

DISASTER MANUAL 2017

INTRODUCTION

The **Transport & General Services (TAGS) Office** and **Building Administration Office (BAO)** in close coordination with **Administrative Support Services Office** adapted and developed the **SDCA: Disaster Preparedness Manual (DPM) and Building Emergency Evacuation Plan (BEEP)** from previous initiatives of the institution and various sources to assist SDCA community in preparing for emergencies as expected and required by school safety policies in accordance with Fire Code of the Philippines and other related government agencies on emergency preparedness. This manual is intended for SDCA operations during large scale or campus-wide emergencies since the existing building is more than four stories high. A copy of this manual should be maintained in every departments/ units.

SECTION I: PURPOSE/ SCOPE

PURPOSE

The purpose of this manual is to provide basic knowledge on **4 Phases of Emergency Management** namely: **Mitigation, Preparedness, Response** and **Recovery** including the development of procedures and duties, to promote planning, and schedule sufficient orientations, seminars, and training for employees, faculty and students in case of fire, earthquake, bomb threats, chemical spill, and other emergency situations as required by the **Fire Code of the Philippines P.D. No. 1185** and **R.A. 6541** otherwise known as the **National Building Code of the Philippines**.

10. Additional information:

DOST-PAGASA:

Philippine Atmospheric, Geophysical & Astronomical Services Administration.

Telephone No. (02) 433 ULAN (433-8526)

THE FOLLOWING PAGES AFTER THE APENDICES ARE THE EVACUATION FLOOR PLANS DEVELOPED BY THE BUILDING ADMINISTRATION OFFICE.

SCOPE

This manual applies to all occupants of the **Gredom Building** or **Higher Education Building** and **Basic Education Building**. On the **Ground**: Information Center, Registrar's Office, Accounting Office, Department of Student Affairs Services (*Central Colleges Student Council Office and Gateway Office*), and Basic Education Library (*Preschool*). At the **2nd floor**: School Clinic, Human Resources Office, Principals' Office, Faculty Room of Basic Education (*Elementary*). On the **3rd floor**: Learning Resource Center, Student Wellness Center, Business Center, Student Affairs Office and Discipline Office of the Basic Education. Located at the **4th floor**: School of International Hospitality & Tourism Management, and Training Offices and their Faculty Room including the Basic Education Library (*Elementary & High School*). At the **5th floor**: the School of Arts and Science Education's Dean Office and Faculty Room, MIS Department including the server room and I-Laboratory. Located at the **6th floor**: the Executive Office and nine classrooms. At the **7th floor**: the Psychology Laboratories, Pharmacy & Medical Technology Laboratories, Property Management Office and the Office of the Vice President for Academic Affairs and Research. On the **8th floor**: Don Gregorio Andaman Hall (Gymnasium). At the **9th floor**: the School of Health Sciences Professions, Skills Laboratory and their Faculty Room, PMO Stock Room. Located at the **10th floor**: the Multi-Purpose Hall including the Mezzanine.

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7. When you receive a FLOOD WARNING:

If advised to evacuate, do so immediately.

Move to a safe area before access is cut off by flood water.

Continue monitoring al radio, television, or emergency broadcast station for information.

8. During the flood:

- Avoid areas subject to the sudden flooding.
 - If you come from a flowing stream where water is above your ankles, STOP! Turn around and go another way.
 - Do not attempt to drive on a flooded road. The depth of water is not always obvious. The road bed may be washed out under the water, and you could be stranded or trapped.
- NEVER play around high water, storm drains, or viaducts.

9. After the flood:

- If fresh food has come in contact with flood waters, throw it out.
- Boil drinking water before using. Wells should be pump out and the water tested for purity before drinking. If in doubt, call your local public health authority.
- Seek necessary medical care at the nearest hospital. Food, clothing, shelter, and first aid are available from the Red Cross.
- Do not visit disaster area. Your presence may hamper rescue and other emergency operation.
- Electrical equipment should be checked and dried before being returned to service.
- Use flashlights, not lanterns, torches or matches, to examine buildings. Flammables may inside.
- Report broken utility lines to appropriate authorities.

6. Take an action:

When a flash flood watch is issued be alert to signs of flash flooding and be ready to evacuate on a moment's notice.

When a flash flood **WARNING** is issued for your area, or the moment you realize that a flash flood is imminent, act quickly to save yourself. You may only have **SECONDS**.

Go to higher ground Climb to safety!

Get out of areas subject to flooding. This includes dips, low spots, canyons washes etc.

Avoid already and high velocity flow areas. Do not attempt to cross flowing streams.

If driving, be aware that the road bed may not be intact under flood waters. Turn around and go another way. **NEVER** drive through flooded roadways!

If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away. Remember, its better to be wet than dead!

Be especially cautious at night when it is harder to recognize flood dangers.

- Do not camp or park your vehicle along streams and washes, particularly during threatening conditions.

SECTION II: ALL ABOUT DISASTER

DEFINITION OF TERMS: As used in this manual, the following words and phrases shall mean and be construed as indicated:

DISASTER: a natural or man-made (*or technological*) hazard resulting in an event of substantial extent causing significant physical damage or destruction, loss of life, or drastic change to the environment. A disaster can be extensively defined as any tragic event stemming from events such as earthquakes, floods, catastrophic accidents, fires, or explosions.

HAZARDS: a situation that poses a level of threat to [life](#), [health](#), [property](#), or [environment](#). Most hazards are dormant or potential, with only a theoretical [risk](#) of harm. However, once a hazard becomes "active", it can create an [emergency](#) situation.

HUMAN EXPOSURE: a degree to which the element at risk is likely to experience hazard events of different magnitude.

VULNERABILITY: the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. This may arise from various physical, social, economic and environmental factors.

CAPACITY: the combination of all strengths and resources available within the community, society or organization that can reduce the level of risk or effects of a disaster.

RISK: the combination of probability of an event to happen and its negative consequences.

$$R = \text{HAZARD} \times \text{VULNERABILITY (human exposure)} \text{ CAPACITY}$$

SECTION III: PHILIPPINE RISK PROFILE

The Philippines is an archipelago comprising 7,107 islands with a total land area of 300,000km. The 11 largest islands contain 94% of the total land area. The largest of these islands is Luzon at about 105,000km. The next largest island is Mindanao at about 95,000km. The archipelago is around 800km from the Asian mainland and is located between Taiwan and Borneo.

The islands are divided into three groups: Luzon, Visayas and Mindanao. The Luzon islands include Luzon Island itself, Palawan, Mindoro, Marinduque, Masbate and Batanes. The Visayas is the group of islands in central Philippines, the largest of which are: Panay, Negros, Cebu, Bohol, Leyte and Samar. The Mindanao islands include Mindanao itself, plus the Sulu Archipelago, composed primarily of Basilan, Sulu Island and Tawi-Tawi. (www.wikipedia.com)

The Philippines is considered one of the most disaster-prone countries in the world. Its location makes it vulnerable to a variety of natural disasters. Lying on the western rim of the Pacific and along the circum-Pacific seismic belt, it is subject to storms, typhoons, earthquakes, floods, volcanic eruptions, droughts and faces other natural hazards. Disasters are a serious threat to people and economic assets, particularly in densely populated areas. At least 60 percent of the total land area of the country is exposed to multiple hazards, and as a result 74 percent of its population is vulnerable. (webmaster@gogreenr12.org)

- Store clean drinking in clean bathtubs and in various containers. Water service may be interrupted.
 - Keep a stock of food that requires little cooking and no refrigeration; electric power may be interrupted.
 - Keep first aid supplies on hand.
- Keep a battery-powered portable radio, emergency cooking equipment, and flashlight working order.

4. STAY INFORMED ABOUT THE STORM

By listening to local radio station, commercial radio, and television for the latest flash flood/ **flood WATCHES, WARNINGS** and **ADVISORIES**.

5. What to listen for:

FLASH FLOOD OR FLOOD WATCH: Flash flooding or flooding is possible within the designated WATCH area be alert.

FLASH FLOOD OR FLOOD WARNING: Flash Flooding or flooding has been reported or is imminent take necessary precaution at once.

URBAN AND SMALL STREAM ADVISORY: Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains is occurring.

FLASH FLOOD OR FLOOD STATEMENT: Follow-up information regarding a flash/flood event.

The rule for being safe in a flooding situation is simple: **HEAD FOR HIGHER GROUND AND STAY AWAY FROM FLOOD WATERS!**

PROCEDURE 3 G: FLOODS

1. Environmental Clues:

Listen for: Distant thunder runoff from a faraway thunderstorm could be headed your way.

Look out for: water rising rapidly. Nearly half of all flash flood fatalities are auto related!

In your automobile. Look out for flooding at highway dips, bridges, and low areas.

2. How can a foot or two of water cost you your life?

Water weighs 62.4 lbs. per cubic foot and typically flows downstream at 6 to 12 miles an hour. When a vehicle stalls in the water, the water's momentum is transferred to the car. For each foot the water rises, 500 lbs of lateral force are applied to the car. But the biggest factor is buoyancy. For each foot the water rises up the side of the car, the car displaces 1,500 lbs. of water. In effect, the car weighs 1,500 lbs. less for each foot the water rises.

The area in front of St. Dominic Medical Center is usually the area where flood waters within the vicinity congregate. Do not attempt to cross this area when there is severe flooding.

3. Before the Flood:

- Know your flood risk and elevation above flood stage.
- Know your evacuation routes.
- Keep your automobile fueled: if electric power is cut off, gas stations may not be able to operate pumps for several days.

Natural Phenomena the Philippines have experienced - the 2012 Visayas Earthquake- A magnitude of 6.7 undersea blind thrust earthquake occurred off the coast of Negros Oriental, Philippines on Monday, February 6, 2012 at 11:49 AM, with the epicenter approximately 72 kilometers north of Dumaguete, Negros Oriental. With 268 recorded disaster events over the last three decades, the Philippines ranks 8th according to World Bank's Natural Disaster Hotspot list of countries most exposed to multiple hazards. Almost 30 percent of the disasters that occurred in Southeast Asia for the period 1990-2009 occurred in the Philippines.

The Marikina Valley Fault System

The Marikina Valley Fault System, also known as the Valley Fault System (VFS), is a dominantly [dextral](#) strike-slip fault system in [Luzon](#), Philippines. It extends from [Dingalan](#), [Aurora](#) in the north and runs through the [cities](#) of [Quezon](#), [Marikina](#), [Pasig](#), [Makati](#), [Parañaque](#), [Taguig](#), and the [provinces](#) of [Laguna](#) and [Cavite](#). The fault possesses a threat of a large scale [earthquake](#) with a [magnitude](#) of 7 or higher within [the Manila Metropolitan Area](#) with death toll predicted to be as high as 35,000 and some 120,000 or higher injured and more than three million needed to be evacuated.

The west segment, known as the *West Valley Fault (WVF)* is one of the two major fault segments of the Valley Fault System which runs through the cities of [Marikina](#), [Pasig](#) and [Muntinlupa](#) and moves in a dominantly [dextral](#) strike-slip motion. The West Fault is capable of producing large scale [earthquakes](#) on its active phases with a [magnitude](#) of 7 or higher. The eastern segment, known as *East Valley Fault (EVF)* moves in an oblique [dextral](#) motion. (www.wikipedia.com)

The "Big One," which experts say may happen in our lifetime, could strike once the West Valley Fault moves. The West Valley Fault, which traverses various parts of Metro Manila and surrounding provinces, is expected to greatly affect the country since the region is not only highly populated, it also hosts the seat of government and the country's business capital. Before the PHILVOCS released its [latest and more detailed maps of the Valley Fault System](#), quite a number of studies had been conducted, simulating the impact of an earthquake in Metro Manila.

In 2004, Phivolcs and the Metropolitan Manila Development Authority (MMDA), together with Japan International Cooperation Agency (JICA), conducted a study called the Metro Manila Earthquake Impact Reduction Study (MMEIRS). It analyzed different earthquake scenarios in Metro Manila.

The West Valley Fault transects portions of:

- Quezon City
- Marikina
- Makati
- Pasig
- Taguig
- Muntinlupa
- Bulacan (Doña Remedios Trinidad, Norzgaray, San Jose Del Monte City)
- Rizal (Rodriguez)
- Laguna (San Pedro City, Biñan, Sta Rosa, Cabuyao, Calamba)
- Cavite (Carmona, General Mariano Alvarez, Silang)

If the victim is choking

Make they are coughing and getting air.

If the victim cannot speak or cough, and you think something may be lodged in their throat, from behind, slip your arms around the victim's waist. Make fists with one hand grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.

If the victim is bleeding:

Use rubber gloves (contained in the first aid kit) and apply pressure to the area.

If possible, elevate bleeding area above level of the heart.

There is a first aid and CPR guide located in all first aid kits. These guides give detailed steps in the event of the event of a heart attack, CPR and infant CPR, choking, bleeding, poisoning, and burns, as well as other injuries.

HSO recommends First Aid/CPR training for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

PROCEDURE 3 F: CIVIL DEMONSTRATION

Most demonstration must be pre-approved through the SPS department. With advance planning there should not be disturbance or disruption to the normal campus schedule or activities.

In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call the attention of the SEMC.

PROCEDURE 3 E: MEDICAL EMERGENCIES

Stay calm. Assess the situation. Look for a medic Alert bracelet or necklace on the person requiring help.

Have someone call the Health Services Office (HSO), If you are alone, yell as loudly as possible for help, if you are unable to summon help.

When calling HSO, give the operator as much as possible, i.e. type of the emergency, what help is needed, exact address, building name, room number, and telephone number, information from medic bracelet or necklace, and victim information. Don't hang up until you are told to do so by the 117 operator.

Do not move the victim.

If the victim is unconscious:

CALL: Check the victim for unresponsiveness. If there is no response, Call HSO and then return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.

BLOW: Tilt the head back and listen for breathing. If not breathing normally pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.

PUMP: If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 ½ to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.

CONTINUE WITH 2 BREATHS AND 30 PUMPS UNTIL HELP ARRIVES NOTE: This ratio is the same for one person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

SECTION IV: PROVINCE OF CAVITE & CITY OF BACORR RISK PROFILE

Cavite is located on the Southern shores of Manila Bay in the CALABARZON region in Luzon, just 30 kilometers south of Manila; surrounded by [Laguna](#) province to the east, [Metro Manila](#) to the northeast, and [Batangas](#) province to the south. To the west lies the West [Philippine Sea](#). It is located within the [Greater Manila Area](#), not to be confused with adjacent [Metro Manila](#), the defined capital region. The urban influence of the metropolis together with easy accessibility, adequate infrastructure and comparatively fresh natural setting makes the picturesque province an ideal refuge. (www.cavite.gov.ph)

Cavite is the second smallest province (with the Province of Rizal being the smallest) in the [CALABARZON](#) region. Cavite occupies land area of 1,427.06 square kilometres (550.99 sq mi) which is approximately 8.72 percent of [CALABARZON](#)'s total land area, 2.74 percent of the regional area and 0.48 per cent of the total land area of the Philippines. The municipalities of [Maragondon](#) and [Silang](#) have the biggest land areas, comprising 165.49 square kilometres (63.90 sq mi) and 156.41 square kilometres (60.39 sq mi) respectively, while the municipality of [Noveleta](#) has the smallest land area as indicated by 5.41 square kilometres (2.09 sq mi) or 0.38 percent of the provincial total and area. Cavite is subdivided into 17 [municipalities](#) and 6 [cities](#):

District I	-	Cavite City, Noveleta, Kawit, Rosario
District II	-	Bacoor City
District III	-	City of Imus City
District IV	-	City of Dasmariñas City
District V	-	Carmona, Silang, General Mariano Alvarez

- District VI - Amadeo, Gen. Trias, Tanza, Trece Martirez City
- District VII - Tagaytay City, Alfonso, General Emilio Aguinaldo, Indang, Magallanes, Maragondon, Mendez, Naic, Ternate

City of Bacoor, Cavite

The City of Bacoor also named Bakood or Bakoor (*named after "Fence made of bamboo, or "Bakod"*) is a first class urban component city in the province of Cavite, Philippines. It is a lone congressional district of Cavite. A sub-urban area, the city is located approximately 15 kilometers southwest of Manila, on the southeastern shore of Manila Bay, at the northwest portion of the province with an area of 52.4 square kilometers. According to the 2010 census of population conducted by the National Statistics Office, Bacoor has a population of 520,216 making it the second most populous community in the province after Dasmariñas. Bacoor is strategically located at the gateway to Metro Manila. It is bordered to the east by Las Piñas City and Muntinlupa City, to the south by Dasmariñas City, to the west by Kawit and Imus, and to the north by Bacoor Bay an inlet of Manila Bay. Bacoor's is separated from Las Piñas by the Zapote River and from Imus and Kawit by Bacoor River. The city is linked to Metro Manila by the Manila-Cavite Expressway, which passes through Bacoor. Because of its location, the city has become one of the fastest growing municipalities in Cavite, in terms of population and income, together with Imus and Dasmariñas.

Large Spills. If the spill is large, the hazardous material is not easily identified, or if the material is extremely hazardous then:

Evacuate all personnel from the area.

Contact:

Bacoor Police
Bacoor Bureau of Fire Protection
SDMC

When placing an emergency call:

- Give your name
- Give your location (room and building)
- Give the phone number you are using
- Describe the emergency/injuries.
- If possible, remain in vicinity, away from danger, to assist emergency responders.

PROCEDURE 3 D: BOMB THREATS

University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted.

Attempt to get as much information as possible about the caller. For example, male or female, accent, etc. (use **Appendix O: Bomb Threat checklist** on following page).

Listen for any background noise that may indicate the location of the caller.

The checklist on the next page lists information that can aid in locating the bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the Bacoor Police Department.

Damaged building components such as ceilings, walls, beams, columns, doors

Evacuate the building if damage is found or the power is out. Report evacuation to Bacoor Fire Department. Do not reenter until the building has been declared safe by trained emergency personnel.

Asbestos-containing Materials. Certain buildings will be evacuated for ALL earthquakes because of the potential damage of asbestos-containing building materials. See the list of buildings in Appendix I.

c. **Laboratories:** Check for chemical spills. For small isolated spills, use Spill cleanup procedures as outlined in laboratory Standard Operating Procedures. If SOP or chemical spill clean up kit is not available, then evacuate laboratory and notify authorities. For larger spills, evacuate building and notify authorities.

PROCEDURE 3 C: HAZARDOUS MATERIAL SPILLS/RELEASE

Localized/Small Spills

Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained by their supervisor, laboratory manager is properly equipped to handle situation.

Hazardous materials spill guidelines should be established by the supervisor. These procedures need to be included in the lab specific SOP.

Spill cleanup guidelines for small localized spills should take into consideration the following:

The hazards of the hazardous material(s) involved.

The amount of the hazardous material(s) spilled.

The possible spill location.

Availability of spill cleanup materials or kit.

Most of the city is composed of flat, formerly agricultural lands, with some areas such as the coastal barangays of Zapote, Talaba, Niog, and Panapaan lying below sea level. Due to its proximity to the coastal river, for the most part nearby barangays also experiences floods during rainy seasons. However, some barangays such as Molino and Queens Row are situated on the hills that form valleys along the upstream portion of Zapote River. The city is divided into two sections, East and West Bacoor. (www.bacoor.gov.ph)

Bacoor West

- | | |
|-----------------------------------|------------------------------------|
| - Alima | - Panapaan VI/ P.F. Espiritu VI |
| - Aniban I | - Panapaan VII/ P.F. Espiritu VII |
| - Aniban II | - Panapaan VII/ P.F. Espiritu VIII |
| - Aniban III | - Real I |
| - Aniban IV | - Real II |
| - Aniban V | - Salinas I |
| - Banalo | - Salinas II |
| - Camposanto | - Salinas III |
| - Daang-Bukid | -Salinas IV |
| - Digman | - San Nicolas I |
| - Dulong-Bayan | - San Nicolas II |
| - Kaingin | - San Nicolas III |
| - Habay I | - Sineguelasan |
| - Habay II | - Tabing Dagat (Town Proper) |
| - Ligas I | - Talaba I |
| - Ligas II | - Tabal II |
| - Ligas III | - Talaba III |
| - Mabolo I | - Talaba IV |
| - Panapaan I / P.F. Espiritu I | -Talaba V |
| - Panapaan II/ P.F. Espiritu II | - Talaba VI |
| - Panapaan III/ P.F. Espiritu III | - Talaba VII |
| - Panapaan IV/ P.F. Espiritu IV | - Zapote I |
| - Panapaan V/ P.F. Espiritu V | - Zapote II |

- Zapote III
- Zapote IV
- Zapote V (Longos)

Bacoor East

- | | |
|--------------|-----------------------|
| - Bayanan | - Molino III |
| - Mambog I | - Molino IV |
| - Mambog II | - Molino V |
| - Mambog III | - Molino VI |
| - Mambog IV | - Molino VII/ Gawaran |
| - Mambog I | - Queens Row Central |
| - Molino I | - Queens Row East |
| - Molino II | - Queens Row West |

SECTION IV: SDCA EMERGENCY MANAGEMENT COMMITTEE (SEMC) AND SDCA EMERGENCY EVACUATION & RESPONDING TEAMS (SDCA-EERT)

SDCA Emergency Management Committee (SEMC) are composed of the following school officials namely: **Director for Administrative Support Services, Head of Transport & General Services, Building Administration Officer, Representatives** (*of at least 2 or 3*) from the **Basic Education Department, School & Programs (SASE, SBCS, SHSP & SIHTM), Finance Office and Human Resources Office**, and other members as appointed by the Chairperson on the basis of relevance in accordance with the rules framed under the SDCA Disaster Management Program.

Shut off all gas sources if trained to do so.

Exit the building, if possible, and go to the BEEP Temporary headquarters to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas (see Appendix O for map of mass assembly areas on SDCAS campus) may be used in the event of a major earthquake and the BEEP is activated.

Do not re-enter until the building has been declared safe by trained emergency personnel or by the BFP.

d. **Use the telephone system only for urgent matters.** Call or send a runner to the Emergency/Crisis Management Operation Center to notify them of any needed assistance and emergencies that may exist. Use handheld radios or ham radio services if telephone services are not available.

Expect aftershocks.

After a minor earthquake (*brief rolling motion*)

Restore calm

Examine your area for damage, to help assess if the building should be occupied, evacuated, and/or re-entered. Wait for the instruction coming from the SEMC.

Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)

Toppled furnishings or equipment

Spilled hazardous materials.

Drop, Cover, and Hold

Watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple. Stay away from the windows. Do not run outside.

Do not dash or exits since they may be damaged and the building's exterior brick, tile, and decoration may be falling off.

Outside a Building

Remain outside, preferably in a vehicle.

Stay clear of electrical wires, poles, trees, anything that might fall.

After a MAJOR earthquake (violent shaking motion). Evacuation wardens shall:

- a. Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate dan-

Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.

- b. for fires or fire hazards, spills of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.

- c. Turn off ignition and heat sources if properly trained and it safe to do so.

SDCA Disaster Management Committee shall ensure:

The implementation of the **SDCA Disaster Preparedness Program**;
The establishment and functioning of **SDCA Disaster Management Committee**;

The Supervision of the **SDCA Emergency Evacuation & Responding Teams (EERT)** on such matters as it deems necessary for the effective implementation of the **SDCA Disaster Preparedness Program**;

The direct coordination with the **Local Government Agencies (BDRMMO, BFP, and BTMO)**;

The establishment of **Research, Development and Training** in the field of disaster management; and
Compliance of functions prescribed by the **SDCA management**.

Please see Appendix A: Position Chart of SDCA Emergency Management Committee

SDCA Emergency Evacuation & Responding Teams (EERT) are individuals composed of School Officials, Department/ Unit Heads, employees and faculty assigned in different squad that will act in response to the emergency situations. Table below summarizes the responsibilities of each teams.

Please see Appendix B: Responsibilities of Emergency Evacuation & Responding Teams (EERT)

SECTION V: SDCA DISASTER PREPAREDNESS PROGRAM

SDCA DISASTER PREPAREDNESS PROGRAM

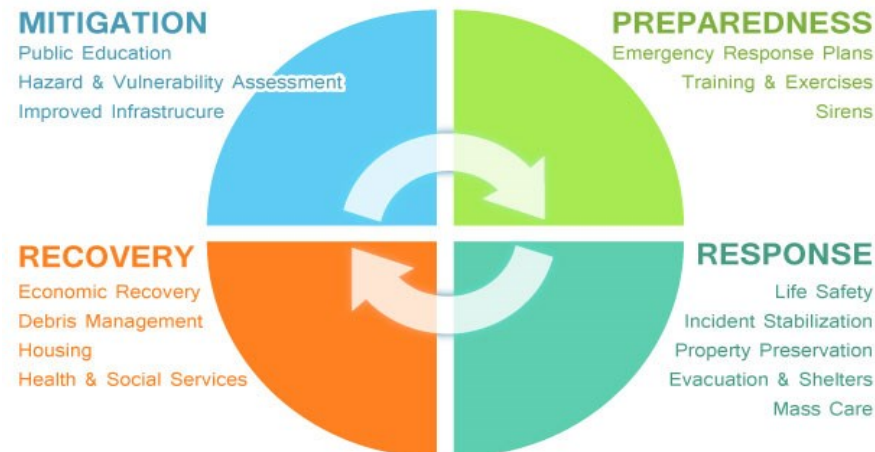
The **Transport & General Services (TAGS) Office - Security Unit** is the implementing office of the **SDCA Disaster Preparedness Program (SDCA-DPP)**.

The programmatic goals of **SDCA Disaster Preparedness Program** are to enhance the capacity of SDCA community on **4 phases of Emergency Management (Mitigation, Preparedness, Response, Recovery)**:

To prepare to disasters (*Awareness Seminar/ Orientations, dialogues, etc.*);

To respond to disasters (*Trainings, creation of Emergency Management Committee and Emergency Evacuation and Responding Team: Evacuation/ Fire Fighting/ Search & Rescue/ Salvage Team/ Communication/ First Aid & Medical Teams, and conducts of drills: fire, earthquake, tsunami, etc.*); and

Develop a manual with the end goal of BEEP (*Building Emergency Evacuation Plan*). Possible title of Manual: "SDCA Disaster Preparedness Manual and Building Emergency Evacuation Plan.



If there is no smoke, you may have trouble getting people to evacuate. Be strong, positive and insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

Direct occupants to the exits and tell them where to assemble. If you have helpers, station them in front of the elevator to make sure that no one attempts to use it. Do not go to the roof unless it is only way out: there is often too many obstructions for a helicopter rescue. If a stairway is full of smoke go to another stairway.

At the Evacuation Assembly Point (EAP), conduct a headcount by using a checklist to account for all occupants in your area of responsibility. Immediately report to Evacuation Team Leader any missing persons on tour list and their last known location.

Do not allow the stairway doors and other exit doors to the blocked/wedged open. Leaving the stairway doors blocked or held open makes the stairwells dangerous and unusable.

Special attention needs to be given to any persons disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix D for further details.

PROCEDURE 3 B: EARTHQUAKES

During all earthquakes (all occupants)

Inside a building.

Take over immediately under a desk, table or chair in corner away from windows, along a wall in a highway, or in a structurally strong location such as a hall by a pillar.

If you are on fire, **STOP---DROP---ROLL**. If another person is on fire, **YELL---STOP---DROP---ROLL**.

Evacuate via the nearest stairwell or grade level exit. Do not block/wedge exit doors in open positions. The doors must remain closed to keep smoke and out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (See Appendix N).

DO NOT USE ELEVATORS

When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.

Go to your pre-determined Evacuation Assembly Point (EAP). You may have two or more EAP's depending the size of the building. Immediately report to your designated Evacuation Warden so that you have been accounted for by the warden. Evacuation Wardens will report to the Evacuation Team Leader.

If you are trapped by smoke, stay low, cover your mouth with wet cloth, stay near a window to let fire personnel know you are there and put something in cracks around the door.

Special Instructions for Evacuation Wardens (see Appendix L for Evacuation Warden Checklist)

Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused.

The Four Phases of Emergency Management

Mitigation : Preventing future emergencies or minimizing their effects	Includes any activities that can prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation activities take place before and after emergencies.
Preparedness: Preparing to handle an emergency	Includes plans or preparations made to save lives and to help respond and rescue operations. Review evacuation plans from time to time and regular coordination with the local authorities are both examples of preparedness. Preparedness activities take place before an emergency occurs.
Response: Responding safely to an emergency	Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action. Seeking shelter from a tornado or turning off laboratory gas valves in an earthquake are both response activities. Response activities take place during an emergency.
Recovery: Recovering from an emergency	Includes actions taken to return to a normal or an even safer situation following an emergency. Recovery activities shall take place after an emergency.

SECTION VI: BUILDING EMERGENCY EVACUATION PLAN (BEEP)

EMERGENCY COMMUNICATIONS

Telephones - The campus telephone system will be used to the extent possible. These phones, part of the **SDCA's Emergency Communication System (SECS)** is strategically located in all the offices throughout the campus. SDCA Personnel will serve as messengers if the phone communication is not an option.

Fire Alarm System – The building fire alarm system is continuously monitored for alarm by the **Building Administration Office**. All alarms result in an automatic response in **Bureau of Fire Protection (BFP) Bacoor, SDCA EERT**, and all the security units of the institution.

Included are the other monitored systems such as alarmed equipment and communication needs such as radios, cellular phones, and the like.

EMPLOYEE ORIENTATION

New employees must be informed of the **SDCA: Disaster Preparedness Manual and Building Emergency Evacuation Plan (BEEP)** as part of their new employee safety orientation. This initial plan and all significant revisions of the plan should be routed to all personnel. The faculty and the staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the **SDCA Disaster Management Committee** through the **SDCA Emergency Evacuation and Responding Teams** will work together to assure all departmental employees are aware of the plan.

Evacuation Warden Duties and Responsibilities – Refer to **Appendix K: Checklist 2A** and **Appendix L: Checklist 2B** list the responsibilities and duties of the Evacuation Wardens. Checklist 2A is for pre-evacuation planning and training. Checklist 2B lists the Evacuation Warden duties and procedures during emergency evacuations.

SECTION VIII: SPECIFIC EMERGENCY PROCEDURES

PROCEDURE 3 A: FIRE EMERGENCIES/ BUILDING FIRE ALARMS

Procedures for Occupants

When an alarm sounds on your floor or area, begin immediate evacuation following your plan (*see Appendix M, Building Evacuation Plan*). Close doors behind you.

If you discover fire, activate the nearest pull station and immediately inform any members of the SEMC or the SDCA-EERT. Then you may attempt to put it out if it is small (*no larger than waste basket*) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.

If the fire alarm does not work, notify occupants verbally of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.

Remember that hazardous equipment and processes should be shut down unless doing so presents greater hazards. Close doors before leaving.

When the fire alarm sounds, begin immediate evacuation according to the plan.

RESPONSIBILITIES OF EVACUATION TEAM LEADER/ EVACUATION WARDENS.

Special Positions - The Evacuation Team Leader and Evacuation Wardens, and their alternates are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. They receive especial training and the authority for their role in employee safety.

Evacuation Team Leader Responsibilities

The Evacuation Team Leader acts as the liaison with the responding emergency service. In their absence, the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the Ground Commander will have decision-making authority. A contact person, appointed by the advisor of each group, is responsible for laboratories and work areas (*See Appendices H & I*). Any possible problem areas should be reported to responding emergency authority.

For a community-wide event (Level III), the Evacuation Team Leader or an alternate will establish contact with **Health Services Office (HSO)** which is located at the 2nd floor of Gregdom Building, SDCA.

Refer to **Appendix J: Checklist 1** for a detailed list of the Evacuation Team Leader Duties and Responsibilities.

EVACUATION DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the Ground Commander. Procedures for planning, scheduling, conducting, evaluating, recording, and reporting evacuation drills are outlined in Appendices C, D, and F.

SECTION VII: BUILDING EVACUATION

SDCA PERSONNEL DUTIES AND RESPONSIBILITIES

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, and students, need to be aware of their roles and responsibilities in case of emergency. This section outlines specific responsibilities for employees, faculty, and students as well as the SDCA Emergency Evacuation & Responding Teams (SDCA-EERT).

RESPONSIBILITIES OF SDCAs DEPARTMENT AND STAFF

Being familiar with and Building Emergency Evacuation Plan (BEEP) procedures.

Participating in drills and training as required.

Orientation for students with a brief overview of emergency evacuation procedures on the first day of class to assure that:

They are aware that evacuation is required when the alarm system is activated and

They know where the nearest exits are located (see Appendix G)

Informing and assisting unfamiliar visitors with building procedures as appropriate prior to and during an emergency evacuation.