


Memorandum Circular No. 256
Series of 2024

TO: **All VSU Employees and Students**

RE: **Safety Protocols in Preparation for Typhoon Pepito**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **November 15, 2024**

In response to the approach of **Typhoon Pepito** and to prioritize the safety and well-being of the university academic community, the following protocols will be implemented:

1. Class and Work Suspension

- All classes starting at **1:00 PM of November 15, 2024**, are suspended to allow students ample time to travel home safely. Scheduled classes on **November 16-18, 2024, including NSTP**, will be conducted asynchronously (VSU E-learning Environment). Regular face-to-face classes will resume on **Tuesday, November 19, 2024**.
- Work will be suspended starting at **3:01 p.m. on November 15, 2024** except for employees whose nature of work involves providing essential services such as medical and emergency response, security, feeding of animals, and electrical services.
- All **weekend academic and administrative activities** are suspended, including previously scheduled overtime work.
- Further updates will be provided over the weekend regarding the potential resumption of work on Monday, November 18, 2024.

2. Travel Advisory for Students and Employees

- Students and employees traveling to areas accessible by sea should be aware that voyages will automatically be suspended upon the declaration of Signal No. 1 by PAGASA. Kindly monitor travel advisories and plan accordingly.

3. Evacuation Site Preparation

Please refer to the **updated evacuation site list** for your reference.

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|---------------------------------------|----------------------------------|
| Students | DTHM, ADE/CME |
| Employees | Eco-Farmi, OVPREI, PhilRootCrops |
| Residents from Marcos and San Agustin | CET Building |
| Residents from Guadalupe and Patag | CFES Building |
| Residents from Pangasugan | Plant Science Building |

- Designated evacuation sites must be fully prepared, including **cleaning of drainage systems, pruning of trees, and securing of electrical wiring** where needed.
- Assigned personnel are requested to provide a duplicate key for each evacuation site to the **Security Office at Guardpost 2** to ensure access and maintain safety.

4. **Securing Equipment and Research Facilities**

- All offices and research facilities are advised to secure equipment and instruments from potential water-related damage.
- Ensure that animals and livestock are placed in a safe and sheltered area.

The VSU Incident Command Team is activated. The Incident Command Post will be stationed at the VSU Hospital. In case of emergencies, please contact **09430430874 / 565-0600 loc 1047 / 565-0606 /565-0607**.

These actions are precautionary and taken in direct response to **Typhoon Pepito's** approach. Please remain calm and prioritize readiness, as essential safety measures are in place to protect our community. We will continue to provide updates as the situation evolves.

For your information and guidance.

cc: VSU-CMC
VSU ICS Team