of healthy lifestyles
- Employment Center
- Tutorials
- Service to students with disabilities (reasonable accommodation)
- Health Services
- Sports Program

For more information on the services and programs available, you can contact the Dean of Students, extensions 4155 and 4201.

PROCEDURE FOR HANDLING OF MEDICAL EMERGENCIES

Medical Emergencies on campus

1. The following areas should be notified immediately:
 - a. Students - Office of Security, Office of Health Services for coordination of medical assistance (see Directory) and Dean of Students.
 - b. Visitors - Office of Security, Office of Health Services for coordination of medical assistance (see Directory).
 - c. Associates - Office of Security, Office of Health Services for coordination of medical assistance (see Directory) and Vice Presidency of Human Resources.
2. If the Office of Health Services is out of business hours when the emergency occurs, it must contact the Emergency System 9.1.1. for Municipal and/or State Medical Emergency Services.
3. If possible, and without affecting the medical care of the injured party, the Security Officer should collect the information related to the incident, the injured party and the contact numbers of their relatives, and then complete the corresponding incident report.
4. In the case of accidents, the following forms must be provided to the Medical Emergency personnel:
 - a. Students – Accident Claim Application and Insurer Claim Form, which must be completed by the doctor who will attend to the patient.
 - b. Visitors – Incident Claim Form.
 - c. Associates – State Insurance Fund Form, completed by a Human Resources Representative.
5. The Medical and Accident and Incident Claim Forms must be available at the Office of Security and Information, however, they can be accessed through "Outlook" in the "Public Folder" of the Vice Presidency of Administrative Affairs. The Form of the State Insurance Fund must be available at the Vice Presidency of Human Resources.
6. A representative of the Campus must communicate as soon as possible, with the person responsible for the student or patient. E.g. Husband, parents, relative and/or **legal guardian**.
 - a. Students – Dean of Students
 - b. Visitors – Security Office
 - c. Associates – Vice Presidency of Human Resources
7. After the incident, an Incident Report will be written by the different dependencies: Security, Dean of Students, Nursing, Human Resources, as applicable. This will pass to the Director of Security and in turn to the Dean of Students (if the patient is a student) or Human Resources (if the patient is an associate).
8. The Insurer's Claim Form, completed by the doctor who treated the patient, must be sent to the Vice Presidency of Administrative Affairs.

Medical Emergencies in Additional Locations

1. The following areas should be notified immediately:
 - a. Students - Office of Security, Student Deanship and Emergency System 9.1.1.
 - b. Visitors - Office of Security and Emergency System 9.1.1.
 - c. Associates - Office of Security, Vice Presidency of Human Resources and the Emergency System 9.1.1.
2. If possible, and without affecting the medical care of the injured party, the Security Officer should collect the information related to the incident, the injured party and the contact numbers of their relatives, and then complete the corresponding Incident Report. In the event that the Office of Health Services is out of business hours when an emergency occurs, you must contact the Office of Safety and notify the Emergency System 9.1.1.
3. In the case of accidents, the following forms must be provided to the Medical Emergency personnel:
 - a. Students – Accident Claim Application and Insurer Claim Form, which must be completed by the doctor who will attend to the patient.
 - b. Visitors – Incident Claim Form.
 - c. Associates – State Insurance Fund Form, completed by a Human Resources Representative.
4. The Medical and Accident and Incident Claim Forms must be available at the Office of Security and Information, however, they can be accessed through "Outlook" in the "Public Folder" of the Vice Presidency of Administrative Affairs. The State Insurance Fund form must be available at the Vice Presidency of Human Resources.
5. A representative of the University Center must communicate, as soon as possible, with the person responsible for the student or patient.

E.g. Husband, parents, relative and/or legal guardian.

 - a. Students – Dean of Students
 - b. Visitors – Security Office
 - c. Associates – Vice Presidency of Human Resources
6. After the incident, an Incident Report will be written by the different dependencies: Security, Dean of Students, Nursing, Human Resources, as applicable. This will pass to the Director of Security and in turn to the Dean of Students (if the patient is a student) or Human Resources (if the patient is an associate).
7. The Insurer's Claim Form, completed by the doctor or health professional who treated the patient, must be sent to the Vice Presidency of Administrative Affairs.

INCIDENCE TABLE

CRIMINAL INCIDENCE REPORT 2021

[illegible]

SAFETY STANDARDS, POLICIES AND REGULATIONS | 15

[illegible]

[illegible]

CENTRO UNIVERSITARIO DE PONCE

[illegible]

ANNUAL SAFETY REPORT AND PROTECTION AGAINST FIRE

The Institution complies with the Clery Law which requires that a fire safety register be completed and published annually. The report must be made by institutions that participate in federal student financial aid programs. Below are some descriptions;

1. Fire Log: Institutions must maintain a fire log indicating the nature of the fire, the date, time, and general location of each fire in the student housing facilities on Campus. The Ana G. Méndez University, Gurabo Campus complies with this rule by including all incidents related to fires in the “Daily Crime” and “Fire Log”. The updated information is published online on the official website of the venue; <https://uagm.edu/es/vida-estudiantil/seguridad>
2. Annual Fire Safety Report: Institutions with lodging or student housing facilities on Campus must annually publish a Safety Report that provides information on fire safety practices on Campus. The Ana G. Méndez University, Gurabo Campus complies with this regulation by including in its Annual Fire Safety and Protection Report all incidents related to fires in lodging facilities or student accommodation in the Campus. The information contained in this report includes: the number and cause of fires in all lodging or accommodation facilities for students in the Campus; the number of fire-related deaths; related injuries; damage costs; information on eviction procedures; fire safety education and training programs; security systems. The institution carries out fire drills which are documented. In addition, the Institution has with an Alcohol, Tobacco and Controlled Substances Policy. On the other hand, the Annual Report includes three years of information collected.

DETECTION ALARM, EQUIPMENT AGAINST FIRES, EVACUATION ROUTES

The lodging or accommodation has fire detection equipment (smoke detectors) and fire extinguishers. Also, it has evacuation plans installed with the routes to follow if it is necessary to evacuate the property as a result of a fire or any other emergency that requires it. On the other hand, the property has installed emergency lights and fluorescent or illuminated signs which show the location of emergency exits.

INSPECTIONS

The Vice Presidency for Administrative Affairs in coordination with the Assistant Vice Presidency for Occupational Safety and Health carry out inspections twice a year or when necessary. In turn, resident students are notified in advance of the process of Inspection. Also, inspections are carried out to identify risks to the safety and health of students.

On the other hand, the inspections include a visual evaluation of electrical cables, smoke detectors, fire extinguishers, doors, windows and locks. In addition, each room is examined to detect or rule out the presence of prohibited items on the property such as; candles, tanks of propane gas, gasoline or other fuel. In turn, it is examined that the student is in compliance with the policies of the institution. In addition, this inspection also includes an evaluation of the cleanliness of the room.

Definitions

1. Fire: Rapid oxidation of combustible material accompanied by heat, light, and smoke from combustible material, which is out of its normal state.
2. Fire-Related Deaths: Number of people who died due to fire, including death resulting from a natural cause or accidental while involved in fire control, attempting a rescue, or people escaping from the fire.
3. Fire-Related Injuries: Number of people who received injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical center or facility. This includes emergency handlers attempting to control the fire or perform a rescue, or people fleeing the scene of the fire. People may include students, faculty, staff, visitors, firefighters, security officers, or anyone else.
4. Fire eviction drill, orientations: Number of fire eviction exercises and orientations.

Statistics of Fires Reported in the Gurabo Campus and Lodging

Intentional Fires

Incidents	Intencional Fire	Deaths due to Fire	Fire Injuries	Cost of Fire Damage
2019	0	0	0	0
2020	0	0	0	0
2021	0	0	0	0

Unintentional Fires

Incidents	Intencional Fire	Deaths due to Fire	Fire Injuries	Cost of Fire Damage
2019	0	0	0	0
2020	0	0	0	0
2021	0	0	0	0

Causes of Fire	2019	2020	2021
Natural Fire	0	0	0
Kitchen	0	0	0
Electric Fire	0	0	0
Fire in Machinery	0	0	0
Others	0	0	0

Residences	Detectors of smoke	Fire extinguishers	Eviction Plan	Labeled Exits	Fire Eviction Drill, Orientations	
Residence Mansiones de Navarro	Available	Available	Available	Available	2019	Available
					2020	
					2021	

Residential address of the house "Navarro I": Mansiones de Navarro Street Flamboyán # 20 Gurabo, P.R. 00778.

Reference; Jeanne Clery Act Training Instructor's Manual. (2015). Clery Center For Security On Campus.

Clery Act. (2014). Summary Of The Jeanne Clery Act. <https://clerycenter.org/policy-resources/the-clery-act/#:~:text=The%20Clery%20Act%20is%20a,to%20actively%20foster%20campus%20safety>

Translation of the Annual Fire and Safety Report 2022 spanish original version. <https://documento.uagm.edu/seguridad-vigilancia/srtk-informe-seguridad-2022-gurabo.pdf>

TELEPHONE DIRECTORY

Department

Telephone / Extension

MAIN CAMPUS

Gurabo Campus

CEO Vice Chancellor

Executive Vice Presidency and Operations

Vice Presidency for Administrative Affairs

Vice Presidency for Human Resources

Dean of Academic Affairs

Associate Vice Presidency of Occupational Safety and Health

Dean of Students

Office Quality of Life

Registrar's Office

Security and Information Office

Security Director

Gurabo Campus Emergency

Human Resources Representative Health Services

Health Services

787 743-7979

4000, 4001, 4002

7394, 7323

7130, 7151

7258, 7415

4232, 4791

6504, 6030

4155, 4201

4212, 4384

3593, 3569

4410, 4976

4158, 4176

787 746-3008

4313, 4331

3553, 4748

University Centers

Cayey

Ponce

Yabucoa

Barceloneta

787 263-2177

787 812-5001/5002

787 266-0255

787 846-1778

MUNICIPALITY

Caguas Municipal Police Headquarters

Gurabo Municipal Police Headquarters

Help Center for Victims of Rape

Emergency System

787 745-2020

787 712-2013/ 787 737-2020

787 765-2929

9-1-1 (direct number)



UNIVERSIDAD
ANA G. MÉNDEZ

UAGM

Gurabo Campus

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