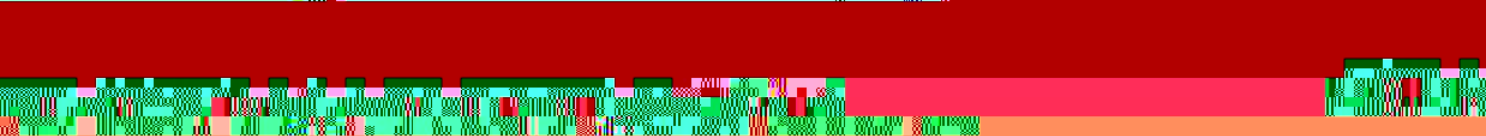
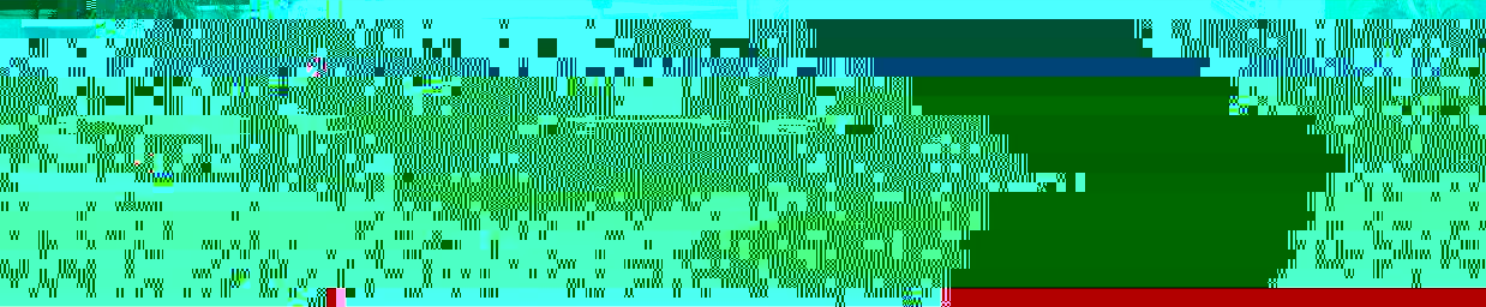
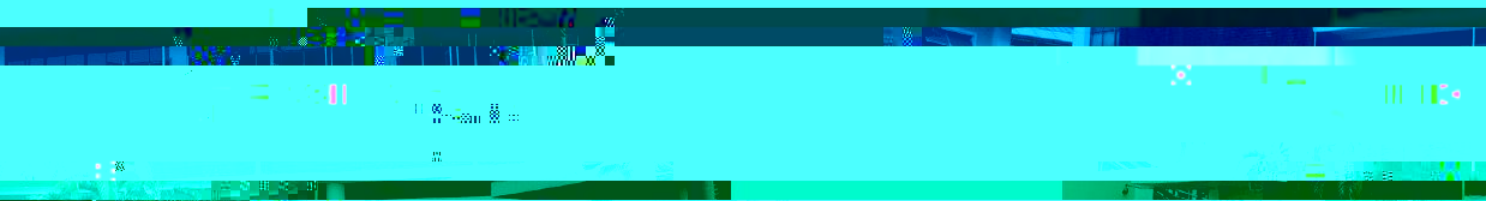




SAINT BENEDICT'S COLLEGE

Manila, Manila



INTRODUCTION:

Stewardship encourages everyone to seek and

Benedictine Education, 2010). As a school community, we acknowledge our contextual interdependence and hence commit to zealously take care of each other whenever an opportunity is presented.

This Emergency Preparedness and Response

commitment to ensure genuine stewardship to everyone. Thus, this manual has been prepared for the adequate readiness of everyone and risk reduction on campus in the event of natural calamities and other related emergency situations.

MANUAL COVERAGE

This Manual covers the following disasters and emergencies:

Earthquake

Fire

Tsunami/Flood

Bomb Threat/Terror Attack

RATIONALE

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

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

What is preparedness?

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

What is Emergency Response?

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

What is response time?

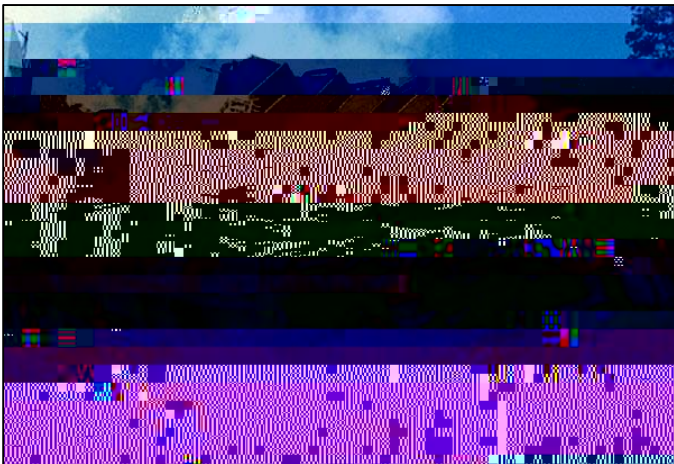
Response time is an important component of emergency response. This refers to how long it takes emergency responders to arrive at the scene of an emergency after the emergency response system has been activated.

What is an EARTHQUAKE?

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

What are the possible effects of an earthquake?

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



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

What do we need to know?

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

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

You will see...

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

You will hear...

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

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

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

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

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

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

What to do during an earthquake?

When a strong shaking starts...

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

As soon as the shaking stops...

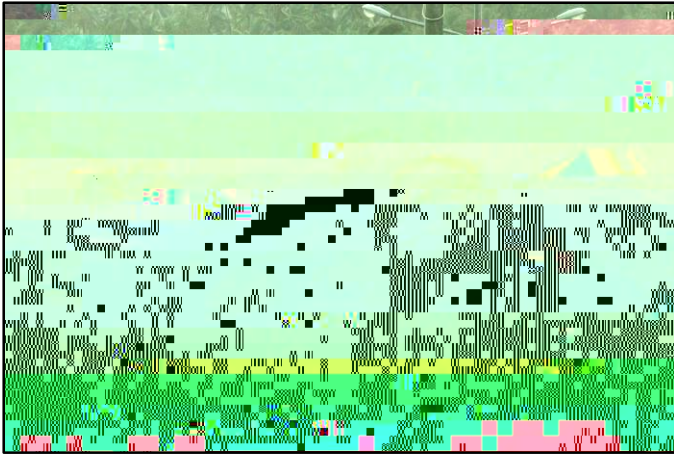
- “ leave the classroom immediately,
- “ get out from the building in an orderly manner,

route indicated on the fire exit map in the classroom.

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

5. TACKLE THE FIRE (if it is safe to do so) - The overriding duty of the disaster management team is to ensure the safety of the students and

sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight



TSUNAMI AND FLOOD

ween the triggering event and the

influences the effectiveness of tsunami early warning systems and the possibility of evacuation. Chile, India, Indonesia, Myanmar, Peru, the Solomon Islands, Portugal, Tonga, Pakistan, Papua New Guinea and the Philippines all have particularly high levels of hazard, given that tsunamis could hit the shoreline in less than 15 minutes with wave heights in excess of 6 meters.

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

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



THREAT ON SECURITY (BOMB THREAT) AND PHYSICAL SECURITY PLANNING

Definition of Terms:

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

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

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

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

BOMB-INCIDENT-PREVENTIVE MEASURES:

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

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

Why are there bomb threats?

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

RESPONDING TO BOMB THREATS

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

- 1.

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

Why is it necessary to prepare against bomb threat?

Proper preparation can:

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

PREPARATIONS AGAINST BOMB INCIDENT

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

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

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

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

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

ANNEX A: FLOOR ORGANIZATION / TASKING of EPR TEAMS

1. ADMINISTRATION/LOGISTICS (SEARCH, RESCUE, RELIEF and EVACUATION TEAM)		
#	NAME	POSITION
1		VP for Administration

1	Bryan James Uy	Asst. Prefect of Discipline	Floor Leader
2	Allan Bulosan	SHS-OPSA Staff	Asst. Floor Leader
B. St. Benedict Building (Whole Building)			
1	Dr. Ronaldo Alfonso R. Calma	COM Admin. Officer	Building Coordinator
2	Ma. Lourdes Divinagracia	COM Staff	Asst. Bldg. Coordinator
3	Jacqueline Hernandez	COM Staff	Floor Leader
C. St. Anselm Building			

**3.3. St. Anselm Building Fourth Floor
(Door Opener)**

#	NAME	DEPARTMENT	POSITION
1	Dr. Nomar Alviar	ORI	Team Leader
2	Romer Camba	ORI	Member
3	Faculty	IT, LM, Psyche, FM,	Members
4	Romer Camba	ORI	Member
5	Faculty	Classrooms	Members

**4.2 St. Maurs Building Third Floor
(Door Opener)**

#	NAME	DEPARTMENT	POSITION
1	Rosalinda Robles	Library	Team Leader
2	George Santos	Science Lab Ext.	Member
3	George Fernando		

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

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

8. St. Joseph Building Ground Floor (Door Opener)			
#	NAME	DEPARTMENT	

8.1. St. Joseph Building Second Floor

ANNEX B: DUTIES AND RESPONSIBILITIES OF EPR TEAMS

1. LOGISTICS TEAM

(SEARCH, RESCUE AND RELIEF EVACUATION)

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

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

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

4. MEDICAL TEAM

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

5. BUILDING COORDINATOR

- a. Coordinates with the Chairman of the EPR plan (Vice-President for Administration, Rev. Fr. Ephraem Ma. E, Molina, OSB)
- b. Appoints Floor Leader and Door Opener
- c.

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

7. DOOR OPENER

(Classroom Professors / Teachers /

Admini[(C)5(3ck.91 Tm[DOOR O)-3(P)-2(E)-Tm -f6(A))1

e. Wait for

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

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

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

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

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

12. Electrical Power 2Aa3ividoower(f)-1(il)4(d)73(ghg)4(, 1 0 2

14. Parking areas inside of San Beda University and Mendiola Street must be cleared from all vehicles to give way to responding fire truck / firemen.
15. All division and department Team Leaders must inform all employees of the PLAN and rehearse.
16. All school officers and members of task must know and understand the plan and be prepared to assume position on order.
17. A semestral /

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

23. Lateral coordination is highly encouraged.

B. SUPPORT

1. School vehicle will be used for evacuation of earthquake and fire, tsunami victims and salvaging properties.

2.

PHASE 3: EXECUTION (IN CASE OF BOMB THREAT)

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

PHASE 4: ASSEMBLY (Football Field)

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

PHASE 5: HEAD COUNT

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

Note:

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

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

moving towards the senior football field.

- 4.8. Everyone is reminded - - - -
Not to Talk
Not to Push
Not to Run
Not to turn his or her back while the evacuation is being undertaken.

- 4.9. While we cannot stop an earthquake, we can all be prepared. The San Beda Campus has a number of tarpaulin reminders on what to do when earthquake strikes.

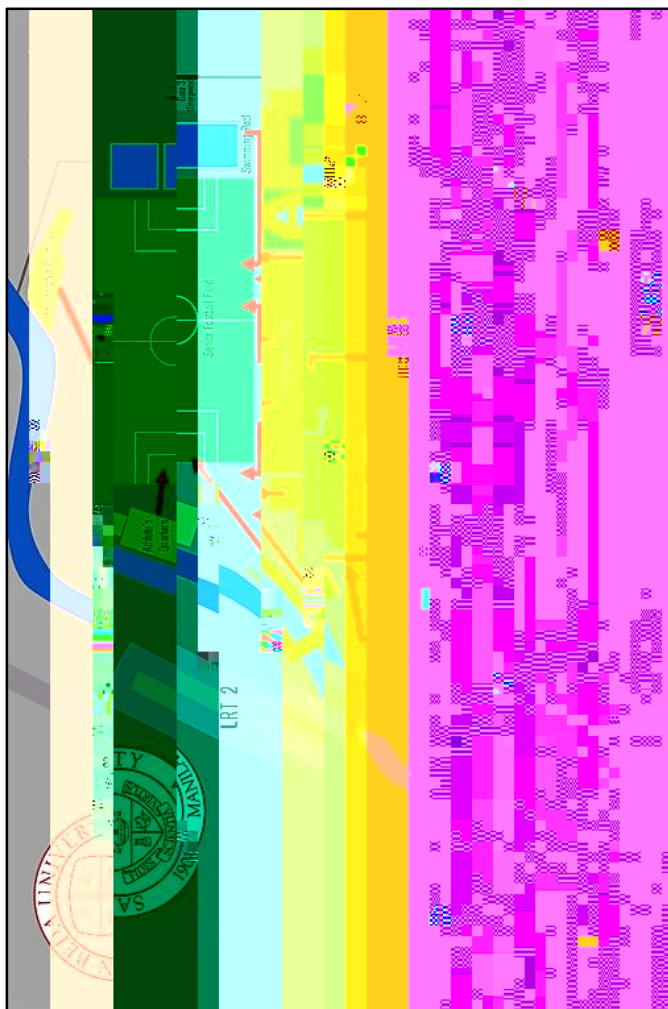
The possibility of experiencing an

Annex E: EARTHQUAKE DRILL SCRIPT

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

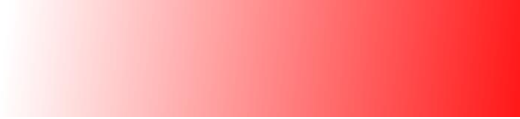
8. Students should exit their classrooms in pair with the class president in front and the professor at the end of the line.
9. Students should cover their heads with their bags and books while moving towards the senior football field.
10. Everyone is reminded - - -

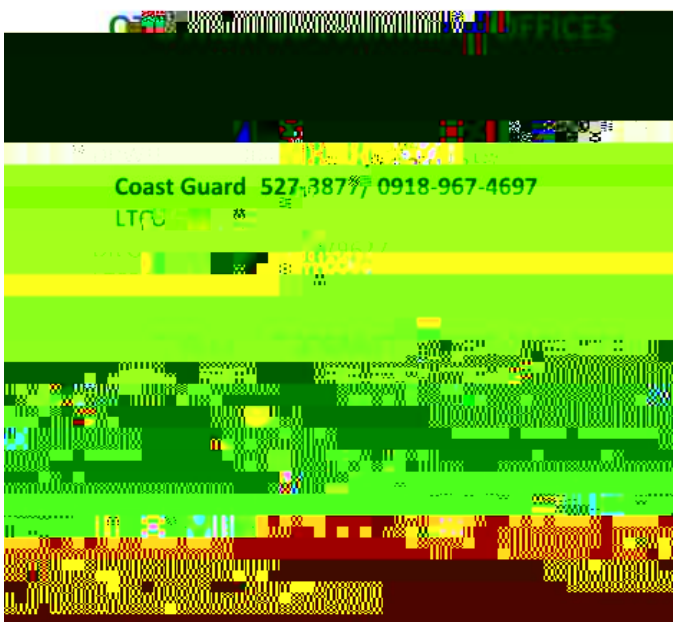
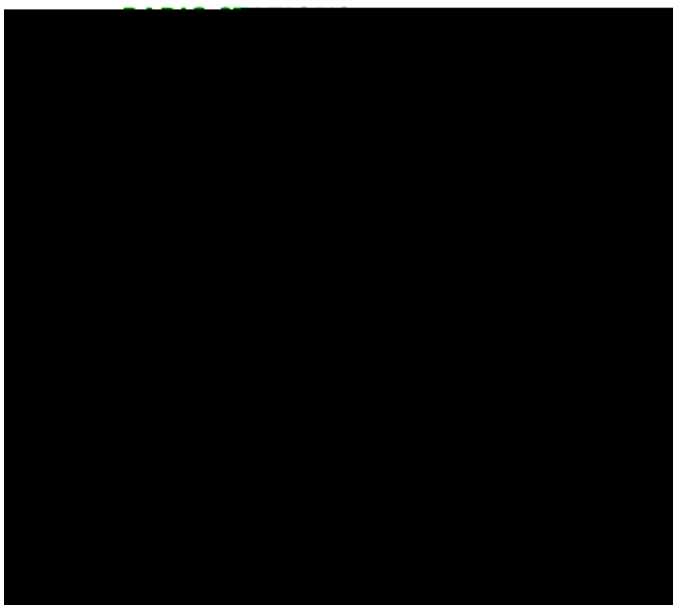
Annex F:




Annex G:


EMERGENCY NUMBERS





Prepared:


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Member, EPRT 2019-2020


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Member, EPRT 2019-2020




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Recommending Approval:



Rev. Fr. Aelred U. Nilo, OSB
Vice-President, Administration
Chairman, EPRT 2019-2020

Approved:



Rev. Fr. Aloysius Ma. A. Maranan, OSB
University Rector President

Legal Basis for Evacuation Drills

REPUBLIC ACT No. 7722
Higher Education Act of 1994

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

Dep-Ed Order No. 48, s. 2012
Conduct of the National
School-based Earthquake
and Fire Drills