



Republic of the Philippines
BATANGAS STATE UNIVERSITY

The National Engineering University

Rizal Avenue Ext., Batangas City, Batangas, Philippines 4200

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1546/1822

E-mail Address: president@g.batstate-u.edu.ph | Website Address: http://www.batstate-u.edu.ph

Office of the ACTION CENTER

Memorandum Order No. 11
Series of 2022

TO DESIGNATED BUILDING MARSHALS AND INCIDENT MANAGEMENT TEAMS IN ALL CAMPUSES OF BATANGAS STATE UNIVERSITY

THRU CHANCELLOR/RESPONSIBLE OFFICER- INCIDENT MANAGEMENT TEAM

SUBJECT GUIDELINES ON EVACUATION DURING EARTHQUAKE AND FIRE INCIDENTS

DATE 11 AUGUST 2022

The following are the evacuation guidelines and procedures that shall be followed in the event of fire and earthquake incident:

1. Safely stop whatever you are doing.

1.1. During an Earthquake

1.1.1. 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.

1.1.2. Do not run or panic.

1.1.3. Beware of falling objects and move away from glass windows, hanging objects, unsecured furniture or equipment containing hazardous chemicals.

1.2. During Fire Incident

1.2.1. If the fire is small (wastebasket sized or smaller) and you have been trained to use a fire extinguisher, you may attempt to extinguish the fire. If you cannot put out the fire in 5 seconds, evacuate

1.2.2. To use a fire extinguisher, remember the acronym **PASS**:

P - **PULL** safety pin from handle.

A - **AIM** nozzle at base of fire.

S - **SQUEEZE** the trigger handle.

S - **SWEEP** from side to side

2. Evacuate the building and proceed to the designated assembly area

2.1. Earthquake

2.1.1. After the shaking stops, exit the building and go to the designated evacuation assembly area. Do not use the elevators.



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2.1.2. Check yourself and others for injuries. Report serious injuries to the room/office marshal and to Building and proceed to the medical response team to provide first aid.

2.1.3. Do not re-enter buildings until the Earthquake Response Team (ERT), have provided clearance to return.

2.1.4. Do not move seriously injured people unless they are in obvious, imminent danger from building collapse. Report the incident to the building marshal and Operation Section Chief

2.1.5. In the unlikely event that you are trapped in a building:

2.1.5.1. Stay calm.

2.1.5.2. If a window is accessible, place an article of clothing outside the window as a 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.

2.1.5.3. Shout as a last resort to prevent dust inhalation and preserve your energy and voice.

2.2. Fire Incident

2.2.1. Take your emergency supplies, car keys, bags and/or wallets and other personal items if it is safe to do so. Cease any inter- or across-floor movement.

2.2.2. Secure your area and your classified materials and shut down equipment, if possible.

2.2.3. 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.

2.2.4. 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.

2.2.5. If your clothes or those of another are on fire, STOP, DROP and ROLL. DO NOT USE ELEVATORS.

2.2.6. In the unlikely event that you are trapped in a building:

2.2.6.1. Stay calm.

2.2.6.2. If a window is accessible, place an article of clothing outside the window as a 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.

2.2.6.3. If accessible, pull the manual fire alarm or shout as a last resort to prevent dust inhalation and preserve your energy and voice.



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2.3. Reminders during Evacuation

2.3.1. Mark an “X” (should be visible) to the door of the vacated room/office. This shall be done by the assigned room/office marshal. (When an incident occurs in a classroom, the teacher or professor who is scheduled to teach at that moment automatically serves as the room marshal. In the absence of teacher/professor, the assigned student coordinator shall serve as the room marshal)

2.3.2. The door shall be opened by the student or person who is closest to it.

2.3.3. **Room/office marshal shall** take the responsibility to

2.3.3.1. Assist the concerned evacuees from the building to the designated assembly/evacuation area

2.3.3.2. Count the number of evacuees (sex disaggregated data) at the designated evacuation area to check if all are in the area.

2.3.3.3. Examine their condition and report any incidents that require first aid.

2.3.3.4. Report the number of the evacuees to the building marshal with the corresponding code/s:

Code 1: Complete and Safe

Code 2: Someone is missing (Re-check the evacuation area, if still missing, report it immediately to the floor marshal. Call the attention of the missing person through a megaphone. If found, report again the figure to the floor marshal and provide another code (either 1 or 3). If not found in the evacuation area, then the floor marshal shall report it immediately to the building marshal to check again the room and the building. Search and rescue by the Search and Rescue officer of the Incident Management Team/ by the Search and Rescue Team from the external safety provider shall immediately follow after the conduct of thorough inspection of the floor and building marshal.

Code 3: Complete but with injured evacuee/s

2.3.4. Floor marshals shall immediately report the number of the evacuees (sex disaggregated data) of all rooms and offices within the floor under his jurisdiction. Submit also the appropriate code to define the status of evacuation per floor.

2.3.5. All members of the **Incident Management Team** shall report to the Incident Command Post. Incident Commander shall check and verify the presence of the members and provide pep-talk/short meeting. In the absence of the Incident Commander then the Deputy Incident Commander or the next higher officer/authority shall be in-charge.

2.3.6. Security personnel are expected to provide an assistance in the evacuation area.

2.3.7. Building marshal shall report the total number of evacuees (sex disaggregated data) to the Evacuation Area Supervisor. In the absence of the Evacuation Area Supervisor, the Incident Commander shall immediately assign an alternate in-charge.



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- 2.3.8. Evacuation Area Supervisor shall report the number of evacuees to the Operation Section Chief at the Incident Command Post. In the absence of the Operation Section Chief then the highest authority in the ground shall be in-charge.
- 2.3.9. Operation Section Chief shall report the total number of evacuees and situation to the Incident Commander
3. Follow the minimum health and safety protocol at the evacuation area.
 4. Wait for the announcement of the assigned building marshal if the building has already been cleared and safe for occupancy.
 5. Conduct immediately a post-evaluation meeting in the building with all the assigned marshals and submit a report to the Evacuation Area Supervisor. All reports shall be properly consolidated by the Evacuation Area Supervisor to be submitted to the Operation Section Chief.
 6. A SitRep or Situational Report shall be discussed in the post evaluation meeting that will be done by the members of the Incident Management Team and all the building marshals. A copy of the SitRep and minutes of the meeting shall be forwarded to the Responsible Officer with the same copy to be provided to the Office of the ACTION Center

In this regard, all building marshals are hereby required to discuss these guidelines together with the designed evacuation flow from the assigned building to the assembly/evacuation area to all the faculty members (permanent and guest lecturers), room and floor marshals on Monday, August 15, 2022. Kindly inform the attendees to disseminate the guidelines to the students and personnel in the office/room of assignment. Consolidated minutes of the conducted meeting with the attendance of the required attendees shall be forwarded to our office until 5:00 pm of August 19, 2022 through the designated Responsible Officer/Incident Commander.

More so, building marshals and members of the Incident Management Team shall accomplish the google sheet form that can be accessed through this link https://docs.google.com/forms/d/e/1FAIpQLSfi8I6aiSEsd5SWh5gWS2DPHTn1Rd_zwUS3zox3vei4tT0A/viewform.

For the information and proper guidance of everyone's concerned

DR. NICKIE BOY A. MANALO
Director, ACTION Center

*Cc: President's Office
Chancellor's Office
Office of the VCAA
Office of the VCAF
Deans' Office
General Services Office*