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22 October 2019

MEMORANDUM CIRCULAR NO. 108
Series of 2019

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

R E: University Earthquake Drills for 1st Semester 2019-2020

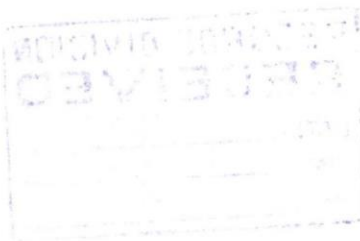
Please be informed that on October 29 and 30, 2019 VSU will undergo Earthquake Drills throughout the campus as mandated by CHED.

Attached is the sector groupings, schedule and the instructions of all the phases of an earthquake drill for everyone to follow. It is suggested that you discuss these phases to your faculty, staff and students before the day of your scheduled drill. Kindly make a copy of the listed phases and post in your respective bulletins and in conspicuous places.

A group of evaluators will closely monitor our performance during the drill and will rate us based on our previous drill evaluations.

Please be guided accordingly.


EDGARDO E. TULIN
President



Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



EARTHQUAKE DRILL SCHEDULE AND GROUPINGS
(1ST Semester 2019-2020)

Group 1 – October 29, 2019 (Morning)

All offices in the Administration Building
CFES
CVM
CoN
USSO

Graduate School
DoPAC
DLABS
DCHM
Engineering Complex (DCE, DAE, DGE
and Meteorology)

Group 2 – October 29, 2019 (Afternoon)

DEcon
CoED
DAgrib
DYDC
ISRDS
IT/DCST
University Library
Dept of Biotechnology

DA
DSS
DPM
DOH
ITEEM
DPBG
FARM
IMMO

Group 3 – October 30, 2019 (Morning)

PhilRootcrops
NCRC
NARC

OVPRE
DME
DFST

Group 4 – October 30, 2019 (Afternoon)

IHK
DAS

VLHS
VFES

Note: VSU Hospital, SPPMO, Hostel, Guesthouse/Pavilion and Apartelle will be scheduled on agreed date and time.

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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.

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