**Emergency Evacuation Documentation Form.**

Version 1.0, Last updated 29/April/2025

NOTES: 1.- Use clear, legible block letters throughout the document. Think carefully before recording your observations.

2.- Use only the specified date format.

3.- Use full box fill ◼ to indicate your selection.

| Date of event: | **29 April 2025** |  | Date of report: | **29 April 2025** |
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| Participants: | ☐ Medicine | ☐ Physiotherapy | ☐ CIAAS | ☐ CICSaB |
| Current population census: | **1246** | **ND** | **ND** | **ND** |
| Total evacuees: | **414** | **ND** | **ND** | **ND** |
| Vistant evacuados: | **ND** | **ND** | **ND** | **ND** |
| Disabled evacuees: | **ND** | **ND** | **ND** | **ND** |
| Participating response staff: | **32** | **ND** | **ND** | **ND** |
| Non-compliant individuals: | **11** | **ND** | **ND** | **ND** |

|  |  |  |
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| Evacuation drill type: | Event type: | Evacuation route: |
| ⏹ Isolated (only our school of medicine)  ☐ Joint (other UASLP schools)  ☐ Macro (other non-UASLP entities)  ☐ Pre-announced regular drill  ⏹ Unannounced regular drill  ☐ Real life event (not a drill) | ⏹ Incipient fire incident  ☐ Fire incident  ☐ Earthquake  ☐ Sever storm  ☐ Radiological incident  ☐ Chemical spill  ☐ Biohazardous spill  ☐ Bomb threat  ☐ Active shooter incident | ⏹ to internal rendezvous  ☐ to external rendezvous  ☐ Partial evacuation  ☐ Building A  ☐ Building B  ☐ Building C  ☐ Building D  ⏹ Complete evacuation |

| Start date: | **29 April 2025** |  | Start time: | **10:45** |  | Elapsed time |
| --- | --- | --- | --- | --- | --- | --- |

| Evacuation Completion Time (General public): | **10:50** |  | **5 minutes** |
| --- | --- | --- | --- |

| Evacuation Completion Time (Responders): | **10:56** |  | **6 minutes** |
| --- | --- | --- | --- |

| End time: | **11:07** |  | **22 minutes** |
| --- | --- | --- | --- |

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| --- | --- |
| Warning system: | Complementary actions: |
| ⏹ Main alarm system  ⏹ Whatsapp notification  ☐ Telephone  ☐ Public Address System  ☐ Whistles  ☐ Other | ⏹ Command post  ⏹ First aid station  ☐ Search and Rescue protocol  ☐ Structural assessment protocol  ⏹ Fire brigade assessment protocol  ⏹ Final evacuation protocol  ☐ Hazmat protocol  ⏹ Debriefing meeting |

**Attending Agencies and Response Time**

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| --- | --- | --- | --- |
| Agency | Response time | On site  time | Notes |
| ☐ Fire brigade | **No** | **No** | **None** |
| ☐ University security | **No** | **No** | **None** |
| ☐ County police | **No** | **No** | **None** |
| ☐ State police | **No** | **No** | **None** |
| ☐ Highway patrol | **No** | **No** | **None** |
| ☐ Red Cross | **No** | **No** | **None** |
| ☐ Army battalion | **No** | **No** | **None** |
| ☐ Civil protection | **No** | **No** | **None** |

| **Coordinated by:** | **Name, office** |
| --- | --- |
|  | **Name, office** |
|  | **Name, office** |

| **External observer:** | **Name** |
| --- | --- |
| **Office:** | **Office** |

| **External observer:** | **Name** |
| --- | --- |
| **Office:** | **Office** |

Non-compliant individuals:

| **Name** | **Office** | **Reason** |
| --- | --- | --- |
| **Name** | **Office** | **Undisclosed** |
| **Name** | **Office** | **Undisclosed** |
| **Name** | **Office** | **Undisclosed** |
| **Name** | **Office** | **Undisclosed** |
| **Name** | **Office** | **Undisclosed** |
| **Name** | **Office** | **Undisclosed** |
| **—** | **—** | **—** |
| **—** | **—** | **—** |
| **—** | **—** | **—** |

| **Weaknesses identified:** |
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| 1. **Insufficient alarm system coverage**   Text here.   1. **Lack of radio communication between brigades**   Text here.   1. **Partial obstruction at critical evacuation points**   Text here. |

| **Incidents:** |
| --- |
| 1. **Access restrictions during the drill**   Text here.   1. **Special considerations for personnel with hearing loss**   Text here. |

| **Infrastructure and equipment needed to improve response:** |
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| 1. **Inadequate Alarm System**   The main alarm currently installed does not effectively alert all buildings on campus, which represents a critical limitation for timely evacuation. A functional and cost-effective alternative was identified, with a unit cost of $655.00 MXN (see annex). The acquisition of eight units would ensure complete sound coverage in all four School of Medicine buildings, with a total estimated cost of $5,240.00 MXN.   1. **Lack of Radio Communication Equipment**   The lack of radio communication devices between brigades significantly hampers coordination during drills, generating significant omissions such as the lack of notification to the PIFI Office and the lack of timely instructions to the Administrative Secretariat brigade to deploy to the esplanade. The acquisition of a functional and cost-effective kit including six portable radios is proposed, at a total cost of $2,463.00 MXN (see annex), which would substantially improve operational efficiency during future evacuations. |

| **Challenges to evacuation that were present (weather, pandemic, etc.).** |
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| 1. None |

| **Describe event:** |
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| Following instructions issued by the Civil Protection of the Autonomous University of San Luis Potosí (PC-UASLP), the drill was scheduled for Tuesday, April 29, 2025, at 10:45 a.m., given that no further instructions were received from that agency.  The scenario presented was a gas leak in the Multipurpose Laboratory, considering the history of similar incidents at this location. The alarm was activated, and all brigade members were notified of the state of emergency via the WhatsApp instant messaging group.  The evacuation of the floors was carried out in an orderly manner toward the internal assembly point, located on the main esplanade of the Faculty's central garden. Lines of 20 people each were organized at the site. However, it was observed that some of the lines were not being adequately guarded by the brigade members, allowing people who were evacuated late to join the front lines instead of the back, as they should have. To correct this situation, the brigade members were instructed to be responsible for forming and supervising two lines each, ensuring that each line was filled with a maximum of 20 people.  Five minutes after the alarm was activated, the entire Main Medical Building had been evacuated. The final inspection (structural review) was led by Dr. Christian García Sepúlveda and began seven minutes after the alarm was activated. During the inspection, some people were found in the computer lab and six students were found in Classroom B on the second floor. Furthermore, the brigade members assigned to the third floor reported a teacher refusing to follow evacuation instructions, moving against the flow of evacuees. Similarly, at the beginning of the evacuation of Building D, it was documented that one person ignored the instructions issued by both the responsible brigade member (LTS Dulce Hernández-Piña) and the general coordinator of the drill (Dr. Christian García Sepúlveda).  The final count showed a total of 414 people evacuated in a record time of five minutes, with a total duration of 22 minutes, including the structural inspection. It is worth noting that in last year's drill, this same process required ten minutes.  Following the recommendations of Engineer David Plascencia, representative of Municipal Civil Protection, the return to the facilities was carried out in an orderly and supervised manner, in accordance with the established protocol.  Finally, a written report was prepared and sent to Dr. Ismael Herrera Benavente, Director of the School of Medicine, accompanied by copies of economic quotes obtained through MercadoLibre for the acquisition of technological equipment considered essential to optimize evacuation and contingency activities coordinated by the Auxiliary Commission on Safety, Health, and the Environment at Work (CASSMAT). |

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| Brigade Coordinator  Name here. |  | Brigade Coordinator  Name here. |
| Brigade Coordinator  Name here. |  | Brigade Coordinator  Name here. |
| CASSMAT Secretary  Name here. |  | CASSMAT President  Name here. |