



28 February 2018

MEMORANDUM CIRCULAR NO. 20
Series of 2018

T O: College Deans, Department Heads, Center/Institute Directors, Office/Unit Heads, Dormitory Advisers, and Instructors/Teachers, Staff and Students

R E: Conduct of the 1st Quarter CY-2018 University-wide Earthquake Drill

Pursuant to CHED Memorandum from Officer-In-Charge dated Feb. 5, 2018, VSU is participating in the conduct of the 1st Quarter CY-2018 Nationwide Simultaneous Earthquake Drill (NSED) organized by the National Disaster Risk Reduction and Management Council (NDRRMC). The activity aims to heighten public awareness on the dangers of earthquake hazard, the importance of preparedness, and educate the public on the "Duck-Cover and Hold" technique for protection during the occurrence of an earthquake.

In this regard, the university-wide earthquake drill is scheduled on Mar. 21, 2018 at 3:00pm.

College Deans, Department Heads, Center/Institute directors, Office/Unit Heads, Dormitory Advisers, and Instructors/Teachers who are having classes on that day and time, should inform their subordinates and students on what to do and where to go after the simulated shakings symbolized by a chime or sound warning. Attached herewith is the procedure in the conduct of the earthquake drill for reference.

Engr. Celso Gumaod shall organize the conduct of the earthquake drill with the help of the VSU Emergency First Responders. Prof. Manolo B. Loreto, Jr. shall mobilize the VSU ROTC Corps of Cadet Officers to augment monitoring and evaluation of the activity. Proper documentation and post activity evaluation shall be done and reported to CHED's Office of Student Development Services (OSDS) for consolidation and submission to NDRRMC.

Everybody is enjoined to extend full cooperation for the success of this activity.


EDGARDO E. TULIN

♂ President



PROCEDURE IN THE CONDUCT OF THE UNIVERSITY-WIDE EARTHQUAKE DRILL

Date: _____

Time: _____

NOTE: The chime (sound) of the 3:00 o'clock time from the College of Engineering will designate the time of the start of the simulated university-wide earthquake drill.

PROCEDURE:

1. As soon as the time clock at the CoE started to sound (chime) announcing 3 o'clock in the afternoon of March 21, 2018 (supplemented by sirens and whistles) all occupants of the different offices, colleges and departments should apply the **"Duck, Cover and Hold"** technique until the chime stops.
2. When the chime stops all occupants of the room/building, while still covering their heads with their hands, should go out immediately without talking, running, or pushing each other using the room/building EXIT route and go directly to the designated evacuation sites, to wit:

Hill-Top area (Admin building, CoE, DoPAC, DLABS, DCHM, DS, CoN, USSO) = Amphi-Theater

CFNR (Admin building) = vacant lot fronting the building

CVM = vacant lot fronting the building

CAFS, DPM, DoH = vacant lots fronting and in-between the buildings

ISRDS, DTE, DDC = at the gazebo area

DBM, DAECON, DCST, ULibrary = road in-between DCST and Univ. Library

DBS, DPBG, FARMI, PhilRootcrops, DAEE, PDDL = vacant lot fronting FARMI and PhilRootcrops

ODREX, NARC, NCRC, DME, DFST = vacant lot in front of their building

DAS = vacant lot fronting their building

IHK = upper oval ground

VFES, VLHS = lower oval ground

Occupants of other offices not mentioned above just go to the vacant lots near their offices.

3. Stay away from power lines, posts, walls, and other structures that may fall or collapse. Stay away from buildings with large glass panes.
4. Proper accounting of all building/room occupants will be done at the evacuation site by the instructors and heads of offices.
5. Designated members of the VSU Emergency First Responders and ROTC Cadet Officers will observe and evaluate for the proper "Duck, Cover and Hold" technique and movement of the occupants to the evacuation site and proper accounting of personnel/students at the evacuation site. They will submit the result of the evaluation to Engr. Celso Gumaod for record purposes.