



24 November 2023

MEMORANDUM CIRCULAR NO. 173
Series of 2023

T O: Concerned Deans, Department Heads, In-charge of Buildings

R E: Identified Evacuation Sites at VSU During Typhoons

The Crisis Management Committee identified the following buildings as evacuation sites during typhoons/flooding:

1. Department of Horticulture (DOH) Building	9. VSU Library (New building)
2. Eco-Farmi Building	10. Gymnatorium
3. OVPREI RDE Hall	11. Department of Liberal Arts and Behavioral Sciences (DLABS) Building
4. PhilRootcrops Complex	12. ODS Complex
5. Engineering Building Complex	13. College of Nursing Building
6. Regional Climate Change Research Center	14. Old Library Building and Development
7. Advanced Research Innovation Center (ARIC) Building	15. College of Forestry Building
8. ADE/CME Building	16. Department of Consumer and Hospitality Management (DCHM) Building

In this regard, concerned Deans, Heads, or In-charge of the identified buildings are requested to always prepare their respective facilities as evacuation sites during typhoons or similar calamities. Particularly, you are requested to determine and prepare the evacuees' living quarters and comfort rooms for use and ensure adequate water supply. In addition, essential equipment and facilities should be protected and kept safe while the building is being used as an evacuation site.

The VSU Crisis Management Committee, the USHER, and the DRRMO will determine the number and assignment of the evacuees to the identified evacuation sites.

Faculty and staff who may opt to be evacuated may also use their respective offices as evacuation sites during the typhoon but this should be coordinated with University DRRMO for monitoring.

For your guidance and compliance.


DANIEL LESLIE S. TAN
Officer-In-Charge *OK 11/24/23*

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