



6 May 2019

MEMORANDUM NO. 211

Series of 2019

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

R E: University Earthquake Drills 2019

VSU will be conducting Earthquake Drills on **May 10** and **May 17, 2019** in compliance with the mandate from CHED. Attached are the groupings, schedule and instructions for the drill. It is suggested that these be discussed 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



64# 454
5/4

03 May 2019

T O: DR EDGARDO E TULIN
President, V S U
Visca, Baybay City, Leyte

THRU: DR REMBERTO A PATINDOL
Vice-Pres for Admin and Finance

SUBJECT: SCHEDULE OF UNIVERSITY EARTHQUAKE DRILLS AND SECTOR GROUPING

Sir:

In view of your order for the university's earthquake preparedness we are scheduling to have an earthquake drill on 10May and 17May2019 (Fridays) for the different sector groups at a particular time due to the limited manpower we have to monitor and evaluate the drill movements and the sound of the siren which cannot be heard properly if the space will be expanded so much to start the drill proper.

The different sector groups which will be composed of the different colleges, departments and offices are the following:

<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>
Admin building	Engineering Complex	DEcon	DA
CFES	DoPAC	CoEd	DSS
CVM	DLABS	DAgriB	DPM
CoN	DCHM	DYDC	DoH
USSO		ISRDS	ITEEM
Graduate School		IT/DCST	DPBG
		MMDC	FARM
		U Library	
<u>Group 5</u>	<u>Group 6</u>	<u>Group 7</u>	
PhilRootCrops	IHK	VLHS	
ODREX	DAS	VFES	
NARC			
NCRC			
DME/Engineering Workshop			
DFST			

The scheduled date and time for the drill for each sector will be as follows:

10 May 2019 = Group 1 at 10:00 a.m.
Group 2 at 3:30 p.m.
Group 3 at 8:30 a.m.
Group 4 at 2:00 p.m.

17 May 2019 = Group 5 at 8:30 a.m.
Group 6 at 10:00 a.m.
Group 7 at 3:30 p.m.

Hoping this information will be given due consideration, I remain.

Very truly yours,



ENGR CELSO GUMAOD
Head, Security Office

Recommending Approval:



DR REMBERTO A PATINDOL
Vice- Pres., Admin and Finance

APPROVED:



DR EDGARDO E TULIN
President

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.