



SAN BEDA UNIVERSITY

Mendiola, Manila



EMERGENCY PREPAREDNESS AND RESPONSE MANUAL

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INTRODUCTION:

Stewardship encourages everyone to seek and “understand the essential interdependence of human community” (The Ten Hallmarks of Benedictine Education, 2010). As a school community, we acknowledge our contextual interdependence and hence commit to zealously take care of each other whenever an opportunity is presented.

This Emergency Preparedness and Response Manual is a concrete expression of San Beda’s commitment to ensure genuine stewardship to everyone. Thus, this manual has been prepared for the adequate readiness of everyone and risk reduction on campus in the event of natural calamities and other related emergency situations.

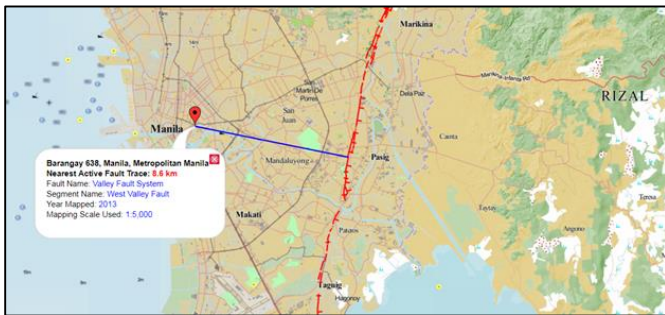
MANUAL COVERAGE

This Manual covers the following disasters and emergencies:

- **Earthquake**
- **Fire**
- **Tsunami/Flood**
- **Bomb Threat/Terror Attack**

RATIONALE

In recent years, our neighboring countries, like Indonesia, Japan and Nepal, have experienced earthquakes in various high intensities causing damage to both lives and properties. The Philippines, with its strategic location in the “Ring of Fire”, may experience a “big one” that may occur anytime.

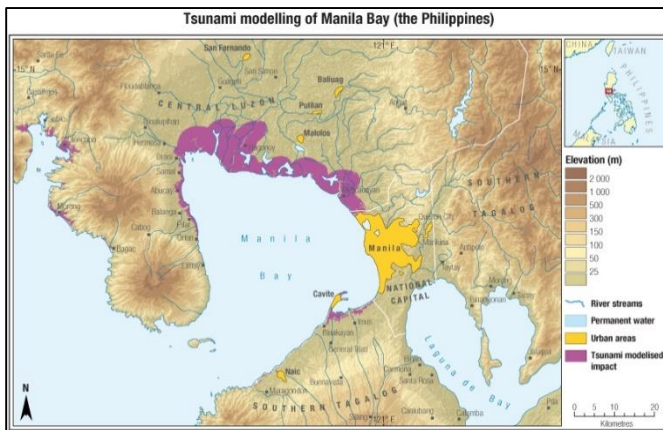


Recent foreign and local seismological and geological studies have confirmed that the West Valley Fault system, which includes the NCR (National Capital Region), is due for an occurrence of an earthquake. The massive build-up of energy on the plates will likely cause an earthquake with a high intensity. This occurrence is expected every 400 years and the last earthquake resulted in the development of the Marikina Valley Fault line.

How strong will the ‘big one’ be? If Haiti had a 7.0 Intensity, Manila is expected to have a 7.0 to 7.2. In the earthquake scale of PHIVOLCS

(Philippine Institute of Volcanology and Seismology), for a 7.0 to 7.2 intensity, this is devastating.

In the context of the possible occurrence of this disaster, the National Disaster and Risk Reduction and Management Council (NDRRMC), in coordination with PHIVOLCS and the Commission on Higher Education (CHED), strongly encourage private and public institutions to seriously intensify their disaster preparedness and management programs. Likewise, schools are required to conduct regular earthquake, fire and evacuation drills.



What is emergency?

Emergency refers to a sudden occasion or occurrence requiring urgent attention and fast response. Emergencies include earthquake, fire, tsunami, flooding, bomb threat and the like.

What is preparedness?

Preparedness is the state of readiness to execute proper and fast response to emergency situations in order to reduce the risk of loss of human lives and destruction of properties.

What is Emergency Response?

Emergency response is action taken in response to an unexpected and dangerous occurrence in an attempt to mitigate its impact on people or the environment. Emergency situations can range from natural disaster to hazardous materials problems and transportation incidents. Emergency response may refer to services provided by emergency and rescue services agencies, as well as the plans made and actions taken within an organization to respond to emergencies. It also covers emergency plans which are important component of workplace safety.

What is response time?

Response time is an important component of emergency response. This refers to how long it takes emergency responders to arrive at the scene of an emergency after the emergency response system has been activated.

What is an EARTHQUAKE?

An earthquake is a weak to strong shaking of the ground due to the sudden movement or displacement of the rocks/plates underneath.

What are the possible effects of an earthquake?

Strong ground shaking can cause injuries to people due to broken glasses and fallen debris or objects. Buildings may be damaged. Buildings that are not properly constructed may collapse and may lead to loss of lives.



The collapse of the Hyatt Terraces in the wake of the Baguio earthquake of July, 1990. Photo from CNN

What do we need to know?

You will feel a weak to strong shaking during an earthquake. The shaking may start out gently

and then it becomes stronger, enough to knock a person off his feet.

You will see...

- “ hanging objects like lamps, wall frames swing violently or may even fall down.
- “ bookshelves, cabinets, tables and chairs may move, be shifted and/or fall over.
- “ window panes may rattle and may even break.

You will hear...

- “ low and loud rumbling noises,
- “ followed by the sounds of shaking,
- “ cracking and creaking wooden and cement walls,
- “ breaking glasses and or other falling objects.

What do we need to do at school during an earthquake?

We can observe safety measures to reduce the impacts of an earthquake. We need to familiarize ourselves and teach our students about our school surroundings.

You can start by having a class activity wherein your teachers, professors, staff and students can go around the school premises to be familiarized with the earthquake safe spots in the school. You may refer students to the location maps of their respective classroom and the campus evacuation site, It is also necessary

to identify unsafe practices, potential hazards, and danger zones in case of an earthquake.

Explain to the class what to expect during an Earthquake. This could be done through discussions about common observations during earthquakes. Orient students with what to do during an earthquake.

What to do during an earthquake?

When a strong shaking starts...

- “ protect yourself”
- “ stay away from falling objects such as pieces of broken glass windows, ceiling fans, etc.
- “ get under sturdy table or desk and execute the “DROP, COVER, and HOLD ON”
- “ stay put until the shaking stops.

As soon as the shaking stops...

- “ leave the classroom immediately,
- “ get out from the building in an orderly manner,
- “ give the following instructions to students, WALK.

DO NOT RUN.
DO NOT PUSH.
DO NOT TALK.

- “ proceed to the identified evacuation area

(Campus Evacuation Site – **FOOTBALL FIELD**)



INSTRUCTION

DROP

When you drop, you slide from your seat and kneel on one knee, then turn toward the seat.

COVER

You cover yourself by holding the chair or desk up to protect your head, neck and back or if the desk or the chair is too heavy for you, hold a bag or thick book and cover your head with it.

HOLD ON

Drop beside, not below a table. Kneel and bend your head toward the floor and cover your head with your hands. When the ceiling falls or hits the table, you will be protected inside a space formed by the table and the falling ceiling. This is called the “Triangle of Life”. Under shelter, hold on to the desk or table / chair leg so that it will be steady and stay over you.



Firemen attempt to put out the fire that gutted down the Tarlac National High School building in 2015; Photo from Sunstar

PROCEDURE IN CASE OF AN ACTUAL FIRE

(Adapted from Co-operative Academy of Manchester)

In case fire is detected, the following procedure shall be taken:

1. ALARM - Any person who discovers a fire should facilitate sounding the alarm. Students, as a matter of policy, must be taught about procedures on how to immediately report to professors/teachers or personnel.

2. EVACUATION OF PREMISES - On hearing the alarm students, led by the Class President in front or any other class officer in the absence of the class president and the teacher/professor at the back will exit the building according to the

route indicated on the fire exit map in the classroom.

IMPORTANT NOTE:

A. Bring only what is handy and essential.

B. The Building coordinator and floor leader where the fire is located must ensure that all rooms, offices and restrooms are checked prior to vacating the area.

C. The evacuation shall be executed in order, without panic and noise so that instructions could be heard while in transit.

3. CALL THE FIRE BRIGADE - The Campus Safety and Security Officer, or subordinates, are accountable for promptly calling the nearest Fire Brigade. This Office is also tasked to meet the Fire Brigade upon arrival on campus for transmittal of vital information

4. PROCEED TO THE ASSEMBLY AREA - The football field is the pre-arranged assembly area. Students and personnel shall proceed to the pre-arranged area assigned to them to facilitate order. The teacher/professor and office heads shall call the roll of people under their care. Missing persons shall be reported to the disaster management team stationed at the

assembly area. The disaster management team shall ensure that an accurate report is transmitted to the Campus Safety and Security who in turns furnishes official report to the Fire Brigade.

5. TACKLE THE FIRE (if it is safe to do so) - The overriding duty of the disaster management team is to ensure the safety of the students and themselves. "Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire"



TSUNAMI AND FLOOD

“The time between the triggering event and the tsunami’s landfall is a key variable as it influences the effectiveness of tsunami early warning systems and the possibility of evacuation. Chile, India, Indonesia, Myanmar, Peru, the Solomon Islands, Portugal, Tonga, Pakistan, Papua New Guinea and the Philippines all have particularly high levels of hazard, given that tsunamis could hit the shoreline in less than 15 minutes with wave heights in excess of 6 meters.

It is important to emphasize once again that hazard is modelled with a 10% probability of occurrence every 50 years, or in other words, a 500-year return period. Similarly, the actual tsunami hazard in any particular area in these countries depends on local topography,

bathymetry and other factors. For example, while the Philippines could be subject to wave heights of up to 16 metres hitting the shoreline in only 9 minutes, Figure 2.32 shows that the most severe impact zones are outside of the city of Manila” (*United Nations Office for Disaster Risk Reduction - Regional Office for Europe, 2009*).

Given these significant research findings, San Beda is able to identify appropriate and calibrated response should the Big One trigger a tsunami in Manila Bay. It is significant to know that the violet areas in the map, according to research, are most vulnerable to tsunami due to topography and bathymetry.

1. TSUNAMI - A Tsunami is a series of sea waves commonly generated by under-the-sea earthquakes and whose heights could be greater than 5 meters. It is erroneously called tidal waves and sometimes mistakenly associated with storm surges. Tsunamis can occur when the earthquake is shallow-seated and strong enough to displace parts of the seabed and disturb the mass of water over it (PHIVOLCS, 2017).

2. TOPOGRAPHY - the art or practice of graphic delineation in detail usually on maps or charts of natural and man-made features of a place or region especially in a way to show their relative positions and elevations (Merriam-Webster Incorporated, 2017).

3. BATHYMETRY - the measurement of water depth at various places in a body of water; *also*: the information derived from such measurements (Merriam-Webster Incorporated, 2017).



THREAT ON SECURITY (BOMB THREAT) AND PHYSICAL SECURITY PLANNING

Definition of Terms:

BOMB: an explosive device which can be constructed to look like almost anything and can be placed or delivered in any number of ways.

BOMBING: occurs when an explosive bomb detonates or incendiary bomb ignites.

BOMB THREAT: a message of threat using a device that may explode anytime and delivered in a variety of ways. The majority of threats are called into the target.

BOMB INCIDENT: any occurrence involving the detonation/ ignition of a bomb, the discovery of a bomb, or the execution of a bomb threat.

BOMB-INCIDENT-PREVENTIVE MEASURES:

refers to those steps taken to minimize the production or placement of bombs and to reduce the disruptive effect of bomb threats.

BOMB-THREAT PLAN: a comprehensive plan which delineates responsibilities and specific actions to be taken when a bomb threat or bombing occurs.

Why are there bomb threats?

1. The caller has definite knowledge or believes that an explosive or incendiary device has been or will be placed in an area and wants to minimize personal injury or damage to property.
2. The caller wants to create an atmosphere of anxiety and panic that will, in turn, possibly result to the disruption of normal activities at the target area.

RESPONDING TO BOMB THREATS

The bomb threat caller is the best source of information about the bomb. Here are suggested procedures on how to respond to bomb threat callers.

1. Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the caller.

2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
3. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
4. Pay particular attention to background noises, such as vehicles running, music playing, and any other noise which may give a clue as to the location of the caller.
5. Listen closely to the voice (male or female), voice quality (calm, excited), accents, and speech impediments. Immediately, after the caller hangs up, report the threat to the person designated by management to receive such information.
6. Report the information immediately to the police or military authorities, fire department and other government agencies. The sequence of notification should be established in the bomb incident plan.
7. Remain available, as law enforcement personnel will want to interview you.

Why is it necessary to prepare against bomb threat?

Proper preparation can:

- a. Reduce the accessibility of the building or school premises and can identify those areas that can be 'hardened' against the potential bomber;
- b. Limit the amount of time lost to searching, if you determine a search is necessary;
- c. Instill confidence in the institution's leadership, reinforce the notion that those in charge do care, and reduce the potential personal injury or loss or damage of property;
- d. Reduce the threat of panic, the most contagious and dangerous of all human emotions.

PREPARATIONS AGAINST BOMB INCIDENT

Two separate but interdependent plans must be developed: a physical plan and a bomb incident plan. The Physical Security provides for the protection of property, personnel, facilities, and material against unauthorized entry, trespass, damage, sabotage or other illegal or Criminal acts.

The Physical Security Plan deals with prevention and access control of the building.

The Bomb Incident Plan provides detailed procedures to be implemented when a bombing attack is executed or threatened.

- a. A definite chain of command or line of authority is established.
- b. A clearly defined line of authority will instill confidence and prevent panic.
- c. A command center is designated to be located the switchboard room or other focal point of telephone or radio communications.
- d. Management personnel assigned to operate the center should have the authority to decide whatever action should be taken during the threat.
- e. Only those with assigned duties should be permitted in the center.
- f. Make some provisions for alternates in the event someone is absent when a threat is received.
- g. Obtain an updated blueprint of floor plan of the building and post it in the command center.

- h. Contact the police department, fire department, or local government agencies for any assistance in developing security or bomb incident plan.
- i. Instruct all personnel, especially those at the telephone switchboard, on what to do if a bomb threat is received.

ANNEX A: FLOOR ORGANIZATION / TASKING of EPR TEAMS

1. ADMINISTRATION/LOGISTICS (SEARCH, RESCUE, RELIEF and EVACUATION TEAM)			
#	NAME	DEPARTMENT (Designation)	POSITION
1	Rev. Fr. Aelred U. Nilo, OSB	VP for Administration	Oversight Chairman
2	Mr. Domingo "Bong" Paragas	VP for Services (Secretary)	Asst. Team Leader
3	Ms. Maria Oliva S. Reyes	Registrar's Office	Team Leader
4	Mr. John Torribio	Motor Pool	Team Leader
5	Ms. Liza Galang	IMC	Team Leader
6	Mr. Dominador Manlincon	OSA	Team Leader
7	Ms. Liezel Rodriguez	Guidance and Admission	Team Leader
8	Ms. Rose Perreras	Campus Network	Team Leader
9	Ms. Rosalinda Robles	Library	Team Leader
10	Ms. Jennifer Comabig	Library	Team Leader
11	Dr. Fedeliz Tuy	Laboratory	Team Leader

2. COMMUNICATION TEAM (SEARCH, RESCUE and EVACUATION TEAM)			
#	NAME	DEPARTMENT (Designation)	POSITION
1	Mr. Joel Filamor	LIA	Team Leader
2	Mr. Carlo Gutierrez	SCO	Team Leader
3	Prof. Jerry Anton J. Flores	BMIO	Team Leader
4	Dr. Christian Bryan Bustamante	CAS	Team Leader

3. SECURITY (SEARCH, RESCUE and EVACUATION TEAM)			
#	NAME	DEPARTMENT (Designation)	POSITION
1	OIC Romeo C. Dela Cruz	AGF Security Department	Team Leader
2	AGF Security Guard Force	AGF Security Department	Members

4. FIRE BRIGADE AND MAINTENANCE TEAM			
#	NAME	DEPARTMENT (Designation)	POSITION
1	Dr. Melanio L. Leal	NSTP	Team Leader
2	Mr. Wenceslao Lutero Jr.	Services	Team Leader
3	Mr. Benjie Sonajo, Jr.	IBED	Team Leader
4	Mr. Oliver C. Quiambao	Athletics	Team Leader

5. MEDICAL TEAM			
#	NAME	DEPARTMENT (Designation)	POSITION
1	Dr. Elias Adamos	Health Services	Team Leader
2	Dr. Marlon Jovellanos	Health Services	Team Leader
3	Dr. Nomar M. Alviar	VP ORI	Team Leader
4	Dr. Jocelyn Marcelino	Health Services Dentist	Member
5	Ms. Elma Abensago	Health Services Nurse	Member
6	Ms. Chrisadelle Cardenas	Health Services Nurse	Member

6. BUILDING COORDINATORS/FLOOR LEADERS			
	NAME	BUILDING / (Designation)	POSITION
A. St. Bede Building (Ground Floor)			
1.	Mr. Benjamin Sonajo	IBED Asst. Prefect of Activities	-Building Coordinator
2	Ms. Riza Baliang	Comptroller	Asst. Bldg. Coordinator
3.	Mr. Danny Yulo	Registrar Staff	Floor Leader
St. Bede Building (2nd. Floor)			
1	Mr. Anton J. Flores	Head, MIO	Floor Leader
2	Mr. Jhade Reyes	Asst. Prefect of Discipline	Asst. Floor Leader
St. Bede Building (3rd Floor)			

1	Bryan James Uy	Asst. Prefect of Discipline	Floor Leader
2	Allan Bulosan	SHS-OPSA Staff	Asst. Floor Leader
B. St. Benedict Building (Whole Building)			
1	Dr. Ronaldo Alfonso R. Calma	COM Admin. Officer	Building Coordinator
2	Ma. Lourdes Divinagracia	COM Staff	Asst. Bldg. Coordinator
3	Jacqueline Hernandez	COM Staff	Floor Leader
C. St. Anselm Building (Whole Building)			
1	Mr. Gerard Mark Santos	CAS Prefect	Building Coordinator
2	Dr. Marvin Reyes	Dean CAS Prefect	Asst. Bldg. Coordinator
St. Anselm Building (Ground Floor)			
1	Salvador Lirio	Canteen Personnel	Floor Leader
2	Canteen Staff	Canteen Staff	Door Opener
St. Anselm Building (Mezzanine Floor)			
1	Ricky Salapong	Research Asst.	Floor Leader
St. Anselm Building (2nd Floor)			
1	Prof. Julius Tutor	Faculty	Floor Leader
St. Anselm Building (3rd Floor)			
1	Rose Perreras		Floor Leader

St. Anselm (4th Floor)			
1	Dr. Nomar Alviar	VP – ORI	Floor Leader
D. St. Maur's Building			
1	Mr. Danilo Seguban	Science Lab. Head	Building Coordinator
2	Rose Robles	Library Asst. Coordinator	Asst. Bldg. Coordinator
St. Maur's Building (Ground Floor)			
1.	Joselito Tablang	CEC Director	Floor Leader
St. Maur's Building (2nd Floor)			
	Virgilio Ramos	Library Aide	Floor Leader
St. Maur's Building (3rd Floor)			
1	Rose Robles	Library Asst. Coordinator	Floor Leader
E. Nursing Building			
1	Mr. Pocholo Autencio	CON Admin Officer	Building Coordinator

1. St. Bede Ground Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Mr. Joel Filamor	LIA Office	Team Leader
2	Mr. Danny Yulo	Registrar's Office	Member
4	Ms. Divina Naparam	Accounting, Finance	Member
5	Mr. Alejandro Jose	Purchasing	Member
6	Mr. Orense Namoca	HRMO	Member
7	Mark Jaybee Eslao	SCO	Member

8	Mark Ian Abrias	OSA, VPACAD	Member
9	Narciso Dela Cruz	COL	Member
10	Rowena Murillo	Rector's Office	Member
11	Michael Gonzales	CAS	Member
12	Luisito Victoria	Admission	Member

1.1. St. Bede Second Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Mr. Anton C. Flores	Mission and Identity Office	Team Leader
2	Ms. Sally Tacordo	Campus Ministry	Member
3	Mr. Aljon Siva	GSB	Member
5	Ms. Mary Jane Morales	GSL	Member
6	Ms. Gladina Banares	COL Guidance	Member
7	Ms. Aurora Limampao	I.B.E.D	Team Leader
9	Mr. Randy Embile	Senior High School	Member
10	Mr. Allan Bulosan	Senior High School	Member
11	Class Faculties	Senior High School	Member

1.2. St. Bede Third Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Mr. Eric John Rellora	Campus Ministry	Team Leader
2	Mr. Aljon Siva	GSB	Member
3	Ms. Mary Jane Morales	GSL	Member

4	Mr. Benjie Buenagua	Weights Gym	Team Leader
5	Mr. Christian Ate	Senior High	Member
6	Class Faculties	Senior High	Member

2. St. Benedict Building Ground Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Jacqueline Hernandez	COM Office	Team Leader
2	Gereque Villaranda	Guidance Office	Member
3	Neil Serrano	CON Office	Member

2.1. St. Benedict Building Second Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Albert Silva	COM	Team Leader
2	Class Professors	Rooms	Member

2.2. St. Benedict Building Third Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Faculty	COM	Team Leader
2	Class Professors	COM	Members

3. St. Anselm Building Ground Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Salvador Lirio	Canteen	Team Leader
2	Canteen Personnel	Canteen	Members

3.1. St. Anselm Building Second Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Julius Tutor	CAS Office	Team Leader
2	Mark Christian Francisco	Guidance	Member
3	OPSA Male Staff	OPSA	Member
4	Class Professor	Computer Lab.	Member
5	Annabelle Quilon	Psyche. Lab	Member
6	Gregorio Borja	MK	Member
7	Jackie Moreno	Accountancy	Member
8	Michael Rubio	Prefect	Member

3.2. St. Anselm Building Third Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Rose Perreas	Bedan Net	Team Leader
2	Denesse Vidal	Guidance Ext.	Member
3	Emiliano Cayanán	IMC Ext.	Member
4	Raphael Villaon	Classroom	Member
5.	Pam Tenedero	Classroom	Member

3.3. St. Anselm Building Fourth Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Dr. Nomar Alviar	ORI	Team Leader
2	Romer Camba	ORI	Member
3	Faculty	IT, LM, Psyche, FM,	Members
4	Romer Camba	ORI	Member
5	Faculty	Classrooms	Members

4. St. Maur's Building Ground Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Prof. Joselito Tablang	CEC	Team Leader
2	Kenneth Eco	CEC	Member
3	Class Professors	Classrooms	Members
4	Fiorgelatto Staff	Fiorgelatto	Members

4.1. St. Maur's Building Second Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Virgilio Ramos	Library	Team Leader
2	Rhoda Reyes	Science Lab. Office	Member
3	Alfredo Melendez	Library	Member
4	Faculty	Lab Rooms	Members

4.2 St. Maurs Building Third Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Rosalinda Robles	Library	Team Leader
2	George Santos	Science Lab Ext.	Member
3	George Fernando	Library	Member
4	Faculty	Lab Rooms	Members

5. Nursing Building Ground Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Ms. Maricar Potes	CON	Team Leader
2	Class Professors	CON Classrooms	Members

5.1. Nursing Building Second Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Pocholo Autencio	CON	Team Leader
2	Class Professors	Classrooms	Member

5.2. Nursing Building Third Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Neil Franz Serrano	CON	Floor Leader
2	Class Professors	Classrooms	Members

5.3. Nursing Building Fourth Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Mr. Hervie Mondia	CON	Team Leader
2	Class Professors	Classrooms	Members

6. St. Placid and RC Gym (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Mr. Edmundo Badulato	Athletics	Team Leader
2	Oliver Quiambao	Athletics	Member
3	Danny Macaraeg	Athletics	Member
7. Athletes Quarters Ground Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Aris Caslib	Athletic	Team Leader
2	Players	Athletic	Members

7.2. Athletes Quarters Second and Third Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Jun Steve De Guzman	Athletic	Leader
2	Players	Athletic	Members

8. St. Joseph Building Ground Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Wenceslao Lutero	MERAS	Team Leader
2	Rolando Solo	MERAS	Member
3	Gilbert Murillo	Supply	Member

8.1. St. Joseph Building Second Floor (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Rolando Ducusin	MBO	Team Leader
2	Jimmy Macaranas	MBO	Member

9. St. Placid Building/Clinic/Bookstore (Door Opener)			
#	NAME	DEPARTMENT	POSITION
1	Lourdes Bataller	Bookstore	Team Leader
2	Felicidad Ramos	Bookstore	Member
3	Law Students	Bar Operations (2 nd Floor)	Members

ANNEX B: DUTIES AND RESPONSIBILITIES OF EPR TEAMS

1. LOGISTICS TEAM

(SEARCH, RESCUE AND RELIEF EVACUATION)

- a. If the fires occur within the floor, Division / Department, Team Leader must initiate to initially help fight, extinguish and neutralize the fire until Fire Brigade personnel arrive.
- b. Search, rescue and evacuate personnel victim of fire and salvage division/department documents and equipment in order of priority within the floor/department or division of fire.
- c. Door Openers team to maintain the doors of the escape route open until all personnel have passed.
- d. Secure salvage documents and equipment in the evacuation area.
- e. Prepare to reinforce floor leaders/division/department on fire on order.
- f. Organize school vehicle for possible salvage of all documents or equipment inside the building using main parking

and evacuation area. (FOOTBALL FIELD)

- g. Prepare vehicle to assist medical team for possible evacuation of casualties to the nearest hospital.

2. SECURITY TEAM

- a. Guide local firefighting reinforcement in the fire area.
- b. Security traffic team to control traffic along the driveway and at the critical section of the vicinity of fire to give way local firefighting until to move freely and facilitate evacuation of the school vehicles, equipment and personnel to the evacuation area.
- c. Disperse idle spectators
- d. Continue current MISSION
- e. Do other functions as the emergency chairman (Vice-President for Administration) may direct.

3. FIRE BRIGADE AND MAINTENANCE TEAM

- a. Activate the EPR firefighting team.

- b. Direct and lead the firefighting team to fight, extinguish and neutralize the fire.
- c. Guide local fire department (BFP) upon arrival to the scene of fire.
- d. Maintenance (Power Center Personnel)
 - d.1. On order of Vice-President for Administration / Head of Security, cut-off power in the affected area/floor
 - d.2. Keep the coordinating center inform of the situation.
- e. Regularly checks the emergency facilities, equipment, exit doors, passageways, fire escapes, fire extinguishers, hoses and fire alarm boxes.
- f. Provides emergency evacuation shelters, repairs and emergency lighting system.
- g. Should equip with portable generators during emergencies when electric lights are shut off, to prevent electrical accidents.
- h. Do other security and safety measures not mentioned hereof but have positive bearing in the accomplishment of assigned mission / task.

- i. Do other functions as necessary the Vice-President for Administration / Head of Security and members may direct.

4. MEDICAL TEAM

- a. Establish first aid station at the parking 3 (near athlete's quarter)
- b. Attend first aid to casualties brought by fire earthquake and explosion.
- c. Evacuate casualties to the hospital by order of priority:
 - 1. **First Priority** – The most serious condition
 - 2. **Last Priority** – The less serious condition
- d. Do other medical measures not mentioned hereof but positive in the accomplishment of assigned mission / task.
- e. Do other function as necessary the Vice President / Head of Security and its members may direct.

5. BUILDING COORDINATOR

- a. Coordinates with the Chairman of the EPR plan (Vice-President for Administration, Rev. Fr. Ephraem Ma. E, Molina, OSB)
- b. Appoints Floor Leader and Door Opener
- c. Organize teachers and class organization officers for fire, earthquake, tsunami and building evacuation drill.
- d. Gets immediate feedback from Floor Leaders regarding the situation of the classrooms in his floor.

6. FLOOR LEADER

- a. Supervises the classroom teachers and students in the floor he/she is assigned.
- b. Conducts classroom drills for earthquake.
- c. Gets feedbacks from classroom teachers regarding the condition of the classrooms in his floor after an earthquake.
- d. Reports general condition of the classrooms and the floor to the building coordinator.

- e. If there is a signal for the evacuation of the building by the Coordinator, informs the teachers of the evacuation of the building.
- f. Supervises the orderly evacuation of the building.
- g. Inspects classrooms for overstaying teachers or students.
- h. Inform Building Coordinator of the complete evacuation of the floor he/she in-charge.

**7. DOOR OPENER
(Classroom Professors / Teachers / Administrators)**

- a. During the earthquake, instruct the students to DUCT, COVER and HOLD on the chair.
- b. After the earthquake, instruct the students to sit down and not rush to go out of the classroom.
- c. After the earthquake, inspect the classroom for damages, especially look at the cracks at the beams.
- d. Report to the Floor Leaders the condition of the classroom.

- e. Wait for instruction from the Floor Leaders for an announcement of the evacuation of the building.
- f. If there is a signal to evacuate the building, supervise the orderly and calm evacuation of the building according to the evacuation plan.
- g. Will be the last one to leave the classroom.
- h. Report other emergency situation, e.g. medical problem of a student, to the building coordinator or to the Coordinating Center.

8. TEAM LEADER

- a. Help and assist the Emergency Preparedness and Response Plan (EPR) Chairman of the training, education and information of EPR plans to students/employees.
- b. Receive order from the EPR Coordinating Center on the implementation of EPR.
- c. Direct and control the members and its different team in the implementation of EPR plan.

- d. Lead the members towards evacuation and salvage area.
- e. Responsible for the accounting of its members and documents after the evacuation and salvage.
- f. Do other security and safety measures not mentioned hereof but have positive bearing in the safety, security and protection of its members.

9. ASSISTANT TEAM LEADER

- a. Help assist the team leader in the implementation of EPR Plan.
- b. Be ready to assume task of team leader when needed.
- c. Serve as tail of the column of the members during implementation of evacuation and salvage.
- d. Responsible for the evacuation of members who were casualty of the situation in the medical station.
- e. Responsible for the checking/accounting of all members to the team leader.
- f. Do other security and safety measures not mentioned hereof but have positive

bearing in the safety, security and protection of its members.

GENERAL PROTOCOL

A. COORDINATING INSTRUCTION

1. At the sign of fire, alarm signal will be aired through:
 - a. Continuous ringing of alarm equipment.
 - b. Continuous whistle of Security Personnel
 - c. Telephone, megaphone or local announcement
2. At the sound of fire alarm signal, personnel will assemble at their respective Division / Department and floor designated area.
3. On the order of the Chairman / Vice-President for Administration / Head of Security, effect tasking of EPR teams and execute evacuation of personnel using designed escape routes/fire exits.
4. If evacuation and salvage is ordered, door openers of Division / Department must proceed ahead of the doors of the designed escape route and keep it open until all personnel have passed.

5. Methods of evacuation must be done in a column of two (2) facing designed escape route and occupying one (1) side of the alley moving fast but not rushed to avoid casualty when using stairs in going out of the door and proceed directly at the designed evacuation area passing through the prepared evacuation safe routes.
6. Order of movements and priority to use escape routes/fire exit during evacuation of personnel:
 - a. **First Priority** – Floor / Division / Department on fire
 - b. **Second Priority** – Floor nearest to first priority
 - c. **Last Priority** – Floor not immediately threaten by fire
7. Evacuation Team Leader of the second priority follows immediately the tail of the column of the first priority Department / Division
8. Salvaging of documents and equipment will only effect at the last evacuation of personnel.
9. Order of Priority for salvage of equipment / documents

- a. **First Priority** - - - Colored RED
- b. **Second Priority** - - - Colored YELLOW
- c. **Third Priority** - - - Colored WHITE
- d. **Last Priority** - - - Colored GRAY

10. Salvaging of documents and equipment at the building, on order of Vice-President for Administration / Head of Security utilizing the football field, Plaza Bedista (Quadrangle) main parking area.

11. Order of Priority of salvaging of documents and equipment:

- a. **First Priority** - - - Division / Department / Floor of fire
- b. **Second Priority** - - - Division / Department / Floor nearest to the fire
- c. **Third Priority** - - - Division / Department / Floor not considered threaten by fire

12. Electrical Power will be shut-off on order or the Vice-President for Administration / Head of Security

13. The evacuation and salvaging areas are as follows:

PERSONNEL	PROPERTY AND EQUIPMENT
a. Football Field	Parking area beside St. Maur's Bldg. and Court One
b. Along Mendiola	Quadrangle

14. Parking areas inside of San Beda University and Mendiola Street must be cleared from all vehicles to give way to responding fire truck / firemen.
15. All division and department Team Leaders must inform all employees of the PLAN and rehearse.
16. All school officers and members of task must know and understand the plan and be prepared to assume position on order.
17. A semestral / periodic announced and unannounced fire drill must be done.
18. A semestral / periodic check of all firefighting equipment to determine its usefulness is a must.
19. Fire prevention is everybody's business; report ASAP all employees found violating any fire prevention measures being implemented by the school.
20. This plan is effective for planning upon receipt and for execution order.
21. After the incident, Team Leaders must submit report ASAP the damages incurred at the respective Division, Department and Floor.

22. All members of TASK GROUP must submit also their action during the incident.

23. Lateral coordination is highly encouraged.

B. SUPPORT

1. School vehicle will be used for evacuation of earthquake and fire, tsunami victims and salvaging properties.
2. Employee's personnel vehicle shall also be utilized for the evacuation of earthquake and fire, tsunami victims and salvaging of properties.

C. COMMAND AND SIGNAL

1. SIGNAL

- a. Alarm Bell
- b. Bullhorn
- c. Whistle

2. COMMAND

- a. Initially at the Security Office
- b. Alternate to be announced

D. EPR CONTROL GROUP / CENTER

1. EMERGENCY COORDINATING CENTER
 - a. Initially at the Security Office
 - b. Alternate to be announced

Annex C: Emergency Preparedness and RESPONSE REFERENCE QUICK GUIDE

PROCEDURES

PHASE 1: ALARM (IN CASE OF EARTHQUAKE)

Intermittent ALARM, through the public address system, shall be sounded for 1 minute. Right after the intermittent one minute alarm, continuous alarm will follow. In case of a bomb threat or fire, execute immediately PHASE 3.

PHASE 2: RESPONSE

- ☐ Everyone inside the classroom shall execute “DROP, COVER and HOLD ON” simultaneous with the 1 minute intermittent sound of ALARM.
- ☐ Those who are outside the classroom shall perform the “DROP, COVER and HOLD ON” wherever possible.

Otherwise hunker down against the wall and protect the head using hands, book and the like if you are in hallways.

PHASE 3: EXECUTION (IN CASE OF BOMB THREAT)

- ☐ Continuous sounding of ALARM signifies start of evacuation to safety zone. EPR Team members perform immediately their assigned duties.
- ☐ Teachers/ Professors shall lead the evacuation of students in an orderly manner. Everyone should protect his/her head with hands or bags at all times during the evacuation process.
- ☐ Students are advised to bring with them their life bag (if there is a provision) and valuables. Service offices or staff in the building should go out immediately to the designated location areas. If possible, bring important documents from your office.
- ☐ Follow the designated exit route of your respective class for smooth flow of the emergency evacuation.

PHASE 4: ASSEMBLY (Football Field)

At the designated evacuation area/safety zone, students must be grouped together according to the class/section where they belong.

PHASE 5: HEAD COUNT

Teachers and office heads should check and make sure all students and personnel are properly accounted.

Note:

* In case of a bomb threat, the security head will contact immediately the bomb disposal unit of the nearest police station.

* After the EPR Team made a collective assessment of the situation (status of the buildings, etc.), the EPR Team Head will decide whether students and employees may or may not go back to the buildings.

* In case it is not safe to go back to the buildings, the evacuees will stay in the evacuation site.

* Once the situation stabilized, school authorities will then inform parents that their children can leave the campus or parents can fetch them as soon as possible. Information will be relayed through PARENTLINE (for IBED) and other available means of communication.

Annex D: EARTHQUAKE DRILL ANNOUNCEMENT

1. On _____, _____, at 3pm – 5pm, the SAN BEDA UNIVERSITY, Mendiola Campus will be joining the simultaneous nationwide earthquake shake drill or the so called “DROP, COVER & HOLD” drill.
2. Tomorrow, _____, _____, at 11AM we will have a dry run inside the school campus.
3. The AIM of the shake exercise is to instill the earthquake drill outputs to the daily lives of students applying the knowledge learned from this disaster response wherever they may be, in school, at home or any indoor structure.
4. SOME REMINDERS DURING THE EARTHQUAKE DRILL:

All Members of the BEDAN Community to include all Students, Faculty, Service Staff, Administrators, and everyone in campus are reminded:

- 4.1. To Drop onto your hands and knees on the floor

- 4.2. To Cover your head and neck, and get under a table.
- 4.3. To Hold on to the desk or table leg so that the table will stay over you.
 - a. While down on the floor, look around for those possible materials that might fall, break or collapse.
 - b. Make conscious efforts to avoid the glass windows, ceiling fans and cabinets.
- 4.4. We are all reminded to stay where we are during the earthquake drill.
- 4.5. We only move to the senior football field upon the ringing of the bell signifying that the earthquake has ended. The senior football field is the designated evacuation area for SAN BEDA UNIVERSITY. This is located at the back of the canteen and right beside the swimming pool
- 4.6. Students should exit their classrooms in pair with the class president in front and the professor at the end of the line.
- 4.7. Students should cover their heads with their bags and books while

moving towards the senior football field.

- 4.8. Everyone is reminded - - -
- Not to Talk
 - Not to Push
 - Not to Run
 - Not to turn his or her back while the evacuation is being undertaken.
- 4.9. While we cannot stop an earthquake, we can all be prepared. The San Beda Campus has a number of tarpaulin reminders on what to do when earthquake strikes.
- The possibility of experiencing an earthquake while in school is high, since the University operates from almost everyday starting at 6AM until 9PM

Annex E: EARTHQUAKE DRILL SCRIPT

1. Members of the Bedan Community, the earthquake drill starts. (stay where you are)
2. The earthquake shaking begins
3. Drop onto your hands and knees on the floor
4. Cover your head and neck, and get under a table.
5. Hold on to the desk or table leg so that the table will stay over you.
 - 5.1. While down on the floor, look around for those possible materials that might fall, break or collapse.
 - 5.2. Make conscious efforts to avoid the glass windows, ceiling fans and cabinets.
6. The earthquake shaking has stopped. (After 45 seconds). The bell rings.
7. Everyone may stand up, and proceed to evacuate to the senior football field. (located at the back of the canteen & right beside the swimming pool).

8. Students should exit their classrooms in pair with the class president in front and the professor at the end of the line.
9. Students should cover their heads with their bags and books while moving towards the senior football field.
10. Everyone is reminded - - -
 - Don't Talk
 - Don't Push
 - Don't Run
 - Don't turn back

**CAMPUS EMERGENCY
EVACUATION ROUTE/SITE**



Annex G:

EMERGENCY NUMBERS

PHILIPPINE NATIONAL POLICE (PNP)

Hotline: 117, (02) 723-0401

SMS: send TXT PNP to 2920

Facebook: Philippine National Police Twitter: @pnppio



BUREAU OF FIRE PROTECTION (NCR)

Hotline: 117, (02) 729-5166, (02) 410-6319, (02) 426-0219
(Regional Director, Information Desk)

PHILIPPINE BOMB DATA CENTER

Hotline: 722-0650 local 3453/3473



METRO MANILA DEVELOPMENT AUTHORITY (MMDA)

Hotlines: 136

Trunkline: 882-4151 to 77 Viber: 0939-9227161

Facebook: MMDA Twitter: @MMDA

NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (NDRRMC)

Hotlines: (02) 911-1406, (02) 912-2665, (02) 912-5668, (02) 911-1873

Facebook: NDRRMC Twitter: @NDRRMC_OpCen

National Capital Region: (02) 421-1918, (02) 911-5061 to 65 lo. 100



PHILIPPINE ATMOSPHERIC, GEOPHYSICAL, AND ASTRONOMICAL SERVICES ADMINISTRATION (PAGASA)

Hotline: (02) 433-8526, (02) 434-2696

Weather Division: (02) 922-1996, (02) 927-1541

Facebook: DOST_PAGASA Twitter: @dost_pagasa

PHILIPPINE INSTITUTE OF VOLCANOLOGY AND SEISMOLOGY (Phivolcs)

Trunkline: (02) 426-1468 to 79, local 124/125 (emergency)

Mobile number: 0905-313-4077 (Globe)

Facebook: PHIVOLCS Twitter: @phivolcs_dost



PHILIPPINE RED CROSS (PRC)

Hotlines: 143, (02) 527-0000, (02) 527-8385, (02) 790-2300

Twitter: @philredcross

RADIO STATIONS



DZBB Super Radyo 924-3022/ 924-3018/ 925-3680
DZMM (ABS-CBN) 416-6300/ 415-2272 Local 5674
DZRH (MBC) 555-3413/ 555-3530
DZRB / DZRM 772-7708 / 929-0437 / 772-7710
UNTV Radio 442-6254 / 442 6255
NEWS 5 / RADYO 5 938-63-93/ 355-55-35/ 689-3100



HEALTH

Department of Health 711-1001/ 711-1002/ 743 83
National Poison Control 524-1078



SERVICES

Bantay Bata (ABS-CBN) 163
Manila Water Services 1627/ 1626
MERALCO 16211/ 631-1111
Philippine Red Cross 143/ 527-0000
527-8385 to 95

OTHER GOVERNMENT OFFICES

DEPED 638-4108
DOTC 7890/ 726-6255/ 0918-884-8484
DSWD 931-8101 / 0918-9122813
DPWH 304-3370 / 304-3713
Coast Guard 527-3877/ 0918-967-4697
LTO 922-9061 to 66
DILG 0917-6279627
LTFRB 459-2129/ 426-2515



NLEx 3-5000/ 479-3000 / 580-8900
SLEx 824-2282/ 776-3909 / 584-4389
0917-687-75390/ (049) 508-7539
LAGUNA
SCTEx 362-2246/ 362-9997/ 0920-9672839
CAVITEx 825- 4004/ 0942-822-8489
Skyway 824-2282/ 0932-854-6980
STAR Tollway (043) 756- 7870 or 757-2277

EMERGENCY PREPAREDNESS AND RESPONSE COMMITTEE

Executive Chairs: Rev. Fr. Aloysius Ma. A. Maranan, OSB
Rev. Fr. Aelred U. Nilo, OSB

Vice-Chairs: Mr. Manolo A. Peñaflor
Mr. Dominador B. Manlincon
Mr. Carlo N. Gutierrez

Logistics Leaders:
(Search, Rescue,
Relief and
Evacuation) Mr. Dominador B. Manlincon
Mr. Domingo N. Paragas II
Ms. Maria Oliva S. Reyes
Ms. Liezel D. Rodriguez
Ms. Rose Pererras
Mrs. Rosalinda Robles
Ms. Jennifer Comabig
Ms. Maria Eliza Galang
Dr. Fedeliz Tuy
Mr. John Henry D. Toribio

Fire Brigade and
Maintenance Team
Leaders: Mr. Melanio L. Leal
Mr. Wenceslao A. Lutero, Jr.
Mr. Benjie Sonajo Jr.
Mr. Oliver C. Quiambao

Communication
Team Leaders: Mr. Joel Filamor
Mr. Carlo N. Gutierrez
Mr. Jerry Anton J. Flores
Dr. Christian Bryan Bustamante

Medical Team
Leaders: Dr. Elias B. Adamos
Dr. Marlon A. Jovellanos
Ms. Vivien V. Ecobiza

Security Team
Leaders: Mr. Romeo C. Dela Cruz
AGF Security

Building
Coordinators: Dr. Marvin R. Reyes
Dr. Jobe B. Viernes
Mr. Manolo A. Peñaflor
Mr. Enrico Gatchalian
Mr. Mark Ian Abrias
Mr. Dominador Paragas II
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Recommending Approval:



Rev. Fr. Aelred U. Nilo, OSB

Vice-President, Administration
Chairman, EPRT 2019-2020

Approved:



Rev. Fr. Aloysius Ma. A. Maranan, OSB

University Rector President

Legal Basis for Evacuation Drills

REPUBLIC ACT No. 7722

Higher Education Act of 1994

Conduct of Preparation for the
Nationwide Simultaneous
Earthquake Drill (NSED)

Dep-Ed Order No. 48, s. 2012

Conduct of the National
School-based Earthquake
and Fire Drills