



ATENEIO DE MANILA
UNIVERSITY

Campus Emergency Management Plan

PLAN FUNDAMENTALS
and
EMERGENCY GUIDELINES
FOR THE
CAMPUS COMMUNITY

REVISED EDITION
OCTOBER 2024

Message from the University President

On behalf of Ateneo de Manila University, I am pleased to present the updated University Campus Emergency Master Plan. This revised plan represents the culmination of several years of university drills, stakeholder discussions, and consultations with various school units.

Our primary goal is to foster a disaster-resilient Ateneo. To achieve this, we adhere to a triple-bottom-line framework that prioritizes social well-being (including the formation, health, and welfare of our community), economic sustainability (through wise management of university resources), and environmental stewardship (focusing on the protection and restoration of our campus ecology). Remember, a sustainable campus is inherently a resilient campus, capable of serving global society and its communities, both now and for future generations.

To realize this vision, it is essential that we assess and audit risks, prepare comprehensive plans, implement necessary structures and systems, and engage our community through workshops on emergency response. Ongoing monitoring of our efforts and a commitment to recovery and adaptation are key to our success.

I extend my gratitude to the members of our emergency response groups—University Emergency Management Team (UEMT), Local Unit Emergency Response Teams (LUERTs), and Building Emergency Assistance Teams (BEATS)—who have played an instrumental role in developing this crucial manual. This plan underscores our collective commitment to protecting the welfare of everyone in our community. By preparing and collaborating, we can work together to ensure the safety and resilience of all.

I strongly encourage everyone to study this plan carefully, as its principles apply not only to our university but to our homes and families as well.

Roberto C Yap SJ
President

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Ateneo de Manila University Campus Emergency Management Plan Fundamentals

A. GOALS, OBJECTIVES AND SCOPE

A1. GOALS

1. Ateneo de Manila's emergency efforts aim to:
2. Protect the safety and welfare of the students, faculty, non-teaching personnel, residents, and guests;
3. Preserve the University's academic and intellectual capital;
4. Secure critical infrastructure and facilities; and
5. 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:
3. Describe the structure and processes that determine the level of response and extent of emergency control and coordination when emergency incidents occur;
4. Provide guidelines for the implementation of critical tasks during an emergency response;
5. Provide a scheme, which will assist users in determining their roles, responsibilities, and primary tasks; and
6. 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:
2. Typhoons and floods
3. Earthquakes

4. Ashfall
5. Fires or explosions
6. Release of hazardous materials (e.g., chemical/biological contamination, radiation exposure)
7. Building/system problems (e.g., voice and data network outage, utility outage, structural failure, facility-related accidents)
8. Medical emergency (e.g., food/chemical poisoning, injury/illness, outbreak of communicable diseases, fatal incidents)
9. Transportation accidents
10. Actual or potential acts of violence (e.g., bomb threat, campus violence, hostile intruder, strikes and lockouts)
11. 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.

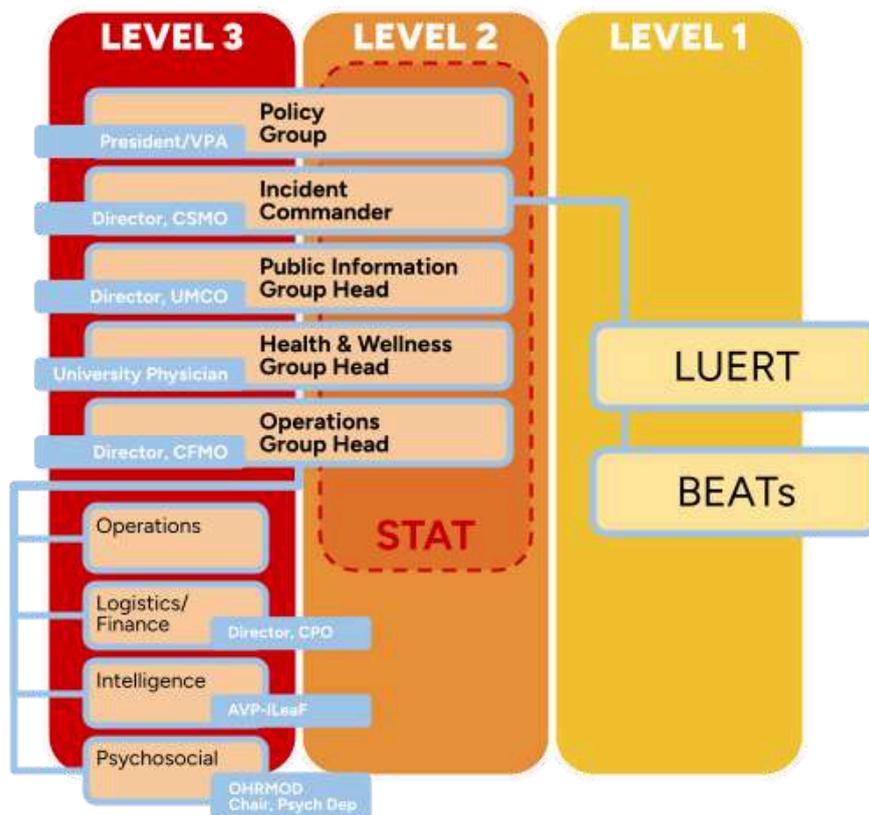


Figure 1. The Ateneo de Manila University Emergency Management Structure (UEMT—University Emergency Management Team; STAT—Situation Triage and Assessment Team; LUERT—Local Unit Emergency Response Team; BEAT—Building Emergency Assistance Team)

B1. EMERGENCY LEVELS

1. The designation of emergency situations as Level 1, Level 2, or Level 3 is as follows:
 - a. **Level 1—A minor localized emergency** (Examples: localized chemical spill, plumbing failure or water leak)
 - b. **Level 2—A major incident that disrupts operations beyond the control of a unit** (Examples: building fire, extensive power outage, fatal accidents)
 - c. **Level 3—A disaster that involves the entire campus and its surrounding communities** (Examples: Major earthquake, bomb threat)
2. 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 Safety and Mobility Office (CSMO); the Ateneo security personnel are the first responders.*
3. As soon as the incident is reported to the CSMO, security personnel 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.
4. 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.
5. 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.
6. 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.
7. Please refer to Figure 2 for the Flowchart of Stages of Activation and Notification.

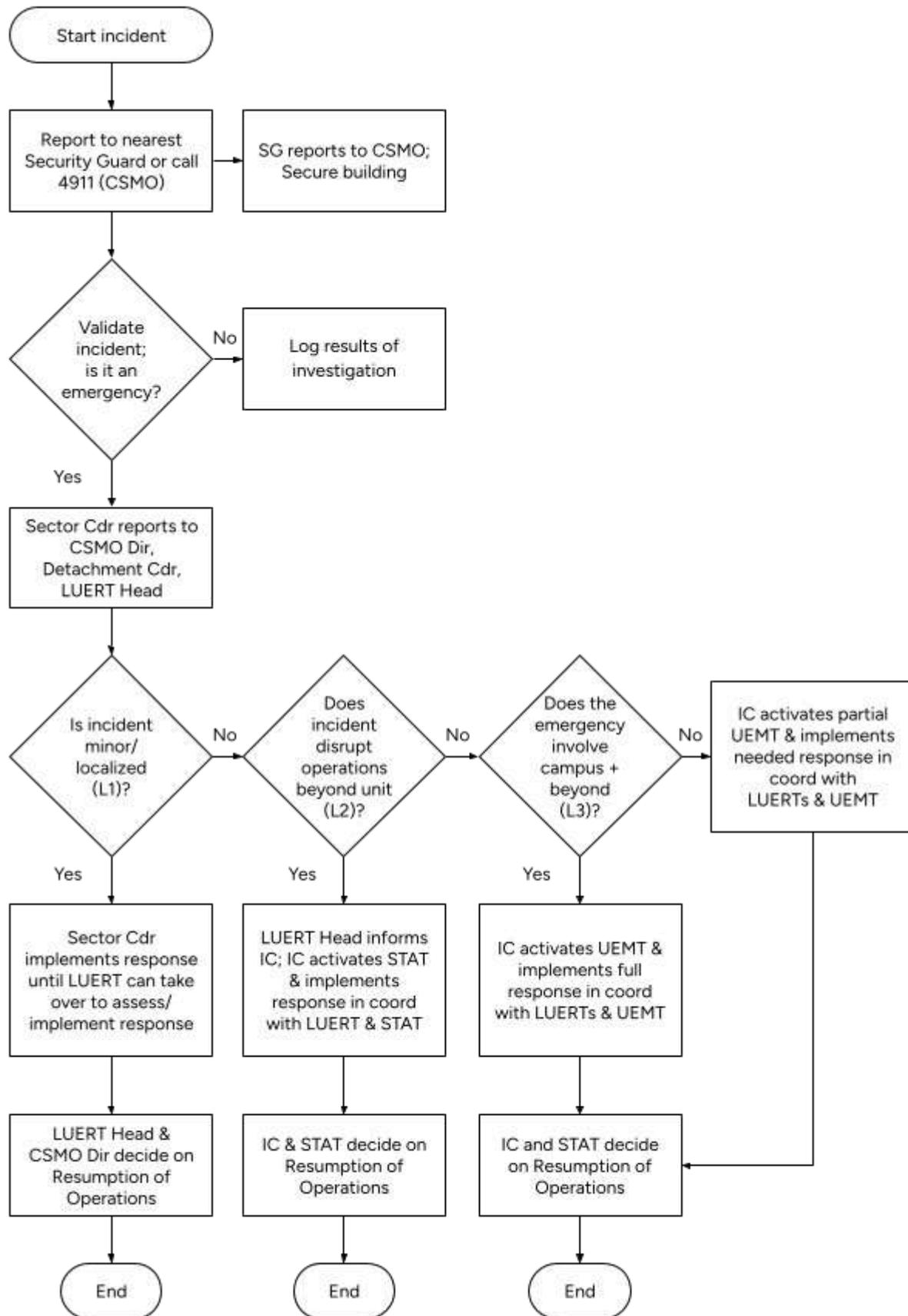


Figure 2. Stages of Activation and Notification Local Unit Emergency Response Team (LUERT)

B2. LOCAL UNIT EMERGENCY RESPONSE TEAM (LUERT)

1. The University is divided into the following LUERTs:
 - a. Blue Eagle LUERT: Blue Eagle Gym offices
 - b. AGS LUERT: Ateneo Grade School, Irwin Theater
 - c. AJHS LUERT: Ateneo Junior High School
 - d. ASHS LUERT: Ateneo Senior High School
 - e. Higher Ed LUERT: College buildings; Arete, Faber, Xavier; Gesù, MO, PIPAC
 - f. Ortigas LUERT: ASMPH
 - g. Rockwell LUERT: AGSB, ALS
 - h. Salcedo LUERT: CCE, Confucius Institute, CLCI, Prometrics
 - i. SDC LUERT: University Clinic, ASoG, CCS, Lynch, Hoffner, ISO Complex
 - j. Residence I LUERT: University Residence Halls; Alingal, Pollock; Jesuit Residence, EAPI
 - k. Residence II LUERT: Arrupe International Residence, Loyola House of Studies (including Jesuit Wellness Center and Loyola School of Theology), San Jose Seminary, Sonolux, Spiritual Pastoral Center Complex
 - l. MLWSC LUERT: Moro Lorenzo Wellness and Sports Center
2. The LUERT is organized as follows (Figure 3):

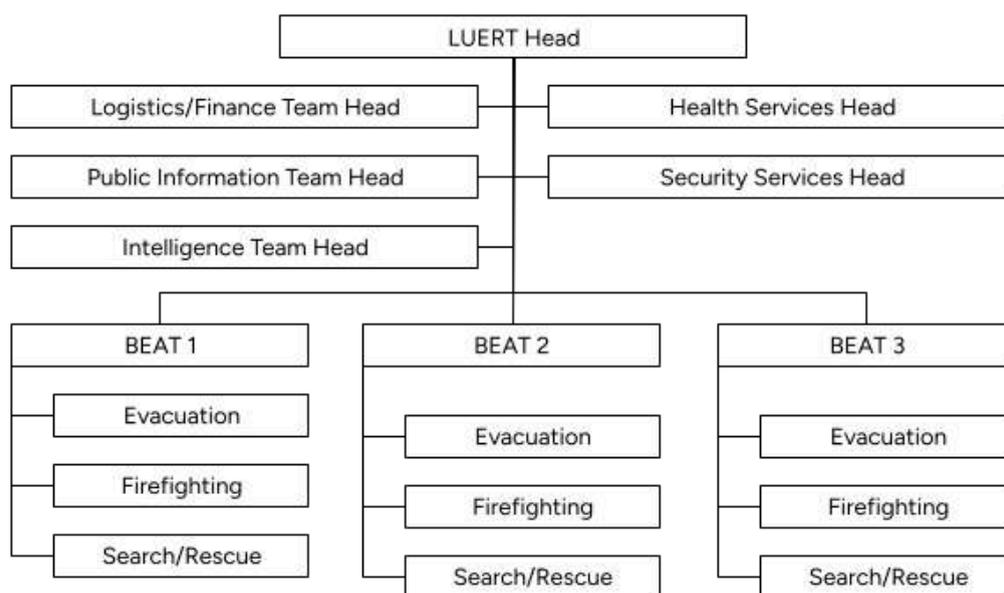


Figure 3. The Structure of the Local Unit Emergency Response Team (LUERT)

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, oversees 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)

ROLE	PRIMARY	ALTERNATE	RESPONSIBILITIES
Policy Group	University President and the President’s Council (VPs and Directors)	Vice President for Administration, or any of the Vice Presidents	Provides executive supervision and leadership
Incident Commander	Director, Campus Safety and Mobility Office (CSMO)	Assistant Director CSMO	Convenes STAT; operational lead
Operations Group Head	Director, Central Facilities Management Office (CFMO)	Client Relations Officer, CFMO	Leads field operations
Public Information Group Head	Director, University Marketing and Communications Office (UMCO)	Creative Services Head, UMCO	Manages announcements and info flow
Health & Wellness Group Head	Assistant Vice President for Health, Care, and Well-being (AVP-HCW)	Occupational Health Physician	Handles medical response

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 Client Relations Officers, CFMO
 - d. **Public Information Group Head:**
 - Director, University Marketing and Communications Office (UMCO)
 - Alternate: Creative Services Head, UMCO
 - e. **Health and Wellness Services Group Head:**
 - Assistant Vice President for Health, Care, and Well-being (AVP-HCW)
 - Alternate: Occupational Health Physician, (OUPC)
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)

ROLE	PRIMARY	ALTERNATE	RESPONSIBILITIES
Policy Group	University President and the President's Council (VPs and Directors)	Vice President for Administration, or any of the Vice Presidents	Provides executive supervision and leadership over emergency response
Incident Commander	Director, Campus Safety and Mobility Office (CSMO)	Assistant Director CSMO	Leads UEMT, operational command, links Policy and Operations Groups, ensures readiness at EOC sites
Operations Group Head	Director, Central Facilities Management Office (CFMO)	Client Relations Officer, CFMO	Leads field operations and coordination; supported by HR, IT, Chaplains, Security, and Student Affairs
Health & Wellness Group Head	Assistant Vice President for Health, Care, and Well-being (AVP-HCW)	Occupational Health Physician	Handles medical emergencies; includes psychosocial support led by Psychology Chair and ministry/ guidance/mission units
Public Information Group Head	Director, University Marketing and Communications Office (UMCO)	Creative Services Head, UMCO	Manages internal reports and media/ public bulletins; includes UMCO staff and unit communications teams
Logistics & Finance Group Head	Director, Central Purchasing Office (CPO)	University Bursar	Secures resources and documents all emergency-related financial transactions; supported by OHRMOD, dorms, accounting, athletics
Intelligence Group Head	Assistant Vice President for Ignatian Leadership Formation (AVP-ILeaf)	Assistant to the AVP-ILeaf	Gathers and verifies field data; includes Student Affairs deputies, AIS, CFMO reps, and security sector heads

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 Mission Integration, VP for Digital Information and Technology Services, VP for Basic Education, VP for Higher Education, VP for Human Resources, Director of University Legal and Compliance Office, Director of University Marketing and Communications Office, Director of University Development and Alumni Affairs and Director for Strategy and Quality Management Office
 - 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:
 - Group Heads, Central Facilities Management Office
 - Division Heads, Human Resources Management and Organization Development
 - IT Operations Management and Information Security Director
 - Unit Chaplains
 - 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 is the Client Relations Officer
- d. **Health and Wellness Group Head:** Assistant Vice President for Health, Care, and Well-being (AVP-HCW)

- Medical
 - Assistant Vice President for Health, Care, and Well-being (AVP-HCW) serves as the head of the Health and Wellness Group, reports to the Incident Commander.
 - Unit Health Services
- Psychosocial
 - The Chair of the Department of Psychology of the Dr Rosita G Leong School of Social Sciences 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 the Occupational Health Physician
- e. **Public Information Group Head:** UMCO Director
 - The Director of the UMCO serves as the head of the Public Information Group. The Public Information Group Head reports to the Incident Commander.
 - Members are:
 - UMCO 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 Creative Services Head, UMCO
- f. **Logistics/Finance**
 - The Director of the 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:

- Section Heads 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.

g. Intelligence

- The Assistant Vice President for Ignatian Leadership Formation (AVP-ILeaF) serves as the head of the Intelligence Group. The Intelligence Group Head reports to the Operations Group Head.
 - Members are:
 - Deputies of Unit Student Affairs
 - Director, Ateneo Institute for Sustainability
 - CFMO Section/Group Head
 - Commanders, Campus Security Sector
 - The Intelligence Group collects and verifies field reports and provides background data and maps.
 - The alternate head is the Assistant to the AVP-ILeaF
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 determine the appropriate time to de-activate 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:
 - a. Loyola Campus: Cervini Hall Aerie Function Room (Alternate site: the Church of the Gesù + Bellarmine Field)
 - b. Satellites for Ateneo Professional Schools Rockwell Campus and Salcedo Building: side streets
 - c. 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, make the announcement on the resumption of regular operations.

Ateneo de Manila University Emergency Tips for the Campus Community

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 at 4911 from a campus phone or emergency numbers +63(917)562-8641 and +63(999)992-5715 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.

If there is an emergency and phone lines are dead, take a message to Ateneo Security at the basement of the University Dormitory.

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.

B. EVACUATING BUILDINGS

1. Procure your most important personal belongings, if it is 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.

C. 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 4911 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).

D. 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.

E. 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 at 4911 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"

- a. Pull the pin.
 - b. Aim at the base of the fire.
 - c. Squeeze the nozzle.
 - d. 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 is 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.

F. 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. If it is a text message, report to 4911 immediately.
3. If it is a phone call:
 - a. Listen carefully and take notes. Be polite and show interest. Try to keep the caller talking so that you can gather more information.

- b. Call 4911. If possible, signal a colleague to phone 4911 for you (out of earshot of the caller) or call as soon as the caller hangs up. The 4911 response staff will notify the Incident Commander (CSMO Director) and will notify appropriate University officials and law enforcement agencies.
 - c. Use the Phone Threat Report (Annex 2a, 2b) to record caller information and as many details as you can remember. Police interviewers will need this information.
 - d. Alert your supervisor to the situation. Do not discuss the threat with others.
 - e. Follow instructions from the 4911 dispatcher.
4. 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 4911.
 - 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.
 5. Dealing with a phone threat
 - a. Remain calm, be courteous, listen to and do not interrupt the caller. Get the attention of another person; give a note or signal to call 4911 for phone threat/bomb threat. Ensure that they call the authorities out of earshot of the caller. Immediately get as much information as you can, using the Phone Threat Information Guide (Attachment 1).
 - b. Do not hang up the phone. Leave the line open.
 - c. If the caller makes a "bomb threat", try to keep the caller on the phone by talking and asking the questions in the Phone Threat Information Guide.
 - d. Check all that apply in the Phone Threat Information Guide and report to 4911 immediately.

G. 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 4911. 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 for 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 4911.
 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.

H. MEDICAL EMERGENCIES

1. If the medical emergency requires immediate medical attention or is life threatening:
 - a. Call Security at 4911. Give the following information:
 - Your name
 - Telephone number
 - Location of the problem

- Description of the situation

Do not hang up until the dispatcher advises you to disconnect.

For non-life threatening, go to the nearest clinic or the University Clinic (after office hours). For assistance, call the University Clinic at loc 4209.

- Do not move the injured person unless there is danger of further harm or unless certain that it will not cause further injury.
 - Do not exceed your training or knowledge when attempting to render first aid.
 - 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.
 - Do not discuss the possible cause of an accident or any conditions that may have contributed to the cause.
 - Do not discuss any insurance information.
 - Clear the area of any bystanders to give the person privacy. Do not allow on-lookers to surround the area of the injured.
 - 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.
- If medical emergency is not life threatening, immediately call the Student Affairs Office, Supervisor or the Human Resources Staff.

I. OUTBREAK OF COMMUNICABLE DISEASE

- If you traveled to a country with confirmed cases of a life-threatening communicable disease, exercise self-quarantine for at least 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).
- Contain the disease by exercising proper hygiene (using mask, covering nose and mouth when sneezing, washing your hands properly, etc.).
- If you are experiencing symptoms of the disease, immediately consult a doctor.

J. THREATS AND ACTS OF VIOLENCE/ HOSTAGE SITUATION (SHELTER in PLACE)

The University is considered to be a safe campus. However, in the event of an imminent threat to your safety as a result of an armed person using deadly physical force or in the event of an individual holding people against their will, please be familiar with the following procedures:

1. Stay calm, close doors and turns off lights, and hide! TAKE ACTION QUICKLY.
2. General Quick Response Guide
 - a. Lock and barricade the doors.
 - b. Turn off the lights (to make the area appear unoccupied).
 - c. Close the blinds.
 - d. Silence cell phones but do not turn them completely off.
 - e. Block windows.
 - f. Turn off radios and computer monitors.
 - g. Keep occupants calm, quiet and out of sight.
 - h. Seek cover and barricade yourself and others if possible by placing as much material as possible between you and the threat.
 - i. As soon as it is safe to do so, notify authorities by calling 4911.
 - j. Do not approach emergency responders; let them come to you.
 - k. Raise both your hands over your head when approached or confronted by emergency responders. This is the universal surrender signal. Otherwise, emergency responders may not know the difference between you and the threat.
 - l. Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate.
 - m. Activate registered cell phones (**in silent mode**) to receive campus emergency notifications.
 - n. DO NOT SOUND THE FIRE ALARMS.
3. If an active threat is outside your building
 - a. If you are reasonably sure you can escape without being harmed, proceed to a room that can be locked.
 - b. Shut off lights and lock all windows and doors and stay out of sight

- c. One person in the room should try calling 4911.
 - d. Wait to leave until given instructions to do so by law enforcement via phone or other means.
4. If an active threat is in the same building as you
 - a. If the room that you are in can be locked, follow the same procedures listed above. If your room cannot be locked, determine whether you can safely exit the building or safely reach a nearby location that can be locked.
 - b. If you cannot reach a safer location, barricade yourself in your room by placing heavy furniture or other items in front of the door.
 - c. If you decide to move from your current location, call 4911 if possible. Give your name and location. If you cannot speak, leave the line open so law enforcement can listen to what is taking place.
5. If an active threat enters your office or classroom
 - a. If you cannot escape, make every attempt to conceal yourself and/or take cover behind the most solid object you can find (i.e., desk, cabinet or row of seats/chairs)
 - b. As a last resort, you may decide that your survival depends on overpowering the threatening individual with whatever means possible. Throwing or tossing readily accessible items at the individual may momentarily distract him/her and may allow you an opening to overpower him/her.
 - c. If you decide to charge an individual armed with a gun to overpower or disarm him/her, running in a zigzag fashion will diminish the shooter's accuracy. Your chances for survival increase since the individual is not expecting this sudden reaction.
 - d. Dial 4911 if possible and give your name and location. If you cannot speak, leave the line open so the authorities can listen to what is taking place.
 - e. If the threatening individual leaves the area, proceed immediately to a safer place and call 4911 to provide information to authorities.
 - Lock and barricade the door or
 - Proceed immediately to a safer place
6. If you hear or see a hostage situation
 - a. Immediately remove yourself from danger if possible.
 - b. Notify the authorities by calling 4911 and provide the following information:

- Location of incident
 - Number and description of hostage takers
 - Number and description of hostages
 - Your name, location and contact number
- c. If you are taken as a hostage
- Remain calm, be polite and cooperate with your captors.
 - Speak normally.
 - Observe the captors and try to memorize their physical traits, clothing or other details that can help provide a description.
 - Try to establish a relationship with your captors and get them to know you. You want the captor to think of you as a person and not as an object. Captors are less likely to harm you if they respect you.
 - If forced to present terrorist demands to authorities, state clearly that the demands are from your captors. Avoid making a plea on your behalf.
 - Try to stay low to the ground or behind cover away from windows or doors.
 - Do not attempt to escape unless there is an extremely good chance of survival.
 - Do not complain, avoid being belligerent and comply with instructions.
 - Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks.
 - If possible dial 4911 and leave the connection open with the phone on mute.

K. 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.

L. ASHFALL

Ashfall from volcanic events may also affect the campus. The nearest currently active volcano is Mt. Taal in Batangas, whose previous eruptions have brought ash as far north as Quezon City.

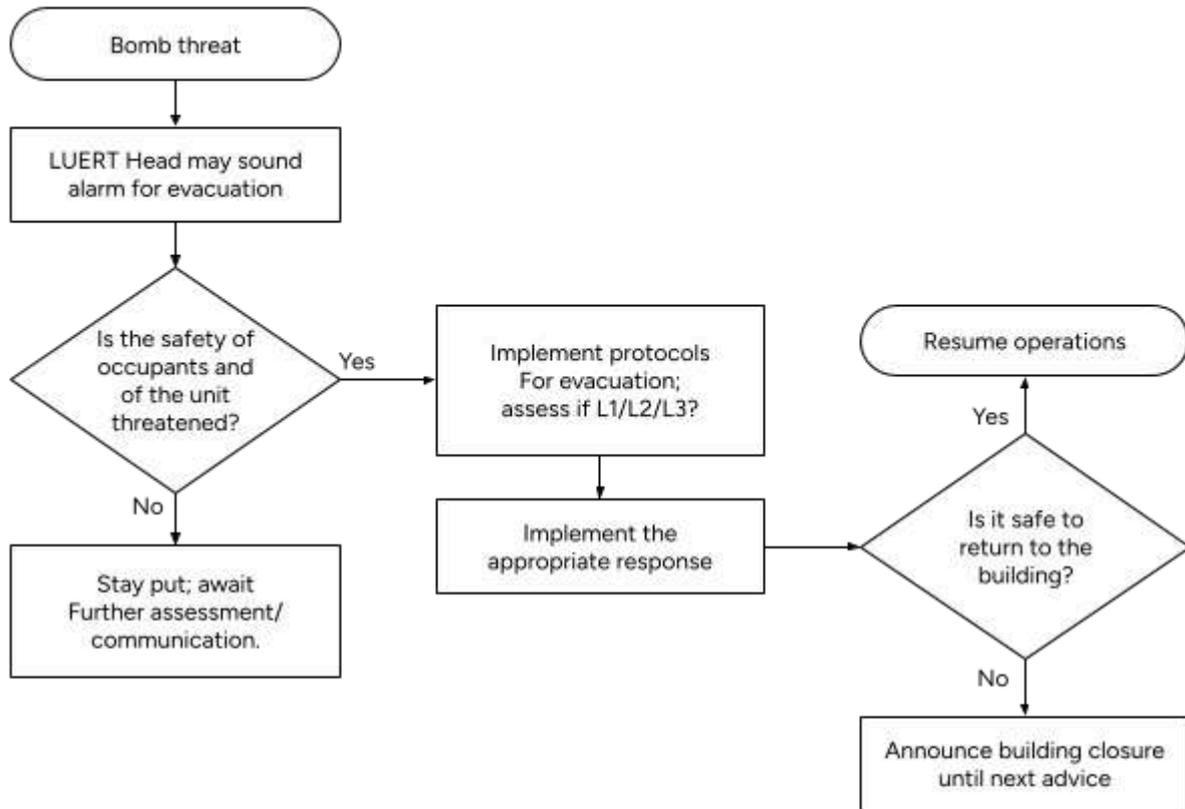
1. Before ashfall:
 - a. Require students and employees to have an N95 mask while the ashfall warning is active. If an N95 mask is not available, a regular face mask with an additional two layers of tissue is recommended. As a last resort, a wet towel or cloth can also be used to protect the nose and mouth. Safety goggles are also recommended to protect the eyes.
2. During an ashfall event, the shelter in place protocol will be followed.
 - a. Close all doors and windows (in case doors/windows cannot be closed, stay indoors and wear your mask).
 - b. Air conditioners and electric fans may continue to operate.
 - c. There is no need to switch off lights, gadgets.
 - d. Should you need to leave the room, wear your mask and goggles.
 - e. Cafeterias and offices must also close their doors and windows.
3. In case of class suspension during an ashfall event
 - a. School bus service riders who are already dismissed will go to their regular fetching areas and proceed to go home.
 - b. School bus service riders who are not yet dismissed will be fetched by their bus mothers from their classrooms and proceed to go home.
 - c. Students with fetchers already parked in the campus who are already dismissed may be fetched at their regular fetching area and proceed to go home.

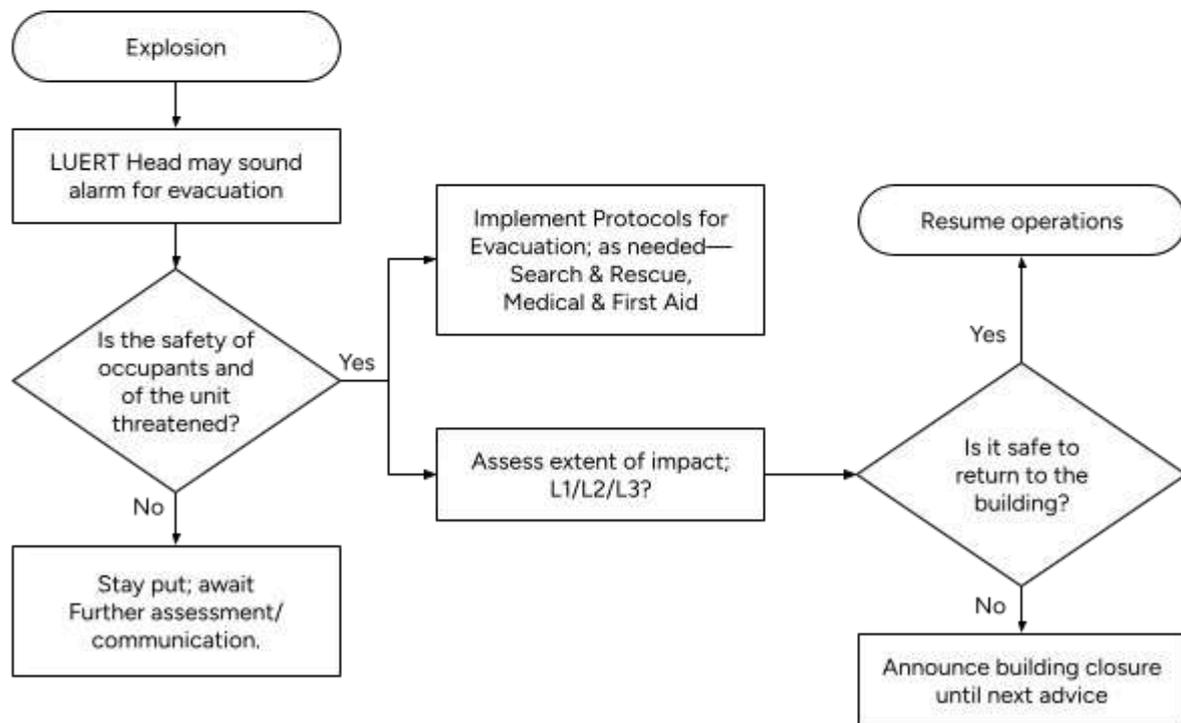
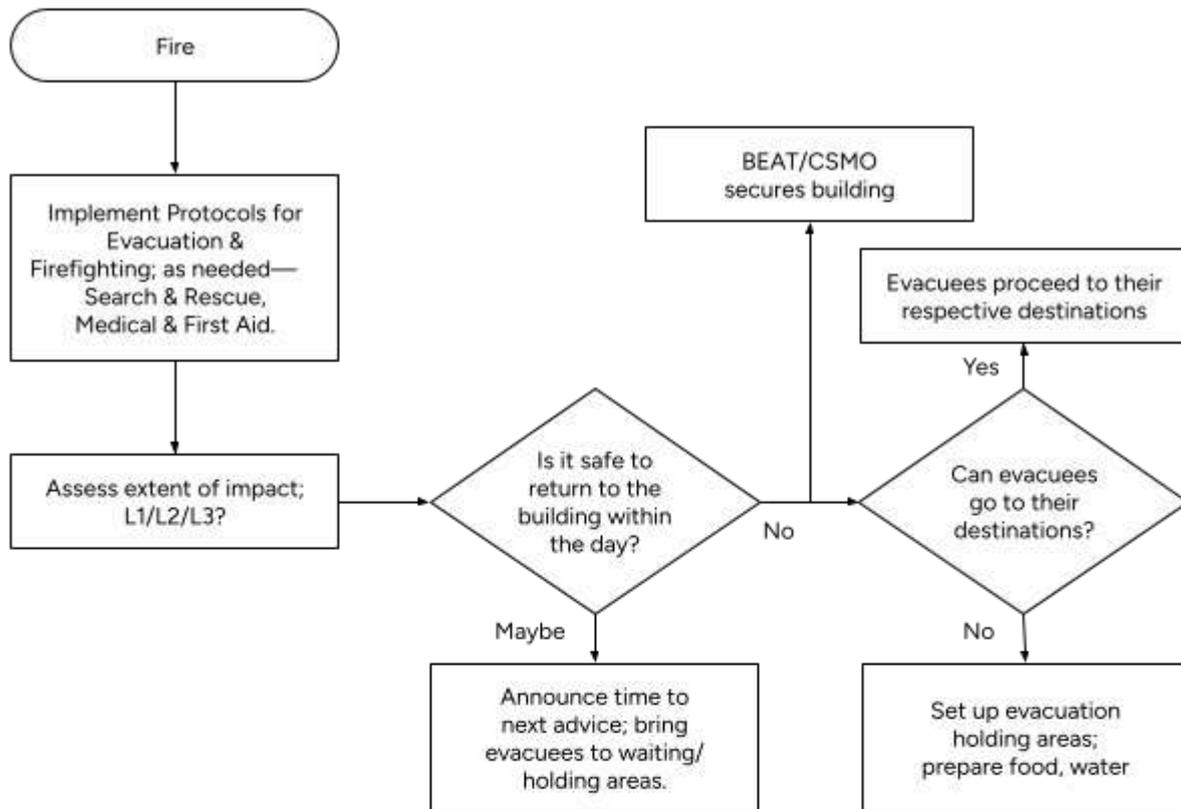
- d. Students with fetchers already parked in the campus who are not yet dismissed will be fetched from their classrooms and proceed to go home.
 - e. Fetchers coming from outside the campus will be advised to wait for regular dismissal time to avoid gridlock in the campus. Students will remain indoors.
 - f. University employees may fetch their children from their classrooms and proceed to go home.
 - g. Siblings must be fetched at their respective units. If the older sibling is already driving and the car is parked in the campus, he/she may fetch the younger sibling at the regular fetching area.
4. In case of ashfall with earthquake, the earthquake protocol will be followed as it is safer to be outdoors rather than to be crushed by shaking/collapsing structures.
- a. For BEU students:
 - Wear N95 mask and goggles; use umbrella
 - Proceed to Evacuation Assembly Area (EAA) for headcount.
 - Proceed to Emergency Pick up Point (EPP) to wait for fetcher. Tents will be installed at EPPs without canopies.
 - Upon class adviser's instructions, proceed to campsite wherein tents will be installed.
 - Fetchers, school bus service drivers/bus mothers should also wear N965 mask and goggles and use an umbrella.
 - b. For Higher Education students:
 - In case of suspension of classes, students may opt to leave the campus on foot or on their vehicles. Those who choose to stay may do so and will be advised to stay indoors.
 - In case of ashfall with earthquake, the earthquake protocol will be followed as it is safer to be outdoors rather than to be crushed by shaking/collapsing structures.
 - Additional reminders:
 - Wear N95 mask and goggles; use umbrella.
 - Proceed to Evacuation Assembly Area (EAA) for headcount.
 - Proceed to go home or to the campsite where tents will be installed.

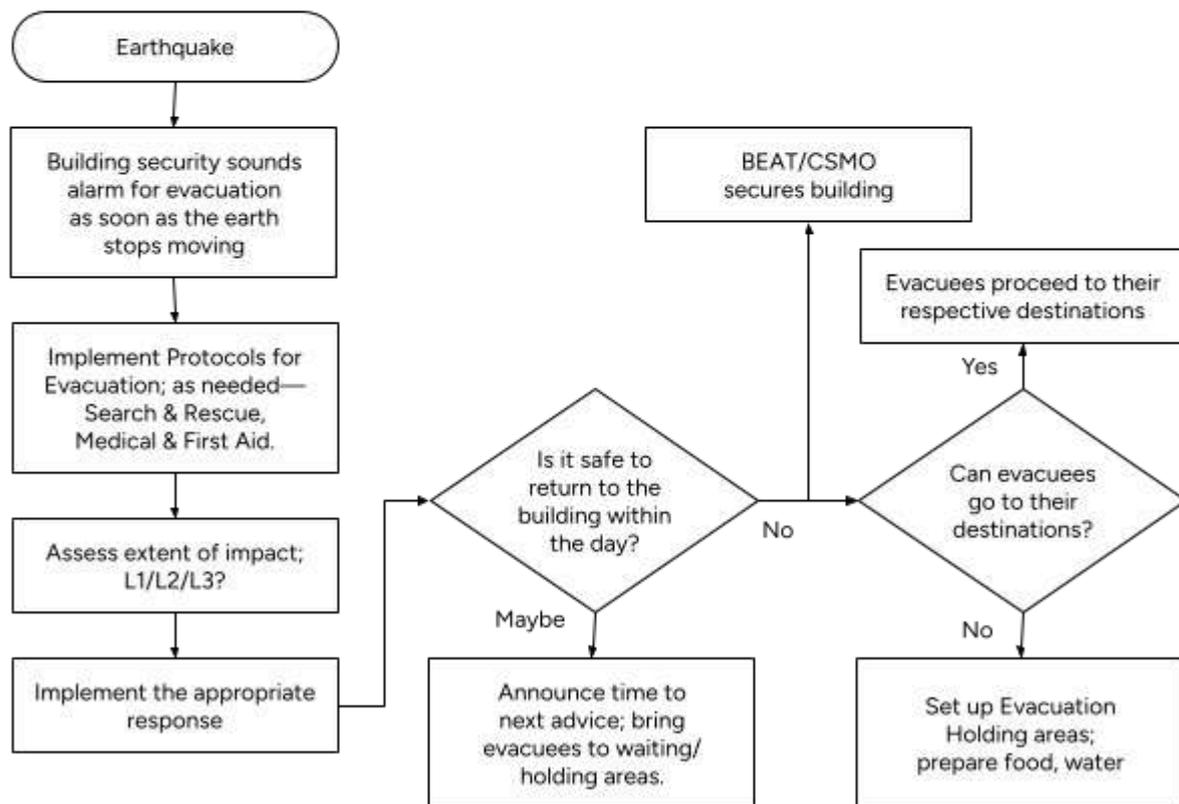
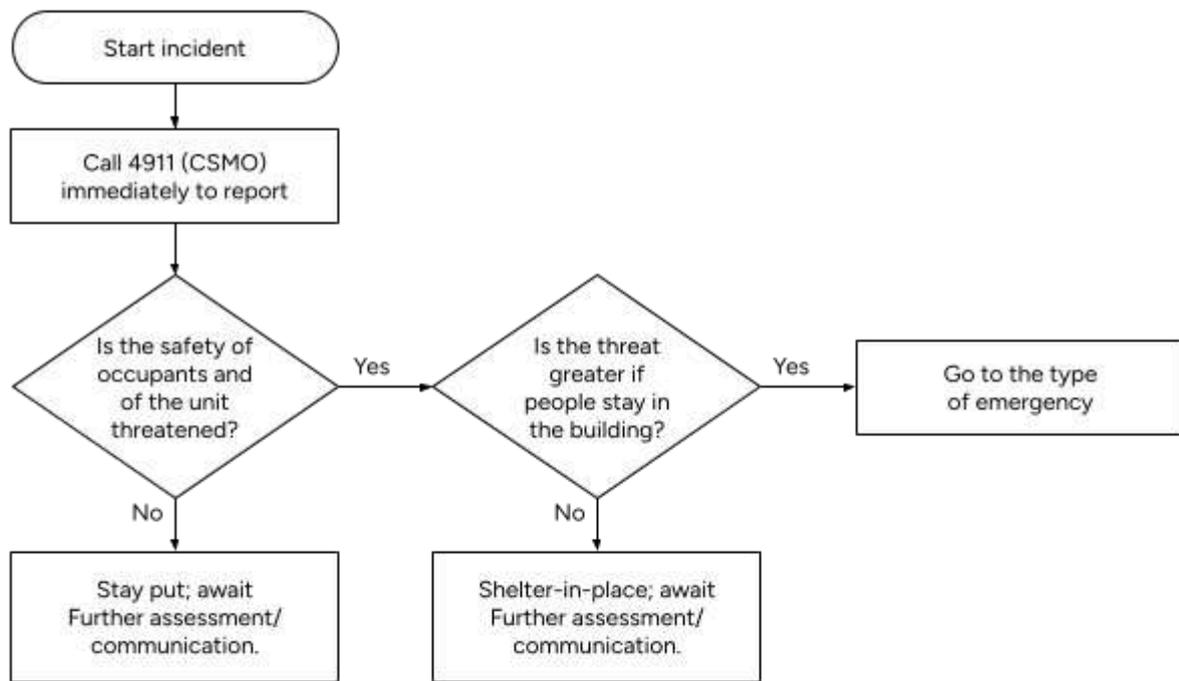
These reminders also apply to functions and gatherings. Additional reminders for organizers are found in Annex 3.

GUIDE QUESTIONS

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





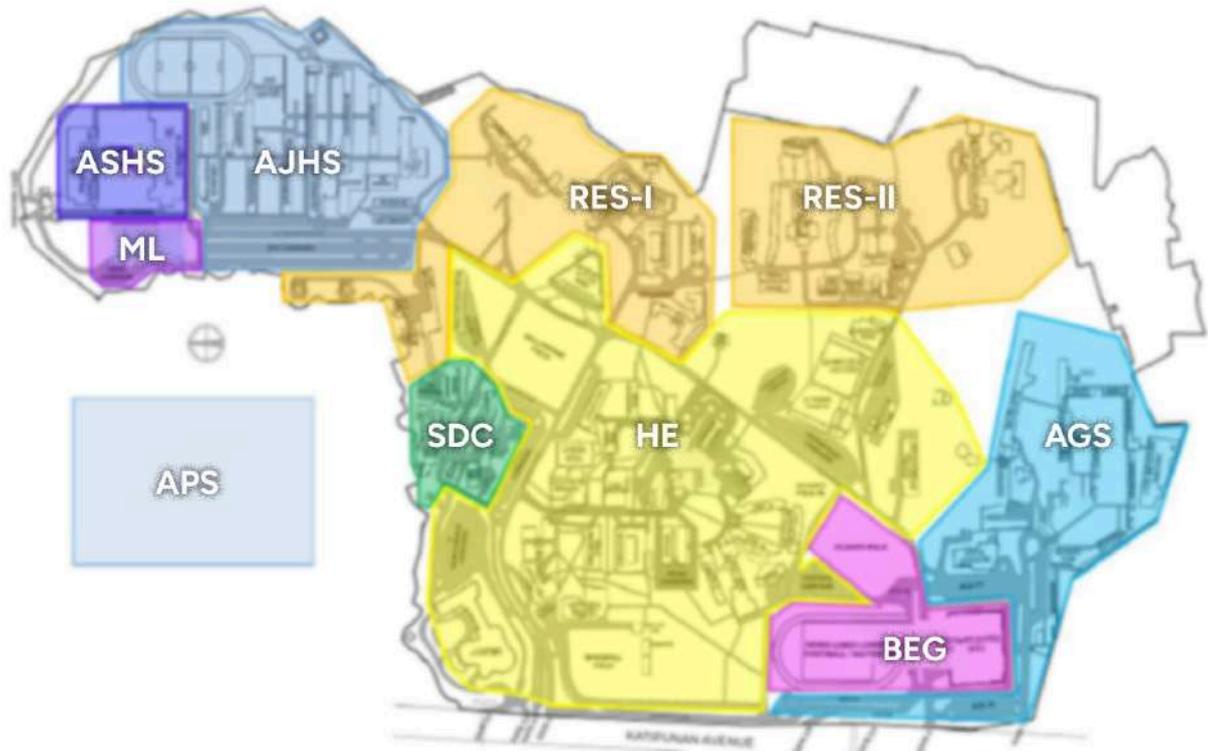


Disclaimer:

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.

ANNEX 1

CAMPUS MAP (Ateneo de Manila University LUERTs)



ANNEX 2A

PHONE THREAT INFORMATION GUIDE

Date of Call _____	Local _____
Time of Call _____	Direct Line (No.) _____
Caller ID _____	Department/Office _____
Person Receiving Call _____	
Exact words of caller _____	

If the caller makes a bomb threat, try to get the following information:

When will it explode? At what time? _____

Where is it located? What floor? Room? _____

What kind of bomb is it? _____

What does it look like? _____

What will cause it to explode? _____

Why are you doing this? _____

What is your name? _____

From where are you calling? _____

Did you place the bomb? _____

Additional information _____

Description of caller: female male adult juvenile Approximate age _____

• Voice:

- | | | | |
|------------------------------------|---------------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> clean | <input type="checkbox"/> muffled | <input type="checkbox"/> low pitch | <input type="checkbox"/> soft |
| <input type="checkbox"/> deep | <input type="checkbox"/> nasal | <input type="checkbox"/> pleasant | <input type="checkbox"/> squeaky |
| <input type="checkbox"/> disguised | <input type="checkbox"/> high pitch | <input type="checkbox"/> raspy | <input type="checkbox"/> unclear |
| <input type="checkbox"/> distorted | <input type="checkbox"/> medium pitch | <input type="checkbox"/> smooth | <input type="checkbox"/> other |
| <input type="checkbox"/> loud | | | |

• Speech:

- | | | | |
|---|-----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> accented (if accented, describe) | | | |
| <input type="checkbox"/> deliberate | <input type="checkbox"/> hesitant | <input type="checkbox"/> rapid/fast | <input type="checkbox"/> slurred |
| <input type="checkbox"/> distinct | <input type="checkbox"/> lisp | <input type="checkbox"/> slow | <input type="checkbox"/> other |

• Language:

- | | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> broken | <input type="checkbox"/> foul | <input type="checkbox"/> irrational | <input type="checkbox"/> slang |
| <input type="checkbox"/> educated | <input type="checkbox"/> intelligent | <input type="checkbox"/> rational | <input type="checkbox"/> unintelligible |
| <input type="checkbox"/> foreign | <input type="checkbox"/> uneducated | | |

• Behavior:

- | | | | |
|-----------------------------------|------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> normal | <input type="checkbox"/> crying | <input type="checkbox"/> intoxicated | <input type="checkbox"/> righteous |
| <input type="checkbox"/> agitated | <input type="checkbox"/> excited | <input type="checkbox"/> irrational | <input type="checkbox"/> sincere |
| <input type="checkbox"/> angry | <input type="checkbox"/> laughing | <input type="checkbox"/> nervous | <input type="checkbox"/> stressed |
| <input type="checkbox"/> blaming | <input type="checkbox"/> emotional | <input type="checkbox"/> rational | <input type="checkbox"/> other |
| <input type="checkbox"/> calm | <input type="checkbox"/> fearful | | |

• Background noises:

- | | | | |
|--|--------------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> general noise | <input type="checkbox"/> factory | <input type="checkbox"/> ocean | <input type="checkbox"/> talking |
| <input type="checkbox"/> airport | <input type="checkbox"/> guns firing | <input type="checkbox"/> office | <input type="checkbox"/> traffic |
| <input type="checkbox"/> animals | <input type="checkbox"/> gymnasium | <input type="checkbox"/> party | <input type="checkbox"/> TV |
| <input type="checkbox"/> baby | <input type="checkbox"/> machinery | <input type="checkbox"/> quiet | <input type="checkbox"/> voices |
| <input type="checkbox"/> birds | <input type="checkbox"/> music | <input type="checkbox"/> restaurant | <input type="checkbox"/> other |

ANNEX 2B

GABAY SA PAGSAGOT SA MGA TAWAG NA NAGBABANTA/NAKALILIGALIG

Petsa ng Tawag _____	Local _____
Oras ng Tawag _____	Direct Line (No.) _____
Caller ID _____	Department/Office _____
Pangalan ng Sumagot _____	
Pahayag/Sinabi ng Tumawag _____	

Kapag nagbantang may bomba, subuking alamin ang mga sumusunod:

Kailan ito sasabog? Anong oras? _____

Saan ito nakalagay? Anong palapag? Silid? _____

Anong uring bomba ito? _____

Ano ang itsura nito? _____

Ano ang magpapasabog dito? _____

Bakit mo ito ginagawa? _____

Ano ang pangalan mo? _____

Mula saan ka tumatawag? _____

Ikaw ba ang naglagay ng bomba? _____

Dagdag na impormasyon _____

Paglalarawan ng tumawag: babae lalaki matanda bata Tinatayang Edad _____

• Tinig:

- | | | | |
|--|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> hindi malinaw | <input type="checkbox"/> mababa | <input type="checkbox"/> malakas | <input type="checkbox"/> nagbabalatkayo |
| <input type="checkbox"/> ipít | <input type="checkbox"/> magaspang | <input type="checkbox"/> matining | <input type="checkbox"/> ngongo |
| <input type="checkbox"/> kaaya-aya | <input type="checkbox"/> mahina | <input type="checkbox"/> malalim | <input type="checkbox"/> iba pa |
| <input type="checkbox"/> katamtaman | <input type="checkbox"/> makinis | <input type="checkbox"/> malinis | |

• Pananalita:

- | | | | |
|---|------------------------------------|--|---------------------------------|
| <input type="checkbox"/> may puntó (ilarawan) | | | |
| <input type="checkbox"/> mabagal | <input type="checkbox"/> maingat | <input type="checkbox"/> nag-aalinlangan | <input type="checkbox"/> iba pa |
| <input type="checkbox"/> mabilis | <input type="checkbox"/> nabubulol | <input type="checkbox"/> natatangi | |

• Pagsasalita:

- | | | | |
|--|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> banyaga | <input type="checkbox"/> di-maunawaan | <input type="checkbox"/> makatwiran | <input type="checkbox"/> salitang kalye |
| <input type="checkbox"/> bastos | <input type="checkbox"/> edukado | <input type="checkbox"/> putul-putol | <input type="checkbox"/> walang pinag-aralan |
| <input type="checkbox"/> di-makatwiran | <input type="checkbox"/> matalino | | |

• Pag-uugali:

- | | | | |
|--|-------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> balisâ | <input type="checkbox"/> kalmado | <input type="checkbox"/> natatakot | <input type="checkbox"/> tuliró |
| <input type="checkbox"/> di-makatwiran | <input type="checkbox"/> lasing | <input type="checkbox"/> ninenerbiyos | <input type="checkbox"/> tumatawa |
| <input type="checkbox"/> emosyonal | <input type="checkbox"/> makatwiran | <input type="checkbox"/> normál | <input type="checkbox"/> umiiyak |
| <input type="checkbox"/> excited | <input type="checkbox"/> matuwid | <input type="checkbox"/> taos-puso | <input type="checkbox"/> iba pa |
| <input type="checkbox"/> galit | <input type="checkbox"/> naninisi | | |

• Mga ingay sa paligid:

- | | | | |
|---------------------------------------|------------------------------------|---|------------------------------------|
| <input type="checkbox"/> bata | <input type="checkbox"/> mga ibon | <input type="checkbox"/> opisina | <input type="checkbox"/> tahimik |
| <input type="checkbox"/> dagat | <input type="checkbox"/> maingay | <input type="checkbox"/> pabrika | <input type="checkbox"/> mga tinig |
| <input type="checkbox"/> eroplano | <input type="checkbox"/> makina | <input type="checkbox"/> party | <input type="checkbox"/> trapiko |
| <input type="checkbox"/> mga hayop | <input type="checkbox"/> musika | <input type="checkbox"/> putok ng baril | <input type="checkbox"/> TV |
| <input type="checkbox"/> himnasyo/gym | <input type="checkbox"/> nag-uusap | <input type="checkbox"/> restawran | <input type="checkbox"/> iba pa |

ANNEX 3

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.