



# SAINT LOUIS UNIVERSITY Baguio City OFFICE OF THE PRESIDENT

To: ALL HEADS OF OFFICES, SCHOOL DEANS, PRINCIPALS, FACULTY MEMBERS, TEACHERS, AND SAFETY COMMITTEE MEMBERS AND BRIGADE COMMANDERS

## Re: CLASS/OFFICE ORIENTATION/RE-ORIENTATION ON SAFETY CUM EARTHQUAKE EVACUATION DRILL

Date: August 4, 2015

The exercise of due diligence over our students and pupils comes in the light of the principle of "loco parentis" as well as "special parental authority." On the other hand, emergency safety readiness comes as a continuing necessity also for all office personnel.

Effective First Semester 2015-2016 and every semester and short term thereafter, every faculty member/teacher/office head shall engage in:

- A. Discussion with and orientation/re-orientation of their respective classes on/ remind respective office personnel the following:
  - Memo dated 26 October 2005, re: SHARED AND JOINT RESPONSIBILITY TOWARD HEALTH, SAFETY, AND SECURITY, including its attachments; and Memos dated:
    - a. December 14, 2013 re: Beware of Swindlers and Authority-Impostors;
    - b. 02 October 2013, re: POLICY PROHIBITING THE CHEWING OF MOMMA AND THE CHOMPING OF TOBACCO;
    - c. 06 November 2006, re: DAILY SAFETY REMINDERS
  - 2 Memo dated 12 December 2005, re: Out-of-Campus Activities and Memo dated 08 November 2005 re: ACQUAINTANCE PARTY, GRADUATION BALL, AND SIMILAR ACTIVITIES

Note: Additional Memo dated 26 October 2017, re: Effective Implementation of CHED Memorandum Order No. 63, Series of 2017

- President's letter dated 20 October 2006, initiating the DRIVE AGAINST VANDALISM AND GRAFFITI:
- 4. President's ADVISORY dated 03 October 2007;
- 5. SAFETY PROCEDURES IN CASE OF EMERGENCY (Fire and/or Earthquake);
- Memo dated 14 October 2014 re: Safety Procedure for Early Dismissal of Classes and Office Work;
- Reinforcement of Security measures and Reiteration of existing memorandum on safety and security;
- 8. Project Exodus: Your Exit to Safety;
- 9. Emergency Grab-and-Go Bag; and

### Additional:

10. Baguio City Local Emergency numbers.

- B. ON THE SECOND WEEK OF EACH TERM: CONDUCT, on the day set by your respective Safety Brigade Commander, jointly with other classes and in coordination with the respective Safety Brigade in the building, SIMULATED CLASS/OFFICE EARTHQUAKE EVACUATION DRILL during the last 15 minutes of every class or during office work, following the pre-determined evacuation flow from the respective classroom/office until the designated catchment/convergence area as per Project Exodus exit plan posted inside the classrooms;
- C. After the drill the faculty member/office evacuation guide shall properly accomplish the SAFETY ORIENTATION/RE-ORIENTATION AND SIMULATED (Earthquake) EVACUATION DRILL REPORT (SLU Safety Committee Form 2) and submit it without delay to their respective Safety Brigade Commander.

It is ardently hoped that with this **initial drill**, which shall be **seriously carried out**, all members of the academic community at any given time and class/office location, should have familiarized themselves with the basic emergency procedure thus inculcating a lasting confidence for the over-all safety and common good of the Louisian Family.

Thank you for your proactive cooperation.

REV. FR. GILBERT B. SALES, CICM

President

### SAINT LOUIS UNIVERSITY Baguio City SAFETY COMMITTEE

### SAFETY ORIENTATION/RE-ORIENTATION AND SIMULATED CLASS EVACUATION (Earthquake) DRILL REPORT (with reference to SLU MEMORANDUM dated May 28, 2008 & June 01, 2011)

Course No: (for College): _		Code:
Subject (for LES/LHS):	D	
Time: Date of Activity:	Day:	Room:
Date of Activity:		
	CLASS ATTEND	ANCE
1	26	
2		
3	28	
4	29	
5		
6	31	
7.	0.0	
8	0.4	
9.		
10.	35	
11.	36	
12	38.	
13.	39.	
14	40.	
16.	41.	
17.	42	
18.	43.	
19.	44	
20.	45.	
21.	46.	
22	47.	
23.	48.	
24	49	
25	50.	
To School Dean/Principal:	* * * * * * * * * * * * * * * * * * *	n compliance to SLU Memorandum o
May 28,2008 by and with my C	lass as specified ab	ove.
		Saint Louis
University, Baguio City.		
	Faculty/Teache	er's Signature over Printed Name
Attested by:	2002-701-701-70	
Salety Brigade Commande		

(Signature over Printed Name)



To : ALL EMPLOYEES, STUDENTS, CONCESSIONAIRES, AND VISITORS

Date: 26 October 2005

Re: SHARED AND JOINT RESPONSIBILITY TOWARD HEALTH, SAFETY, AND

SECURITY

There is no denying the current complex circumstances confronting everyone in the area of health, safety, and security. And the need to effectively manage the same is not just an indispensable challenge but also an imperative responsibility of, by and for each one of us. It is therefore both a civic and a moral duty for everyone to individually and collectively address these concerns and do everything possible to preserve life and to prevent any harm done to any person!

Upon the above premises, we call on and enjoin everyone's wholehearted cooperation in the related interventions being adopted on campus to mitigate if not counter the real and potential threats before all of us:

### A. On Health:

- Be always on high alert against dreaded if not pendemic diseases such as but not limited to dengue fever, HIV-AIDS, SARS, meningococcemia, avian flu, STD's, and the like:
- Be well-informed about proper health advisories and take active role in undertaking the duly recommended intervention mechanisms; and
- Immediately refer/report to the Medical Clinic any known or suspected cases or anyone on campus showing the symptom(s) of illness and/or infection.

#### B. On Safety:

 Exercise prudence and due diligence; neither expose yourself nor allow others to be exposed to unnecessary risk: report to the

- nearest office for immediate intervention, any potential or actua hazard/risk/harm to life or property; be responsible over the safekeeping of your personal effects;
- 2. Be guided by the SLU Safety Manual or similar safety advisories, and seriously participate in all safety drills being conducted from time to time: and
- Keep a proactive attitude: understand and follow all safety memoranda issued by the University: practise good housekeeping support wholeheartedly the City's Solid Waste Segregation Program both on and off campus; be a safety, rescue, or relief operation volunteer/advocate.

### C. On Security:

- The PROPER WEARING OF THE VALID SLU ID IS A SECURITY AND ADMINISTRATIVE REQUIREMENT FOR EVERYONE ON CAMPUS; please do not resent being approached or when reminded about this responsibility; and
- Cooperate fully with the random inspection/spot check that may be conducted on campus by persons in authority (teachers and school administrators) or any guard-on-duty, for any regulated and/or prohibited items. (See attached Memorandum made effective since June 17, 1991, as amended)

All University policies already provided in handbooks, manuals, memoranda or other official issuances relative to the above matters are hereby reiterated, and shall confinue to be in effect.

Thank you.

REV PR JESSE WHECHANOVA, CICM

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## SAINT LOUIS UNIVERSITY Baguio City

To: ALL STUDENTS, TEACHING AND NON-TEACHING EMPLOYEES

Re: POLICIES ON PROHIBITED AND REGULATED ITEMS (Amended) and Other SECURITY CONCERNS

Effective June 17, 1991, the following policy shall be complied with by all concerned, mainly students, teaching and non-teaching employees, visitors, and the security force of the University.

### A. STRICTLY PROHIBITED AND BANNED ITEMS:

The items enumerated below are strictly prohibited on campus, unless prior official clearance is issued by the University through the Student Affairs Office. Without this clearance, such items shall be immediately confiscated. Any unauthorized person in possession of or using any of these items will be subjected to appropriate legal and/or administrative/disciplinary sanction in accordance with University rules and regulations.

The items are as follows:

- Prohibited drugs such as, but not limited to, any narcotic substance or their derivatives, LSD, marijuana, solvents, shabu;
- Pornographic and other obscene/smut materials;
- Weapons and their accessories, such as, but not limited to, firearms, bladed instruments, icepicks/daggers, chako, clubs; if needed – prior permit
- 4. Explosives, incendiary and/or corrosive/toxic substances/chemicals, and their accessories;
- Noise-making gadgets/devices, such as but not limited to, gongs, megaphones, bullhorns, sound/public address systems, and/or other similar devices:
- Alcoholic drinks of any alcohol level content, kind and/or brand (any person who is under the influence of liquor is escorted out of the campus); and
- 7. Gambling paraphernalia, such as playing cards, dice, jueteng bet sheets, and similar items.

### **B. REGULATED ITEMS:**

These are items the authorized use of which shall be subject to prior clearance and approval with specific conditions set by the Student Affairs Office. Without the clearance and approval of said office, such items shall be immediately confiscated, and the possessor or user will be subject to appropriate administrative/disciplinary sanction in accordance with University rules and regulations.

The regulated items are:

- Laptops, computer accessories, traditional or digital video/music recorders, cameras, projectors, and the like;
  - N.B. The prevalence of cellular/mobile phones and similar handy gadgets imbedded with a video and audio recorder shall neither negate nor compromise the basic obligation and responsibility of the user to uphold

the policies of the University, comply with pertinent laws, as well as give due respect to the basic rights of persons attending the University; hence use these gadgets with utmost care and due restraint even as bringing said gadgets into the campus may not anymore require written permit. However, bringing in \*laptops and computer accessories still requires official permit obtained from Student Affairs Office (\*Employees concerned are guided by Memo dated May 24, 2006, re: Registration, Inventory and Use of Personal Gadgets/Tools/Equipment and their accesories).

- Billboards, streamers, posters, leaflets, handbills, handouts, paints (spray paints), paint thinner/remover and the like, pentel pens; and
- \*Stoves/heaters and other cooking equipment or paraphernalia (\*Employees concerned are guided by Memo dated May 24, 2006, re: Registration, Inventory and Use of Personal Gadgets/Tools/Equipment and their accessories).

### A. Other SECURITY CONCERNS:

### For security purposes:

- Not permitted inside the campus is the wearing of coverings in the face such as but not limited to masks, ski mask, facial bonnet, burka, and the like; and
- Everyone is urged to exercise prudence and due diligence to stay out of harm's way, hence the special care to avoid such circumstances as but not limited to reckless use and/or display of valuables, presence or loitering in unsafe places/times/ conditions, engaging in unsafe or hazardous acts, etc.

#### B. AUTHORITY TO IMPLEMENT ABOVE POLICY:

- The office authorized to issue prior clearance for the entry and/ or use of the above items is the Student Affairs Office.
- Any person in authority, such as school officials, the medical staff of the SLU Hospital, faculty members, and the security guards of the University, is authorized:
  - 1.1. To prevent the entry of any prohibited item enumerated above if it is without official clearance;
  - 1.2. To confiscate any of the prohibited and regulated items enumerated above if they are without prior official clearance. Any confiscated item shall be delivered and turned over to the Student Affairs Office to be properly receipted and kept until further proper disposition; and
  - 1.3. To summon and escort immediately to the Student Affairs Office and/all persons/s violating the above policy and to file the necessary complaint against any or all violator/s.

PLEASE BE GUIDED ACCORDINGLY.

REV R JESSE WHECHANOVA, CICM June 2009





To : ALL TEACHING AND NON-TEACHING PERSONNEL
Re : BEWARE OF SWINDLERS AND AUTHORITY-IMPOSTORS

Date : December 14, 2013

### Greetings!

Information has come to the attention of the School Administration about swindlers and/or authority-impostors who prey on innocent pupils and students on and off-camplus by asking for money, valuables such as jewelries and gadgets, personal information and the like under such guises as but not limited to pity, solicitation, persuasion, confiscation or coercion.

Presence of mind is urged at all times to exercise personal diligence and caution against unfamiliar individuals or strangers through the following measures:

- IGNORE them right away as a basic rule unless you are sure and certain of their personal identity and circumstances;
- 2. If the one approaching you inside the campus claims to be an authority:
  - a. make sure he/she properly identifies himself/herself to you and is properly identified with his/her valid SLU ID as teacher, facvity, or employee;
  - if he/she is a duty guard; must be in proper uniform and should only export you
    to the office of the Principal, the School Dean, Dean of Student Affairs or the
    Administrator/Director in the case of the Hospital, the Library or the Dormitory;
    or
  - c. if he/she is an event marshal or usher/usherette in the gym or CCA premises; must be wearing the official uniform and the valid SLU student ID and who should escort you to the Athletic Director or CCA Director as the case maybe for appropriate intervention; similarly if inside the SLU Chapel you should be escorted to the Parish Office at Rm. S-311 or Student Affairs Office at Rm. S-314.

If outside the carepus: REPORT any suspicious character and untoward incident immediately to the nearest Police Station or Barangay Office.

With the above advisories, pupils, students, events guests and spectators shall be properly informed and/or oriented by their respective teachers, instructors and events organizers as precautionary measure and duty in the exercise of due diligence as we continually reterate the need:

- to exercise personal care over the safekeeping of own valuables;
- to properly wear at all times while on campus the duly issued and valid SLU ID being a security and administrative duty and to please not resent when reminded about this responsibility; and
- to fully cooperate with all public and institutional safety and security advisories (refer
  to SCJ President's Memorandum re: Shared and Joint Responsibility Toward Health,
  Safety and Security dated 26 October 2005 and Advisory dated 03 October 2007).

Please be guided accordingly.

REV FR JESSTE M HECHANOVA, CICM

President





To : ALL STUDENTS, TEACHING AND NON-TEACHING PERSONNEL,

SERVICE PROVIDERS AND CLIENTS

Re : POLICY PROHIBITING THE CHEWING OF MOMMA AND THE

CHOMPING OF TOBACCO

Date: 02 OCTOBER 2013

### Greetings!

The chewing of betel and areca nut, the recipe locally referred as MOMMA, has led to the passage of local ordinances most prominently in our region aimed at avoiding the social disgrace and embarrassment brought about by the disregard of basic hygiene in the process.

. Unfortunately, our campus has increasingly been subjected to and has suffered from the wanton and inconsiderate unhygienic practice by the few aficionados who are either oblivious of or are deflant to their basic responsibilities under said ordinances and to the health concerns and sensibilities of the greater number among the Louisian community; consider also the unnecessary burden they bring to janitorial services and the mess they cause on affected areas, facilities and properties. Such unhygienic practices inevitably resulting from the chewing of momma or in few instances the chomping of tobacco (locally referred as MUSCADA) cannot be condoned or tolerated on-campus premises as well as at SLU-sanctioned activities off-campus.

Upon the above considerations and for the common interest of the academic community, effective immediately, it shall be prohibited to chew momma or to chomp tobacco anywhere on campus premises as well as at SLU-sanctioned activities off-campus. Strict compliance is thus urged, and anyone found violating this policy or abetting the violation thereof shall be subject to proper administrative measure or disciplinary action. For students, however, the following disciplinary action shall be meted:

1st offense : Stern warning/Reprimand to one-day class

suspension with restoration

2<sup>nd</sup> offense : One week class suspension to non-readmission

with restoration

3<sup>rd</sup> offense : Exclusion (Non-readmission/Dismissal) with

restoration

Please be guided accordingly.

REV FR JESSIE MYTECTANOVA, CICM

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To : ALL FACULTY MEMBERS, TEACHERS, PERSONS-IN-CHARGE, EVENT

ORGANIZERS, AND HEADS OF OFFICES

Date: 06 November 2006

Re : DAILY SAFETY REMINDERS

In line with the University's premium concern to diligently maintain and inculcate proper safety consciousness and preparedness especially on campus and in all university-related activities not only in actual emergencies but also during ordinary times, the following safety measures shall be undertaken:

- Right after the opening prayer/invocation of EVERY class, activity, event, or program held inside the classroom, laboratory, training room, conference/audio visual room, theater, gymnasium and the like, the faculty member/instructor, teacher, trainor/coach, director, coordinator or master of ceremony, or the person/officer-in-charge of the said activity shall:
  - a. Announce to the students/pupils/participants the proper EXIT ROUTE and EVACUATION PROCEDURE to follow starting from the respective venue until the officially designated evacuation assembly area, in case of emergency;
  - Likewise, in the event of emergency, to right away take the lead in the safe evacuation of the participants;
  - c. Also ensure that the following are in place inside the venue:
    - Room and Floor Evacuation Plan conspicuously posted; ilkewise the General Procedure During Earthquake and What to Do in Case of Fire;

ii. Where one is provided for at the venue, the Emergency Exit should not be locked and is free of any obstacle, and the Fire Extinguisher safely in position.

N.B.: Where these materials/facilities/equipment are not as they should be, to please inform right away the Head of Office in charge of the venue to institute the necessary remediation and /or undertake right away the appropriate remediation.

- Being persons in authority charged with the exercise of due diligence over the students, all faculty members, teachers and heads of offices are likewise urged to exert and extend utmost initiative and cooperation, individually and collectively, in the proactive approach to safety such as but not limited to:
  - Undertaking basic and elementary step(s) to mitigate, control and/or prevent the incidence of injury or harm to anyone;
  - Exert conscious effort to be well informed of as well as help in timely disseminating pertinent official memoranda/information being issued relative to campus safety; and
  - Readily and actively extend full support to programs being carried out by the local safety brigades and/or quality circles

Your full support and cooperation is earnestly solicited.

EV FRASSIE M HECHANOVA, CICM President



OFFICE OF THE PRESIDENT SANT LOUS UNIVERSITY A Bonfacio Street 3600 Bagulo City



Administrative Memo No. 47, s. 2017

# Memo

To : ALL CONCERNED IN SLU

Re : EFFECTIVE IMPLEMENTATION OF CHED MEMORANDUM ORDER

NO. 63, SERIES 2017

Date : October 26, 2017

#### Greetings!

Pursuant to and parallel with CHED Memorandum Order (CMO) No. 63, Series 2017 re: Policies and Guidelines on Local Off-Campus Activities, the following are hereby reiterated and issued, respectively, for the effective implementation of the CMO:

- Coverage, Conditions, and Procedures: Only the educational tours and/or field trips that are required and specifically included in the course syllabus may be allowed and shall be managed and pursued subject to all the guidelines as stipulated in the CMO along with the Checklist of Requirements annexed thereto using SLU-CMO163, s2017 Form 1 and SLU-CMO163, s2017 Form 1.a., as well as to the related policies of the University such as but not limited to:
  - Shared and Joint Responsibility Toward Health, Safety, and Security (Memorandum dated 26 October 2005); and
  - Out-of-Campus Activities (Memorandum dated 12 December 2005);
- 2. Option to Join: Even if such educational tours and/or field trips are required under the approved curriculum, the decision to join or not is purely the option of the student; hence, the students who cannot join the educational tours and/or field trips shall be given parallel school activities which provide similar acquisition of knowledge of the required practical competencies and achieve other learning objectives. Additionally, learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration (Sec 11.1i, CMO No 63, s.2017). The respective field trip coordinators and the School Deans should already include in their request for approval of field trip the parallel activities for those who cannot join the activity (Sec 11.1h, CMO No 63, s.2017). Such letter-request for approval should be addressed to the University President through the Vice President for Academic Affairs;
- 3. Health and Safety Requirements: Individual students who are joining shall be required to submit their respective duty accomplished and notarized Parents'/Guardian's Consent Form and Medical Clearance issued by the SLU Medical Clinic before joining the educational tours and/or field trips. Exempted however from submitting their Parents'/Guardian's Consent are students from the Graduate Program, Medicine, and Law. Corolarilly and as necessary component of the Risk Assessment Procedures, lady students who are bound to join the activity but incidentally in the stage of pregnancy during the scheduled educational tours and/or field trips shall duly advise their Class instructors and School Deans about their condition supported by the corresponding Medical Certificate. They are advised to awail themselves of the parallel school activity as provided under item 2 of this Memo;



### OFFICE OF THE PRESIDENT SAINT LOUIS UNIVERSITY A Borificto Street 2600 Bajulo City



MEMO - Effective Implementation of CHED Memorandum Order No 63, Series 2017/25 October 2017 Page 2

- Collection of Fees: The collection of student fees and payment to the travel, agency concerned, which is duly accredited by the school, shall be coursed through the SLU Finance Office;
- 5. <u>Prohibition and Sanction</u>: Conduct of the off-campus activities shall not unduly benefit or accommodate any of the establishments owned by CHED employees and officials or by an owner who is a relative of CHED employees and officials within the third civil degree of consanguinity or affinity (Sec. 11.1 j. CMO No 63, s.2017). Corollarilly, the use of fraudulent or spurious information, document(s), certification(s), signature(s) to comply with the CMO requirements and guidelines shall be considered as a grave offense by the violator(s) which shall be punishable by a minimum of fifteen (15) class days suspension up to dismissal or non-readmission including but not limited to the invalidation or revocation of academic credits in the concerned subject and forfeiture of all payments paid.
- Compliance: The respective field trip coordinators, Department Heads and School. Deans are hereby tasked to ensure faithful compliance with the provisions of CMO No 63, s.2017 before, during, and after the off-campus activity.

All other off-campus curricular and non-curricular activities that do not fall under the category of field trips shall be subject to the approval of the University President upon the endorsement of the Vice President for Academic Affairs and all other applicable offices; provided, that for mission-related non-curricular activities, the endorsement shall come from the Vice President for Mission and Identity. The School Dean/Head of Office concerned should at all times ensure the safety and welfare of the student participants. Further, the said activities will be subject to the university regulations and guidelines for Out-of-Campus Activities, i.e. Parent's Consent, Checklist before Any Out-of-Campus Activities, and the appropriate Activity Forms.

The previous memorandum re: CHED Clarification on the Memorandum on Moratorium on Field Trips and Other Similar Activities dated 24 February 2017 is now lifted in consideration of CMO No 63, s.2017 and this Memorandum.

This Memorandum hereby supersedes the Memo re: Effective Implementation of CHED Memorandum Order No 17, Series of 2012 dated 27 September 2012.

For strict compliance.

REV. FR. GILBERT B. SALES, CICA

Attochments: CMO No. 63 s. 2017

SLU-CMO #63s. 2017 Form 1 SLU-CMO #63s. 2017 Form 1.a Memorandum dated 26 October 2005 Memorandum dated 12 December 2005

Saint Louis University Baguio City Office of the President

### Memo

To : All Students, Faculty, and Heads of Offices

Date: 12 December 2005

Re : OUT-OF-CAMPUS ACTIVITIES

The New Family Code and current jurisprudence are robust with statutes and decrees on the responsibilities of persons-in-authority such as teachers and school administrators relative to various school-related activities both in- and off-campus. But under the principle of "loco parentis" as well as "special parental authority", the exercise of due diligence over students outside the school campus cannot be prudently warranted given the prevailing circumstances where hazards/risks (both actual and potential) are open. This is the basic consideration for the Memorandum of 08 November 2005 re: "Acquaintance Party, Graduation Ball, and Similar Activities". Not to be glossed over are the extraneous costs attached to off-campus activities considering the current economic situation in the country.

Upon the above considerations, the following are hereby issued and reiterated:

Effective immediately this Second Semester 2005-2006 ALL OUT-OF-CAMPUS student activities, unless granted prior approval by this office and undertaken in accordance with duly established policy, as a rule, SHALL NOT BE ALLOWED. Relative to this, the Checklist Before Any Out-of-Campus Activity (sample copy attached; copies available at Student Affairs Office) shall be accordingly accomplished and submitted before departure as far as approved field trips and similar group activities are concerned.

Corollary to the above, it shall be absolutely prohibited for any student, group of students, class, organization, employee, office, department or any entity to use, directly or indirectly, the name and/or facilities of Saint Louis University in any planning, organizing, communication, transaction, and/or announcements relative to any unauthorized off-campus activity involving SLU students;

2. . . . . .

3. Any deviation to the above guidelines shall be subject to proper administrative disciplinary action on anyone/those found responsible without prejudice to other measures that the University Administration deems necessary under the circumstances.

FOR STRICT COMPLIANCE.

REV. FR. JESSIE M. HECHANOVA, CICM
President

To : The COLLEGE DEANS, and ALL CONCERNID

Date: 08 November 2005

Re : ACQUAINTANCE PARTY, GRADUATION BALL, AND SIMILAR

ACTIVITIES

1 and

Given the prevailing socio-economic difficulties, and more importantly, for safety and security reasons, graduation balls, acquaintance parties, tribute-giving programs, and other similar activities, that are initiated, sponsored or undertagen by duly-recognized student organizations or any group of students, should be held or conducted within the University campus, availing of existing venue/s thereat, subject to approval by the University Administration, in accordance with rules, regulations and procedures, to be issued by the Student Affairs' Office.

Any student activity done outside the University compus without the explicit approval of the University Administration shall make the University free from any liability whether criminal, civil, or administrative, that may occur before, during and after the conduct of such activity; provided that the individual and respective liabilities of those concerned shall be pursued conformably to University policies, rules and regulations.

Effective immediately and for strict compliance.

REV FR JESTIE M H"CHANOVA, CICM

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### SAINT LOUIS UNIVERSITY Baguio City

### Office of the President

20 October 2006

### My Beloved Louisians,

Allow me first to express my sincere gratitude to the Lord and to you for your collaboration with me on the first year of my stewardship in Saint Louis University. Together with all sectors, we redefined the directions that our university will take for the next few years as a continuing response to the mission that our CICM founders initiated almost a hundred years ago.

Our beloved SLU has indeed come a long way to what it is today; one of the best educational institutions in the country that is recognized by CHED as a Fully Autonomous University, as a Center for Excellence for Nursing, and Teacher Education, as a Center of Development for Business and Engineering/Architecture Education, and as a Pilot Center for Natural Sciences and Engineering, and one of the top three universities in the country with the highest percentage of board exam passers. Not to be forgotten of course are the individual successes of our proud alumni.

All these would not have been possible without the commitment and dedication of all the members of our Louisian family. Yet, we cannot rest on our laurels as we all face the many challenges and demands of life to sustain the gains, and to continue to focus attention to details for further growth and improvement.

Among the myriad of details that must be addressed is the ever-worrisome sight of vandalism and graffiti on our campus and facilities. We need NO further highlights on this. Perhaps we all can draw the final realization from what a mother (a proud SLU alumna herself) said when her son showed her a picture taken from his cellphone of an ugly wall of his classroom in SLU:

"Malinis naman na dinatnan namin iyan. Sayang yung every semester na igugugol (ng SLU) sa pagpipintura."

We all have to painfully admit that the above comment says it all – factual, simple, clear and deeply saddening.

May I invite you then to please pause for a moment and quietly reflect on the above comment. I am sure that you will agree that this very disturbing and ugly

situation must end. It has no place in any civilized society, much less in an educational institution such as ours.

SLU is not just our school. It is our communal home — a place that should be conducive for study and learning, for growth, for nourishment of our basic and universal values, and a place where we all should simply take pride and enjoy being in.

I therefore encourage each one of you to be a part of this realization and to be an active and cooperative partner in the day-to-day conscious effort to ensure the proper upkeep of our school facilities and campus, to make it free from vandalism and graffiti.

Effective this second semester of SY 2006-2007, the Louisian family will undertake a systematic day-to-day sustained drive towards a clean-healthy-safe and friendly campus.

I invite you all therefore to extend your wholehearted and consistent support because I trust in your basic goodness and I believe that you too would like a clean and pleasant campus conducive to learning. Make it a point to do a good turn wherever you are and remind each other of your responsibility to keep our classrooms and our campus clean. Transform yourself into a person who has self-respect as well as respect for the environment and make this adopted motto a reality:

### "Let it not be said that SLU was clean until you came"

Let us work for a clean SLU and consider it as our simple gift to ourselves and to our CICM founders during and beyond the CICM centennial.

May God's generous blessings be on all. May His blessings of cleanliness and fraternity bring us closer to Him and to one another in our beloved Louisian family.

One heart, One soul,

REV FR JESSIE M HECHANOVA, CICM

### SAINT LOUIS UNIVERSITY



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Rember • Association of Southeast Asian Institutions of Higher Learning (ASAIHL)

- Association of Southeast and East Asian Catholic Colleges and Universities (ASEACCU)
- Association of Catholic Universities of the Philippines (ACUP)
- International Federation of Catholic Universities (IFCU)
- Philippine Association of Colleges and Universities (PACU)
- Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)

Office of the President

### **ADVISORY**

Due to the untoward incident that happened just yesterday in one of the internet cafes across Gate 2 of the University, additional safety and security measures are to be enforced by the University for the protection of the life and property of all students, employees and visitors alike.

In the meantime, the Administration is reminding and asking everyone to:

- 1. wear validly issued SLU ID upon entering and at all times while on campus;
- cooperate and not to resent when the security guards conduct spot check or inspection for prohibited items being brought inside the campus;
- report to any security guard, or SLU faculty or staff any person behaving/acting suspiciously or anyone roaming on campus without a validly issued SLU ID;
- 4. be vigilant and always be on the alert while in crowded places like restaurants, cafes, cinemas and the like; and
- 5. avoid frequenting establishments known to be hangouts of "fraternities" and "gangs".

Remember that the security and safety of everyone should be everyone's concern.

Thank you for your cooperation.

Rev Fr JESSJE M HECHANOVA, CICM President 03 October 2007

## SAFETY PROCEDURES IN CASE OF EMERGENCY (FIRE and/or EARTHQUAKE)

### WHAT TO DO IN CASE OF FIRE

### A. WHEN FIRE OR SMOKE IS DETECTED

- Immediately sound/raise an alarm; report the matter to the nearest Office.
- Call or ask someone to notify the Baguio City Fire Station Tel. 160;
   911; 442-2222.
- If the fire is just starting in its incipient stage, fight the fire with the use of portable fire extinguishers that are provided in the area.

### B. **POINTERS: Safety Rules That Could Save Your Life**

- When entering buildings, always be prepared for fires. Always know your escape route by identifying and choosing the nearest exits and alternate path of escape. If you discover fire, give the alarm immediately.
- If you hear the fire alarm in the building, be prepared to leave immediately according to any established evacuation plan and/or exit route.
- If you have no designated responsibilities, leave the building quickly and quietly by the indicated route. It is always dangerous to remain in a burning building. Fire often spreads rapidly and cuts off escape and is likely to generate toxic gases.
- If possible, close all windows and doors as you make your escape.
- If forced to remain in a smoke-filled area, remember that the air is usually better near the floor. Crawl on your knees in getting out. If available, use wet cloth to breath through to minimize or avoid smoke suffocation.
- A temporary refuge may be secured behind any door. Even a thin wooden door will temporarily stop smoke and hot gases and may not burn through for several minutes. The floors, walls and doors of rooms in most building will keep out all but fiercest fires for half an hour or more. By closing the door of a room, trapped persons can wait for rescue in much greater safety than making their way through smoke-filled corridors.
- If a fire is suspected on the other side of a door, open it slowly with a foot against it.
- If you must take a dash through smoke or flame, hold your breath.
- Do not take chances of entering a burning building to save property. Personal things are expendable and can be replaced. Lives cannot.
- Do not jump from upper-story windows except as a last resort.
- If fire breaks out and there is a panic rush for the main exit, keep out of the crowd and try to look for other means of escape.
- If you sustain burns in a fire, report for medical treatment at once.

### PROCEDURES DURING EARTHQUAKE/SIMULATED EARTHQUAKE DRILL:

### Phase 1. Alarm

1.1. For Simulated Earthquake

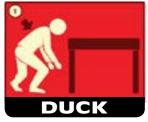
To start the drill, the emergency alarm is activated for one (1) minute to simulate earthquake/shaking. Students and teachers will be alerted by this signal.

1.2. For ACTUAL earthquake incident the shaking shall serve as the Alarm itself, therefore the ringing of bell is not expected given this advisory and the unpredictability of earthquakes.

### Phase 2. Response

While the ringing (shaking) bell/actual shaking is ongoing, everyone should move away from windows, glass or light fixtures. In this phase, everyone should perform "duck, cover and hold" under desks, tables, or chairs, post, or corner. Remain in this position until the shaking stops.

## N.B. The main concern during an ongoing ringing/shaking is how to protect oneself







### Phase 3. Evacuation

Once the shaking stops, teachers and students should evacuate the school building following the designated route to the convergence area as duly planned for and illustrated in the **Project Exodus exit plan** conspicuously placed in each classroom. Teachers and students should dutifully be mindful of the exit plans of each room they occupy. Exit plans are in place for room occupants to be deliberately familiar with as such is one's basic duty towards safety and wellbeing.

### Phase 4. Assembly

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

### Phase 5. Head count

Teachers should check and make sure all students are accounted for once in the designated evacuation area. In real situation, students should stay in the open area and **wait for official instruction** to return to class, go home or for parents/ quardians to pick them up.

### Phase 6. Evaluation

An evaluation of the drill must be conducted to identify problems encountered during the drill and how this can be corrected in future earthquake drills.



### OFFICE OF THE PRESIDENT SAINT LOUIS UNIVERSITY A Bonifacio Street 2600 Baguio City



# Memo

To : THE LOUISIAN COMMUNITY

Re : SAFETY PROCEDURE FOR EARLY DISMISSAL OF

CLASSES AND OFFICE WORK

Date: 14 October 2014

Earthquakes and fires may figure among the most likely incidents for which the Louisian community has been duly guided with appropriate safety procedure. But these are not the only ones as experienced and prudently declared last October 10, 2014 which required students and employees to leave the campuses at once whether directly for their own safety or to allow the authorities to do their job in tackling the hazard. For this reason, the university is introducing a third type of evacuation protocol, called: CAMPUS EMERGENCY EARLY-DISMISSAL PROCEDURE, with the following steps:

- ANNOUNCEMENT AND SIGNAL FOR EVACUATION: THREE (3) LONG BELL SIGNALS (5 seconds ringing with intervals of 5 seconds);
- EVACUATION Procedure: Follow strictly PROJECT EXODUS protocol as posted in the respective classroom, laboratory or office.
  - N.B. 2.1. The instructors and teachers shall lead their respective students/pupils in the orderly evacuation process:
    - a. LES pupils are closely ushered by their teachers to their respective predetermined assembly areas at safe distance from school buildings until they are fetched by their parents;
    - High school and College students, employees, and visitors should either go home immediately or keep themselves on safe distance away from the school perimeter gates; and,

- c. For the SLU Hospital, Residence Halls, Guest House, Louisian Child Care Center, and Halfway Home for Boys, mobilization shall be separately decided on a case-to-case basis in coordination with the authorities.
- 2.2. Safety Brigade Members, in coordination with security and the authorities, are urged to make themselves available to help in the orderly evacuation and in the subsequent security procedure whenever needed.

### 3. Resumption of Classes and Office Work:

Campus operation shall resume on the next school/office day unless announced otherwise by the University Administration.

I hope these upgraded guidelines will facilitate and smoothen emergency evacuation, should any similar untoward incident affect our university or one of its campuses again.

REV FR JESSIE M HECHANOVA, CICM

REJMON/DGSE/BLA

## SAINT LOUIS UNIVERSITY BAGUIO CITY



### CAMPUS SAFETY, SECURITY AND COMPLIANCE OFFICE



31 JAN 2017

REV. FR. GILBERT B. SALES, CICM

President Seint Louis University

Through

ATTY. JASON R. BARLIS

Vice President for Administration

DR. NOEL B. DE LEON Vice President for Finance

MR. NOEL G. OLARTE

Director, Special Services Department

pull-2-9-17

Dear Father Gilbert,

Greetings!

Due to the number of security-breach cases reported to our office may we submit to the University Administration for approval the following recommendations to reinforce our security measures, to aid our security personnel, and to reiterate existing memoranda on safety and security to our employees. While strict orders and changes are already employed to security personnel posted at the University campuses through shift and post rotation, manual guard monitoring system, RFID Quard-Tour Monitoring Touch Probes, and partial CCTV installation at the Silang, Library, Theophile Verbist Christian Formation Center Buildings of the Main Campus, SLU-HSH, and SLU-LES the following recommendations will further reinforce our University's security:

- That Deams/Heads of Office/Principals are to check and ensure that the security procedures in securing their offices/laboratories/equipment room/storage room are closely monitored through:
  - Initially taking charge of checking safety and security concerns in their office as part of their housekeeping in close collaboration with their respective Safety Brigade Members;
  - b. Accounting of duplicate keys to have a ready logbook of the list of employees having access to a particular lock for record purposes and ensure that only vital personnel/faculty are issued keys and are given access to areas that correspond to his/her level of authority. If deemed necessary, old office locks, which at this point can be accessed by almost all or every faculty/staff should seriously be considered to be replaced;

Ensuring that duplicated keys issued to an employee/faculty are properly surrendered to the head of office upon termination of services from the University and be part of their clearance;

Instructing the Faculty/employee in-charge of an issued key that he/she shall ensure that the key shall in no instance be duplicated nor be in the possession of anyone;

Constantly reiterating various memoranda concerning the safekeeping of personal cash, belongings & effects and that the same shall never be kept inside their offices (see attached Memo of 10 January 2004 for reference):

 Making sure that University equipment issued to their office are properly monitored and well accounted through a monitoring logbook and secured



### SAINT LOUIS UNIVERSITY

BAGUIO CITY





in a well-protected depository aside from that of their main door and shall ensure that this critical zone is equipped with quality-assured locks and are given utmost attention. In no case shall these equipment be left on poorly secured cabinets/tables/drawers;

- g. Employing munitoring log books to document faculty/employee/visitors/students coming in and out of their office;
- Limiting areas where visitors/students are only allowed to stay in their office; and
- Only letting in visitors with official transactions in their office (see Security SOP communication dated 16 March 2015).
- 2. All Offices/Faculty Rooms/Laboratories/Equipment Room main doors especially those that are of hollow construction shall be requested by the head of office to be reinforced by a thick metal safety hasp (to be requested from the Special Services Department) and a branded padlock since culprits can easily manipulate dead-boit locks and door knobs because they are not properly anchored in place. Security concerns are to be considered and to be tailored-fit to main doors and locks to be installed in the future:
- Installation of magnetic door alarms may also be purchased as deemed necessary by the head of office as an added security feature (see attached sample photo); and
- All padlocks of building gates once deemed to be replaced are to be substituted by a more secure padlock with key designs that cannot be duplicated to ensure that padlocks are not easily tempered with.

While asserting for the University-wide CCTV system, these initial precautionary measures and assistance from all employees are hoped to relieve the University with our security concerns.

Thank you and we assure the University of the CSSCO's unending commitment to keep our computes rade and sourc.

Respectfully yours,

MR JEFFREY JAMES V. GAMIT

Compus Safety, Security and Compliance Officer

est

VP Administration. VP Finance

VP Hospital Affairs VP Mission and Identity VP Academic Affairs

Drams

SLU-LHS Principal

Saint Louis University Office of the President **Baguio City Philippines** 



Heads of Offices, Faculty, Employees, Students, and All Concerned.

Date

10 January 2004

Ro

REPORTED LOSSES OF PERSONAL VALUABLES

Due to reports of losses of personal valuables, we hereby reiterate the Memorandum of 09 August 2001 which was in fact a reiteration of Memorandum of 20 May 1999, thus:

### RESPONSIBILITY OVER PERSONAL EFFECTS BROUGHT INSIDE THE CAMPUS

The University Administration cannot assume responsibility for the loss or damage of personal effects brought inside the campus. You are therefore advised to exercise due diligence in the proper care and safekeeping of your personal belongings.

For your strict observance.

REV FR PAUL H VAN PARLIS.

President

Note: We kindly request all faculty to read this meno in their respective classes; and the respective College Deans and Heads of Offices to post the same in bulletin boards in





### **PROJECT EXODUS: Your Exit to Safety**

The main goal of Project Exodus is for each SLU stakeholder to be made duly aware of the complete exit information route of each SLU room.

Students, faculty members, heads of offfices and SLU's Safety Brigade Teams are to exercise due diligence in studying and implementing the evacuation plan of each class/office starting with the classroom/office/event venue then the exit route to the respective marked or designated spot on their particular convergence area for real and drill evacuations. Each Louisian is also challenged to familiarize himself or herself with the exit plans of all their classrooms as well in avoiding unsafe behaviors outside the classrooms such as but not limited to: staying along staircases, blocking hallways and corridors, wearing flimsy footwear such as slippers, and not wearing ID card.

Project Exodus was conceived as one of the many preventive measures towards campus safety. However, it is only through the collective efforts and mutual cooperation of the entire SLU community that such safety endeavors especially in the times of emergencies and uncertainties, be realized.





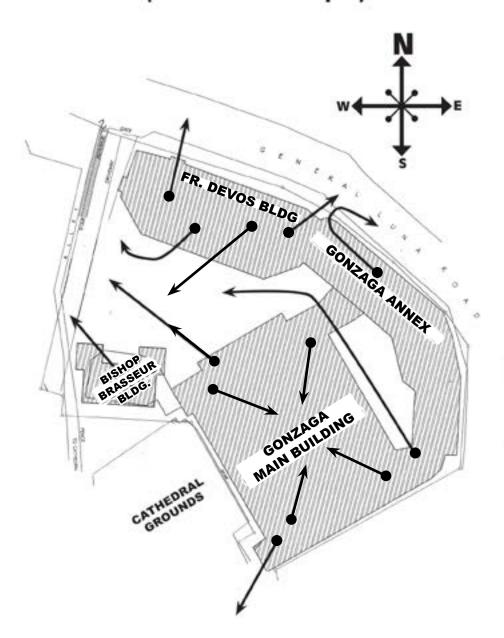
### SAINT LOUIS UNIVERSITY EARTHQUAKE



A — Adenauer Building
B — Prince Bernhard Gym
C — CCA Building
DB — Fr. Hugo Delbaere Communications and Pastoral Building
DH — Fr. Joseph De Haes P.E. Building
H — Hahn Building
P — Perfecto Building
PB/CC — Parking Building/Covered Courts
R — Rizal Building
S — Silang Building
TV — Fr. Theophile Verbist Formation Center
V — Vath Building
VO — Fr. Albert Van Overbeke Student Center

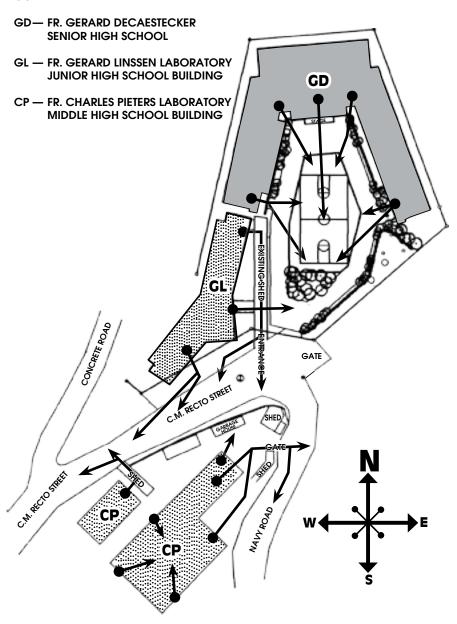
COMMAND POST

### SAINT LOUIS UNIVERSITY EARTHQUAKE EVACUATION AREAS (General Luna Campus)

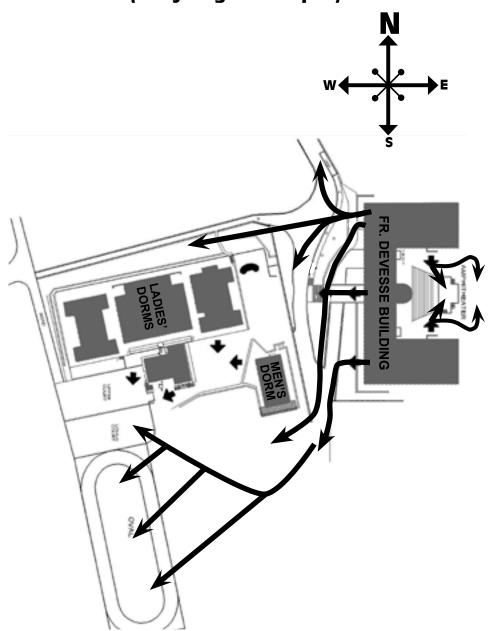


# EARTHQUAKE EVACUATION AREAS (SLU Navy Base Campus)

BLDG.
CODE NAME OF BUILDING



# **EARTHQUAKE EVACUATION AREAS** (Maryheights Campus)



### **EMERGENCY GRAB-AND-GO BAG**

As emergency situations come unpredictably, it is best for each Louisian to prepare for such an eventuality wherever it may arise. It is with this premise that the following emergency kits are suggested:

- An Everyday Carry (EDC) Kit which is enough to sustain you until you reach your bigger grab-and-go-bag carrying more survival items. This kit contains the following:
  - a. Bottle of water
  - b. Energy bars
  - 1st aid kit (medicine for fever, diarrhea, wound, list of medicine/s, medical items, list of allergy/ies to any drug)
  - d. Flashlight
  - e. Whistle
  - f. ID card (with blood type, emergency contact details)
- Emergency Grab-and-Go Bag must be water proof, abrasion resistant, can be attached to another bag, bike, or vehicle. This contains the following:
  - a. Food and water kit [drinking water in jugs, bottles, ready to eat food-canned goods (good enough to last 3 days), collapsible 20-liter water container, manual can opener, eating utensils]
  - b. Survival Kit (Blanket, sleeping bag, clothes, raincoat, rain boots, sturdy hat, rain gear/umbrella, slippers, mats, mosquito net, trash bag, heavy duty clothing
  - Emergency Tools (heavy work gloves, plastic sheeting, candles, matches, batteries, portable radio, permanent marker, pen and paper, multipurpose tool, duct tape, scissors, pocket knife)
  - d. Hygiene Kit (tissue, hand sanitizer, sanitary supplies, bath soap, toothbrush, toothpaste, shampoo, N95/surgical masks)
  - e. Escape Kit (rope, maps of the area, tools crowbar, hammer, nails, wrench)
  - f. Documents/Money sealed in plastic envelope (ID card with blood type, birth certificate, marriage certificate (as applicable), land title (as applicable), emergency contact numbers, extra set of car/house keys, health insurance, photos (family members/ pets), passports, health insurance, evacuation plan, other legal documents such as deed of home)

### **Baguio City Local Emergency Numbers**

Agency	Contact Number			
1. Law Enforcement				
Baguio City Police Office	166			
Women and Children Protection Center	422-8600			
BCPO Station 1 (Naguilian Road)	424-2697 or 0917-581-2011			
BCPO Station 2 (Lower Magsaysay, Camdas)	661-1555 or 0916-692-7459			
BCPO Station 3 (Pacdal Circle)	424-0670 or 0917-798-9859			
BCPO Station 4 (PEZA, Loakan Road)	424-0992 or 0927-208-4503			
BCPO Station 5 (Marcos Highway, Near BGH)	300-9115 or 0917-581-2015			
BCPO Station 6 (Aurora Hill)	424-2174 or 0926-672-7521			
BCPO Station 7( Abanao Street)	661-1489 or 0949-498-7969			
BCPO Station 8 (Kennon Road)	424-2681 or 0908-215-7790			
BCPO Station 9 (Irisan)	424-8834 or 0929-537-3343			
BCPO Station 10 ( Green Valley Junction)	422-2662 or 0915-446-4767			
2. Fire Suppression				
Baguio City Fire Station	442-2222 or 160 or 911			
Irisan-Pucay Fire Sub Station	442-4357			
Aurora Hill Fire Sub Station	661-7169			
3. Emergency Medical Services				
Baguio City Emergency Medical Services	442-1911			
Baguio City Disaster Risk Reduction and Management Office	442-1902 to 05 or 0999-6784-335			
Philippine Red Cross	442-4036			
BB-PICAG	442-8911			
911 – on Call	443-5678			
4. Warnings and Coordinating Agency				
Baguio City Disaster Risk Reduction and Management Office	442-1902 to 05 or 0999-6784-335			
Office of Civil Defense Cordillera	442-5298			
5. Hospital Facilities				
Saint Louis University – Hospital of the Sacred Heart	442 5700 to 02 or 443 2000			
Baguio General Hospital and Medical Center	661-7910 or 169			
Baguio Medical Center	304-3873			
Pines City Doctors Hospital	445-3020			
Notre Dame de Cartes Hospital	619-8530			

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