



BATSTATEU
ACTION
CENTER

MULTI-HAZARD EMERGENCY PREPAREDNESS GUIDE

**REFERENCE: BoR No. 107, S. 2020
BatStateU Crisis Management Plan**

FIRE

If you discover fire in campus:

Follow R.A.C.E.

- Remove people from immediate danger. Hit the fire alarm.
- Alert others in the area.
- Contain the emergency, e.g., by closing (but not locking) the door.
- Evacuate or extinguish the fire if trained and it is safe to do so.
- If fire cannot be controlled upon the use of the FIRE EXTINGUISHER, Lead Building Marshal shall immediately call fire safety department/general services office of the campus to call the nearest Bureau of Fire Protection in the area.

Use extinguishers on small fires:

Remember *PASS*:

- Pull the pin.
- Aim at the base of the fire.
- Squeeze the nozzle.
- Sweep back and forth.

On hearing the fire alarm, EVACUATE:

- Take your emergency supplies, car keys, bags and/or wallets and other personal items if it safe to do so. Cease any inter- or across-floor movement. Periodically check your fire exit to ensure that it is unobstructed at all times.
- Secure your area and your classified materials and shut down equipment, if possible.
- Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it; the fire may be on the other side of the door. If you are trapped, put a cloth or towel under/at the base of your door to help prevent the entry of smoke. Close as many doors as possible between you and the fire. Look for another exit.
- If the door is not hot, open it slowly. If the hallway is clear of smoke, evacuate via the nearest safe exit and to the designated Evacuation Assembly Area. If an area is smoky, stay low to the ground. Crawl when evacuating to avoid inhaling the smoke. Assume that the smoke and/or fumes are hazardous. Use a wet cloth, if possible, to cover your nose and mouth. Follow your Evacuation Guide.
- If your clothes or those of another are on fire, STOP, DROP and ROLL.
- DO NOT USE ELEVATORS.
- Await further instructions. Do not re-enter the building until allowed to do so by the Person-in-Charge. Lead building Marshal are required to submit report after the incident.

EARTHQUAKE

What to do before:

- Be familiar with places where you can take cover, exit routes, and evacuation assembly areas. Secure furniture and materials that can cause injuries such as bookshelves.
- Familiarize yourself with the location of the fire extinguishers, medical kits, and communication facilities.
- Check the structural soundness of buildings and have it repaired or retrofitted if necessary.
- Check the stability of hanging objects and heavy furniture.
- Store harmful chemicals and flammable materials properly.
- Participate in campus earthquake drills.

What to do during:

- Stay calm and do the “DUCK, COVER, and HOLD”. DUCK down into your hands and knees.
- COVER your head and neck with your hands and arms and take shelter under a sturdy table or desk. In an auditorium, stay between seating rows and duck at your seat. Stay alert for potential threats and keep your eyes open.
- HOLD on to your shelter until the shaking stops. DO not run or panic.
- Beware of falling objects and move away from glass windows, hanging objects, unsecured furniture or equipment containing hazardous chemicals.
- When you are outside:
 - Move to an open area.
 - Stay away from trees, power lines, electric posts, concrete structures, and landslide prone areas.

What to do after:

- Be prepared for aftershocks. These may occur seconds, minutes, hours or days after the initial shock.
- After the shaking stops, exit the building and go to the designated evacuation assembly area. Do not use the elevators.
- Check yourself and others for injuries. Report serious injuries to the campus authorities or Building Emergency Response Team (BERT) at your evacuation assembly area. Provide first aid if necessary.
- Do not re-enter buildings until the University authorities, specifically the Incident Commander, have given clearance to return.
- Do not move seriously injured people unless they are in obvious, imminent danger from fire and building collapse. Report their locations to the University authorities immediately.

- Stay on campus until you have been accounted for and instructed that it is safe to leave. Roads may have been damaged or blocked by debris, so travel may be dangerous.
- Only activate the fire alarm if there is a fire in the building.
- In the unlikely event that you are trapped in a building:
- Stay calm.
- If a window is accessible, place an article of clothing outside the window as marker for rescue teams. If there is no window, use your whistle or flashlight and tap on a pipe or wall so that rescuers can locate you.
- If accessible, pull the manual fire alarm or shout as a last resort to prevent dust inhalation and preserve your energy and voice.

FLOODING

What to do before:

- Monitor the news for weather updates, warnings, and advisories.
- Learn about the flood and early warning and evacuation plan of the community. Know where the nearest evacuation center is located.
- Move important belongings, equipment, and appliances in the upper level of the buildings.
- Upon the evacuation order, turn off water and electricity switches including gas valves.
- When directed, immediately evacuate to safer grounds.

What to do during:

- Stay on higher ground and monitor news for any developments. Listen to the advice of the University authorities.
- Do not touch electrical equipment if you are wet or standing in floodwater.
- Beware of flooded roads or bridges and watch out for open manholes and drainages.
- Never attempt to cross streams or rivers when water is already above the knee.
- Beware of contaminated food and water especially those that were submerged in flood waters.
- Do not walk through or drive through flooded areas.

What to do after:

- Leave the evacuation area only when authorities say it is safe to return home.
- Be careful of broken electric wires, flammable items, and dangerous animals like snakes and rats.
- Check yourself and others for injuries. Report serious injuries to the authorities at your evacuation assembly area. Provide first aid if necessary.
- Report broken utility lines (electricity, water, gas and telephone) to appropriate agencies.
- Do not turn on the main switch or use appliances and other equipment until they have been checked by a competent electrician.
- Throw away rainwater in cans, pots, and tires to prevent breeding of mosquitoes.
- Make sure that the food and water are not contaminated by floodwater.
- Consult a doctor immediately when fever is felt or when there is a wound or for immunization.
- Check buildings for possible damages and repair as necessary.

VOLCANIC ERUPTION

What to do before:

- Know the signs of impending eruption
- Increase in frequency of volcanic quakes accompanied by rumbling sounds
- Increase in volume of steam emission
- Change of color of volcanic steam emission from white to gray
- Drying of vegetation, springs, and wells around the volcano
- Animals exhibit unusual behavior as they sense the volcano's restiveness

What to do during:

- Stay away from danger zones
- Stay alert and awake. Follow the instructions that go with the warning. If there is a directive to evacuate to safer grounds, do so immediately.
- Advise the students to protect their heads and get away from the areas affected by small rock falls.
- Give priority for evacuation outside the area of ash shower to students with breathing problems. They should be advised to cover their nose with wet piece of cloth.
- Assist in evacuating children, pregnant women, PWDs, and senior citizens during evacuation.
- Cover mouth with wet cloth and wear protective goggles or eyeglasses.
- Avoid driving in heavy ash falls unless absolutely required. Driving a vehicle can stir-up volcanic ash that can clog engines, damage moving parts, and stall vehicles. If unavoidable, the vehicle should be driven at a speed of 60 kph or slower.
- Stay away from nearby river or streams for possible lahar flows.

What to do after:

Remain alert and be cautious

- Follow the authorities' warning and safety advice. Leave the evacuation area only when they say it is already safe to do so.
- Clear the canals and pathways of ash and other debris. Wear appropriate masks when cleaning.
- Scrape down accumulated ash in gutters and roofs of school buildings as heavy ash deposits can collapse the structure.
- Listen to local radio and television stations for the latest emergency information.
- Clear the canals and pathways of ash and other debris.
- Report broken utility lines and suspected damaged buildings to authorities.
- If you have a respiratory ailment, avoid contact with ash.

TYPHOON

Before the event:

- Monitor the news for weather updates, warnings and advisories
- Know the early warning and evacuation plan of the community
- Prepare an emergency bag containing items needed for survival
- Move important documents away from windows. Protect/relocate vital records. Relocate files, boxes, computers, office machines and other equipment to the innermost portion of the building or a safer location. Do not leave boxes or equipment on the floor; elevate them by placing items on desk or table tops.
- Disconnect all electrical appliances and equipment such as computers, copiers, coffee makers, electric clocks, calculators, etc.
- Secure first floor doorways against flood waters with sandbags or heavy plastic sheeting and duct tape.

During the event:

- During the height of the typhoon, personnel should remain in a place that has been identified as safe from wind and flood.
- During a power failure, turn off electrical switches to prevent re-activation before necessary checks are completed.
- Constantly monitor any equipment that must remain online.
- When it is safe to do so, patrol the property and check for roof leaks, pipe breakage, fire or structural damage.

After event:

- Secure the site and survey for damage and for safety hazards, such as live wires, leaking gas or flammable liquids, poisonous gases, and damage to foundations or underground piping. Before restoring service, check all utilities.
- Do not turn on computer equipment if there are indications of low voltage power fluctuations, low air conditioning output, water under raised floor, broken windows or damaged equipment.
- Make temporary repairs as needed to prevent looting and/or any further damage. Cover broken windows and torn roof coverings immediately.
- Clean roof drains and remove debris from roof to prevent drainage problems

CHEMICAL SPILL

IN EVENT OF CHEMICAL SPILL:

- Alert people in immediate area of spill
- Avoid breathing vapors from spill
- Evacuate the area
- Call Environmental Management Unit and/or Laboratory Technician to request emergency responders.
- Use Personal Protective Equipment and follow specific procedures.
- Stabilize the spill (unless there is risk to personal safety).
- Extinguish all ignitions sources
- Prevent the spill from spreading by using diking or sorbents (be especially careful to keep spills out of drains).
- Attend to injured or contaminated persons and remove them from exposure.

When reporting a hazardous material incident:

- Give the location
- Identify the chemical that was spilled (spell it)
- Estimate the quantity spilled
- Note any injuries or fire
- Give your name and phone number

PANDEMIC

Do's and Don'ts

Hand wash

- Regular hand wash for 30 seconds will help you avoid germs or any kind of infection. Use soap or hand sanitizer for better results and do this every time you travel or touch anything.

Cover your Mouth and Nose

- Covering your mouth and nose while sneezing or when anyone next to coughs or sneezes can do you a lot better. Coronavirus usually spreads through Cough and covering your nose and mouth will save you from this epidemic.

Consult a Doctor/ School Nurse if sick

- If you are suffering from a common cold, cough, nausea, vomiting, shortness of breath and fatigue make it a point to consult a doctor at the earliest. Any of these symptoms could be a sign that you are suffering from the virus.

Stay Indoors

- Avoid being in crowded places. An infected person can spread the virus instantly and crowded places is a good way to accomplish this. Make sure you wear full sleeves shirts with anti-pollution masks when you travel. Staying indoors is a rather safe option

Avoid Close Contact with anyone

- Do not get close to anyone, especially touching or laughing closely. Also, use anti-pollution masks when out with friends or family. Avoid touching anyone and do not use the same utensils used by another. These simple non-touchy ways can do well until the outbreak comes to an end.

Do not spit

- Spitting can increase the spread of the virus. Avoid spiting at in public and home. Also, avoid getting close to a sick person suffering from cold and cough.

Avoid Using Public Transportation

- Travelling by cab, flight, bus, train and tramp can get you infected. Use anti-pollution masks and carry a hand sanitizer with you everywhere. Consider travelling by your own vehicle and avoid public transport. In case you are feeling sick, it is advised that you avoid travelling and consult a doctor at the earliest.

Do not use over the counter medicines

- If you are suffering from dry cough, back pain, nausea and shortness of breath it is recommended that you consult a doctor rather than opt for self-medication that can leave you battling with a deadly illness. Say no to antibiotics as it would later lead to antibiotic resistance.

Don't Panic, Take it Easy

•Most often a state of fear can lead to taking wrong decisions and use of self-medication. All you need to keep in mind is hygiene i.e. regular hand wash, use of anti-pollution masks and consult a doctor if you are sick.

Don't touch your face

•Do not touch your face, nose and mouth often. This avoids the risks of developing the virus. Wash your hands with soap or hand sanitizer and this will do you good.

THUNDERSTORM

What to do before:

- Learn about your area's severe thunderstorm risk.
- Discuss how you would know if a thunderstorm may produce a tornado.
- Discuss how to be warned of an approaching thunderstorm.
- Recommend trimming and removal of dead or rotting trees that could fall and may cause damage or injury.
- Secure outdoor objects that could be blown away and cause damage.
- Secure classroom doors and windows both from the inside and outside.
- Advise students to stay indoors for 30 minutes after hearing the last clap of the thunder.
- Ensure proper drainage for rain water on the whole school site.

What to do during:

- Advise pupils/students to stay calm throughout the occurrence of thunderstorm.
- Postpone all outdoor activities.
- Advise pupils/students to get inside the school building or classroom.
- Advise pupils/students to avoid plumbing and bathroom fixtures that are good conductors of electricity.
- Unplug or turn off all appliances and other electrical items such as computers.

- Electric power surges and storm lightning can cause serious damage to these appliances.
- Turn off the air conditioner and television, and stay off the phone until the storm is over. Use a battery operated radio for gaining information.
- Choose and move to a safe place in your school where students can gather during a thunderstorm preferably on the lowest floor of the building. This should be a place where there are no windows, skylights, or glass doors, which could be broken by strong winds or hail, causing damage or injury.

What to do after:

- Send students home if the weather condition allows.
- Remind students to continually observe safety measures on their way home.
- Continue listening to local radio or television stations for updated information and instructions.
- Stay away from storm-damaged areas.
- Watch out for fallen power lines, stay away from them and report them immediately

TSUNAMI

What to do before:

- Conduct school advocacy on tsunami awareness, preparedness, and mitigation. Regular tsunami drills should be conducted in campuses prone to the occurrence of tsunamis.
- Turn on your radio and other communication devices to know if there is a tsunami warning if an earthquake occurs and if you are in a coastal area.
- Assign a focal person to monitor and observe the water recession after an earthquake.
- Be aware of tsunami facts. This knowledge could save your life! Share knowledge to your colleagues, class, and community. It could save their lives.
- If you are in school and you hear there is a tsunami warning, you should follow the advice of University authorities.

What to do during:

- Move away from the beach immediately if there is noticeable recession in water away from the shoreline.
- Move inland to a predetermined evacuation area in higher grounds immediately.
- Stay away from the beach! Never go down to the beach to watch or take pictures of a tsunami coming.
- Upper floors of multi-story buildings can provide a safe place to find refuge if you cannot move quickly inland to higher grounds.
- Small school buildings located in low-lying coastal areas are not designed to withstand tsunami impacts. Do not stay in these structures should there be a tsunami warning.
- Offshore reefs and shallow areas may help break the force of tsunami waves, but large and dangerous waves can still be a threat to coastal residents in these areas.
- Staying away from all low-lying areas is the safest advice when there is a tsunami warning.

What to do after:

Stay away from danger zones

- Stay alert and keep safe.
- Leave the evacuation area only when authorities say it is safe to return home.
- Stay away from the sea unless authorities say it is already safe. Stay away from flooded and damaged areas until officials say it is safe to return.
- Stay away from debris in the water as it may pose a safety hazard to people.
- Check for missing persons and report it to authorities.
- Bring the injured and sick to the nearest hospital.
- Check for wet or submerged electrical outlets and appliances before turning on electricity.

BOMB THREAT

If a bomb threat is received by phone:

- Stay calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the Security Office.
- If your phone has a display, copy the number and/ or letters displayed.
- Start a recording device, if one is available, or note the caller I.D. number, if available.
- Using the Bomb Threat Checklist, write as many details as you can. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact Security Office with information and await instructions.

If bomb threat is received by e-mail:

- Call the campus security office.
- Do not delete the message. Print, photograph, or copy down the message. Include the header of the e-mail.
- Leave the e-mail open until assistance arrives.
- If bomb threat is received by handwritten note:
 - Call the campus security office.
 - Handle note as little as possible.

If verbal threat:

Project calmness. Move and speak slowly, quietly and confidently. Note the description of the person who made the threat:

- Name, if you know the caller or if he/she gave you one
- Vocal distinguishers
- Sex
- Type and color of clothing
- Body size and height
- Hair, eye and skin color
- Distinguishing features

Write down the threat exactly as it was communicated to you:

- Exact wording
- Who made the threat?
- The date and time of the threat
- Call the campus security office.

CIVIL DISTURBANCE

In the event that the demonstrations block access to University facilities, or interferes with the operation of the University:

- Demonstrators will be asked to terminate the disruptive activity by the campus --- Incident Commander and Dean of Students or their designees.
- Key University personnel and student leaders will be asked by the campus Incident Commander and Dean of Students to proceed to the area and propose that the demonstrators desist.
- The Campus Incident Commander and Dean of Students together with Security Marshals will go to the area and ask the demonstrators to leave, or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion, or possible intervention by civil authorities. Except in extreme emergencies the President will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- After consultation with the President by the Campus Incident Commander and Dean of Students, the need for an intervention of civil authorities will be determined.
- If determination is made to seek the intervention of civil authorities, the demonstrators should be informed.

Violent, disruptive demonstrations:

- In the event that a violent demonstration in which injury to persons and damage to property appears imminent, the President, Vice President for Academic Affairs, Vice President for Administration and Finance, University Counsel and Dean of Students will be notified.

DURING BUSINESS HOURS:

- In coordination with the Vice President for Academic Affairs and Dean of Students, the campus Incident Commander will contact the Police Department.
- If available, the Vice President for Academic Affairs and Dean of Students will alert the President, and will call for a documenter to report to an advantageous location for photographing the demonstration.
- The President, in consultation with the Vice President for Academic Affairs, Dean of Students, and the campus Incident Commander will determine the possible need for an injunction.

AFTER BUSINESS HOURS:

- The Campus Incident Commander should be immediately notified of the disturbance.
- A Police Officer will investigate the disruption and advise the Vice President for Academic Affairs and Dean of Students, the Director of ACTION Center and Campus Incident Commander of the disturbance.
- The Vice President for Academic Affairs and Dean of Students shall:

Report all circumstances to the President.

- Notify key administrators and if appropriate,
- The administrator responsible for the building and/or area.
- Arrange for a documenter.
- If necessary, the President, or the Vice President for Academic Affairs and Dean of Students will advise the Director for ACTION Center and Director for General Services to call for assistance from the Police Department