



ATENEUM DE MANILA UNIVERSITY
CAMPUS SAFETY AND MOBILITY OFFICE

8 November 2023

TO The University Community

FROM (Sgd) Josephy F Almosera
Director, Campus Safety and Mobility Office

SUBJECT SY 2023-2024 University-wide Emergency Preparedness Drills

Please be informed that we are going to conduct our **University-wide emergency preparedness drills for SY 2023-2024 on 16 November 2023, Thursday**. The objective of the drills is to ensure the readiness of all University members to effectively respond to Level 3 emergency situations such as major earthquakes, bomb threats, and chemical leaks.

We will start with a **shelter-in-place drill** followed by an **earthquake evacuation drill**. Please follow the instructions of the Building Emergency Assistance Team (BEAT) and Local Unit Emergency Response Team (LUERT) which are in charge of facilitating the emergency response and evacuation procedures. After reporting results of headcount by all LUERT heads, the University Emergency Management Team (UEMT) will declare **campus shutdown** that will be announced at the Evacuation Assembly Areas (EAAs).

From the EAAs, all Central Administration, Ateneo Professional Schools (APS), and Higher Education employees and students will simulate evacuation of campus on foot. They will then return to their respective offices and classes. Basic Education classes will be suspended upon announcement of campus shutdown. From the EAAs, students will proceed to their respective Emergency Pick-up Points (EPPs) to wait for their fetchers. Those not fetched at the EPPs until the designated time will be directed to their respective regular pick-up points.

Once the drills and evacuation are concluded, normal office operations and classes will resume for the Central Administration and Higher Education Units.

We kindly request your full cooperation and active participation during these drills, as they are crucial in enhancing our preparedness for emergency situations. Your safety and well-being are our top priorities, and these drills will help us ensure a secure and organized response in the face of potential emergencies.

Thank you.