



ATENEIO DE MANILA UNIVERSITY

CAMPUS EMERGENCY MANAGEMENT PLAN

PLAN FUNDAMENTALS and EMERGENCY GUIDELINES FOR THE CAMPUS COMMUNITY

June 2016

MESSAGE FROM THE UNIVERSITY PRESIDENT

On behalf of the Ateneo de Manila University, I am pleased to present the University Emergency Plan, which is the result of many years of drills, workshops and stakeholder discussion sessions. This document is an expression of our commitment to protect the welfare of everyone in our community, and of our desire for all of us to work together to make the university safe and resilient.

Please go through this plan and study it carefully. Hopefully, you may also pick up some points and lessons that you can use to secure your own homes and families.

I make a special call to the members of the LUERTs and BEATs to study the plan with your teams and to download a copy of this plan to your mobile phones for easy reference. Knowing beforehand your roles and responsibilities during emergency situations is essential to any effective response to risk and danger.

Thank you for being our partner in developing a safe and disaster-resilient Ateneo de Manila.

Jose Ramon T Villarin SJ
President

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THE ATENEO DE MANILA UNIVERSITY CAMPUS EMERGENCY MANAGEMENT PLAN FUNDAMENTALS

A. GOALS, OBJECTIVES AND SCOPE

A1. Goals

Ateneo de Manila's emergency efforts aim to:

- Protect the safety and welfare of the students, faculty, non-teaching personnel, residents and guests;
- Preserve the University's academic and intellectual capital;
- Secure critical infrastructure and facilities; and
- Restore the University's normal operations as quickly as possible.

A2. Objectives

1. The **Ateneo Emergency Management Plan (AEMP)** is designed to provide a framework and guide for a coordinated response to different levels of emergencies (major to minor).
2. This plan aims to:
 - Describe the structure and processes that determine the level of response and extent of emergency control and coordination when emergency incidents occur;
 - Provide guidelines for the implementation of critical tasks during an emergency response;
 - Provide a scheme, which will assist users in determining their roles, responsibilities and primary tasks; and
 - Link and coordinate persons, processes, and information into an efficient response system to ensure that all community members acquire knowledge of the emergency response process.

A3. Scope

1. The AEMP addresses preparedness, response, and recovery actions. It encompasses a broad range of emergency incidents on campus and during official University off-campus activities. The plan may be used during:
 - Typhoons and floods
 - Earthquakes
 - Ashfall
 - Fires or explosions
 - Release of hazardous materials (e.g., chemical/biological contamination, radiation exposure)
 - Building/system problems (e.g., voice and data network outage, utility outage, structural failure, facility-related accidents)
 - Medical emergency (e.g., food/chemical poisoning, injury/illness, outbreak of communicable diseases, fatal incidents)
 - Transportation accidents
 - Actual or potential acts of violence
 - Personal/interpersonal emergencies (e.g., sexual assault, personal assault, brawls, psychological breakdown)

B. EMERGENCY RESPONSE LEADERSHIP AND STRUCTURE

The composition of the University Emergency Management Team (UEMT) varies, depending on the level of the emergency.

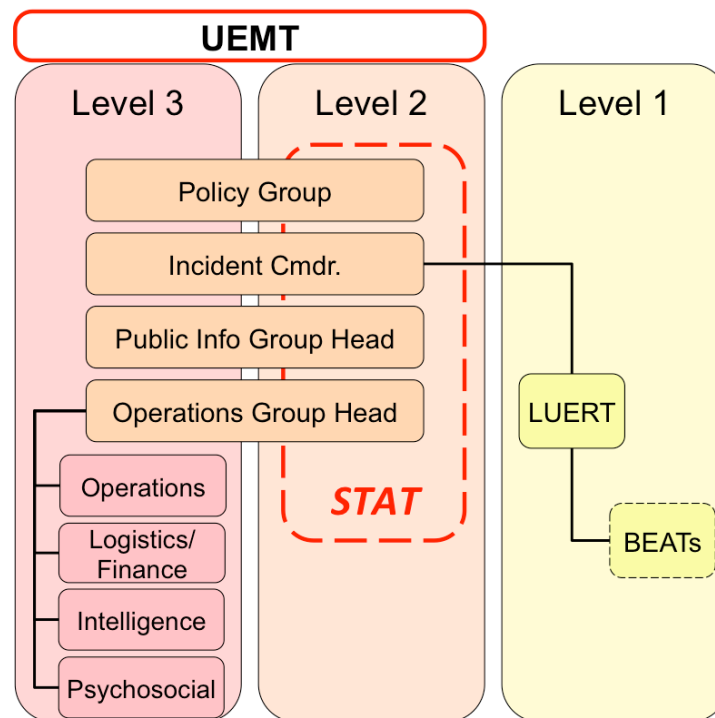


Figure 1. The Ateneo de Manila University Emergency Management Structure
(UEMT – University Emergency Management Team; STAT – Situation Triage and Assessment Team;
LUERT – Local Unit Emergency Response Team; BEAT – Building Emergency Assistance Team)

B1. EMERGENCY LEVELS

The designation of emergency situations as Level 1, Level 2, or Level 3 is as follows:

- **Level 1 – A minor localized emergency** (Examples: localized chemical spill, plumbing failure or water leak)
- **Level 2 – A major incident that disrupts operations beyond the control of a unit** (Examples: building fire, extensive power outage, fatal accidents)
- **Level 3 – A disaster that involves the entire campus and its surrounding communities** (Example: Major earthquake, bomb threat)

Different types of emergency response teams are activated, depending on the level of the emergency. *In all cases, these have to be reported to the Campus Security and Mobility Office (CSMO); the Ateneo security personnel are the first responders.*

As soon as the incident is reported to the CSMO, security personnel and the Ateneo Risk Management Unit (ARMU) validate the incident and secure the building. If the emergency is confirmed, the Sector Commander immediately informs the CSMO Director, the Detachment Commander, and LUERT head, if they are not yet in the know.

If the emergency is confirmed as Level 1, the Sector Commander implements immediate response until LUERT can take over to assess the situation and implement the response.

If the emergency is confirmed as Level 2, the CSMO Director, as Incident Commander, activates the Situation Triage and Assessment Team (STAT) and implements the necessary response in coordination with the LUERTs concerned and STAT.

If the emergency is confirmed as Level 3, the CSMO Director, as Incident Commander, activates the UEMT and implements the necessary response in coordination with the LUERTs and UEMT.

Please refer to Figure 2 for the Flowchart of Stages of Activation and Notification.

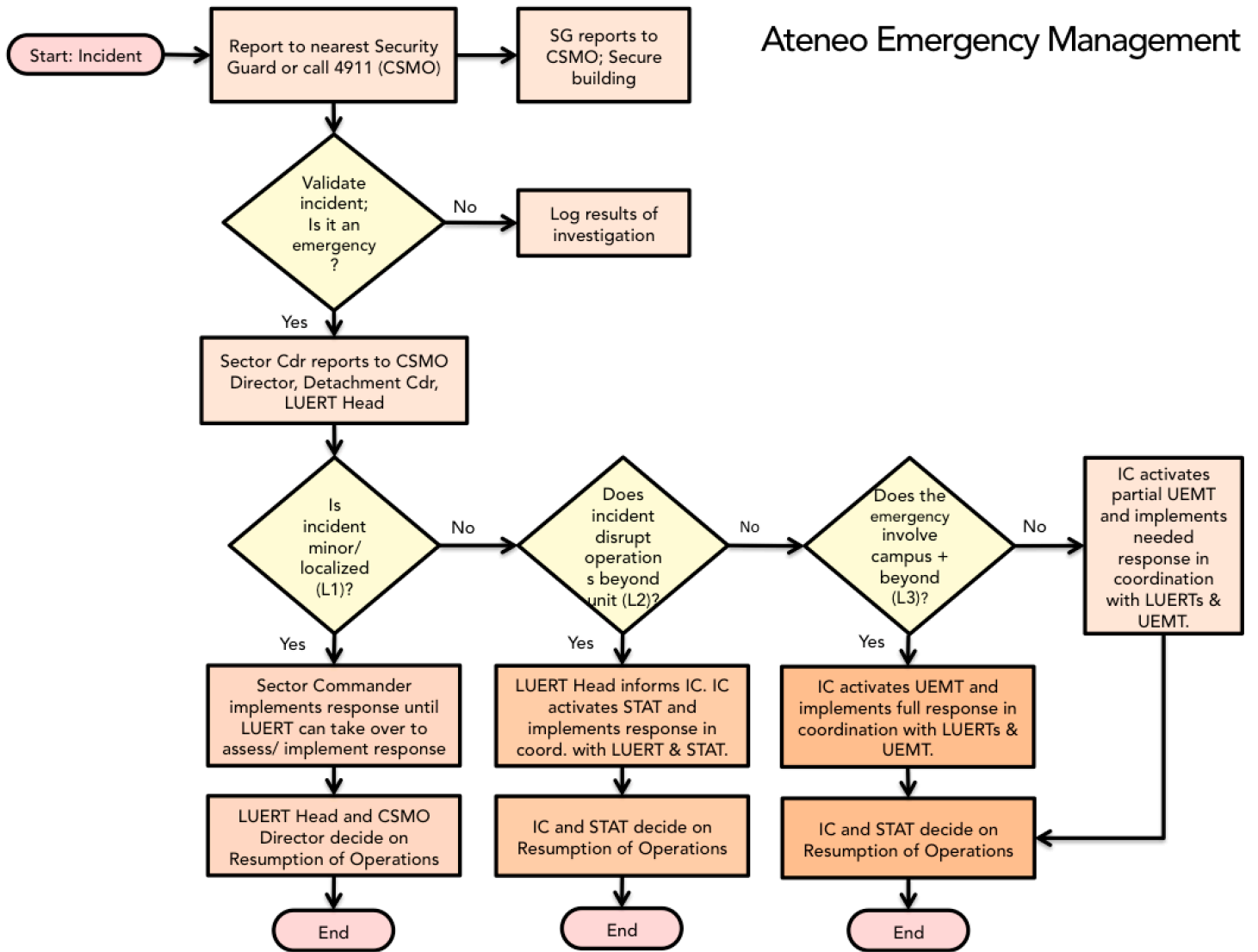


Figure 2. Stages of Activation and Notification

B2. Local Unit Emergency Response Team (LUERT)

1. The University is divided into the following LUERTs:
 - a. Blue Eagle LUERT: Blue Eagle Gym offices, including Central Facilities Management Office (CFMO), Campus Security and Mobility Office (CSMO)
 - b. AGS LUERT: Ateneo Grade School, Irwin Theater
 - c. AHS LUERT: Ateneo High School
 - d. LS LUERT: Loyola Schools buildings; Faber, Xavier; Gesù, MO, PIPAC
 - e. APS LUERT: Ateneo Professional Schools (Rockwell, Salcedo, Ortigas campuses)
 - f. SDC LUERT: ASoG, CCS, Lynch, Hoffner, ISO Complex
 - g. Residence I LUERT: Cervini, Eliazo, University Dorms; Alingal, Pollock; Jesuit Residence, EAPI
 - h. Residence II LUERT: Arrupe International Residence, Loyola House of Studies (including Lucas Infirmary and Loyola School of Theology), San Jose Seminary, Sonolux, Spiritual Pastoral Center Complex
 - i. Moro Lorenzo LUERT: Moro Lorenzo Sports Center, Moro Lorenzo Football Field
2. The LUERT is organized as follows (Figure 3):

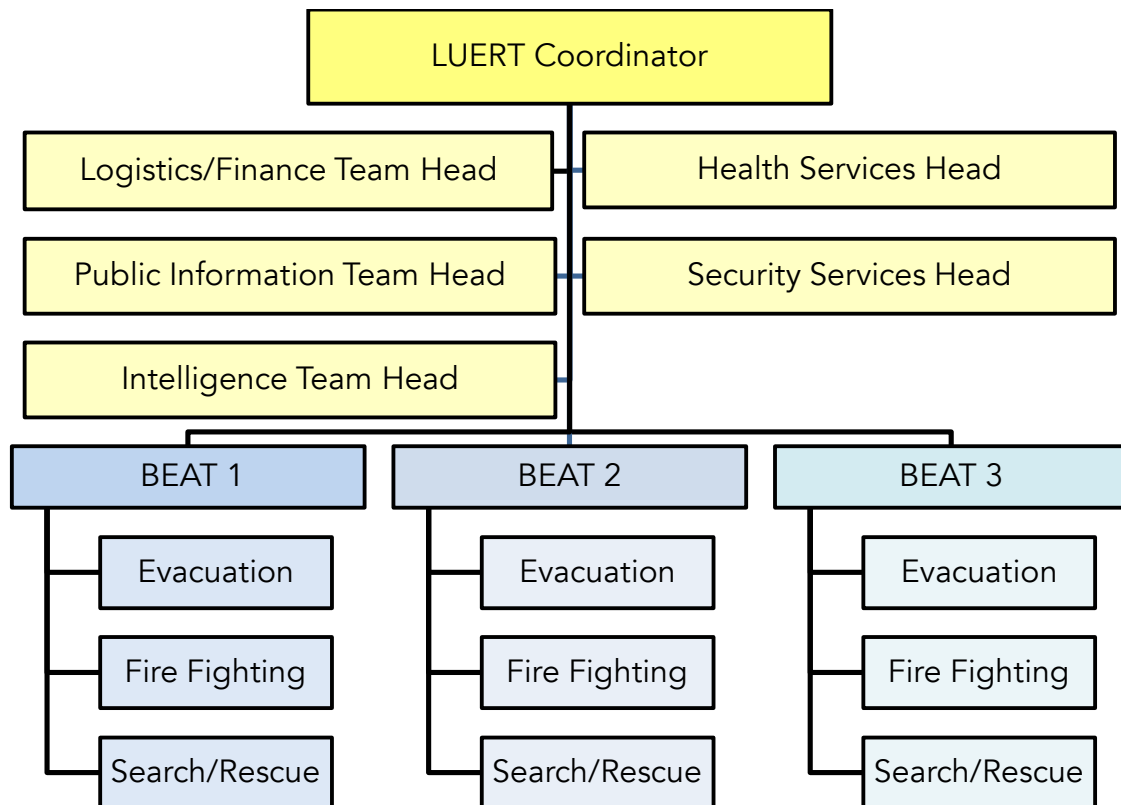


Figure 3. The Structure of the Local Unit Emergency Response Team (LUERT)

Each position in the LUERT structure has a designated alternate, in the event that the main person assigned is unavailable during the emergency

3. Local Unit Emergency Response Teams (LUERTs) are mainly responsible for Level-1 emergencies and serve as the essential communications link between the UEMT and the campus community during a major emergency or disaster.
4. The functions of LUERTs are as follows:
 - a. *Preparations for an emergency*
 - Prepare the Unit for appropriate disaster response and recovery through planning and training
 - Process situation reports, plan response strategies, and coordinate field operations
 - Disseminate information regarding the location of Evacuation Assembly Areas, Pick-up Points (when applicable), Evacuation Sites
 - Ensure that each Building Emergency Assistance Team (BEAT) is complete and trained to give emergency assistance in their respective areas, and participate in campus emergency exercises and drills
 - Coordinate the planning and implementation of recovery and resumption activities in their areas
 - b. *During an emergency:*
 - Gather emergency impact data from their areas
 - Account for their personnel
 - Ensure that the BEAT members do a headcount during the initial phases of the evacuation and systematically check and clear designated areas and report the result, e.g., "All clear, First Floor"
 - Transmit reports to the UEMT
 - Disseminate emergency instructions to its constituents
 - c. *After an emergency:*
 - Implement the recovery and resumption plans in their areas.
5. To prepare for their critical roles and responsibilities, all LUERTs must coordinate effective emergency preparedness planning in their jurisdictions and must:
 - a. Prepare a written LUERT Emergency Management Plan that addresses preparedness, response, and business recovery, and disseminate the plans and procedures to their units
 - b. Identify a primary and alternate LUERT Command Post site for emergency response
 - c. Establish communication strategies and resources to support SOC functions, including emergency hotlines, faxes, telephone notification lists, wireless telephone or radio transceiver support, etc.
 - d. Designate key personnel for primary emergency roles (See Figure 2)
 - *LUERT Coordinator:* Oversees the Unit's preparedness, response and recovery planning and training; prioritizes situation reports, oversee the planning of response strategies; and coordinates field operations (For big units, they may wish to assign an Operations Head to handle the latter functions)
 - *BEATs:* Take care of evacuation and firefighting procedures for the building, including the reporting of results of the headcount and area check and clearing to the LUERT
 - *Logistics/Finance Team Head:* Obtains resources to implement the operational response and to document emergency expenditures, claims and losses

- *Intelligence Team Head*: Collects and verifies field reports and provides background data and maps
- *Public Information Team Head*: Prepares and disseminates internal status reports
- *Health Services Head*: Addresses health concerns of the unit; reports status to LUERT
- *Security Services Head*: Surveys the security status of the unit; addresses security and safety concerns of the unit; provides information and intelligence to the LUERT

B3. Situation Triage and Assessment Team (STAT)

1. The Incident Commander convenes the Situation Triage and Assessment Team (STAT) for Level-2 emergencies, upon consultation with the Sector Commander (Security) and the LUERT. The STAT determines the magnitude of the emergency and coordinates on how to resolve it.
2. The STAT is composed of the following:
 - a. *Policy Group*: President and the pertinent members of the President's Council;
Alternate head of the Policy Group: Vice President for Administration, or any of the Vice Presidents
 - b. *Incident Commander*: Director, Campus Safety and Mobility Office (CSMO)
Alternate: Assistant Director, CSMO
 - c. *Operations Group Head*: Director, Central Facilities Maintenance Office (CFMO)
Alternate: any of the Unit Facilities Maintenance Directors
 - d. *Public Information Group Head*: Director, University Communications and Public Relations Office (UCPRO)
Alternate: Assistant to the Director, UCPRO
3. The functions of the STAT are the following:
 - a. Evaluate the scope of the incident;
 - b. Coordinate incident response and recovery;
 - c. Provide emergency announcements and information;
 - d. Request particular LUERTs to be mobilized if they are/may be affected by the event, or if they can provide additional support for the emergency response and resumption of operations
 - e. Alert other senior University officials, as may be necessary.

B4. The University Emergency Management Team (UEMT)

1. The Incident Commander convenes the University Emergency Management Team (UEMT) for Level-3 emergencies, upon consultation with the STAT. The UEMT coordinates the campus response and resolution of the emergency.
2. The UEMT is composed of the following:
 - a. *Policy Group*: President and the pertinent members of the President's Council
 - The Policy Group is composed of the President and the President's Council, composed of all the Vice Presidents (VP for Administration, VP for Finance and Treasurer, VP for Social Development, VP for University and Global Relations, VP for Basic Education, VP for the Loyola Schools and VP for Professional Schools).
 - The Policy Group provides executive supervision for the entire emergency response process.

- In the absence of the University President, the Vice President for Administration will head the group. If needed any of the Vice Presidents will serve as alternate head.
- b. *Incident Commander: CSMO Director*
 - The Director of the Campus Safety and Mobility Office serves as the UEMT's Incident Commander.
 - The Incident Commander
 - Is responsible for the operational direction of the response;
 - Reports to the Policy Group;
 - Interfaces between the Policy Group and the Operations Group;
 - Ensures that a Directory of critical contacts and resources, special databases and maps, and critical communications and logistical equipment and supplies are found at Emergency Operations Center (EOC) sites.
 - The alternate head is the Assistant Director of CSMO.
- c. *Operations Group Head: CFMO Director*
 - The Director of the Central Facilities Management Office serves as the head of the Operations Group. The Operations Group Head reports to the Incident Commander.
 - Members of this group include:
 - Director/Head, Unit FMOs
 - Director, Human Resources Management and Organization Development
 - Director, Information Technology and Resource Management Office
 - Director, University Dormitory
 - Unit Chaplains
 - Heads, Unit Guidance and Counseling
 - Heads, Unit Health Services
 - Heads, Unit Office of Student Activities
 - Commander, Campus Security Detachment
 - The Operations Group
 - Prioritizes situation reports
 - Plans response strategies and coordinates field operations in coordination with the Incident Commander
 - The alternate head would be any of the Unit Facilities Maintenance Directors.
- d. *Public Information Group Head: UCPRO Director*
 - The Director of the University Communications and Public Relations Office serves as the head of the Public Information Group. The Public Information Group Head reports to the Incident Commander.
 - Members are:
 - University Communications and Public Relations Office staff
 - Unit Communications and Public Relations Officer/Staff
 - The Public Information Group
 - Prepares and disseminates internal status reports;
 - Coordinates external bulletins and media relations.
 - The alternate head is the Assistant to the Director, UCPRO.

- e. *Logistics/Finance*
 - The Director Central Purchasing Office serves as the head of the Logistics and Finance Group. The Logistics and Finance Group Head reports to the Operations Group Head.
 - Members are:
 - Officers of the OHRMOD
 - Officers of University Dormitory
 - Director, Central Accounting Office
 - Director, University Athletics
 - The Logistics and Finance Group obtains resources to implement the operational response and to document emergency expenditures, claims and losses
 - The alternate head is the University Bursar.
 - f. *Intelligence*
 - The Loyola Schools Associate Dean for Student Affairs serves as the head of the Intelligence Group. The Intelligence Group Head reports to the Operations Group Head.
 - Members are:
 - Heads/deputies of Unit Student Affairs
 - Director, Ateneo Institute for Sustainability
 - Technical heads, Central FMO Technical Heads
 - Commanders, Campus Security Sector
 - The Intelligence Group and collects and verifies field reports and provides background data and maps.
 - The alternate head is the Assistant to the ADSA for Student Services.
 - g. *Psychosocial*
 - The Chair of the Loyola Schools Department of Psychology serves as the head of the Psychosocial Group. The Psychosocial Group Head reports to the Operations Group Head.
 - Members are:
 - Members of the Unit Offices of Campus Ministry
 - Members of the Unit Offices of Guidance and Counseling
 - Members of the Office of Mission and Identity
 - The alternate head is a designated faculty member of the Department of Psychology.
3. The functions and responsibilities of the UEMT are the following:
 - a. Determine the scope and impact of the incident
 - b. Prioritize emergency actions
 - c. Deploy and coordinate people, resources and equipment
 - d. Disclose all critical information and instructions
 - e. Monitor and re-evaluate conditions
 - f. Coordinate with government agencies
 4. When emergency conditions are under control, the Incident Commander, the President's Council and the University President, determines the appropriate time to deactivate the Emergency Plan. They also determine when the Resumption and Recovery Plan will be implemented, if it applies to a given situation.

B5. The Emergency Operations Center (EOC)

1. The UEMT mobilizes at a central Emergency Operations Center (EOC), located at the following:
 - Loyola Campus: Cervini Hall Aerie Function Room (Alternate site: the Gesù + Bellarmine Field)
 - Satellites for Ateneo Professional Schools Rockwell Campus and Salcedo Building: side streets
 - Satellite for ASMPH Ortigas: outer parking lot
2. When the Incident Commander activates the Level 3 Emergency Management Plan and convenes the UEMT, the Operations Group Head (or the alternate) opens the EOC facility and coordinates its operations.
3. The Incident Commander gives instructions when search and rescue will commence or when recovery plans will be implemented. Under the advice of the Operations Group Head, the necessary actions are taken, e.g., medical or psychosocial assistance, relief operations.
4. Incident Commander, after proper assessment and upon consultation with the concerned consultants (e.g., BFP, PNP) and UEMT, makes the announcement on the resumption of regular operations.

ATENEO DE MANILA UNIVERSITY EMERGENCY TIPS FOR THE CAMPUS COMMUNITY

Disclaimer: These tips are meant to guide users during an emergency; however, particular situations may demand a different response. Users are expected to exercise their own skill and care in emergency situations.

These reminders also apply to functions and gatherings. Additional reminders for organizers are found in Annex 3.

A. BEFORE AN EMERGENCY

It is best to be prepared for various emergency situations.

1. Familiarize yourself with the area
 - a. Know where the exits and the nearest evacuation assembly area are located.
 - b. Decide where the safe spots are located, e.g., under sturdy tables, desks, or against inside walls.
 - c. Take note of the location of fire extinguishers and emergency supplies in your area.
 - d. Identify what equipment you should shut down to reduce potential hazards, when safe to do so.
2. Reduce risk in your workplace
 - a. Ensure that heavy furnishings and appliances are properly secured, e.g., cabinets, bookcases, shelves, and air-conditioning units.
 - b. Keep breakables and heavy objects on lower shelves whenever possible so they do not fall and injure someone.
 - c. Always store flammable and hazardous chemicals in secondary containment trays and in approved cabinets.
 - d. Check that exits are not blocked, and that exit doors can easily be opened from inside.
 - e. Report physical spaces which need clearing or fixing.
 - f. Ensure that all occupants of a room are familiar with safety procedures, including the handling of particular equipment.
3. Keep emergency/evacuation kits within your reach.
4. Make sure that you are registered with the University SMART Infoboard, so that you can get SMS announcements on work suspensions and related information brought about by weather disturbance, emergencies, and other urgent situations.

B. REPORTING AN EMERGENCY

Call Ateneo Security from a campus phone or an emergency number from a cell phone.

Ateneo Security will notify the appropriate office to handle the concern.

1. Before taking any action, be sure you are not endangering yourself. Avoid unstable structures, electrical wires, chemical vapors, chemical spills, etc. Do not jeopardize your life or the lives of others in attempting to save personal or University property.
2. When you call, give your name, telephone number and location and the nature and location of the emergency.
3. Don't hang up until the person answering the call ends the conversation.
4. If there is an emergency and phone lines are dead, take a message to Ateneo Security at the Blue Eagle Gym.

C. ACTING IN AN EMERGENCY

1. Remain calm and render assistance consistent with your skills and knowledge. Don't panic.
2. Evacuate buildings immediately upon the request of authorities, upon hearing an audible alarm, or when remaining in the building becomes life threatening.
3. Know the location of at least two emergency exits in your working area.
4. Keep a flashlight handy if you are in an area without natural lighting.

DO NOT:

1. Use the emergency hotlines for reasons other than emergency purposes.
2. Enter an elevator in emergencies or attempt to force open stalled elevator doors.

D. EVACUATING BUILDINGS

1. Procure your most important personal belongings, if it possible to safely do so without delaying evacuation.
2. Exit the building via the nearest stairwell or emergency exit.
3. Go to the designated Evacuation Assembly Area.
4. Remain at the Assembly Area until your Emergency Coordinator has accounted for you.
5. Do not re-enter the building until instructed to do so by the Person-in-Charge (Incident Commander/LUERT Coordinator).
6. During evacuation, please assist persons with disabilities and those who are unfamiliar with the building.

E. EXPLOSION

Chemical accidents, leaking gas, faulty equipment, or explosive devices could all be the cause of life-endangering explosions. Explosions usually result in falling debris and structural damage that can cause serious injuries. Explosions often accompany or follow fires, floods and power outages and vice-versa.

1. If inside the building
 - a. Seek cover under a desk, table or other heavy furniture, which can provide protection from flying gas and debris.
 - b. Remain inside the building until it is safe to exit. **DO NOT USE ELEVATORS.**
 - c. While exiting, pull the fire alarm, check for fire, note other hazards, and alert any remaining personnel.
 - d. Take your emergency supplies, car keys, purse/wallet and other personal items, if it is safe to do so.
2. If trapped in a room with all exits blocked
 - a. Call Ateneo Security and give the following information:
 - Your name
 - Telephone number
 - Location of the explosion or area blocked
 - Severity of the explosion or blockage
 - b. Be prepared for possible further explosions; crawl under a table or desk for protection.
 - c. Stay away from windows, mirrors, overhead fixtures, filing cabinets, blackboards, and electrical equipment.
 - d. If smoke or fire is present outside your door and there is no other exit:
 - Wedge cloth material along the bottom of the door to keep out smoke.
 - Close as many doors as possible between you and the fire.

3. Should you be trapped in debris:
 - a. Stay calm.
 - b. If a window is available, place an article of clothing (shirt, coat, bandana, etc.) outside the window as a marker for rescue teams.
 - c. If there is no window, use your whistle or tap on a pipe or wall so that rescuers can hear where you are.
 - d. Avoid unnecessary movement so that you don't kick up dust.
 - e. Cover your nose and mouth with anything you have on hand.
 - f. If possible, use a whistle to signal rescuers.
 - g. Shout only as a last resort (to prevent dust inhalation, preserve your energy and voice).

F. EARTHQUAKE

Earthquakes in our area may be inevitable, but damage from them may be reduced. The steps you take before, during and after an earthquake will help make you safer and reduce injuries, damages and losses.

1. Before an earthquake
 - a. Be familiar with places where you can take cover, exit routes, and evacuation assembly areas, especially if you are new to the place.
 - b. If you are an occupant of a room, secure furniture and materials that can injure people.
2. During an earthquake: If you are inside a building/structure
 - a. Immediately "DROP/DUCK, COVER AND HOLD"
 - DUCK*/ DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary
 - COVER your head and neck (your entire body if possible) and take shelter under a sturdy table, desk, or chair. If there is none, get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands. In an auditorium, stadium or theater: stay between seating rows or duck at your seat, and protect your head and neck with your arms.
 - HOLD on to your shelter (or continue covering your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. Don't try to leave until the shaking is over. Then walk out slowly watching out for anything that could fall in the aftershocks

Note to wheelchair users: Apply the brake. Cover your head with your arms. Ask for assistance.
 - b. Stay inside under cover until shaking stops. Do not run or panic.
 - c. Watch for falling objects and move away from danger areas: glass windows, hanging objects, tall unsecured furniture (bookcases, cabinets and appliances/equipment) and research or process equipment containing hazardous chemicals. Most casualties during earthquakes result from falling materials.
 - d. As you leave the area, and if safe to do so, turn off and disconnect power to equipment containing hazardous materials.
 - e. Take note of any unsafe conditions, trapped personnel, or other hazards to be reported when you evacuate to your Evacuation Assembly Area.

3. During an earthquake: If you are outside a structure
 - a. Stay outside.
 - b. Move to an open area away from buildings, trees, electrical/overhead wires, and other hazards.
 - c. If forced to stand near a building, watch out for falling objects.
4. During an earthquake: If you are in a vehicle
 - a. Stop your vehicle in the nearest open area without blocking the driveway.
 - b. Do not stop under bridges, overpasses or overhead wires.
 - c. Stay in the vehicle until the shaking stops.
5. After an earthquake: Evacuation
 - a. After the shaking stops, evacuate to the designated evacuation assembly area for the building you are in.
 - b. Take your emergency supplies, car keys, purse and/or wallet with you. You may not be able to re-enter the building.
 - c. Leave doors unlocked.
 - d. **DO NOT USE ELEVATORS.**
 - e. Report serious injuries, fires or other hazards to the BEAT members at your Evacuation Assembly Area.
 - f. Do not move seriously injured people unless they are in obvious, imminent danger from fire, building collapse, etc. Note their locations and report them to your BEAT.
 - g. Do not re-enter buildings until the LUERT Coordinator or Incident Commander has given clearance to return.
 - h. Await instructions, be patient, and help others.
 - i. Be prepared for aftershocks; these may occur seconds, minutes, hours or days after the initial shock.
 - j. Only activate the fire alarm if there is a fire in your building.
 - k. Stay on campus until you have been accounted for and instructed that it is safe to leave. Roads may have been damaged or blocked by debris, so travel may be dangerous.
6. After an earthquake: In the unlikely event that you are trapped in a building
 - a. Stay calm.
 - b. If a window is available, place an article of clothing (shirt/coat) outside the window as a marker for rescue teams.
 - c. If there is no window, regularly use your whistle or tap on a pipe or wall so that rescuers can locate you.
 - d. If possible, use a flashlight or whistle to signal your location to rescuers.
 - e. If available, pull the manual fire alarm.
 - f. Shout only as a last resort (to prevent dust inhalation, preserve your energy and voice)
 - g. Avoid unnecessary movement to prevent kicking up dust.
 - h. Cover your nose and mouth with anything you have on hand.

G. FIRE

1. If you discover a fire: follow R.A.C.E.
 - a. Remove people from immediate danger. Hit the fire alarm.
 - b. Alert others in the area. Call Ateneo Security and give the following information:
 - Your name
 - Telephone number
 - Location of the fire (building, floor, room number, etc.)
 - Severity of fire
 - Indicate people or equipment present
 - Do not hang up until the dispatcher does
 - c. Contain the emergency, e.g., by closing (but not locking) the door.
 - d. Evacuate or extinguish the fire if trained and it is safe to do so.
2. Use extinguishers on small fires (e.g., smaller than a trash can). Remember "PASS"
 - Pull the pin.
 - Aim at the base of the fire.
 - Squeeze the nozzle.
 - Sweep back and forth.
3. On hearing the fire alarm: EVACUATE!
 - a. Take your emergency supplies, car keys, bags and/or wallets and other personal items if it safe to do so. Cease any inter- or across-floor movement. Periodically check your fire exit to ensure that it is unobstructed at all times.
 - b. Secure your area and your classified materials and shut down equipment, if possible.
 - c. Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it; the fire may be on the other side of the door. If you are trapped, put a cloth or towel under/at the base of your door to help prevent the entry of smoke. Close as many doors as possible between you and the fire. Look for another exit.
 - d. If the door is not hot, open it slowly. If the hallway is clear of smoke, evacuate via the nearest safe exit and to the designated Evacuation Assembly Area. If an area is smoky, stay low to the ground. Crawl when evacuating to avoid inhaling the smoke. Assume that the smoke and/or fumes are hazardous. Use a wet cloth, if possible, to cover your nose and mouth. Follow your Evacuation Guide.
 - e. If your clothes or those of another are on fire, **STOP, DROP and ROLL**.
 - f. **DO NOT USE ELEVATORS.**
 - g. Await further instructions.
 - h. Do not re-enter the building until allowed to do so by the Person-in-Charge.

H. HARASSING PHONE CALLS AND MESSAGES

It is possible, although highly unlikely, that any faculty, staff or student might someday receive a threatening phone call and/or message (SMS, e-mail, etc.)

1. In all cases, **STAY CALM**.
2. Report to Ateneo Security immediately.
3. If evacuation is ordered
 - a. Take note of, but do not touch, anything unusual or out of place in your work/study area/classroom.
 - b. Report anything unusual to Ateneo Security.

- c. Consult the Evacuation Procedures section of this manual for additional information.
- d. Go directly to the designated Evacuation Assembly Area for the building you are in and check in.

I. HAZARDOUS MATERIALS (SHELTER in PLACE)

Because of the various materials used around the University, a chemical spill may occur or you may detect gas, chemical fumes or any suspicious odor.

1. If the spill releases health-threatening fumes or other materials
 - a. If the incident is indoors, close all the doors in order to isolate the area, if it is safe to do so. Leave the area immediately.
 - b. Call/shout for help from others. Go to a safe area and call Ateneo Security. Give the following information:
 - Your name
 - Telephone number
 - Location of the spill/leak (building, floor, room number, etc.) and if it has entered the drain
 - Name of the material
 - Quantity of material involved
 - Time of the incident
 - If anyone is injured or exposed to the material
 - If a fire or explosion is involved
2. If the spill is not health-threatening
 - a. If the incident is indoors, close all doors in order to isolate the area, if it is safe to do so.
 - b. Call/shout from help from others. Clean up the spill yourself if it is less than 30 ml and you have knowledge of the material and proper equipment and training.
 - c. If more than 30 ml, or if the spill has entered a drain, or if you need assistance cleaning up the spill, call Ateneo Security.
3. In all cases
 - a. Arrange for someone to meet the emergency responders.
 - b. Follow instructions by the emergency responders.
 - c. Evacuate to your assigned Evacuation Assembly Area. Remain there until measures have been taken and you have been released by emergency responders.

J. MEDICAL EMERGENCIES

1. If the medical emergency requires immediate medical attention or is life threatening:
 - a. Call Ateneo Security. Give the following information:
 - Your name
 - Telephone number
 - Location of the problem
 - Description of the situationDo not hang up until the dispatcher advises you to disconnect.
 - b. Do not move the injured person unless there is danger of further harm or unless certain that it will not cause further injury.
 - c. Do not exceed your training or knowledge when attempting to render first aid.

- d. Avoid unnecessary conversation with, or about, the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your communication to quiet reassurances.
 - e. Do not discuss the possible cause of an accident or any conditions that may have contributed to the cause.
 - f. Do not discuss any insurance information.
 - g. Clear the area of any bystanders to give the person privacy. Do not allow on-lookers to surround the area of the injured.
 - h. Personnel of Ateneo Health Units/Risk Management Units will respond with first aid equipment and will render basic first aid as necessary, and summon additional assistance as required. After the person has been given aid and the incident is over, remain available to help in the investigation process. Inform Student Affairs office, if it involves a student.
2. If medical emergency is not life threatening, immediately call the Student Affairs Office, Supervisor or the Human Resources Staff.

K. OUTBREAK OF COMMUNICABLE DISEASE

1. If you traveled to a country with confirmed cases of a life-threatening communicable disease, exercise self-quarantine for at 10 days (or the suggested period by authorities) from the date of arrival before returning to the University. Inform your unit head (for personnel) or Student Affairs office (for students).
2. Contain the disease by exercising proper hygiene (using mask, covering nose and mouth when sneezing, washing your hands properly, etc.)
3. If you are experiencing symptoms of the disease, immediately consult a doctor.

L. TYPHOON AND FLOOD

While typhoons and floods are common to the Philippines, the University practices preventive maintenance to lessen the risk on campus. This includes tree trimming, improving drainage systems, cleaning of waterways and gutters, and regular check of security and electrical systems. However, it is always good to be prepared for these events.

1. Prepare your emergency supplies such as flashlight/candles, battery-powered radio, food, water, extra batteries, etc.
2. Be informed of the Public Storm Warning Signal, rainfall and flood advisories, so you can act appropriately. If you happen to be in a coastal area, be informed of the storm surge warnings as well. If you have been advised to evacuate, do so immediately.
3. If you need to evacuate, turn off utilities and disconnect electrical appliances.
4. Take shelter to avoid injury due to flying debris, strong winds, strong currents rising floodwater, exposed electrical wiring (especially in flooded areas).
5. Avoid walking in floodwater. If you have no other option, disinfect yourself as soon as possible. If you have an open wound, seek medical attention immediately.

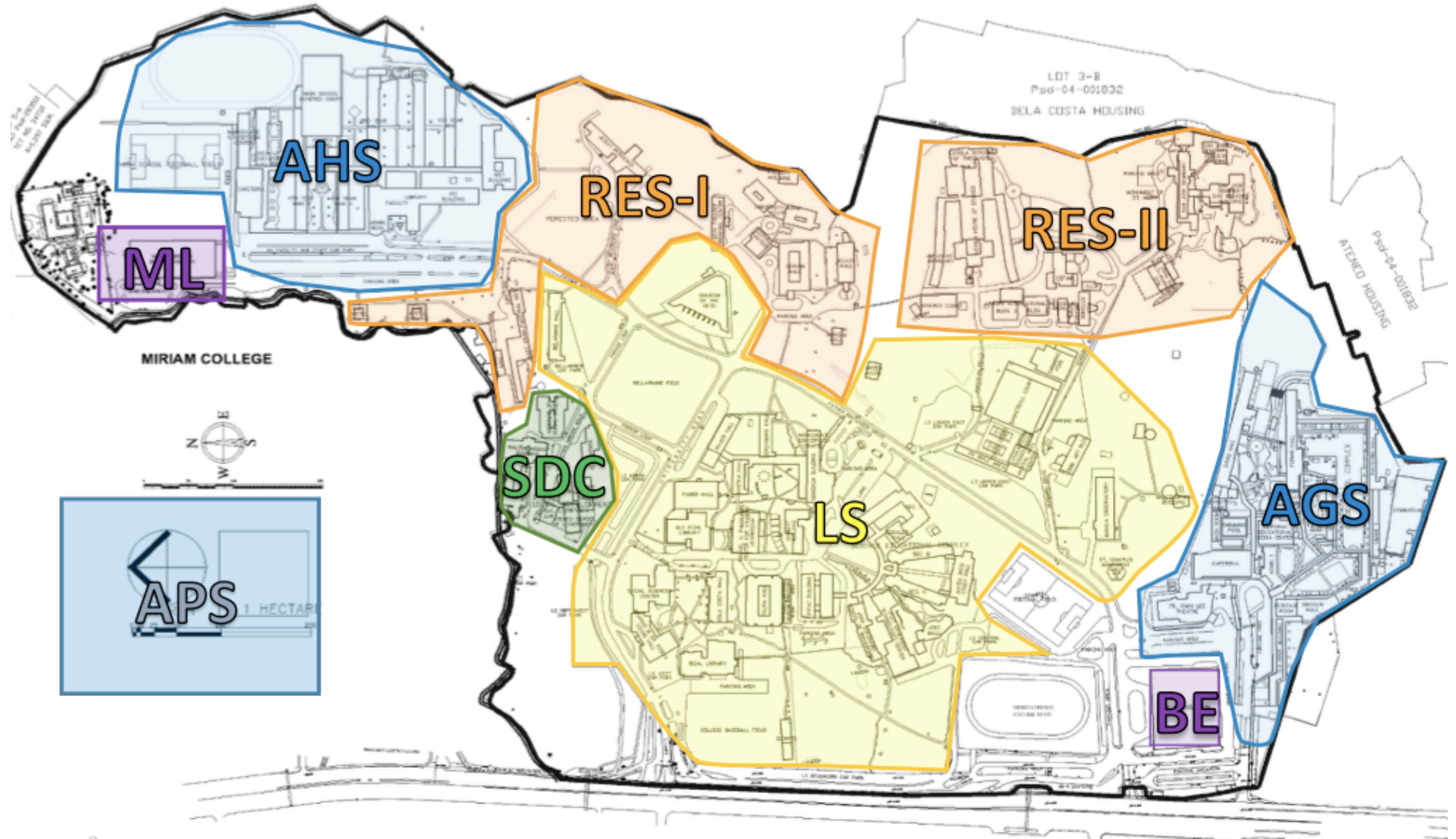
References:

Ateneo de Davao University Emergency Management Plan
Stanford University Emergency Management Plan
Princeton University Emergency Management Plan
University of Texas at Austin Emergency Management Plan
[http://www.gov.ph/crisis response](http://www.gov.ph/crisis-response), accessed 16 June 2015

Ad Hoc Committee on University Emergency Protocols

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ANNEX 1 The Ateneo de Manila University LUERTs



ANNEX 2 PROTOCOLS FOR UNIVERSITY FUNCTIONS AND GATHERINGS

All University functions and gatherings should follow the following Disaster Risk Management Protocol:

1. Persons/offices/organizations should indicate in the venue reservation forms the following:
 - a. Total number of expected participants, including organizers, speakers, caterers, or anyone else expected in the venue.
 - b. Names of emergency marshals and their venue sector assignments (separate from the regular BEAT).
 - c. Location of the nearest evacuation assembly point (to indicate knowledge of the assembly points)
2. Prior to the start of any function or gathering in the university,
 - a. Give an advisory, using a slide presentation, video or audio announcements regarding
 - i. The location of exits
 - ii. Proper behavior (Keep calm; exit in an orderly manner; etc.)
 - iii. Introduction of marshals (They should preferably be identifiable through a color/placard.)
 - b. A standard slide/video/audio presentation should be available at each venue which can accommodate 100 persons or which have audio-visual facilities.

ANNEX 3 RAPID ASSESSMENT FOR EMERGENCIES FOR LUERTS AND BEATS

These sample Guide Questions are in no way complete, but they give an insight into decision-making during emergencies and crises.

