



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT

**MEMORANDUM ORDER**  
**No. 015, Series of 2018**

**TO :** THE EXECUTIVE VICE-PRESIDENT AND ALL VICE-PRESIDENTS,  
DEANS, DIRECTORS AND CHIEFS OF OFFICES

**SUBJECT:** MANILA-WIDE MULTI-DISASTER DRILL

**DATE :** July 20, 2018

Please be informed that the City Government of Manila, thru the Manila Disaster Risk Reduction and Management Council (MDRRMC) will conduct the **Manila-wide Multi-Disaster Drill on July 27, 2018 at 9:00AM (Earthquake and Fire Drill) and 2:00PM (Tsunami Drill)**, in coordination with the DND-Office of Civil Defense (OCD)

In compliance with R.A. 10121 (AN ACT STRENGTHENING THE PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM) and in celebration of Disaster Preparedness Month, the University shall participate in the said event to be spearheaded by the University Disaster Risk Reduction and Management Committee (UDRRMC).

**The cooperation and active participation of every member of the Community is solicited** to ensure that the University will be ready to meet any crisis situation and to mitigate the adverse impact of these disasters on lives and properties.

For your guidance and active involvement.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**  
*President*

2<sup>ND</sup> floor South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 7162644; Telefax: 716-1143  
(Trunk Line) 7167832 local 201/202/658/659 ; website: [www.pup.edu.ph](http://www.pup.edu.ph) e-mail: [president@pup.edu.ph](mailto:president@pup.edu.ph)

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OFFICE OF THE PRESIDENT

**MEMORANDUM ORDER**  
**No. 019, Series of 2017**

**TO :** THE EXECUTIVE VICE-PRESIDENT AND ALL VICE-PRESIDENTS,  
DEANS, DIRECTORS AND CHIEFS OF OFFICES

**SUBJECT:** MANILA-WIDE MULTI-DISASTER DRILL

**DATE :** June 10, 2017

Please be informed that the City Government of Manila, thru the Manila Disaster Risk Reduction and Management Council (MDRRMC) will conduct the **Manila-wide Multi-Disaster Drill on June 18, 2017 at 9:00AM (Earthquake and Fire Drill) and 2:00PM (Tsunami Drill)**, in coordination with the DND-Office of Civil Defense (OCD)

In compliance with R.A. 10121 (AN ACT STRENGTHENING THE PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM) and in celebration of Disaster Preparedness Month, the University shall participate in the said event to be spearheaded by the University Disaster Risk Reduction and Management Committee (UDRRMC).

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT

**MEMORANDUM ORDER**  
**No. 023, Series of 2016**

**TO :** THE EXECUTIVE VICE-PRESIDENT AND ALL VICE-PRESIDENTS,  
DEANS, DIRECTORS AND CHIEFS OF OFFICES

**SUBJECT:** MANILA-WIDE MULTI-DISASTER DRILL

**DATE :** July 6, 2016

Please be informed that the City Government of Manila, thru the Manila Disaster Risk Reduction and Management Council (MDRRMC) will conduct the **Manila-wide Multi-Disaster Drill on July 6, 2016 at 9:00AM (Earthquake and Fire Drill) and 2:00PM (Tsunami Drill)**, in coordination with the DND-Office of Civil Defense (OCD)

In compliance with R.A. 10121 (AN ACT STRENGTHENING THE PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM) and in celebration of Disaster Preparedness Month, the University shall participate in the said event to be spearheaded by the University Disaster Risk Reduction and Management Committee (UDRRMC).

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For your guidance and active involvement.

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*President*

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COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**

**TO :** THE EXECUTIVE VICE-PRESIDENT AND ALL VICE-PRESIDENTS,  
DEANS, DIRECTORS AND CHIEFS OF OFFICES

**SUBJECT:** MANILA-WIDE MULTI-DISASTER DRILL

**DATE :** June 27, 2015

Please be informed that the City Government of Manila, thru the Manila Disaster Risk Reduction and Management Council (MDRRMC) will conduct the **Manila-wide Multi-Disaster Drill on July 4, 2015 at 9:00AM (Earthquake and Fire Drill) and 2:00PM (Tsunami Drill)**, in coordination with the DND-Office of Civil Defense (OCD)

In compliance with R.A. 10121 (AN ACT STRENGTHENING THE PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM) and in celebration of Disaster Preparedness Month, the University shall participate in the said event to be spearheaded by the University Disaster Risk Reduction and Management Committee (UDRRMC).

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*President*

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT

**MEMORANDUM ORDER**  
No. 020, Series of 2014

**TO :** THE EXECUTIVE VICE-PRESIDENT AND ALL VICE-PRESIDENTS,  
DEANS, DIRECTORS AND CHIEFS OF OFFICES

**SUBJECT:** MANILA-WIDE MULTI-DISASTER DRILL

**DATE :** June 25, 2014

Please be informed that the City Government of Manila, thru the Manila Disaster Risk Reduction and Management Council (MDRRMC) will conduct the **Manila-wide Multi-Disaster Drill on July 2, 2014 at 9:00AM (Earthquake and Fire Drill) and 2:00PM (Tsunami Drill)**, in coordination with the DND-Office of Civil Defense (OCD)

In compliance with R.A. 10121 (AN ACT STRENGTHENING THE PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM) and in celebration of Disaster Preparedness Month, the University shall participate in the said event to be spearheaded by the University Disaster Risk Reduction and Management Committee (UDRRMC).

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
University Disaster Risk Reduction and Management Council


NOTICE OF MEETING

DATE : February 16, 2017  
TO : Please see attached S.O.  
SUBJECT : Disaster Preparedness

This is to inform you of our *Coordination Meeting* on *Tuesday, February 21, 2017* at *5:00 p.m.* at the *Dr. Nemesio E. Prudente Conference Room, 4<sup>th</sup> Floor, South Wing* to discuss the following agenda:

- 1) Disaster Drill
- 2) Information/ Education Campaign
- 3) Linkages
- 4) Seminar/Activities
- 5) Other Matters

Your attendance is highly expected. Thank you very much.

  
DR. ANTONIO Y. VELASCO  
Team Leader

Noted by:

DR. MANUEL M. MUHI  
Chair, Executive Committee  
UDRRMC  
Vice President for Academic Affairs

2<sup>nd</sup> Floor, North Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 335-17-06  
(Trunk Line) 33-17-77/78 (Local) 734; website: [www.pup.edu.ph](http://www.pup.edu.ph) e-mail \_\_\_\_\_

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Members : Ms. JOSEPHINE FLORES  
Dr. MARIETTA D. REYES  
Assoc. Prof. CARMELITA V. DELLOVA  
Ms. JOSEPHINE N. FLORES

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 UNIVERSITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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**SUB-COMMITTEES**

- |                      |  | <i>Print Name + Sign</i>           | <i>Date Rec'd.</i>     |
|----------------------|--|------------------------------------|------------------------|
| Team Leader :        | <del>DR. ANTONIO M. MASCORAN</del>             |                                    |                        |
| Asst. Team Leaders : | <del>ASST. PROF. ROBERTO C. PERRE</del>        | <i>Francine Datiles</i>            | <i>2/17/17</i>         |
|                      | <del>MRS. JEAN MARIE M. MARIANO</del>          | <i>Michaela Reyes</i>              | <i>2/18/17</i>         |
|                      | <del>DR. ANTONIO M. MASCORAN</del>             | <i>one sign</i>                    |                        |
|                      | Dr. ANGELINA E. BORICAN                        |                                    |                        |
| Secretariat :        | <del>ASSOC. PROF. JOSE M. MARIANO</del>        |                                    |                        |
|                      | <del>ASSOC. PROF. JOSE M. MARIANO</del>        | <i>Natasja Camille T. Bulfango</i> | <i>2/17/17 4:18 PM</i> |
|                      | <del>MS. LIGSA P. RAMBLITA</del>               | <i>Joida Ligsa Ramblita</i>        | <i>2/16/17</i>         |
|                      | <del>MS. GRACIE U. DUMANO</del>                | <i>in Palillo, bb</i>              | <i>2-17-17</i>         |
|                      | <del>ASST. PROF. IRIS RIVERA VA BERNARDO</del> | <i>ib. 2-20-17</i>                 |                        |
|                      | Engr. CHRISTOPHER C. MIRA                      | <i>for the team 2/17/17</i>        |                        |
| Data Management      |  |                                    |                        |
| Chair :              | <del>DR. MARLON M. MARIANO</del>               | <i>Muhon</i>                       | <i>2/17/17</i>         |
| Co-Chair :           | <del>ASSOC. PROF. FEDELYN M. MARIANO</del>     | <i>FS</i>                          | <i>2/17</i>            |
| Members :            | Mr. JAIME Y. GONZALES                          |                                    |                        |
|                      | Mr. CHRISTIAN G. ORDANEL                       |                                    |                        |
| Transportation       |  |                                    |                        |
| Chair :              | Mr. SERGE QUIMPO                               |                                    |                        |
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| SECURITY             |  |                                    |                        |
| Chair :              | <del>ASST. PROF. VALENTIN M. PERPINA</del>     | <i>afel</i>                        | <i>2/17/17</i>         |
| Co-Chair :           | SG RODOLFO G. PABLO                            |                                    |                        |
| Members :            | Mr. ROGELIO C. DANDAN                          |                                    |                        |
|                      | Mr. BONIFACIO S. LAYGO                         |                                    |                        |
|                      | <del>PROF. DIOSDADO P. PARRAGON</del>          |                                    |                        |
| SUPPLY/RELIEF        |  |                                    |                        |
| Chair :              | <del>ASSOC. PROF. ESPERANZA S. LORENZO</del>   | <i>Esperanza S. Lorenzo</i>        | <i>maria fern 2/17</i> |
| Co-Chair :           | Asst. Prof. MARIA SUSAN P. AREVALO             |                                    |                        |
| Members :            | Ms. JOSEPHINE FLORES                           |                                    |                        |
|                      | Dr. MARIETTA D. REYES                          |                                    |                        |
|                      | Assoc. Prof. CARMELITA V. DELLOVA              |                                    |                        |
|                      | Ms. JOSEPHINE N. FLORES                        |                                    |                        |

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 Co-Chair : ~~Engr. GEOPFREY L. SERRANO~~ 2/20/2017  
 Members :  
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 Engr. RONALD D. FERNANDO ASTILLA, RODEL B. 2/17/17  
 HAM Campus Radio Communication  
 Rep. by Engr. ANA R. PUBLICO 2/17/17

EARLY WARNING

Chair : ~~Assoc. Prof. JOEY S. PINALAS~~ - 2-17-17  
 Co-Chair : ~~Engr. KENNETH P. DAZON~~ Kenneth P. Dazon 2/17/17  
 Members :  
 Engr. JOSELINDA M. GOLPEO  
 Mr. NOEL P. BERMUDEZ - R. Meza 2-17-17

FIRST AID

Chair : Dr. MA. LIZA T. YANES  
 Co-Chair : Dr. MARY GRACE ROXAS  
 Members : Ms. MARIE RITA R. VENTURA 2-17-17 3:35 PM

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 Co-Chair : Mr. VIRGILIO MAURICIO  
 Members :  
 Engr. GUILLERMO BERNABE  
 Arch. TED VILLAMOR INOCENCIO

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Asst. Prof. RANDY S. SAGUN

**BRANCHES and CAMPUSES TEAM LEADERS**

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San Juan : Prof. JAIME P. GUTIERREZ JR.  
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President, Central Student Council  
Members : Asst. Prof. JOHN MARK N. NERO  
Ms. ESTER SORAYA M. AMBION

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Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Office of the Vice President for Administration  
Campus Development and Maintenance Office

DATE : June 16, 2016

TO : University Disaster Risk Reduction  
and Management Council (UDRRMC)

Executive Committee

Co-Chair: PROF. ALBERTO C. GUILLO

Asst. Team Leader

<sup>2</sup> Dr. Anna Ruby P. Gapasin

<sup>3</sup> Mr. Jean Paul G. Martinez

Secretariat

<sup>3</sup> Assoc. Prof. Rosita E. Canlas

<sup>4</sup> Ms. Loida I. Parambita

Engr. Christopher C. Mira

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Co-Chair: Engr. Kenneth P. Dazon

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Chair: Dr. Rovelina B. Jacobbia

Co-Chair: Mr. Ronrico L. Herbolario

Fire Management

Representative: Mr. Mauricio L. Rasola

Evacuation

Representative: Assoc. Prof. Joel M. Munsayac

Please be informed of an emergency Coordination Meeting this afternoon at 1:00p.m. at CDMO in connection with the second nationwide Metro Manila Shake Drill with these agenda:

- 1) Disaster Drill Plans and Flaws/ Disaster Flow
- 2) Tasking of Committees
- 3) Other Matters

Your attendance is highly expected on this short notice.  
Thank you very much.

DR. ANTONIO Y. VELASCO

Director

TEAM LEADER

G/F East Wing A. Mabini Campus, Anonas Street, Sta. Mesa, Manila  
Telephone No. 716-62-57 Local 309/714; website: [www.pup.edu.ph](http://www.pup.edu.ph)

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**UNIVERSITY DISASTER RISK REDUCTION  
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Enclosure (2)

**Earthquake Drill Evaluation**

(Form in consonance with RDRRMC)

Date /Time of Drill:	Wednesday, June 22, 2016; 3:30 p.m.
Place of Drill:	Polytechnic University of the Philippines,
Evaluator:	Dr. Antonio Y. Velasco
Location During the Drill:	Anonas St., Sta. Mesa, Manila

1. Is the Siren loud enough to be heard by all drill participants? Yes/No. If NO, please elaborate.

YES

2. Did the drill participants practice the "DUCK, COVER and HOLD" technique during the Alarm Phase (while the Siren is being sounded)? Yes/No. If NO, please elaborate.

YES

3. Did the drill participants (A) evacuate during the Alarm Phase (B) Waited for the siren to stop before evacuating (C) others, please elaborate.

(A) evacuate during the Alarm Phase and did "Duck, Cover and Hold"

4. Did the drill participants follow the designated routes to evacuation area? Yes/No. If NO, please elaborate.

YES

5. Did the drill participants (A) Run (B) Walk Casually or (C) walk faster than normal during the Evacuation Phase? Please specify if A,B or C.

(B) Walk Casually

6. Did the drill participants bring any First Aid Kit or any item noticeable during the Evacuation Phase? Yes/No. If YES, please elaborate.

No. During the drill, there was a Medical Team assigned on 3 strategic places: 1 at the back of Mabini Shrine; 2 at the ROTC Medic Cadets and Students Organization assistance

---Page 3 of 25---

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7. Did the drill participants conduct the headcount during the Headcount Phase?  
Yes/No. If NO, please elaborate.

YES

8. Is the evacuation area big enough to accommodate the evacuees? Yes/ No. If NO,  
please elaborate.

YES

9. Any other problem observed during the drill that might need to be addressed? Please  
elaborate.

Modern music was unintentionally played for 5 seconds in the  
middle of rumbling sound but was quickly resolved.

10. How long did it take for all the drill participants to vacate the building and time to  
reach the designated evacuation area?

1 hour and 10 mins. It started at 3:30 p.m. and finished at 4:40 p.m.

11. Did the participants A) stay in the evacuation area B) move to other place C) went  
back to the building without instruction? Please specify if A,B, or C.

(A) stay in the evacuation area

12. Observed number of drill participants (estimate will do).

A total of 9,079. About 7,000 students in the Main Campus; 1,343 in  
CEA & Condotel; 343 in COC; 393 in I-Tech.

13. Any untoward incident observed during the drill?

None

Others:

We were able to follow the "Duck, Cover and Hold" directive  
during the drill with a 95% accomplishment.

Evaluator: DR. ANTONIO Y. VELASCO  
Team Leader

Signature: \_\_\_\_\_

---Page 4 of 25---

2/F North Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) \_\_\_\_\_  
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Republic of the Philippines  
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UNIVERSITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

March 11, 2016  
6:00 pm

EXECUTIVE COMMITTEE

- Chair : EVP MANUEL M. MUHI  
Co-Chairs : VP ALBERTO C. GUILLO  
VP SAMUEL M. SALVADOR  
VP JOSEPH MERCADO  
VP HERMINIA E. MANIMTIM  
VP MARISSA J. LEGASPI

SUB-COMMITTEES

Team Leader : DR. ANTONIO Y. VELASCO

Asst. Team Leaders : Engr. RAMIR M. CRUZ  
Engr. CLINT MICHAEL LACDANG

Secretariat : Prof. MA PAULA AREVALO DESTACAMENTO  
Prof. MA. CECILIA S. ANGELES

Data Management

Chair : Prof. MARLON M. LIM

Co-Chair : ~~DR. NORBERTO V. CALIBRAY~~

Members : Dr. ZENAIDA SARMIENTO - A.  
Ms. GRACE UDAUNDO - C.

Transportation

Chair : Mr. SERGE QUIMPO - D.

Co-Chairs : Ms. SUSAN LUNA - C.

Ms. MADELYN LOPEZ - G

Members : Mr. ALFREDO MANGAWANG JR. - C.

Mr. JEHR SALVADOR - A.

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Co-Chair : SO MARIA PABLO - R.

Members : Mr. BENNY LAYGO

SO LEMUEL GAVIOLA - P.

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Cherry Rebre  
Jean Paul Martinez  
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EPS MAMAM  
Asso. Prof. Esperanza San Jose  
Lorenzo  
Maria Susan P. Arevalo  
Asst. Prof. I  
Bonifacio S. Laygo  
- Lorenzo?  
- ANEVARO? Mistrifon  
- JOEY T. Salvador  
- JOEY SALVADOR?  
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- ANA PUBLICO



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May 11, 2016

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SPECIAL ORDER  
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|                        | 3 MR. JEAN PAUL G. MARTIREZ            | X | 6-17-16 |
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|                        | 10 ASST. PROF. IRIS ROWENA A. BERNARDO |   |         |
|                        | 11 ENGR. CHRISTOPHER C. MIRA           | X |         |
| Data Management        | 12 DR. MARLON M. LIM                   |   | 6/17/16 |
|                        | 13 ASST. PROF. EDELYN M. MARIANO       |   | 6-17-16 |
|                        | 14 MR. JAIME Y. GONZALES               |   | 6-17-16 |
|                        | 15 MR. CHRISTIAN G. ORDANEL            |   | 6/17/16 |
| Transportation         | 16 MR. SERGIE D. QUIMPO                | X | 6/17/16 |
|                        | 17 HPMS SUSAN C. LUNA                  |   | 6/17/16 |
|                        | 18 MS. MADELYN G. LOPEZ                |   | 6/17/16 |
| Security               | 19 ASST. PROF. VALENTIN P. ESPINA      | X |         |
|                        | 20 SG RODOLFO G. PABLO                 |   |         |
|                        | 21 MR. RODELIO C. DANDAN               |   | 6/17/16 |
|                        | 22 MR. BONIFACIO S. LAYGO              |   |         |



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- 26 ASSOC. PROF. CARMELITA V. DELLOVA *mt 6-17-16*
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- Co-Chair : 29 ENGR. GEOFFREY T. SALVADOR *6/17/16*
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- 32 ENGR. RONALD D. FERNANDO *6-17-16*
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 Rep. by ENGR. ANA R. PUBLICO *6/17/16*

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- Member : 40 MR. MARIE RITA R. VENTURA

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- 45 MR. RYAN C. SORIANO *6-17-16*
- 46 MS. OLIVIA P. FABI

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- Co-Chair : 48 ENGR. CLINT MICHAEL F. LACDANG *6/17/16*
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 \* 54 ENGR. RICHMON B. PANGILINAN 6/17

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 Co-Chair : 56 ASSOC. PROF. BARBARA P. CAMACHO 6-17-14  
 Members : 57 DR. NICOLAS T. MALLARI 6/17/16  
 58 MR. BELY R. YGOT 6/17/16  
 59 ASST. PROF. CIELITO B. BUHAIN 6-17-16  
 60 MS. ROSE HELEN T. MERZA 6-17-16

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 Co-Chair : 62 MR. VIRGILIO T. MAURICIO 6/17  
 Members : 63 ENGR. GUILLERMO O. BERNABE 6/17/16  
 64 AR. TED VILLAMOR G. INOCENCIO 6/17/16

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*and Extension Mgmt. Office*

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 Co-Chair : \* 66 ASST. PROF. ZANDRO T. ESTELLA 6/17/16  
 Members : \* 67 DR. SILVIA C. AMBAG 6/17/16  
 68 ASST. PROF. RANDY S. SAGUN

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 Taguig : 70 ASST. PROF. SHAROY JOY F. PEIAYO 6/17  
 San Juan : 71 ASST. PROF. JAIME P. GUTIERREZ JR. 6/17  
 Quezon City : 72 ASSOC. PROF. FIRMO A. ESGUERRA

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 Co-Chair : 74 MS. ALYSSA J. MANALO 6/17/16  
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COLLEGE OF ENGINEERING  
COMPUTER ENGINEERING DEPARTMENT**

S.O. No. 1537, s. 2016

These designations shall take effect immediately and shall continue to be effective until subsequently modified or revoked.

This supersedes S.O. No. 1846, series of 2015, dated July 22, 2015.

By Authority of the Board of Regents:

  
EMANUEL E. DE GUZMAN, PhD  
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- Director, Accounting Department
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- Director, Budget Services
- Director, Human Resource Management Department
- Chief, Payroll Section
- Acting Chief, Central Records Section
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**COMPUTER ENGINEERING DEPARTMENT**



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Sta. Mesa, Manila

May 11, 2016

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SPECIAL ORDER  
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- Team Leader : ① DR. ANTONIO Y. VELASCO ✓
- Assistant Team Leaders : ② ASST. PROF. CHERRY C. PEBRE ✓  
③ MR. JEAN PAUL G. MARTIREZ ✓  
④ DR. ANNA RUBY P. GAPASIN ✓  
⑤ DR. ANGELINA E. BORICAN ✓
- Secretariat : ⑥ DR. JOSEPH M. LARDIZABAL ✓ *⑦ JOEY ANSAT ✓*  
⑦ ASSOC. PROF. ROSITA E. CANLAS ✓  
⑧ MS. LOIDA I. PARAMBITA ✓  
⑨ MS. GRACE C. UDAUNDO ✓  
⑩ ASST. PROF. IRIS ROWENA A. BERNARDO ✓  
⑪ ENGR. CHRISTOPHER C. MIRA ✓
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Chair : ⑫ DR. MARLON M. LIM ✓  
Co-Chair : ⑬ ASST. PROF. EDELYN M. MARIANO ✓  
Members : ⑭ MR. JAIME Y. GONZALES ✓  
⑮ MR. CHRISTIAN G. ORDANEL ✓
- Transportation :  
Chair : ⑯ MR. SERGIE D. QUIMPO ✓  
Co-Chair : ⑰ HPMS SUSAN C. LUNA ✓  
Member : ⑱ MS. MADELYN G. LOPEZ ✓
- Security :  
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Co-Chair : ⑳ SG RODOLFO G. PABLO ✓ *⑲ PROF. D. FRANCISCO ✓*  
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**COMPUTER ENGINEERING DEPARTMENT**



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT

28 August 2015

**Hon. FRANCIS N. TOLENTINO**  
Chairman  
Metropolitan Manila Development

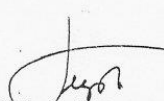
Dear Honorable Tolentino:

Humbly submitting to you the narrative report of the Polytechnic University of the Philippines about the recently concluded *Metrowide Shake Drill* which your agency graciously sponsored. Along with the report are photos and videos of the said event participated by the PUP Community.

May this be the foundation of a close working relationship between our Institutions. You can count on the support of the entire PUP Community in all your noble endeavors.

Thank you very much.

Respectfully yours,

  
**EMANUEL C. DE GUZMAN, PhD**  
President

2<sup>nd</sup> floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 7162644; Telefax: 716-1143  
(Trunk Line) 7167832 local 201/202/658/659; website: [www.pup.edu.ph](http://www.pup.edu.ph) e-mail: [president@pup.edu.ph](mailto:president@pup.edu.ph)

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VP HERMINIA E. MANIMTIM *7/25/15*  
VP MARISSA J. LEGASPI *7/25/15*

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- Asst. Team Leaders : Engr. RAMIR M. CRUZ *7/25/15*  
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- Transportation  
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Co-Chair : Prof. ROSELLER LUCIANO  
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Co-Chairs : ✓ Dr. THERESITA ATIENZA *7/25/15*  
Prof. MALAYA A. YGOT *7/25/15*

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COLLEGE OF ENGINEERING  
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines  
Polytechnic University of the Philippines  
UNIVERSITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

- Members : ✓ Prof. GISELA MAY ALBANO *h 7/24/15*  
 Dr. ANGELINA BORICAN *Jana 7/25/15*  
 ✓ Dr. EDNA T. BERNABE
- EARLY WARNING**  
 Chair : Prof. JOEY PINALAS *7-25-15*  
 Co-Chair : Engr. RONALD FERNANDO *JAGASAPES 7-25-15*  
 Members : Prof. RAQUEL JAVIER  
 ✓ Engr. CHRISTOPHER MIRA *S. Camacho 7-27-15*  
 Prof. CRISTALINA PIERS *RELATO MANDOS R.M.P. 7-25-15*
- FIRST AID**  
 Chair : Dr. MA. LIZA T. YANES  
 Co-Chair : Dr. MARY GRACE ROXAS *sha 7-25-15*  
 Members : Dr. RACHEL JAMANDRE  
 Ms. RITA VENTURA  
 Dr. FELICITAS BERMUDEZ  
 Ms. AINA CRIZYL AMIGABLE *problema*
- SEARCH AND RESCUE**  
 Chair : Dr. RUBY JACOLBIA *Juni 7/23/15*  
 Co-Chair : Mr. RICO HERBOLARIO *Mary 07/22/2015*  
 Members : Mr. RODELIO DANDAN *Clare 25 July 2015*  
 SO RODOLFO PABLO  
 Prof. LINCOLN BAUTISTA
- FIRE MANAGEMENT**  
 Chair : Engr. DANIEL P. DURIAS *7/25/15*  
 Co-Chair : Mr. REY RASOLA *7/25/15*  
 Members : Mr. MATHEW MANANSALA  
 Mr. TEODOLFO REDILLAS *7/25*
- EVACUATION**  
 Chair : Engr. ARVIN JAY DR. AUSTRIA *COMU*  
 Co-Chair : Engr. NATAN F. GACUTE  
 Members : Engr. ARLHETH DELOS ANGLELES  
 Prof. REMUS LAGLAGARON *7/25*
- PSYCHOSOCIAL**  
 Chair : Prof. BARBARA CAMACHO  
 Co-Chair : Dr. NICOLAS MAI LARI  
 Members : Ms. CIELITO B. BUHAIN *7/25/15*  
 Ms. ROSE HELEN MERZA  
 Ms. JASMIN BASCO
- DAMAGE CONTROL**  
 Chair : ARCH. SHERWIN N. NIEVA *7/25/15*  
 Co-Chair : Prof. VIRGILIO MAURICIO  
 Members : ✓ Engr. GUILLERMO BERNABE  
 Arch. TED VILLAMOR INOCENCIO  
 Dr. EDGARDO A. LATOZA *7/25*

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**RESEARCH DEVELOPMENT PLANS**

Chair : Dr. RACIDON P. BERNARTE *[Signature]* 7/25/15  
Co-Chair : Prof. ZANDRO T. ESTELLA *[Signature]* 7/25/15  
Member : Prof. HILDA F. SAN GABRIEL *[Signature]* 7/25/15

**BRANCHES and CAMPUSES TEAM LEADERS**

Taguig : Prof. SHARON JOY F. PELAYO  
San Juan : Prof. JAIME P. GUTIERREZ JR.  
Commonwealth : Prof. PASCUALITO B. GATAN

**STUDENT SECTOR**

Chair : Mr. JIMMY P. DOLLAGA *[Signature]* 7/25  
Co-Chair : Ms. JESSICA B. FERRERA *[Signature]* 7/25/15  
Members : Prof. JOHN MARK N. NERO *[Signature]* 7/25  
Prof. ESTHER S. AMBION  
Presidents of Student Organizations  
NSTP  
ROTC NICOLE ANNE EUSEBIO 7/25/15  
COSOA

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Office of the Vice President for Administration  
MARCELO H. DEL PILAR CAMPUS  
OFFICE OF THE DIRECTOR

**PSYCHOSOCIAL**

Chair : Jasmin Basco (Guidance Office)  
Co-Chair :  
Members :

**DAMAGE CONTROL**

Chair : Mr. Joseph M. Lardizabal  
Co-Chair : Engr. Roland C. Viray  
Members : Christopher C. Criste

**STUDENT SECTOR**

Chair : Dionisio Prince William ( Class President BSHM)  
Co-Chair : Ivy Rose A. Ventura (Class President BSTM)  
Members : Reina Mikaela R. Magtangob ( Class President BTM)  
May P. Muñoz (Class President BSTM)  
All Class President (CTHTM)

**DURING THE DRILL**

1. On July 30, 2015 continuously ring all the school Bell or Siren, use the public address (PA) system or do verbal instructions to signal the start of the **SHAKE DRILL**.
2. Play audio recording of a rumbling earthquake sound (the one you downloaded) on your PA.
3. Advise everyone to perform the **Drop, Cover and Hold position**.
4. While down on the floor, students should look around for possible materials that might fall, break or collapse such as glass windows, ceiling fans and cabinets etc. and make conscious efforts to avoid them.
5. After 45 seconds, the ringing of the bell will stop to signal that the shaking has stopped.
6. Everyone may stand up and proceed to evacuate to the safer area based on the evacuation plan.
7. Use the **BUDDY SYSTEM**. Students should exit their classrooms in pairs with one teacher in front and another at the end of the line (or tshe class president). Take a look at other classrooms on the right and left and determine whether the group's assistance is needed.

Ground Flr., PUP Graduate School Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila  
Phone: (Director) 02-7160930 (Staff) 02-7160106 (Hasmin Hostel Manager) 02-7160956  
Website: www.pup.edu.ph E-mail: mhdelpilarcampus\_director@pup.edu.ph

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**COMPUTER ENGINEERING DEPARTMENT**



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
 Office of the Vice President for Administration  
**CAMPUS DEVELOPMENT and MAINTENANCE OFFICE**

CS # 2015

July 10, 2015

JOSEPH LARDIZABAL  
 or  
 del Pilar Campus  
 r Prof. Lardizabal:

With its goal of ensuring the safety and wellbeing of the PUP Community, the University Disaster Risk Reduction and Management Council (UDRRMC) is joining the National Disaster Drill on July 30, 2015 spearheaded by the Metropolitan Manila Development Authority (MMDA) entitled "METRO MANILA SHAKE DRILL 2015". The UDRRC is also organizing a seminar workshop for your campus on disaster preparedness in cooperation with the Civil Military Operations on July 15-16, 2015 at the Manila Room of the Hasmin Hostel.

In this view, the UDRRC would like to invite you to give an Inspirational Message in the said Seminar Workshop. Your presence will surely inspire and boost the morale of our participants. Attached is the programme.

We are proud to be a part of a nationwide movement to promote awareness that will benefit our community. We hope that you will be able to join us in this effort.

Your favorable response regarding our request will be highly appreciated. Thank you very much and God bless.

Respectfully yours,

Dr. ANTONIO Y. VELASCO  
 CDMO Director and  
 UDRRC Team Leader

Noted:

Dr. MANUEL M. MUHI  
 Executive Vice President and UDRRC Chair

Ground floor South Wing, PUP A. Mabini Campus, Anonas St., Sta. Mesa, Manila  
 (Trunk Line) 335-1787 loc 309 (Direct) 7166257 Website: www.pup.edu.ph email: cdm@pup.edu.ph

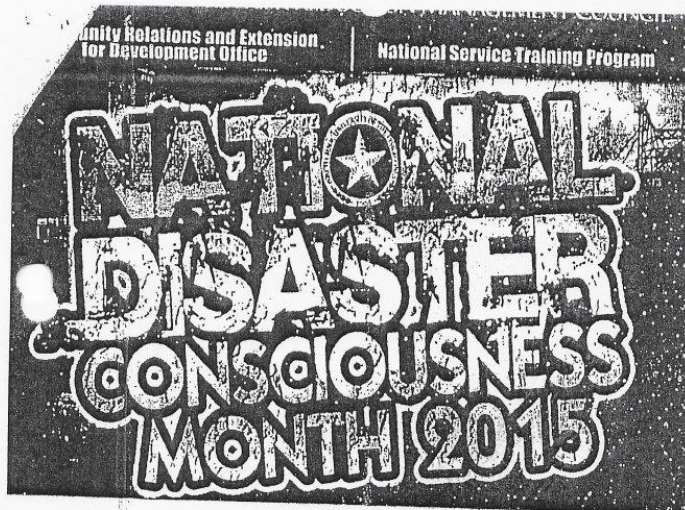
INVITATION

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*Handwritten notes:*  
 7/13/15  
 Received  
 7-13-15  
 7/13/15  
 Man



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**



A Seminar Workshop on  
**DISASTER PREPAREDNESS**  
In cooperation with the  
**CIVIL MILITARY OPERATIONS**

July 15, 2015 1:00PM-5:00PM  
July 16, 2015 8:00AM-5:00PM

Manila Room, 7<sup>th</sup> Floor Hasmin Hostel  
M.H. del Pilar Campus, Sta. Mesa Manila

**Prof. Joseph Lardizabal**  
Director, M.H. del Pilar Campus

\_\_\_\_\_  
This serves as an invitation



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Inspirational Messages

Dr. MA. JUNITHESMER D. ROSALES  
Associate Dean, PUP GS  
Prof. JOSEPH LARDIZABAL  
Director, M.H. del Pilar Campus

Invitation Number

THE DRAMATICS DANCE COMPANY  
College of Arts and Letters

Talk on Drill Plan

Dr. ANTONIO Y. VELASCO  
Director  
Campus Development and Maintenance Office

Talk on  
Disaster Preparedness

Col. BENJAMIN L. HAO, INF (GSC) PA  
Battalion Commander  
Civil Military Operations

AWARDING OF CERTIFICATES

DAY 2

WORKSHOP PROPER ON  
DISASTER RESPONSE AND RESCUE OPERATIONS  
(Please come in comfortable clothes)

PROF. MA. PAULA AREVALO-DESTACAMENTO  
Master of Ceremonies





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**COMPUTER ENGINEERING DEPARTMENT**



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 Office of the Vice President for Administration  
**MARCELO H. DEL PILAR CAMPUS**

PUP Communication Tracking System  
**2015-550332**  
 Tracking Number

03 July 2015

**HON. INE P. ANDAYA**  
 Chairwoman  
 Brgy. 634, Valencia St.,  
 Sta. Mesa, Manila

Dear Hon. Andaya:


The M. H. del Pilar Campus is preparing for the simultaneous National Earthquake Drill in celebration of the National Disaster Consciousness Month by the end of July.

With this, may we seek help from your good office to clear the road beside the campus which will serve as our evacuation area on or before July 16.

This activity is of paramount importance to help save lives and lessen casualties in case of earthquake.

Thank you very much for your cooperation!

Sincerely,

  
**JOSEPH M. LARDIZABAL**  
 Director

*Rec'd*  
*A. Andaya 7/3/15*

Ground Flr., PUP Graduate School Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila  
 Phone: (Director) 02-7160930 (Staff) 02-7160106 (Hasmin Hostel Manager) 02-7160956  
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*The* **OFFICE OF CIVIL DEFENSE**  
*joins the*  
**NATIONAL DISASTER RISK REDUCTION AND  
MANAGEMENT COUNCIL**



*in the observance of*

**NATIONAL DISASTER  
CONSCIOUSNESS MONTH**

Theme:

**“Pamilya at Pamayanang Handa,  
Katuwang sa Pag-unlad ng Bansa”**

**JULY 2015**



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
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**COMPUTER ENGINEERING DEPARTMENT**



Republic of the Philippines  
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
 Office of the Vice President for Administration  
 CAMPUS DEVELOPMENT and MAINTENANCE OFFICE

CTS # 2015393901

June 27, 2015

CTHTM  
 BS  
 Medical Office  
 Guidance Office  
 Security Office  
 Please attend their  
 coordination meeting,  
 Hallow.

Prof. JOSEPH LARDIZABAL  
 Director  
 PUP M.H. del Pilar Campus

Dear Dr. Rosales:

To guarantee that the PUP Community will be well informed and prepared in the event of a disaster, the University Disaster Risk Reduction and Management Council (UDRRMC) is joining the National Disaster Drill on July 30, 2015. PUP Campuses are also encouraged to join.

In this view, we would like to invite you to a coordination meeting on June 22, 2015, 2:00PM at the Manila Room, Hasmin Hostel so the UDRRMC team can give you details on your college's participation and involvement to ensure the success of the said activity.

We look forward to working with you in the future. Thank you very much and God bless.

Respectfully yours,

Dr. ANTONIO Y. VELASCO  
 Team Leader, UDRRMC

Noted:

Dr. MANUEL M. MUHI  
 Chairman, UDRRMC

Received by  
 DR. MANUEL M. MUHI

Dr. G. Y. Velasco  
 Dr. Rosales  
 Dr. Velasco  
 6-19-15

Received:  
 6/24/15  
 8:05 AM  
 CTHTM-HG/13/15

Ground floor South Wing, PUP-A, Mabini Campus, Anonas St., Sta. Mesa, Manila  
 (Trunk Line) 335-1787 loc 309 (Direct) 7166257 Website: www.pup.edu.ph email: cdmo@pup.edu.ph

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6-17-15



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FILE

PUP Communication Tracking System  
2015-167180  
Tracking Number

**PUP M. H. Del Pilar Campus #MetroManilaShakeDrill Report**

NO. OF STUDENTS	NO. OF EMPLOYEES	NO. OF FACULTY	INJURED RESCUE DETAILS	OBSERVATION
BSHM - 507	MHDPC - 13	GS and CHTM 20	<b>3<sup>rd</sup> Floor Graduate School Building</b>  <ul style="list-style-type: none"> <li>• 2 Injured</li> <li>• Rescued in 8 minutes</li> <li>• Heavily injured</li> <li>• Both sent to hospital through a private vehicle in 17 minutes upon the advice of the Medical Team. No need to wait for the ambulance due to the nature injuries</li> </ul>	The drill officially started at 10:30 and the bell lasted for 45 seconds then the power supply was shut down.  Evacuation in GS – 6 minutes Evacuation in HH – 7 minutes  Assisted by 1. 4 HAM Volunteers 2. 21 COE Students 3. 5 Security Personnel 4. 3 CMAS Documentation Team
BSTM - 380	GS - 7			
Tenants - 10	CTHTM - 5			
	Janitorial - 12			
	Main - 3		<b>5<sup>th</sup> Floor Hasmin Hostel Building</b>  <ul style="list-style-type: none"> <li>• 1 injured</li> <li>• Rescued in 13 minutes</li> <li>• Minor injury</li> <li>• No need to be hospitalized</li> </ul>	<ul style="list-style-type: none"> <li>• The total evacuation time from the building lasted for 17 minutes</li> <li>• Fire truck volunteer arrived at 10:50 am</li> <li>• The drill officially ends at exactly 10:53 am</li> <li>• Buddy system was implemented and students went to the evacuation area in a very organized manner.</li> <li>• All employees and faculty members both in GS and CHTM actively participated in the drill.</li> <li>• No untoward incident happened.</li> <li>• Need for an additional medical equipment's</li> <li>• Tighter security needed to fully execute the plans</li> <li>• Louder manual siren in case of power shut down</li> </ul>
897 Students	31 Employees	20 Faculty		
<b>TOTAL 948 Participants</b>				

In the total number of faculty and employees, some of them are sub-committee leaders and rescuers as well. Be it noted that all rooms were evacuated as per report of the search and rescue and communication teams.

**OTHER REMARKS:**

- Prior to the drill, MHDPC coordinated with MMDA Institute of Traffic Management for barriers needed beside the gate of the campus and they provided 15 sets Valecia Street was cleared from vehicles and other obstacles and was used as the evacuation area and resulted to space enough for our students and faculty
- Active participation of Chair Vergara and Chair Castillo of CHTM, AD Rosales of GS disseminating the information to the students is highly appreciated
- ALL CHTM students religiously participated equipped with basic lifesaving information as stated in the guidelines provided
- All CHTM class presidents served as the team leaders or command of the class together with the faculty in charge in that particular period
- Mr. Rod Quilingan and Mr. Ed Figura of HRMD served as our team leaders for the 4<sup>th</sup> and 5<sup>th</sup> floor tenants of Hasmin Hostel
- The janitorial services made a significant contribution as guide in every floors during the evacuation of the students with help and assistance of COE volunteers
- The medical services completed the process of first aid to treatment and sending the injured students to the hospital
- Engr. Velasco's reinforcement and logistical help to MHDPC is invaluable in the conduct of this earthquake drill
- Complete process of the drill was observed by all participants and can be assessed as a very successful activity

*Handwritten notes:*  
CDMO  
Pamela  
12/15  
DPPA  
12/15

*Handwritten note:*  
30 JULY 2015

*Handwritten signatures and notes:*  
Engr. Velasco  
12/15  
12/15



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COLLEGE OF ENGINEERING  
COMPUTER ENGINEERING DEPARTMENT**

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Tracking Number

**PUP M. H. Del Pilar Campus #MetroManilaShakeDrill Report**

*(July 30, 2015)*

	NO. OF STUDENTS	NO. OF EMPLOYEES	NO. OF FACULTY	INJURED RESCUE DETAILS	OBSERVATION
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	BSTM - 380	GS - 7			
	Tenants - 10	CHTM - 5			
		Janitorial - 12			
		Main - 3			
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<b>TOTAL</b>	<b>948 Participants</b>			<b>5<sup>th</sup> Floor Hasmin Hostel Building</b>  <ul style="list-style-type: none"> <li>• 1 injured</li> <li>• Rescued in 13 minutes</li> <li>• Minor injury</li> <li>• No need to be hospitalized</li> </ul>	<ul style="list-style-type: none"> <li>• The total evacuation time from the building lasted for 17 minutes</li> <li>• Fire truck volunteer arrived at 10:50 am</li> <li>• The drill officially ends at exactly 10:53 am</li> <li>• Buddy system was implemented and students went to the evacuation area in a very organized manner.</li> <li>• All employees and faculty members both in GS and CHTM actively participated in the drill.</li> <li>• No untoward incident happened.</li> <li>• Need for an additional medical equipment's</li> <li>• Tighter security needed to fully execute the plans</li> <li>• Louder manual siren in case of power shut down</li> </ul>
In the total number of faculty and employees, some of them are sub-committee leaders and rescuers as well. Be it noted that all rooms were evacuated as per report of the search and rescue and communication teams.					
<b>OTHER REMARKS:</b> - Prior to the drill, MHDPC coordinated with MMDA Institute of Traffic Management for barriers needed beside the gate of the campus and they provided 15 sets - Valecia Street was cleared from vehicles and other obstacles and was used as the evacuation area and resulted to space enough for our students and faculty - Active participation of Chair Vergara and Chair Castillo of CHTM, AD Rosales of GS disseminating the information to the students is highly appreciated - ALL CHTM students religiously participated equipped with basic lifesaving information as stated in the guidelines provided - All CHTM class presidents served as the team leaders or command of the class together with the faculty in charge in that particular period - Mr. Rod Quilingan and Mr. Ed Figura of HRMD served as our team leaders for the 4 <sup>th</sup> and 5 <sup>th</sup> floor tenants of Hasmin Hostel - The janitorial services made a significant contribution as guide in every floors during the evacuation of the students with help and assistance of COE volunteers - The medical services completed the process of first aid to treatment and sending the injured students to the hospital - Engr. Velasco's reinforcement and logistical help to MHDPC is invaluable in the conduct of this earthquake drill - Complete process of the drill was observed by all participants and can be assessed as a very successful activity					



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Tracking Number

**PUP M. H. Del Pilar Campus #MetroManilaShakeDrill Report**

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	BSTM - 380	GS - 7			
	Tenants – 10	CTHTM - 5			
		Janitorial - 12			
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<b>TOTAL</b>	<b>948 Participants</b>			<b>5<sup>th</sup> Floor Hasmin Hostel Building</b>  <ul style="list-style-type: none"> <li>1 injured</li> <li>Rescued in 13 minutes</li> <li>Minor injury</li> <li>No need to be hospitalized</li> </ul>	<ul style="list-style-type: none"> <li>The total evacuation time from the building lasted for 17 minutes</li> <li>Fire truck volunteer arrived at 10:50 am</li> <li>The drill officially ends at exactly 10:53 am</li> <li>Buddy system was implemented and students went to the evacuation area in a very organized manner.</li> <li>All employees and faculty members both in GS and CTHTM actively participated in the drill.</li> <li>No untoward incident happened.</li> <li>Need for an additional medical equipment's</li> <li>Tighter security needed to fully execute the plans</li> <li>Louder manual siren in case of power shut down</li> </ul>
	In the total number of faculty and employees, some of them are sub-committee leaders and rescuers as well. Be it noted that all rooms were evacuated as per report of the search and rescue and communication teams.				

**OTHER REMARKS:**

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**MARCELO H. DEL PILAR CAMPUS**  
OFFICE OF THE DIRECTOR

PUP Communication Tracking System  
**2015-669572**  
Tracking Number

**SUB-COMMITTEES**

Marcelo H. Del Pilar Campus

**TEAM LEADERS** : Mr. Joseph M. Lardizabal, Director  
Dr. Roland C. Viray, Hostel Manager

**TRANSPORTATION**

Chair : Ronaldo Gonzaga  
Co-Chair : \_\_\_\_\_  
Members : \_\_\_\_\_

**SECURITY**

Chair : Ruby Costales  
Co-Chair : Nezitas Pajares  
Members : Wenceslao Dueñas  
Pedro Ramilo  
Romeo Molinar

**SUPPLY/RELIEF**

Chair : Dr. Marietta D. Reyes  
Co-Chair : Prof. Daryl Ace Cornell  
Members : Ervin Del Mundo  
Marietta Sangalang

**COMMUNICATION**

Chair : Prof. Edelyn Dagñalan  
Co-Chair : Prof. Lizbette R. Vergara / Prof. Jesusa T. Castillo  
Members : Prof. Christina Q. Trinidad  
Prof. Luzviminda O. Tugae  
Prof. Desserie T. Maynes  
Alyssa Motos (Class President, BSTM 3-2D)

**EARLY WARNING**

Chair : Christopher C. Criste  
Co-Chair : Prof. Amy A. Montezon  
Members : Jefferson Riego  
Rolando Doromal  
Reynaldo Pasumbal  
Mcroe Gonzales

Ground Fl., PUP Graduate School Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila  
Phone: (Director) 02-7160930 (Staff) 02-7160106 (Hasmin Hostel Manager) 02-7160956  
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MARCELO H. DEL PILAR CAMPUS  
OFFICE OF THE DIRECTOR

**FIRST AID**

Chair : Dr. Marie Grace A. Uyap  
Co-Chair : Prof. Octavio Pagalilawan *f 7/29/15*  
Members : Dr. Chona Garcia *Chona 7/28/2015*  
Eden Tatad  
Ricardo Carpio  
Nezitas Pajares

**SEARCH AND RESCUE**

Chair : Dr. Junithismer Rosales *JR 7-28-15*  
Co-Chair : Christopher C. Criste  
Members : Patrick Infante (Graduate School Bldg.)  
Rolando Doromal  
Rolando Pelayo  
Alberto Gamboa  
Eduardo Figura (Hasmin Bldg.)  
Rodrigo Quilingan  
Leonardo Bulawit  
Mcroe Gonzales

**FIRE MANAGEMENT**

Chair : Christopher C. Criste  
Co-Chair : Ruby Rosa Costales  
Members : Nezitas Pajares  
Pedro Ramilo  
Eduardo Figura  
Rodrigo Quilingan  
Cirilo Daep  
Reynaldo Pasumbal

**EVACUATION/PLANNING**

Chair : Prof. Julie Jane Lra  
Co-Chair : Prof. Amy A. Montezon  
Members : Prof. Gay M. Teopengco  
Conchita Regodon  
Jefferson Riego  
Efren Ilarina  
Hector Ronan  
Felipe Tomas  
Xyron Manongsong (Class Pres. BSTM 4-2D)

Ground Flr., PUP Graduate School Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila  
Phone: (Director) 02-7160930 (Staff) 02-7160106 (Hasmin Hostel Manager) 02-7160956  
Website: www.pup.edu.ph E-mail: mhdel Pilarcampus\_director@pup.edu.ph

"THE COUNTRY'S 1<sup>ST</sup> POLYTECHNICU"





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Office of the Vice President for Administration  
MARCELO H. DEL PILAR CAMPUS  
OFFICE OF THE DIRECTOR

**PSYCHOSOCIAL**

Chair : Jasmin Basco (Guidance Office)  
Co-Chair :  
Members :

**DAMAGE CONTROL**

Chair : Mr. Joseph M. Lardizabal  
Co-Chair : Engr. Roland C. Viray  
Members : Christopher C. Criste

**STUDENT SECTOR**

Chair : Dionisio Prince William ( Class President BSHM)  
Co-Chair : Ivy Rose A. Ventura (Class President BSTM)  
Members : Reina Mikaela R. Magtangob ( Class President BTM)  
May P. Muñoz (Class President BSTM)  
All Class President (CTHTM)

**DURING THE DRILL**

1. On July 30, 2015 continuously ring all the school Bell or Siren, use the public address (PA) system or do verbal instructions to signal the start of the **SHAKE DRILL**.
2. Play audio recording of a rumbling earthquake sound (the one you downloaded) on your PA.
3. Advise everyone to perform the **Drop, Cover and Hold position**.
4. While down on the floor, students should look around for possible materials that might fall, break or collapse such as glass windows, ceiling fans and cabinets etc. and make conscious efforts to avoid them.
5. After 45 seconds, the ringing of the bell will stop to signal that the shaking has stopped.
6. Everyone may stand up and proceed to evacuate to the safer area based on the evacuation plan.
7. Use the **BUDDY SYSTEM**. Students should exit their classrooms in pairs with one teacher in front and another at the end of the line (or the class president). Take a look at other classrooms on the right and left and determine whether the group's assistance is needed.

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Phone: (Director) 02-7160930 (Staff) 02-7160106 (Hasmin Hostel Manager) 02-7160956  
Website: [www.pup.edu.ph](http://www.pup.edu.ph) E-mail: [mhdelpilarcampus\\_director@pup.edu.ph](mailto:mhdelpilarcampus_director@pup.edu.ph)

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**COLLEGE OF ENGINEERING**  
**COMPUTER ENGINEERING DEPARTMENT**



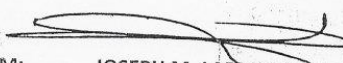
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 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
 Office of the Vice President for Administration  
 MARCELO H. DEL PILAR CAMPUS  
 OFFICE OF THE DIRECTOR

PUP Communication Tracking System  
**2015-290133**  
 Tracking Number

July 28, 2015

**NOTICE OF MEETING**

**FOR/TO:** LOCAL UDRRC  
 SUB-COMMITTEE CHAIR/REPRESENTATIVE

  
**FROM:** JOSEPH M. LARDIZABAL  
 Director

**SUBJECT:** FINAL COORDINATION MEETING

In order to have a well executed plans for the "National Disaster Drill" on July 30, 2015, may I invite your presence in a meeting to finalize our strategies on July 29, 3pm at my office, Ground Floor of GS Building.

Thank you for your usual cooperation.

*Copy furnished: Office of the VP for Administration  
 Security and Safety Office  
 Medical and Dental Services*

Ground Flr., PUP Graduate School Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila  
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COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**

Taub, Paz			
Seasol, Luzviminda			
Paguio, Maria Cecilia			
Ampo, Nancy			
Jandugan, Leticia			
Raagas, Marilyn			
Miranda, Virginia			
Tilan, cleofelin			
Canoy, Myrna			
Jose, Milagros			
De Leon, Herbert			
Mascarinas, Elmer			
Sibug, Ana liza			
Lavapie, Ariel			
Hadap, Devine			
Moreno, Jeffrey			
Oriola, Mary Jane			
Lajota, Mary Jane			
Valdez, Ernesto			
Deguino, Lemuel			
Orquia, Manuelito			
Hadap, Frederick			
Belonio, Karen			
Vista, Dorningo Jr.			
Vista Darwin			
Hadap, Girlie			
Lavapie, Nestor			



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Orquia, Manuelito			
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Vista, Domingo Jr.			
Vista Darwin			
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Lavapie, Nestor			



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Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Office of the Vice President for Administration  
CAMPUS DEVELOPMENT and MAINTENANCE OFFICE

**MEMORANDUM**

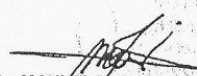
Date : July 24, 2015  
To : UDRRMC SUB-COMMITTEE MEMBERS  
From : Dr. ANTONIO Y. VELASCO  
CDMO Director and UDRRMC Team Leader  
Subject : Seminar on Disaster Preparedness

With its goal of ensuring the safety and wellbeing of the PUP Community, the University Disaster Risk Reduction and Management Council (UDRRMC) is joining the National Disaster Drill which will occur on any dates from July 26-31, 2015 spearheaded by the Metropolitan Manila Development Authority (MMDA) entitled "METRO MANILA SHAKE DRILL 2015".

In this view, the UDRRMC would like to invite you to a Disaster Preparedness Seminar on July 28, 2015, 1:00PM-5:00PM at the Bulwagang Bonifacio which is in cooperation with the Metropolitan Manila Development Authority (MMDA). Your participation and Involvement will ensure the success of this activity.

Your cooperation in this undertaking will be highly appreciated. Thank you very much and God bless.

Noted:

  
Dr. MANUEL M. MUHI  
Executive Vice President and UDRRMC Chair

Ground floor South Wing, PUP A, Mabini Campus, Anonas St., Sta. Mesa, Manila  
(Trunk Line) 335-1787 loc309 Website: www.pup.edu.ph email: cdm@pup.edu.ph



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COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**

Communication

- Orientation – Time/tasking
- We should have a video being played at the gate
- There is a video at center repeatedly played orientation should be planchado
- \_\_\_ orientation – specific – video audio presentation
- Pictures of areas where to go
- Evacuation plan – picture of building you are here then where to go – to be posted in all classrooms
- Bell wrong signal – should be different
- Battery operated \_\_\_?
- To tell all colleges to participate in all classroom routine evacuation; Do's and don't's
- EDMC – Consult with VP Guillo
- Engg – doing the signages for evacuation
- What about the others campuses? When?
- Tarpaulin - \_\_\_ laid out and then give to colleges for printing

EDUC –RBJ –

- talked to CWTS – students to put in every room and medical cabinet in all lab rooms- donations
- Ask for University – request budget for disaster proposal
- As per Gen. Santos the budget for OCD takes a long time to get
- Wednesday – PM class too many students didn't anticipate
- Dome safest area for rescue area
- Open PE gate after the tremor
- At the back of Bulwagan Balagtas Library clear the fire exit escape the back of the library building is big
- PUP has an air siren needs repair electric or manual
- -To be removed for repair and to be re-installed can be relocated
- -control room to contain equipment
- -inventory of equipment/budget
- -CNO-disaster manual to be done by UDRRMC

Search and Rescue

- No equipments – all borrowed – ropes at 6<sup>th</sup>, 5<sup>th</sup> and 4<sup>th</sup> floor should be permanent installed – should be in a locked containers.
- Who will be floor supervisor? College staff to be trained deans to submit names.
- Date mgt – they should be the \_\_\_? to access
- Relief- bottles of water good for one year only should be stored where?
- Year round solicitation, funds for buying biscuit, emergency food, disaster food.

Security

- -to call sir tony
- -ATL – coordinate – lacking per \_\_\_?
- -sound system at the oval?



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July 28, 2014 Assessments Meeting

2x/semester – conduct of disaster drill

Early Warning - APRG

- Alarm cannot be heard by HS, Library and Other Main Offices
- install alarm/strategically placed speakers
- Orient first Faculty and Staff
- During Drill – Teachers were adamant in not joining  
Teachers were the first to leave the room
- As per Gen. Santos – PUP for a first timer – V.G.  
- said that the duck, cover and hold- not applicable to lab room
- Need to communicate to faculty and staff
- If there is no electricity, what will be used?

Evacuation - NFS

- First to get out of the room
- Fire Exit at the south wing back area needs overhaul
- North Wing- Far distance to walk in – so suggestion from evacuation for HS Lab to go to middle of Library and High School Building
- No support from others
- What if there is an event

Psychosocial

Simulation should have been done – for traumatic experience

Medical

- Small space and covered by students in actual session – no place for medical should have a permanent area
- Suggestion - should be at catwalk-color with yellow triangle
- Gate – part to be detached gate for the people so it will be easy to exit
- In the road - red cross flag
- For disposal of chemicals – in drum with rocks, sand, pebbles. - *Evaporation Process*

Fire Department

- Ok-Participant of fire department
- No fire extinguisher – inventory of fire extinguishers
- Fire Hydrant – 5 inside campus but not functioning
- One hydrant functioning – no hose and nozzles and ax, no alarm
- Fire Extinguisher not expire – indicator check
- Cleaned and should be refilled
- On-going bidding for fire extinguisher



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Republic of the Philippines  
Polytechnic University of the Philippines  
Office of Executive Vice President  
**UNIVERSITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

### PUP SHAKE DRILL

**Activity** : MMDA Metro Wide Shake Drill  
**Purpose** : To increase the Metro's chances of better recovery and implementation of contingencies in the event of earthquakes.  
**Time Frame**: Mobilization started after the July 2, 2015 coordination meeting with participating schools and establishments at the Holiday Inn Hotel, Makati City. Seminars and workshops were conducted to ensure that the participants will be well-informed about what to do during calamities and during the actual drill, July 30, 2015 at 10:30 AM.

### NARRATIVE REPORT

A total of 20,000 students, faculty members and administrative personnel of the Polytechnic University of the Philippines System participated in the shakedrill. The members of the Evacuation Committee were waiting at their designated areas. Upon the signal of the Team Leader of the University Disaster Risk Reduction and Management Council (UDRRMC), the drill commenced at exactly 10:30AM.

A 45-second rumbling noise was played which was an indication of an earthquake. Upon hearing the sound, the students performed the "Drop, Cover and Hold". After the sound ended, the sirens and the school bell were rang continuously which meant the start of evacuation. The students, faculty members and administrative staff were led to the PUP Oval, the assigned Evacuation Area.

Once at the Evacuation Area, the attendance was checked to make sure that everybody is accounted for. The classrooms, offices and grounds were checked for any casualties. The injured, wounded and incapacitated were brought to the Triage Area and were given immediate treatment by the Medical Team. An ambulance was on standby in case someone needed to be brought to the hospital.

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**UNIVERSITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

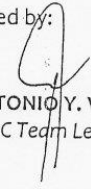
The Fire Management Committee was also on hand when an explosion, which was one of the practice scenarios, happened at the Food Technology Laboratory. The committee was armed with fire extinguishers to instantly put out the fire and prevent it from razing the Nutrition and Food Science Building.

The drill at the nearby PUP campuses likewise went very well. The students performed the "drop, cover and hold" while being directed to the assigned evacuation areas and the local UDRRC committees were also in close coordination to make sure that everything goes as planned. The medical teams were on call at the triage areas ready to treat casualties.

The drill ended at around 11:20AM. After PUP President De Guzman declared that there were no damages to the buildings, the students were asked to go back to their respective classes and the employees to their offices. The 20,000 strong faculty, administrative staff and students who participated in the drill were all accounted for and were informed of what to do in the event of a disaster. The local UDRRC committees from the different colleges and offices were quick to respond and really did their best to serve the PUP Community.

Even with a few minor slips, the PUP Shake Drill can be called a success because of the full participation of the entire PUP Community and because the goal of promoting awareness was realized. If and when a disaster hits the campus, the PUP Community will know what to do ensuring a disaster-free and protected society.

Prepared by:

  
Dr. ANTONIO Y. VELASCO  
UDRRMC Team Leader

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COLLEGE OF ENGINEERING  
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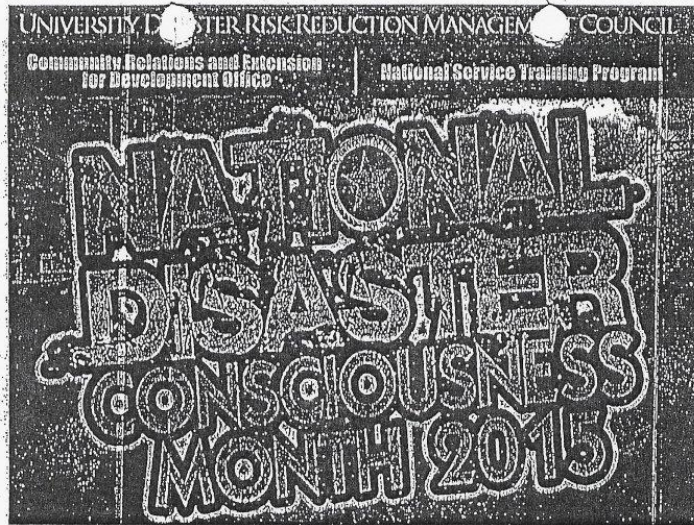
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**COMPUTER ENGINEERING DEPARTMENT**



A Seminar Workshop on  
**DISASTER PREPAREDNESS**  
In cooperation with the  
**CIVIL MILITARY OPERATIONS**

July 15, 2015 1:00PM-5:00PM  
July 16, 2015 8:00AM-5:00PM

Manila Room, 7<sup>th</sup> Floor Hasmin Hostel  
M.H. del Pilar Campus, Sta. Mesa Manila

**Prof. Jaime P. Gutierrez Jr.**  
Director, PUP San Juan Campus

This serves as an invitation

*jpgutierrezjr@yahoo.com*

*Received by:  
J. del Pilar 7-13-15*



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**PROGRAMME**

**DAY 1**

Doxology and  
National Anthem

Welcome Remarks **Dr. MARIETTA D. REYES**  
Dean, CTHM

Inspirational Messages

**Dr. MA. JUNITHESMER D. ROSALES**  
Associate Dean, PUP GS  
**Prof. JOSEPH LARDIZABAL**  
Director, M.H. del Pilar Campus

Intermission Number **THE DRAMATICS DANCE COMPANY**  
College of Arts and Letters

Talk on Drill Plan **Dr. ANTONIO Y. VELASCO**  
Director  
Campus Development and Maintenance Office

Talk on  
Disaster Preparedness **Col. BENJAMIN L. HAO, INF (GSC) PA**  
Battalion Commander  
Civil Military Operations

**AWARDING OF CERTIFICATES**

**DAY 2**

**WORKSHOP PROPER ON  
DISASTER RESPONSE AND RESCUE OPERATIONS**  
(Please come in comfortable clothes)

**PROF. MA. PAULA AREVALO-DESTACAMENTO**  
Master of Ceremonies



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A Seminar on  
**DISASTER PREPAREDNESS**  
In cooperation with the  
**Metropolitan Manila  
Development Authority**



July 28, 2015 1:00PM-5:00PM

Bulwagang Bonifacio,  
Ninoy Aquino Library and Learning Resources Center,  
PUP Main Campus



A Seminar on  
**DISASTER PREPAREDNESS**  
In cooperation with the  
**Metropolitan Manila  
Development Authority**



July 28, 2015 1:00PM-5:00PM

Bulwagang Bonifacio,  
Ninoy Aquino Library and Learning Resources Center,  
PUP Main Campus

(02) 8713 5968 | [dcoe\\_chair@gmail.com](mailto:dcoe_chair@gmail.com)  
RM322 CEA BLDG. NDC COMPOUND,  
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





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Par B 1.7

**Suggested In-House Earthquake Drill for Colleges and Universities**

*Life Safety: Drop, Cover and Hold Drill and Building Evacuation*

**Before the Drill**

1. To participate in the earthquake drill, there is a need to register your school in the website cited above as an official participant with details on the number of participants and the focal person(s) to lead the drill.
2. The announcement of the drill may emanate from the Commission on Higher Education (CHED). Authorities may also remind the students and faculty of the scheduled drill via the school website and other social media account or thru bulletin boards inside school premises which includes the following details:
  - Date and time of the Shake Drill;
  - Role of teachers, students, non-teaching personnel, parents and security people on the drill;
  - How to correctly perform Drop, Cover and Hold position wherever they are. This can be done by taking cover beneath a sturdy table or seat and covering your head with your hands and arms.
3. Parents of students may also be invited to join the drill.
4. As for the actual drill, student officers of the Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS) and Civic Welfare Training Service (CWTS) may be tapped for first aid response, manning of command posts, inventory of danger objects that might fall on an actual earthquake, survey of potential evacuation areas and ushering of lower year schoolmates towards the identified evacuation sites.
5. (Optional) Download from [www.metromanilashakedrill.com](http://www.metromanilashakedrill.com) a realistic earthquake sound effects ready to be played during the shake drill.
6. Assign or delegate Public Safety Officer(s) who will serve as lead or focal persons for this activity. Teachers and/ or school personnel may be assigned to these tasks. It is advised that such officers are familiar with



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the surroundings. As for the marshalling, it is mandatory that the teacher(s) inside the classroom during the occurrence of an earthquake will serve as the guide of the students on when or where to evacuate. The possibility of experiencing an earthquake while in school will be high since colleges and universities operate from almost everyday starting at 6:00 am. Until 9.00 p.m.

7. Professors, employees, parents, select students, security and alumni (if possible) should develop an earthquake evacuation and response plan including maps and signages posted clearly within school premises showing the evacuation routes and assembly areas. Take note that our theme is to **Prepare, Survive and Recover**.
8. To empower the studentry and to prepare them to the life beyond college, student from specialty courses may assist in the preparation of the evacuation and response plan. Engineering and architecture students for the route plan, criminology students for fire prevention and security, pre-med students for first aid, accounting and business students for the inventory of resources and people to mention a few courses relevant to the entire process.
9. Have an assessment of what things might fall in the classroom or in the gym i.e. glass walls, glass windows, cabinets, ceiling fan, basketball ring, bricks, etc. and make pre-cautionary measures to make them sturdier. It will be wise to inform the drill participants to veer away from possible objects that might fall as mentioned above.

**Things to consider:**

1. Determine the objectives of the drill. What would you like to test?
2. How will you direct the parents, teachers and students during and after the shaking? Consider that certain factors such as location, construction material type, age of structure will influence your decisions regarding what to do after an earthquake.
3. Prepare ahead. Secure legal documents of the school and that of the students in heavy duty cases, possibly waterproof for easy retrieval in a rubble. Computers and mainframes containing critical database and





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student records needs to be secured. Cloud back up for these files is an option for the school. Strengthen weak structures.

4. Identify the possible scenarios: power outages, closed roads and down telecommunications. Many parents, under these circumstances will unable to pick up their children. Going back to their respective homes on their own will also be a challenge.

During the Drill

1. Gather the team assemble (safety officers, professors, parents, other employees, select students, alumni) in a room a few minutes before the drill and share the drill objectives.
2. At exactly 10:30 a.m. on July 30, 2015 continuously ring all the school bell or buzzer, use the public address (PA) system or do verbal instructions to signal the start of the Shake Drill.
3. Play audio recording of a rumbling earthquake sound (the one you downloaded) on your PA.
4. Advise everyone to perform the Drop, Cover and Hold position.
5. While down on the floor, students should look around for possible materials that might fall, break or collapse such as glass windows, ceiling fans and cabinets etc. and make conscious efforts to avoid them.
6. After 45 seconds, the ringing of the bell will stop to signal that the shaking has stopped.
7. Everyone may stand up and proceed to evacuate to the safer area based on the evacuation plan.
8. Use the BUDDY SYSTEM. Students should exit their classrooms in pairs with one teacher in front and another at the end of the line (or the class president). Take a look at other classrooms on the right and left and determine whether the group's assistance is needed.
9. Use the alternate routes in your evacuation map if there is any obstruction or your pathway is unsafe or deemed dangerous to use.

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Students should cover their heads with their bags and books. Do not use the elevators.

10. If an aftershock occurs while exiting, once again **Drop, Cover and Hold** until the shaking stops and is now safe to proceed to a safer ground such as parking space and open field away from trees or electric posts.
11. It is advisable to stay together and evacuate safely and quietly using the 4 universally accepted Evacuation Rules: **Don't Talk! Don't Push! Don't Run! And Don't Turn Back!**
12. Professors are to remain in their CLASS at all times and students from the same class must remain together during the duration of the drill. Periodic roll call by the professor is needed. Keep the students quiet for them to hear what is being announced at the PA system.
13. Safety Officer / Point person to conduct a headcount and ensure that nobody is left in the classrooms and everyone is accounted for. Extra effort in assistance should be given to elderly faculty and PWD students as they are the most vulnerable during an earthquake.

**Things to consider:**

1. Make the Shake Drill a fun experience. The aim is to instill the outputs of the drill to the daily lives of the students applying the knowledge learned from the drill wherever they may be. i.e., school, home, or any indoor structure

**After the Drill!**

1. Gather the team and discuss what worked well and what problems arose.
2. The Safety Officer should immediately conduct a post-drill assessment.
3. Discuss the lessons learned in the exercise.
4. Evaluate the conduct of the drill by looking into the details of the exercise and by identifying possible areas for improvement. This may be done using a post-assessment form.