



8 May 2019

MEMORANDUM NO. 229

Series of 2019

T O: All College Deans, Directors, Department/Office Heads Concerned

R E: Change in Schedule of University Earthquake Drills 2019

In view of the start of the Final Examination Week, the Earthquake Drills schedule on May 17, 2019 is moved to May 14, 2019. The May 10 drill will push through as scheduled. Attached is the corrected groupings. Please refer to the earlier memo for the instructions and schedule of drills (OP Memorandum No. 211, series of 2019). Kindly discuss with your respective faculty, staff and students beforehand.

A group of evaluators will closely monitor our performance during the drill to determine whether we have improved in comparison to our previous drills.

Please be guided accordingly.


EDGARDO E. TULIN
President



Groupings:

| | | | |
|--|---|--|---|
| <u>Group 1</u> Admin Building CFES CoN USSO Graduate School | <u>Group 2</u> Engineering Complex DoPAC DLABS DCHM | <u>Group 3</u> DEcon CoEd DAgrib DYDC ISRDS IT/DCST MMDC University Library | <u>Group 4</u> DA DSS DPM DoH ITEEM DPBG FARMi DBS DAEx |
| <u>Group 5</u> PhilRootcrops OVPRE NARC NCRC DME/Engineering Workshop DFST | <u>Group 6</u> IHK DAS | <u>Group 7</u> VIHS VFES Marine Lab Infirmary Guesthouse/Pavilion | |

Scheduled date and time for each sector:

May 10, 2019:

- 8:30 AM - Group 3
- 10:00 AM - Group 1
- 2:00 PM - Group 4
- 3:30 PM - Group 2

May 14, 2019:

- 8:30 AM - Group 5
- 10:00 AM - Group 6
- 3:30 PM - Group 7

PHASES OF AN EARTHQUAKE DRILL

Phase 1. Alarm

A pre-arranged signal such as siren should be known to all. During the drill, the siren/bell indicates earthquake/shaking. Staff, students and teachers will be alerted by this signal.

Phase 2. Response

While the siren/bell is ongoing, everyone should move away from windows, glass or light fixtures. In this phase, everyone should perform "duck, cover and hold" under desks, tables or chairs. Remain in this position until the "shaking" stops.

Phase 3. Evacuation

Once the "shaking" stops, Staff, teachers and students should evacuate the school building and proceed using pre-determined routes to go to identified evacuation areas.

Phase 4. Assembly

At the designated evacuation area, Staff, students must be grouped together according to the class where they belong.

Phase 5. Head count

Head of office, teachers should check and make sure all staff and students are accounted for.

Phase 6. Evaluation

An evaluation of the drill must be conducted to identify problems encountered during the drill and how this can be corrected in future earthquake drills.