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**MEMORANDUM NO. 42**  
Series of 2021

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|-------------------------------------|---|
| <b>Dr. Merlita D. Veloso</b>        | - <b>Chairperson</b>                                  |
| <b>Ms. Jolly Conversion Marquez</b> | - <b>Co-Chairperson</b>                               |
| <b>Mr. Joe Marie Yocte</b>          | - <b>Team Leader, Early Warning Team</b>              |
| <b>Ms. Nenita Gervacio</b>          | - <b>Group Leader (Q1), Communication Team</b>        |
| <b>Ms. Hervina Mollejon</b>         | - <b>Group Leader (Q2), Communication Team</b>        |
| <b>Ms. Carmela Maliper</b>          | - <b>Group Leader (Q3), Communication Team</b>        |
| <b>Ms. Florinda Ayo</b>             | - <b>Group Leader (Q4), Communication Team</b>        |
| <b>Mr. Reynaldo Mollejon</b>        | - <b>Team Leader, Evacuation Team</b>                 |
| <b>Ms. Jolly Conversion Marquez</b> | - <b>Team Leader, Emergency Medical Services Team</b> |
| <b>Mr. Antonio Rojas</b>            | - <b>Team Leader, Quick Response Team</b>             |
| <b>Ms. Teresita Juanero</b>         | - <b>Assistant Team Leader, Quick Response Team</b>   |
| <b>Dr. Maria Jehan Libre</b>        | - <b>Assistant Team Leader, Quick Response Team</b>   |

**R E: Crisis Management Committee of VSU Villaba Campus**

With Dr. Merlita D. Veloso as Chairperson, Ms. Jolly Conversion Marquez as Co-Chairperson, and the rest as Focal Persons/Team Leaders of the different responding Teams, please constitute yourselves into the Crisis Management Committee to formulate and implement plans and programs pertaining to crisis management in the university.

Specifically, the committee is tasked to do the following:

**I. Chairperson and Co-Chairperson**

- To spearhead the management for the safety of VSU constituents and properties from all aspects of emergencies particularly in preparedness, response and initial recovery steps.
- Recommend and advise the President on matters relating to crisis management in the university.
- Formulate and implement policies in consultation with the team in the areas for crisis management, for the approval of the President.
- To act on matters for compliance by the government mandates, regulations, etc.
- Spearhead in the required classes, training sessions, and drills necessary for each team.
- Remain in contact with the different teams to review and monitor respective preparations and procedures.



## **II. Early Warning Team**

- a. In-charge of monitoring possible crisis such as the virus outbreak or forecasted calamity like typhoons and ascertain its occurrence or non-occurrence.
- b. Warn the public on the occurrence of such a crisis and recommend appropriate actions to concerned University officials.
- c. Monitor flood, lighting storm landslide, earthquake, etc.
- d. Monitor local or community transmissions of infectious diseases, etc.
- e. Notify the public on hazardous areas based on risk maps.

\*The Team Leader will be responsible for looking for other competent VSU faculty and staff to compose the team.

## **III. Communication Team**

- a. Responsible for channelling the findings received from the Early Warning Team to University Officials or directly to the President.
- b. Inform the public of the appropriate action recommended by the University based on the actual ground condition.
- c. For purposes of effective and efficient management, the whole campus is divided into four quadrants base on the quartering layout of the mall and the national highway:
  - i. Quadrant 1 (Q1) composes the Old Academic Building, CAS Offices, Animal Science Laboratory, Crop Science Laboratory;
  - ii. Quadrant 2 (Q2) composes the New Academic Building, Gymnasium, Multi-Purpose Building;
  - iii. Quadrant 3 (Q3) composes the Administration Building, Library, MMDC; and
  - iv. Quadrant 4 (Q4) composes the Boys and Girls Dormitory, Guest House, Staff House, Cafeteria, Student Center, Meat Processing Building, Farm & Machinery.
- d. The overall in-charge of this team is the OUDRRM, while each quadrant has Group Leaders as identified above.
- e. Each Group Leader is responsible for identifying five other capable communicators from their area of responsibility to see to it that their constituents will be informed of the important information at the soonest possible time.

## **IV. Evacuation Team**

- a. Identify and prepare the availability of the temporary evacuation centers during an emergency. Evacuation areas should be identified based on the type of emergencies such as typhoons or earthquakes and should put visible and understandable signages for everyone to know.
- b. Arrange for vehicles for evacuation on standby.
- c. To ensure and assist in the safe and orderly evacuation of all students, employees, and guests in an emergency situation.
- d. Report all important information to the Chairperson and the other teams.
- e. Align with all departments the evacuation areas and place an information diagram.

\*The Team Leader will be responsible for looking for other competent VSU faculty and staff to compose the team.

**V. Emergency Medical Services Team**

- a. Respond to any emergency or accident that might happen within the identified area of responsibility.
- b. Shall be composed of highly trained individuals on basic first aid, CPR, and other paramedic related skills.
- c. In case of an emergency, they shall prepare and transport the victim safely to the nearest hospital for full medical attention. Its function starts right at point of accident and terminates when the hospital personnel receives the victim.
- d. Faculty from the College of Nursing are automatically members of the team and are required to undergo training as well.

**VI. Quick Response Team**

- a. Responsible for acting or responding during (as the need arises) or after the calamity.
- b. The team should have the best and efficient rescuing and clearing equipment in order to shorten the recovery time, where the functioning of roads, offices, and classrooms will be brought back to normal.

Please be guided accordingly.

  
**EDGARDO E. TULIN**,  
President

cc: VSU Villaba Campus  
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OVPPRGAS  
OVPAF  
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