

EARTHQUAKE RESPONSE PROTOCOL

When an earthquake is occurring stay calm and perform the **duck, cover, and hold** procedure during the shaking:



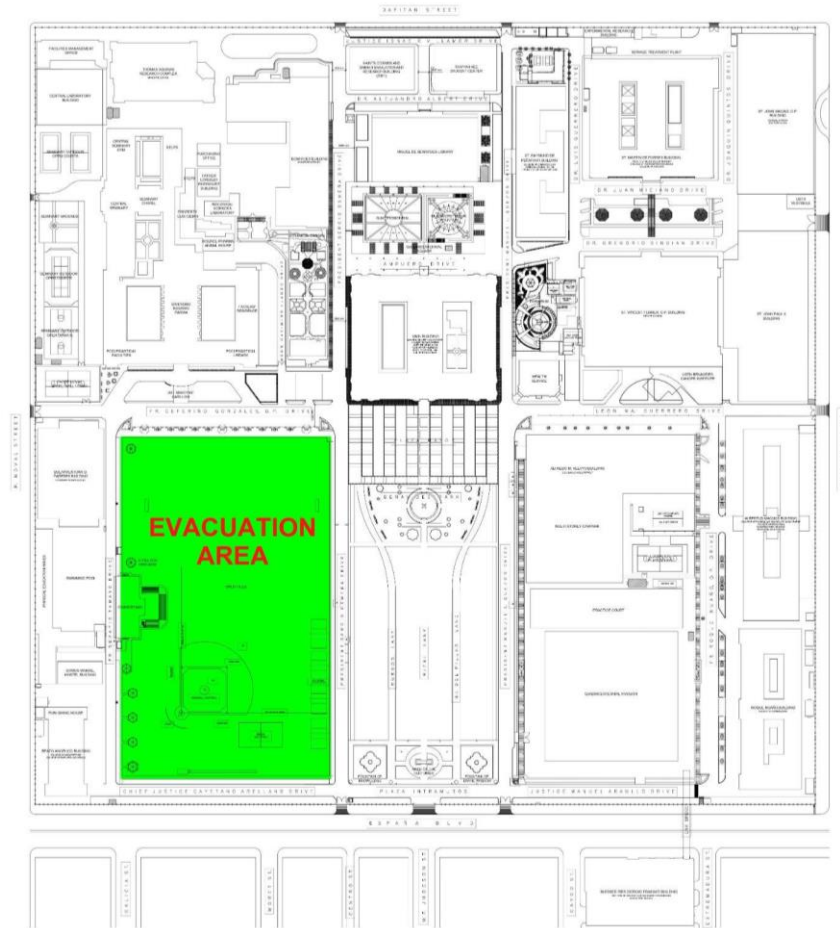
- **DUCK** to the ground. Take **COVER** by getting under a sturdy table or other pieces of strong furniture. **HOLD ON** until the shaking stops
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner or side of the room
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- The guards should stop all moving cars and walking pedestrians asking them to be in a safe area away from possible falling hazards.

After the shaking, the Security will start sounding of the siren that will signal and start of the evacuation procedure going to the Evacuation Area (Open Field):

- Upon receiving confirmation from the FMO Director or Asst. Director, the Campus Security Supervisor will radio to all security that the siren must be activated.
- The Security assigned for the sounding of the siren must activate the alarm after hearing from the radio the instruction.

Siren control location:

Practice Gym - Alpha 1 and/or QPav Roving
Main Building - Lobby/Roving Guard
Grandstand - Security Office
Commerce - Alpha 3 and/or Commerce Lobby



Due to distance, FMO, Central Laboratory, TARC, Medicine, and Commerce Building can temporarily evacuate in the following area:

- *Quezon Drive*
- *Osmena Drive*
- *Alberto Drive*
- *Quadricentennial Park*

Note: These areas may be used as evacuation areas provided that it is away from falling hazards.

The siren will continuously sound and will only be stopped manually. The siren will only be stopped when all buildings are safely evacuated. FMO will give the instruction to stop the siren to the security/electrician controlling the siren.

FMO Response:

- The FMO team will coordinate with all available means of communication options:
 1. Viber
 2. Radio
 3. SMS
 4. Cellphone Call
 5. Local Telephone Call
- FMO will receive progressive updates from the Security Team through the Campus Security Supervisor. This report will help FMO assess priority areas for Damage Assessment and Needs Analysis (DANA).

ELECTRICAL

- After the earthquake, the electrical team or security team, whichever comes first, will run to the location of the siren switch to sound the alarm.
- When the power supply from Meralco is cut off, the substation must be turned off first. All the Generator sets will be turned off next.
- Respond to electrical damages reported

MECHANICAL

- Ensures that all elevators are safely positioned on the ground floor of all the buildings.
- Checked for any trapped person inside the elevator
- Respond to any leak reported

CIVIL

- After the earthquake, checks the accelerograph for the intensity which will be used for the "Returning to the Building Protocol"
- Conducts building inspections to ensure structural integrity.

SAFETY

- After the earthquake, assist the Civil Engineer in conducting building inspections for structural integrity based on the report from the Security.

- Communicates with Security and other responders to ensure emergency response protocols are followed.
- Coordinate with Faculty of Engineering for assistance in building structural integrity checking.
- Monitors the safe evacuation of all building occupants to the open field.

CAMPUS SECURITY SUPERVISOR (CSS)

- Supervise the response of the Security Team
- Acts as bridge of communication between FMO and Security Office

SECURITY Response

- After the earthquake, the Security Guard/s assign to sound the siren will run to the location of the siren switch to sound the alarm.
- Immediately communicate using radio and other communication channels to provide updates to FMO.
 - Security guards will provide update on evacuation status and other findings on their assigned building to the Shift-in-Charge.
 - The Shift-in-Charge will update the Campus Security Supervisor
 - The Campus Security Supervisor will inform the FMO team in this order: (1) Director, (2) Asst. Director, (3) In-house Engineers
- Assist the evacuees and direct them to the evacuation area establishing a safe distance from any structure as they move to the open field.
- Stops the movement of vehicles to give way to emergency responding vehicles for fast transportation of victims
- With appropriate PPE, conducts the initial checking of the building for any visible cracks and damages.

DURING EVACUATION

- Evacuate upon hearing the earthquake alarm.
- STUDENTS:

- The Class Marshal/s will direct the whole class during the evacuation. If the Class Marshal is not around, the highest available Class Officer (1st: President, 2nd: Vice-President, etc) shall lead the class evacuation
- Occupants nearest the exit door must exit first as directed by the Class Marshal/s.
- Similarly, rooms/offices nearest the exit stairs are expected to leave first so that congestion at the exit stairs will be avoided.
- The following must be observed during evacuation:
 - Follow the instruction of the assigned Class Marshal/s or Responding Official (UCMC, LCMC, FMO, Security) during the whole evacuation procedure.
 - Use the stairs. Do not use the elevators.
 - Stay calm. Don't panic.
 - Walk at a fast pace. Do not run.
 - Watch out for falling debris and objects made of glass.
 - Protect yourself by putting your hands on your head.
 - Evacuate in an orderly manner. Do not push nor overtake the person ahead of you.
 - Stay with your group. Do not lag behind nor return to the room to get personal belongings
 - Do not misbehave and play around
- If inside the elevator:
 - Stay calm. Do not panic.
 - Immediately exit the elevator. Use the nearest stair going down.
 - When trapped inside:
 - Long press the opening button to check if it will open
 - Press other floors buttons to see if the elevator will move and open on other floors
 - Push the panic button and wait for someone to communicate with you thru the interphone
 - Notify anyone of your location and condition thru phone if available
 - Stay away from the elevator door. Do not force the elevator door open
 - Stay still. Do not jump up and down
- Exit the building and follow the instruction of the Local Crisis Management Evacuation Team and Security Team

LOCAL CRISIS MANAGEMENT COMMITTEE

Evacuation Team

- Implements the prepared evacuation plans and procedures during emergency situations
- Supervises and directs the movement of people within, into or out of the buildings during disaster drills and actual emergencies
- Assures that all building occupants comply with the exit procedures as indicated by the various alarm signals called for by the plan, both for drills and actual crisis situations
- Using a bullhorn/megaphone, directs the evacuees to the open field following the shortest route.
- Ensures that the evacuees are in their assigned quadrant.

Search and Rescue Team

- Checks all classrooms, offices and restrooms, for anybody who might have been left behind during the evacuation procedures and ensures that they are properly evacuated
- Communicates with floor captains for any injured persons for transmittal to the Medical/First Aid Team
- Keeps alert for any other incidents that require immediate attention to ensure appropriate rescue procedures

Security Team

- Secures the occupants and properties inside the building
- Assists in the evacuation of occupants
- Implements and enforces personnel identification in the coordinated areas
- Prevents entry and movement of unauthorized individuals inside the building and campus
- Secures vacated building, areas of evacuation and disaster operations
- Responds to alarm signals or other suspicious activities and reports to authorities concerned
- Performs escort duties in the transport of persons, supplies and equipment

AT THE EVACUATION AREA:

- At the designated evacuation area, students must be grouped together according to the class where they belong. What to do at the evacuation area?
 - The Class Adviser, or the highest available class Officer with the Secretary must conduct a roll call at the Evacuation Area.
 - After the roll call, report to the Local Crisis Management Committee (LCMC) that the whole class is accounted for. Report also of any missing students.
 - Check yourself and others for injuries
 - Stay in the evacuation area and wait for further instructions.