

UNIVERSITY INTERNAL

# EMERGENCY PLAN

ATENEO DE DAVAO UNIVERSITY





# University Internal Emergency Plan<sup>1</sup>



## Third Edition

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### Emergency Operations Center

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<sup>1</sup> Adapted from The Royal Children's Hospital Internal Emergency Response Plan and the University of Adelaide Emergency Procedures.

## Introduction

Traumatic incidents, sudden death, suicide, both attempted and completed, bombing, shooting are but a few of the situations that increasingly occur in the city in the recent years. In keeping with these kinds of situation, so has a need for procedures to guide the University personnel in the event of crisis or emergency situation. This emergency plan enhances the University's effectiveness to respond immediately and effectively.

## Purpose and Major Goals

*Purpose:* to help meet the needs of students and personnel of the Ateneo de Davao University during times of crisis or emergency in the campus

*Crisis or Emergency Situation:* a situation, which is out of the norm and/or has the potential of causing significant disruption to the University's normal operations.

## Major Goals

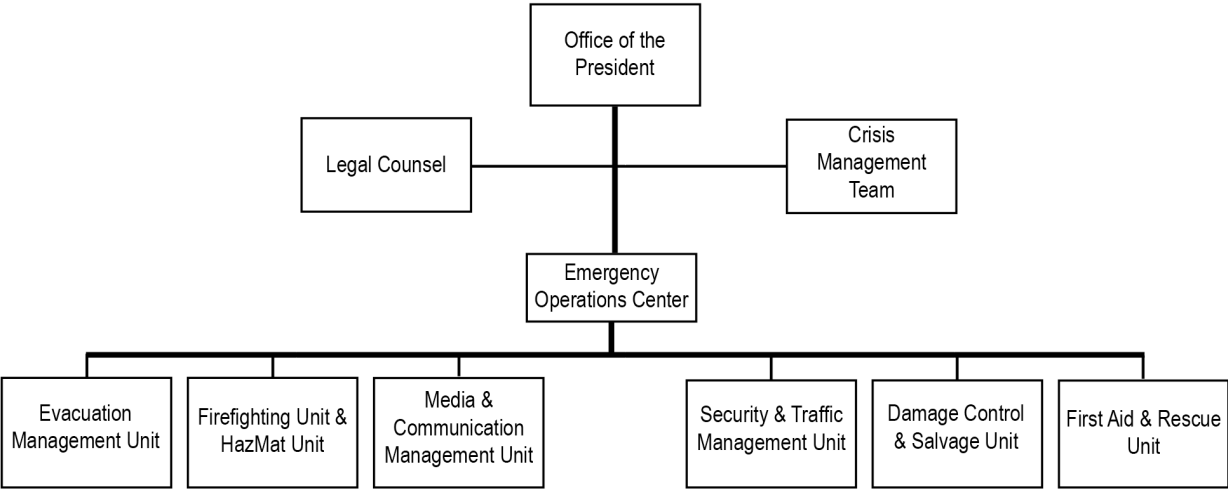
1. To facilitate the safety of the students and personnel;
2. To avoid confusion;
3. To help the University community survive a traumatic situation;
4. To help the system get back to normal operations as soon as possible;
5. To reduce psychological suffering;
6. To protect students and personnel, and visitors from unreasonable risk or harm;
7. To guide actions of intervening first responders;

## Emergency / Crisis Intervention Guidelines

It is the intent of the crisis intervention guidelines to provide a basis for, and to assist in:

- Administrative support to this effort by allocating staff time and resources to the development of other safety guidelines in the campus;
- Recommendations for daily routine security and safety in the campus;
- Planning for training for all personnel and volunteers involved in the University Internal Emergency Plan on their roles in an emergency situation;
- Adoption of plan to address both internal situations and those requiring support from external services (Central 911, Davao City Police Office, Bureau of Fire, City Engineer's Office, City Environment and Natural Resources, Davao Light and Power Co., Davao City Water District).

Organizational Chart in Emergency Situation



## INTERNAL EMERGENCY RESPONSE CODES

### Code Blue

#### Medical Emergency

- Illness or disease (e.g., most common examples are cardiovascular conditions, asthma, diabetes, epilepsy, flu, dengue fever, schizophrenia, etc.) with physical manifestations, such as fainting, vomiting, high fever, whooping cough, convulsions, vertigo, etc.

### Code Yellow

#### Internal Emergency

- Explosion, natural disaster (earthquake, typhoon), engineering failures (burst water mains, loss of electrical power, gas leaks, air-conditioning failures, elevator failure)
- Impacts on building or grounds; incidents in the immediate surrounds of the University
- Information and communication failures

### Code Orange

#### Evacuation

- Movement of students, faculty and staff within or from University in as rapid and safe manner as possible; removal of people from immediate danger area to a safe area

### Code Red

#### Fire/ Smoke

- Fire alarm activation/ Presence of fire

### Code Purple

#### Bomb Threat/ Arson Threat/ Bombing Situation

- Possible threat from a suspected material or from a explicit threat via lines of communication

### Code Black

#### Personal Threat

- Armed or unarmed persons threatening injury to others or the campus; armed confrontation; holdups, hostage, assassination attempt, irrational person, intruders

### Code Brown

#### External Emergency

- Flooding in nearby vicinity; traffic jam; disaster; external emergency of which University has no control

### Code 914A/ 914S Suicide Attempt/ Suicide

## Stages of Activation

In an emergency, the Executive Vice President<sup>2</sup> (during office hours) or the Head Guard (off hours) shall assess the emergency, declare the code activation, and execute the code stages. Depending on the type of emergency, he will determine if the response needs to be elevated to a higher level of emergency management. After a full response, from Stage 1 to 4, the Executive Vice President will coordinate a major debriefing session with the Emergency Response Team and the relevant officers of the emergency teams.

### Stage 1      **ALERT**

Notice of an emergency shall have been given. The Executive Vice President and Head Guard have been notified of a situation that could escalate or that may require coordination of support resources.

### Stage 2      **STANDBY**

There is an increased likelihood that the emergency situation will have a major impact on services and operations of the University.

### Stage 3      **CALL-OUT**

An emergency situation exists. The Emergency Button is triggered, and alarms sound at the Main Guardhouse, the Office of the Executive Vice President, and the Clinic. Upon receipt, the Emergency Response Team will need to be dispatched and sent to the location of the emergency.

### Stage 4      **STAND-DOWN**

The emergency has been contained, and emergency operations are no longer required. The University shall resume normal operations and activities. Debriefing follows.

## CANCELLATION OF CODE

The Executive Vice President (during office hours) or the Head Guard (off hours) will determine and decide when a code is to be cancelled. Cancellation will be initiated, and an “All Clear” will be declared over the radio. It is important that an “All Clear” is announced with the type of emergency code declared. For example, if a fire led to a decision to evacuate, Code Red, then Code Orange would be given. If the fire is extinguished prior to the completion of evacuation, then the call would be “Code Red, All Clear” followed by “Code Orange, All Clear.”

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<sup>2</sup> In case that the Executive Vice President (EVP) is not available, the next authorized University administrator to activate the codes will be the (1) **Physical Plant Director** and if he is not available, the designated **Security & Safety Officer** of the Physical Plant Office.

## Command Post (Office Hours)

For major emergencies, the Command Post of the Emergency Operations Center (Emergency Ops Center) will be the Office of the Executive Vice President. The Office will have the following on hand:

- Emergency Button Monitor/ Flashing light
- Telephone services on dedicated outside lines to facilitate communication in the event of University communication failure
- Fax machine
- Photocopier
- Internal phone
- Site maps and white board
- Flashlights/ Torches
- VHF radios
- First aid kits/ Stretcher
- CCTV monitoring post

## Off Hours Command Post

From 5PM to 8AM during weekdays, Saturdays and Sundays or holidays, the Command Post will be the Main Guardhouse at the Jacinto Gate. The Main Guardhouse shall be equipped with the following:

- Emergency Button Monitor/ Panel/ Flashing light
- Telephone and internal phone
- Base radio/ VHF portable radios
- Mobile phone
- Flashlights/ Torches
- Safety deposit box for firearms/ ammunitions
- CCTV monitoring equipment
- First aid kits/ Stretcher

During off hours, the following key persons will have to be informed immediately:

Mr. Jeremy Eliab (Executive Vice President)	<b>0947 256 1096</b>
	<b>0998 566 3471</b>
Engr. Florian Remolino (Physical Plant Director)	<b>0905 565 5239</b>
Engr. Evtri Tabanguil (Security & Safety)	<b>0905 565 5249</b>
Atty. Manuel Quibod (Legal Counsel)	<b>0920 909 0585</b>
Ms. Theresa Salaver-Eliab (Student Affairs Director)	<b>0919 646 5674</b>



## Emergency Buttons and Phones

The Emergency Ops Center maintains and monitors the emergency buttons strategically located in key facilities on campus. Red, circular emergency buttons are accompanied by a red sign. The call boxes can be used for emergency situations.

When the button is pushed, the red light will be activated, and security and emergency personnel will be alerted to the emergency situation and the general location of the emergency. The person who pushes the button should remain in by the button until the emergency personnel arrive. This person should lead the emergency personnel to the exact location of the emergency.



### Pinpointing the Location of the Emergency Buttons

<b>Finster Hall</b> (elevator area) 2 <sup>nd</sup> to the 7 <sup>th</sup> Floor	<b>Finster Hall</b> (near F200/ F300/ F400/ F500/ F600/F700) 2 <sup>nd</sup> to the 7 <sup>th</sup> Floor
<b>Canisius Hall</b> (near C207/ C307/ C407/ C507) 2 <sup>nd</sup> to the 5 <sup>th</sup> Floor	<b>Wieman Hall</b> (near W201/ W304/ W404/ W504) 2 <sup>nd</sup> to the 5 <sup>th</sup> Floor
<b>Dotterweich Hall</b> (near D200/ D300/ D400/ D500) 2 <sup>nd</sup> to the 5 <sup>th</sup> Floor	<b>Jubilee Hall</b> (elevator area) 2 <sup>nd</sup> to the 5 <sup>th</sup> Floor

**Del Rosario Hall** (near R204/ R304/ R404/ R504)  
2<sup>nd</sup> to 5<sup>th</sup> Floor

**Martin Hall and Community Center of the First Companions**  
All Floors near the stairs

These buttons must be used only for emergency situations. A gurney or spine board is located near the emergency buttons at the elevators. Using or tampering with these buttons for other purposes (prank calls, etc.) is prohibited and is a disciplinary case that is punishable by dismissal from the University. To alert personnel to an emergency, call **8222** on any local University phone or **082 2212411** local **8222** on a mobile phone, or hit the emergency button.

# CODE BLUE: MEDICAL EMERGENCY

## Definition

A **medical emergency** is one that is caused by an **illness** or **disease** (e.g., most common examples are cardiovascular conditions, diabetes, epilepsy, flu, dengue fever, schizophrenia, etc.). Illnesses or diseases would at times would have physical manifestations, such as fainting, vomiting, high fever, whooping cough, convulsions, vertigo, etc.

N.B. It must be noted that other types of emergencies can eventually lead to the need for medical attention. Code Blue is differentiated from the other emergencies in that it is primarily medical in nature.

## Steps to Take

- Step 1: Medical Emergency Alert  
Call “8222” or “0” or press the Emergency Button.
- Step 2: Emergency Call-Out
- Step 3: Emergency Response Team
- Step 4: Hospital
- Step 5: Emergency Stand-Down

## Step 1: Medical Emergency Alert (Call “8222” or “0” or Hit the Emergency Button)

- A. The Emergency Button is triggered.
- B. For any medical emergency, please call local “8222” or “0” from any office phone or call the Roving Guard on duty assigned to the floor. Provide the following information to the switchboard operator or to the roving guard:
  - Where – room/office/floor/building
  - What – fainting: reason unknown, LBM, vomiting, physical injury, etc.
  - Who<sup>3</sup> – teacher, student, staff, unidentified (e.g., visitor); male or female
  - How many – one, four, seven

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<sup>3</sup> The patient’s identity and condition must at all time and for any kind of emergency be kept strictly confidential among concerned emergency response team personnel.

- Condition – ambulatory/can walk, conscious but can't walk, unconscious, etc.
- C. People in the immediate vicinity of the emergency situation must be made to immediately vacate the area. For example, if it happens in a classroom, the whole class—except for the teacher—must be made to leave the room. If it happens outside of a classroom, the area must be cordoned-off so as to keep the crowd away from the patient. Crowd control is vital as crowding impedes emergency response. Guard at the area is required to provide crowd control.
- D. The patient should not be moved until the duly designated clinic/ medical personnel arrive.

### **Step 2: Emergency Call-Out**

- A. The Roving Guard or Switchboard Operator calls out “Gold Base” (Security Office) and “Bravo Ten” (Executive Vice President) through the radio for the “Emergency Call-Out” and gives the following information: Where, what, who, how many, condition. The Executive Vice President (office hours) or the Chief Security Officer (off hours) declares a “Code Blue,” followed by the floor level and the name of the hall, e.g., “Code Blue, 3<sup>rd</sup> Floor Finster.”
- B. Gold Base calls **8337** (Clinic) to send the Nurse and the Doctor (Emergency Medical staff) to the specific location. The radio call sign of the Clinic Staff is “Charlie One” and Charlie Two.”
- C. God Base calls **8253/8201/8245** (Emergency Ops Center) or radio call sign “Bravo Ten.”
- D. Contact the Motorpool for a standby car and driver.

**Code Blue A: 1-3 patients**

**Code Blue B: 4-6 patients**

**Code Blue C: More than 6 patients<sup>4</sup>**

### **Step 3: Emergency Response Team**

- A. Emergency Ops Center On-Scene Security Officer/ First Aid Staff
- B. The Emergency Medical Staff is informed and proceeds to the elevator area / 1<sup>st</sup> Floor with first aid kit bag, cellphone, and a radio.
- C. Security guards in the location secure and cordon the area. They also assist the medical staff with the stretcher or the wheelchair.

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<sup>4</sup> The coding (A to C) is needed to give the medical personnel an idea of the quantity and type of materials, equipment, kits, etc., to bring. The A to C code also alerts the Emergency Ops Center to the number of elevators that will be needed for to respond properly to the emergency.

- D. The Medical Doctor/Nurse decides whether the patient will be brought to a hospital or to the University Clinic.
- The Nurse calls 911 if an ambulance is needed.
  - The Nurse calls “Gold Base” if a University car is required.
- E. The patient is brought to the Ground Floor and to the waiting 911 Ambulance, to the University car, or to the University Clinic for treatment.
- F. The Emergency Ops Center informs the Office of Student Affairs (OSA) if the patient is a student or the Human Resource Management and Development Office (HRMDO) if the patient is a University Personnel.
- G. The Roving Guards in other floors are to take control of one designated elevator if patients are not more than 3, two elevators if there are 4-6 patients, and all three elevators if there are more than 6 patients. Elevator riders will be requested to vacate the elevators to make way for patients. Elevators will be operated by guards who will go down to the 1<sup>st</sup> Floor to await instructions.
- H. The guards will advise people on the first floor on the number of elevators that will be reserved for emergency use while the Emergency Call-out is in effect.

**Step 4: Hospital**

- A. The Emergency Ops Center calls Davao Doctors Hospital in advance regarding the patient who will be brought to the Emergency Room (ER) from the campus. For Code Blue-Orange, the hospital to call is Southern Philippines Medical Center (SPMC).
- B. The OSA informs the patient’s parents or the guardian of the situation of the patient, and what hospital the patient is brought to. HRMDO informs any member of the immediate family of the patient. OSA or HMDO directs the parents, immediate family or guardians to proceed to the emergency room of the hospital.
- C. The Nurse on duty will accompany the patient to the Davao Doctors Hospital (or SPMC for Code Blue-Orange).
- D. The Nurse will inform the hospital’s ER personnel that the patient is a student of the Ateneo de Davao University. Proper medical endorsement will be conducted.

**Step 5: Emergency Stand-Down**

- A. The Nurse on duty files a report on the medical emergency; Emergency Ops Center calls for “**Code Blue, All Clear**”
- B. The affected student/s or personnel are debriefed by COPERS specialists or Guidance Center personnel.

- C. The elevators and security services will resume normal operations.

### Code Blue Call Out List

<b>Emergency Ops Center</b>	8253	Bravo Ten	0998 566 3471
<b>Security Office</b>	8222	Gold Base	0905 565 5281
<b>Media Liaison Officer (iCommP)</b>	8245		0905 565 2213
<b>Physical Plant Office</b>	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
<b>Office of Student Affairs</b>	8305/ 8344	Eagle One	0919 646 5674
<b>HRMDO</b>	8225/ 8250	Ms. Bambi Dublin	0923 408 0816
<b>Jesuit Residence</b>		Fr. Tony Basilio, SJ	0998 531 6110
<b>Student Insurance</b>	8305	Mr. Carl Conchas	0905 565 2330

### HOSPITALS

#### **Davao Doctors Hospital**

Qurino Avenue, Davao City  
Tel. (82) 221.2107 or (82) 222.8000

#### **San Pedro Hospital**

L. Ma. Guerrero Street, Davao City  
Tel. (82) 222.6100 to 06  
Admitting Section/ ER: (82) 221.6127

#### **Southern Philippines Medical Center**

Bajada, Davao City  
Tel (82) 224.4915

#### **Brokenshire Hospital**

Madapo Hills, Davao City  
Tel (82) 227.5706

# CODE BLUE: OUTBREAK

## DEFINITION

*A medical emergency with outbreak investigation and analysis* of initial report to confirm possible food or waterborne/ airborne illness outbreak, such as cases of diarrhea, vomiting, severe pneumonia/ asthma attack, which happened during school hours or in-campus school related activities.

Food or waterborne/ airborne illness outbreak is defined as two or more individuals who shared common exposure to an infected person, and/or exposure to food or water source at the same time who experience similar illness.

Guidelines for food or waterborne/airborne illness outbreak should be implemented for the following reasons:

- To provide preliminary information and identify the cause, risk factors or source of the problem;
- To implement interventions and provide advice / actions on infection control measures;
- To learn more about the health of the community, implications of food / waterborne/ airborne pathogens, microbes and viruses;
- To report to appropriate school administrators, local health department (City Health Office/ Department of Health), and evaluate existing recommendations or strategies for preventing similar outbreaks

## Steps to Take:

**Step 1: Medical Emergency Alert**

**Step 2: Emergency Response**

**Step 3: Hospital Referral Procedure**

**Step 4: Emergency Stand-down**

## **1. Medical Emergency Alert (Call 8222 or "0" or call the Roving Guard on duty assigned to the floor)**

- A. Immediately call the University Clinic (local 8337 or radio call sign "Charlie One" and "Charlie Two") to deploy emergency Medical Personnel to the area.
- B. Upon receipt of the request for medical assistance, the nurse on duty asks the informant relevant details to the situation:
  - a. Where is the medical emergency located?

- b. What is the nature of the emergency? LBM, vomiting
  - c. What is the current condition of the patient? - Is the patient awake? Breathing? Responsive? Able to move?
  - d. How did the incident happen? (if known)
  - e. Who? - Is the patient a student, faculty, staff, agency or visitor? Is the patient female or male?
  - f. How many is/are involved?
- C. The nurse then instructs the informant to stay with the patient until the Emergency Response Team - Nurses on Duty, Security (Roving guards), Safety Officers, etc., arrives at the scene. All first responders should have the basic personal protective equipment (N95 mask etc.) appropriate as advised by the DOH prior to responding to an emergency incident under this code.

## 2. Emergency Response

- A. The medical doctor / nurse follows procedure – *For On-Site Assessment* or *For Clients Immediately Brought In* – as the case sees fit.

### *For On-Site Assessment:*

- a. The nurse then performs triage assessment and assesses patient's consciousness and the safety for transport.
  - i. If unconscious, do chest rub and call out patient's name until awake. Perform CPR, if needed.
  - ii. Check Vital Signs
  - iii. If conscious and deemed safe, proceed.
- b. Facilitate the transfer of the patient to the clinic with the help of the Security and Traffic Unit.
- c. Proceed with procedure *For Clients immediately brought in*. Then, proceed with the investigation and manage as needed.

### *For Clients Immediately Brought In:*

- a. Transport the client to the respective room (Male/Female Patient's Observation Room)
- b. Identify the patient by his/her official ADDU ID.
- c. Assess the client's consciousness state:

- d. Pull out patient's medical record to reviews patient's medical record of students, faculty, non-teaching personnel/ staff who are affected

B. Investigating a suspected food or waterborne/ airborne illness

The University Clinic may use the *Food or Waterborne/ Airborne Illness Outbreak Investigation form* to provide initial report. It is important to form an Emergency Response Team to investigate and manage all aspects of a suspected outbreak.

Data collection should include:

- Patient's data: Information and contact details
- Illness data: with date and time of onset of signs and symptoms experienced
- Clinical data: Medical history on when patient sought medical help with specific diagnosis, if known.
- Other contacts: Number of people who consumed same food (both ill and not ill) vs those who reported ill, list of contact information of all persons exposed
- Exposure Tracing: people in the campus who interacted closely with the person in the last 24 hours
- Food Tracing report: Food consumed especially 48 hours prior to the illness, with location where the food was prepared and eaten. (Temperature, taste, color, etc.)
- Collection of Specimen: suspected contaminated sample of food or beverage would be collected, sealed, and stored appropriately in a facility for lab examination and analysis.

Maintaining confidentiality is one of the critical responsibilities of each key personnel involved in the investigation. Releasing of information should be taken with extreme consideration, please consult the University Data Privacy Officer.

C. Coordinating with concerned individuals

Food Court Office is informed by the University Clinic about the details of the Incident with the following recommendations:

- Prohibit the involved tenant from selling the food in question;
- Communicate the incident with the City Health Office for investigation and recommendations;
- Conduct an ocular inspection and on-site interview of the food servers;
- Obtain food samples and send it to the laboratory;



- Wait for recommendation from the city health office on the status of the tenant;

D. Managing the affected population

- a. The nurse on duty (NOD) assesses the patient while filling up the *Food or Water Borne/ airborne Illness Outbreak Investigation form*.
- b. The University Physician examines the patient and records management in the Doctor's notes of the Student's/Employee's Medical Record.
- c. The Nurse on duty monitors and documents signs and symptoms, initial treatment and management in Nurses' notes and will be filed along as medical records.
- d. The nurse on duty assists on the need for hospital referral.

**4. Hospital Referral Procedure:**

Upon physician's recommendation (if present), or if the nurse on duty assesses the need to, the client is advised to be referred to the nearest hospital.

1. The Clinic or EOC calls Davao Doctors Hospital in advance regarding the patient who will be brought to the Emergency Room (ER) from the campus.
2. The OSA informs the patient's parents or guardian of the situation of the patient, and what hospital the patient is brought to. HRMDO informs any member of the immediate family of the patient. OSA or HRMDO directs the parents, immediate family or guardians to proceed to the emergency room of the hospital.
3. The NOD then takes the *en route* vital signs and endorses them with the clinic referral form to the hospital ER physician.
4. Once in the hospital emergency room (ER), the nurse on duty endorses the client to the ER receiving nurse.
5. The nurse will inform the hospital's ER personnel that the patient is a student and/or personnel of Ateneo de Davao University.
6. The nurse on duty can leave the client's bedside only when the client's parents/guardian arrives.
7. Proper documentation will be submitted by the NOD to the Clinic Office.

**5. Emergency Stand-down:**

- A. The nurse on duty files a report on the medical emergency; Emergency Ops Center calls for "Code Blue, All Clear."

- B. Follow up on patient's condition either through the parents/ guardians, or when the student is back in the campus.

### Code Blue: Outbreak Call Out List

Emergency Ops Center	8253	Bravo Ten	0998 566 3471
Security Office	8222	Gold Base	0905 565 5281
Media Liaison Officer (iCommP)	8245		0905 565 2213
Physical Plant Office	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
Office of Student Affairs	8305/ 8344	Eagle One	0919 646 5674
HRMDO	8225/ 8250	Ms. Bambi Dublin	0923 408 0816
Jesuit Residence		Fr. Tony Basilio, SJ	0998 531 6110
Student Insurance	8305	Mr. Carl Conchas	0905 565 2330

### HOSPITALS

#### Davao Doctors Hospital

Quirino Avenue, Davao City  
Tel (82) 221.2107 or (82) 222.8000

#### San Pedro Hospital

L. Ma. Guerrero Street, Davao City  
Tel. (82) 222.6100 to 06  
Admitting Section/ ER Tel: (82) 221.6127

#### Southern Philippines Medical Center

Bajada, Davao City  
Tel (82) 224.4915

#### Brokenshire Hospital

Madapo Hills, Davao City  
Tel (82) 227.5706

#### City Health Office (CHO)

Magallanes St., Davao City  
Tel (82) 227.4749; (82) 227.3974; (82) 224.1964; (82) 241.1000 loc 344/345  
e-Mail [cho@davaocity.gov.ph](mailto:cho@davaocity.gov.ph)

# CODE BLUE-ORANGE

## Definition

A medical emergency with the evacuation of persons aside from the patients, which may be necessary if the patient has a contagious disease that can be transmitted by physical contact to nonpatients proximate to the patient. An example would be if the Emergency Response Team suspects that the patient has H1N1, meningococemia, or SARS.

## Steps Unique to and Solely for Code **Blue-Orange**:

- Step 1.** Immediately call the University Clinic to deploy Emergency Medical Personnel to the area.
- Step 2.** Call 911 to bring the patient to the SPMC where the Department of Health (DOH)-designated isolation room for highly contagious or infectious diseases is located.
- Step 3** The patient **shouldn't be moved out of the area** to isolate the possible contagion until duly designated ADDU or SPMC Medical Personnel and 911 arrive to properly take care of and transport the patient.
- Step 4** The area must immediately be **quarantined** and marked with isolation tape.
- Step 5** **Forensic evidence must be gathered.** Photos must be taken of the area. Possible specimen (e.g., vomit, blood, personal articles of the stricken patient, etc.) must also be gathered by the DOH Medical Personnel.
- Step 6** The **immediate and adequate disinfection** of the area where the emergency occurred and the elevator and areas through which the patient was transported should be done.
- Step 7** All Emergency Personnel involved in Code Blue-Orange operations and other people (e.g., teacher/s, students, staff, etc.) in the immediate vicinity of the Code Blue-Orange emergency must be given immediate and proper medical debriefing and attention.

**Code Blue-Orange Call Out List**

Offices	Local Number	Call Sign/ Person	Mobile Number
Emergency Ops Center	8253	Bravo Ten	0998 566 3471
Security Office	8222	Gold Base	0905 565 5281
Media Liaison Officer (iCommP)	8245		0905 565 2213
Physical Plant Office	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
Office of Student Affairs	8305/ 8344	Eagle One	0919 646 5674
HRMDO	8225/ 8250	Ms. Bambi Dublin	0923 408 0816
Jesuit Residence		Fr. Tony Basilio, SJ	0998 531 6110
Student Insurance	8305	Mr. Carl Conchas	0905 565 2330

**HOSPITAL****Southern Philippines Medical Center**

Bajada, JP Laurel Avenue, Davao City

Tel (82) 224.4915

**Central 911**

# CODE YELLOW: INTERNAL EMERGENCY

## Definition

An **internal emergency** is defined as any incident that may threaten the life of University occupants through physical damage or scenarios that may reduce the capacity of the University to operate normally due to structural problems, hazardous substances, explosive ordnance and threat to essential services that shall require, if necessary, evacuation procedures depending on its severity.

These events include but are not limited to:

1. Earthquakes
2. Any form of explosion (suspected explosive device, gas explosion)
3. Hazardous Materials (HazMat) Incident (chemical spill, laboratory-related contamination, flammable/toxic gases/liquid material leakage, biological and radioactive)
4. Impacts on buildings and/or ground (structural damage)
5. General Service Failure (busted pipes, power outage, ventilation problems, information and communication cutoff)

## General Response

All internal emergencies (except earthquakes) shall be reported by calling **8222** or **0**, or by **pressing the emergency button** and shall be acted upon accordingly by deploying appropriate emergency response teams to the immediate area of danger.

It is imperative that the University ensures the safety of all and declares an evacuation **Code Orange** if necessary.

The University shall effect its evacuation procedure following the shortest, safest, and fastest way to various designated assembly areas (Refer to Code Orange). As such, the specific response will depend on the type and severity of the identified incident.

In the event that no evacuation is required, Physical Plant personnel shall conduct further assessment and investigation of the incident.

## Response to Earthquakes

In the event of an earthquake, all building occupants must seek shelter under tables or chairs; protect themselves and perform **drop, cover, and hold** until the ground shaking stops. If in a hallway, seek shelter against a corridor or wall, crouch, and tuck in one's head.



During a perceivably strong earthquake (Intensity 4 and above), the University shall effect a **Code Orange ~ General Evacuation** (Evac 3) procedure and await the assessment/evaluation of the *Emergency Ops Center* through Physical Plant Office or any authorised Civil/Structural Engineer for reentry inside the University premises.

The evacuation will be signaled by sounding an alarm right after the initial shaking as determined by the *Emergency Ops Center*. This alarm should be audible enough to be heard and must be understandable to all. While in the process of evacuation, beware of aftershocks as these may be as strong as or can even be stronger than the initial quake.

An *Incident Command Post* will be setup in a safe area within the campus or within the vicinity of the campus (see **Code Orange**).

**Note:** When in any stage of evacuation, it is assumed that the *Emergency Ops Center* led by the Chief Warden shall take full command of the situation, with the support and cooperation of these Action Units:

1. **First Aid & Rescue Unit** – composed of clinic personnel, nurses and doctors, this unit takes charge of extricating patients and of administering first aid to injured persons. This unit shall also establish a treatment area and perform triage until medical emergency services arrive.
2. **Fire Fighting Unit** – composed of maintenance staff from the Physical Plant Office & General Services, this unit takes charge of suppressing the fire until fire trucks arrive.
3. **Security and Traffic Unit** – composed of the security agency personnel, this unit maintains the easy flow of traffic during evacuation procedures and ensures that everybody is out of harm's way. The members of this unit shall be the last persons to move out of the premises.

4. **Media Management Unit** – composed of personnel from the Institutional Promotions Office and President’s Office, this unit activates warning systems in social media and other channels, calls appropriate agencies for assistance, and maintains effective radio traffic during emergencies. They will also filter media transactions and interviews with various media outfits.
5. **Damage Control and Salvage Unit** – composed of personnel from the General Services Office and Finance Office. This unit takes charge of moving essential equipment/materials/**Red Folder** documents/properties of the University during emergencies. This unit will also assess and determine the extent of damage incurred by the University and shall take appropriate actions thereof.
6. **Special Unit/s** - Refers to any trained technical personnel available in the University who will respond to specific high-risk incidents and tasks, such as HazMat, explosive ordnance (EO), Mass Casualty Incident (MCI), Critical Incident Stress Debriefing (CISD) and the like.

## General Guidelines in Case of an Earthquake

### Step 1: Tremors

- Take cover under tables or desks, or go to a structurally strong location, such as a hall or by a pillar.
- If near an open space, proceed go to the location cautiously.
- Beware of falling objects.
- Stay away from windows, electric posts, sheds, trees.

### Step 2: When the Shaking Stops

- Assess the situation.
- Check persons in your immediate area.
- Render first aid assistance if required.
- Check for hazards (e.g., leaks, spills).
- Turn off ignition and heat sources if it is safe to do so.
- Shut off all gas sources.
- When *Code Orange* is activated, evacuate the building immediately, and proceed in pairs to the predetermined *Assembly Point*.
- Report any injury, damage, and potentially hazardous conditions to the Incident Command Post (*Chief Warden or to the Chief Security*).
- Do not reenter the building until the "All Clear" is given.  
(In case the buildings are not safe for reentry, please see **Code Orange** for “Early Dismissal”)

## Response to Any Form of Explosion

When an unidentified explosion occurs, activate the emergency button nearest you, or call **8222** or contact the switchboard operator by calling **0** and relay pertinent information, such as the location of the incident and its initial effects. Any building occupant not trained in responding to this kind of situation is advised to immediately evacuate the danger area and proceed to a safe location.

The Emergency Ops Center Leader (Executive Vice President) shall immediately deploy the **First Aid/Rescue Unit** and the **Fire Fighting Unit** to initially respond to and assess the situation. Once the elements of the incident are determined, the action unit identifies the Stage of Evacuation to effect and relays it immediately to the Emergency Ops Center Head.

In case smoke or fire is detected after the explosion, refer to **Code Red**.

### **Response to a HazMat Incident**

The unintentional release of hazardous substances is something that the University has a very limited capacity of responding to. In the event of a minimal spillage of any toxic chemical, it can be dealt with accordingly by trained Laboratory Staff. If it does occur, spill kits, deluge showers, and eye washes will serve as first aid measures (**Code Blue**).

If a relatively sizable contamination or spill gets out of hand, trained Laboratory Personnel shall inform the Emergency Ops Center to alert the University. The Center will then determine the stage of evacuation to effect. At the same time, HazMat Team of the local Bureau of Fire Protection (Davao City Central Fire Station) should also be alerted immediately.

### **Response to Impact on Buildings and/or Ground**

All cases pertinent to impact on buildings and/or ground, or any structural damage shall be reported by calling **8222** or **0** and stating the nature of the specific incident. At the minimum, the University shall declare a Stage 1 evacuation to remove building occupants from the immediate danger zone.

The following are some steps to be followed:

1. Survey the scene and determine if it is safe to approach.
2. Determine the nature of the incident and report it immediately to the Emergency Ops Center in case immediate help is needed.
3. Find out if any person is injured and/or trapped. If so, the Emergency Ops Center has to activate the First Aid/Rescue Action Unit.  
If the situation is an MCI or if extrication is required, perform a triage, and contact the Emergency Ops Center and request medical services as soon as possible.
4. Contact the Physical Plant Office or the Damage Control Unit to turn off and deactivate utilities, e.g., power, water, if applicable.



5. Make sure that the information is properly filtered, especially among unauthorized persons and media outfits.

### General Service Failures

The following are considered to be General Service Failures:

- Water supply failure
- Power failure
- Air-conditioning and ventilation contamination/ failure
- Gas supply failure
- Information and communication failure

In case of any such failure of essential services, contact **8222** or **0** and identify the specific malfunction so that appropriate maintenance services can be alerted.

### Code Yellow Minimum Evacuation Response Chart

Specific Incident	Evacuation Stage	Primary Action Units Involved
Strong Magnitude Earthquake	Evac 3	All Action Units
Explosion/s	Evac 1	All Action Units
Structural Damage	Evac 1	All Action Units
HazMat Incident	No Evacuation	Special Unit on HazMat First Aid/Rescue Unit
General Service Failure	No Evacuation	First Aid/Rescue Unit Damage Control/Salvage Unit

**Code Yellow Call Out List**

Officers	Local Number	Call Sign	Mobile Number
Emergency Ops Center	8253	Bravo Ten	0998 566 3471
Security Office	8222	Gold Base	0905 565 5281
Media Liaison Officer (iCommP)	8245		0905 565 2213
Physical Plant Office	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
Office of Student Affairs	8305/ 8344	Eagle One	0919 646 5674
HRMDO	8225/ 8250		0905 565 2247
Jesuit Residence		Fr Basilio	0998 531 6110

**External Links****Davao City Water District**Emergency No.: **(82) 235.3293****Davao Light and Power Company (DLPC)**Emergency No.: **(82) 229.3572****Davao City Communications and Response Center**Emergency No.: **911**

## CODE ORANGE: EVACUATION

### Definition

An **evacuation** may be necessary as a result of fire, explosion, structural damage, hazardous substance spill, suspicious package, etc. Procedures may differ depending on the nature, location, and scale of the emergency.

An emergency may require partial or total evacuation of a building. The objective of an Evacuation Procedure is to ensure that occupants are able to evacuate safely and rapidly in an emergency, if necessary.

Where time allows and an alarm is not automatically activated (i.e., in a Fire Alarm), the Director of the Physical Plant Office in his capacity as the **Chief Warden** shall conduct an assessment in conjunction with Security and the Emergency Response Team to ascertain the safest path of egress and location of the assembly area and advise occupants accordingly via a public address (PA) system, runner/s, email, and phone as applicable.

These University guidelines are provided to manage potential risks and minimize the impact.

### Risk Management

The identification of hazards is deemed necessary. A hazard is a source of potential harm or a situation with a potential to cause loss.

#### Hazard Identification

- Inhalation of toxic smoke/fumes/chemicals
- Exposure to extreme heat
- Poor lighting visibility
- Working in a remote location
- Unpredictable human behavior
- Egress blocked (either partially or fully)
- Hit by a moving object (e.g., en route to the Assembly Area)

The likelihood of risks has to be assessed as consequences may run the gamut from negligible injury to fatality.

Risk Assessment					
Likelihood	Consequences				
	Negligible injury	First aid injury	Minor injury	Major injury	Fatality
Very Likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Highly unlikely	Low	Low	Moderate	High	High

To eliminate or minimize adverse risks, the implementation of policies, standards, and procedures is imperative. Physical changes may need to be introduced as well for risk control.

Risk Controls	
Engineering	
<ul style="list-style-type: none"> <li>▪ Installation of fire safety features in accordance with laws and local standards including audible/visual warning to occupants in the majority of buildings</li> <li>▪ Detection systems (sprinklers and smoke and heat detectors)</li> <li>▪ Exhaust systems</li> <li>▪ Fire compartmentalization</li> <li>▪ Exit lighting</li> <li>▪ Emergency lighting</li> <li>▪ Emergency Warning and Intercommunication Systems (including PA and intercom points) where required</li> </ul>	
Administration and training	
<ul style="list-style-type: none"> <li>▪ <b>Administration</b> <ul style="list-style-type: none"> <li>◦ Emergency Management Plan</li> <li>◦ Emergency Evacuation Plan</li> <li>◦ Evacuation posters</li> <li>◦ Emergency communication systems (including PA, SMS, email)</li> </ul> </li> <li>▪ <b>Training</b> <ul style="list-style-type: none"> <li>◦ Competency-based training</li> <li>◦ Evacuation exercises</li> <li>◦ Induction</li> </ul> </li> </ul>	

## Preparation for Evacuation

The Emergency Evacuation Plan includes preparing the faculty, students, and staff for safe and speedy evacuations from danger zones. Information to the stakeholders shall be given as part of student and faculty and staff orientations, including:

- Detailing the employees' responsibilities during an evacuation
- Reporting emergencies
- Reacting safely to emergency signals
- Evacuating from endangered areas
- Identifying emergencies that may occur
- Listing the roles and responsibilities of Wardens
- Knowing the names of the Wardens
- Determining the location of emergency exits in one's building
- Knowing the location of any "Break Glass" fire alarms (manual call points) in your area, if applicable
- Finding the location of fire extinguishers (Note: The fire extinguisher is to be operated only if it is safe to do so and if one has been trained to use it)
- Knowing the location of one's designated Assembly Area

The University shall also arrange for the conduct of Emergency Evacuation Exercises to familiarize Wardens and other Emergency Response Team members with the evacuation procedures and their own roles and responsibilities.

## Evacuation Procedure

In Code Orange emergency, the Executive Vice President (during office hours) or the Head Guard (off hours) shall assess the emergency, declare the code activation, and execute the code stages. Depending on the type of emergency, he will determine if the response needs to be elevated to a higher level of emergency management.

## Stages of Evacuation Activation

### **Stage 1        ALERT**

Notice of an emergency shall have been given. The Executive Vice President or Head Guard has been notified of a situation that could escalate or that may require coordination of support resources.

### **Stage 2        STANDBY**

There is an increased likelihood that there will be a major impact on safety of personnel and students, services and operations of the University which requires evacuation. All floor wardens (substitute/ alternate wardens) should be on their stations.

### **Stage 3      CALL-OUT**

An emergency situation exists. The Evacuation Alarm (Code Orange) has been activated by the Emergency Ops Center. All wardens should now implement evacuation of floor, or building, or campus. Duty guards per floor will be advised over radio if evacuation is isolated (room or floor evacuation) or building evacuation, or general evacuation.

### **Stage 4      STAND-DOWN**

The emergency has been contained, and emergency operations are no longer required. The Executive Vice President (office hours) or the Head Guard (off hours) declares the stand-down, declares “Code Orange, All Clear” over the radio/ PA System. The University shall resume normal operations and activities. Debriefing follows.

## **I. General Instructions for University Community**

**On hearing the evacuation signal:** (e.g., fire alarm, evacuation tone whoop...whoop...., or verbal advice from the PA system)

- Follow the instructions given over the PA system
- Cease one’s activities
- Secure one’s area (e.g., any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation)
- Save data and shut down computers
- Take personal belongings (e.g., handbags or car keys) and classified documents [Red Folders] as reoccupation may not be possible in the short term
- Assist any person in immediate danger, but only if it is safe to do so.
- Evacuate in pairs (buddy buddy system).
- While on stairs and corridors, keep right. The left lane is reserved for emergency personnel.
- Proceed to the designated Assembly Area - Do not use the elevators.
- Await further instructions from the Chief Warden/ Warden/ Security/ Emergency Services
- Do not reenter the building until given the “All Clear”
- Follow the instructions given by relevant Emergency Response Team personnel



**Note:** Where resources are limited, the University staff may be requested by the Emergency Ops Center to assist in the general evacuation of the area or to provide assistance at the Assembly Area.

## **II. Evacuation Procedure for Persons with Disabilities**

A disability is a condition that limits a person's movements, senses, or activities.<sup>4</sup> It may be physical, intellectual, visual or auditory, temporary or permanent.

Prior to an emergency, the Wardens will as far as practical, be aware of any staff, faculty or administrator working in the building who has a disability. Students who come into the building who have disabilities should also have been identified. Evacuation strategies should be discussed with the persons with disabilities (PWD).

During an emergency evacuation, the Warden (or a nominated person) will assist and support a PWD until the arrival of the Emergency Services.

The Warden will advise the Chief Warden of any need for assistance, and the Chief Warden will ensure that Emergency Response Team personnel are aware of the situation and the location of the PWD and their caregiver.

Note: Those incapable of using the stairs should be evacuated under the control of the attending Emergency Response Team.

The PWD or any employee who has concerns regarding one's ability to evacuate should discuss the concerns with the Unit Head.

## **III. Evacuation Routes**

The University provides adequate emergency lighting and signage to assist occupants evacuate in an emergency. Additional directional signs are also installed where an exit is not readily apparent.

These exit signs are clearly visible to occupants approaching the exit and are located above or adjacent to the specified exits and doors. Exit signs will lead occupants to an open space.



The Chief Warden may need to assess the safest path of egress with regard to the proximity of the hazard. University personnel should follow their Warden's instructions to ensure that evacuation is not via or to the area in danger.

## **IV. Escalation in Evacuation**

Depending on the nature of the emergency, evacuation may be conducted in stages. The Warden will advise the Chief Warden when each stage is complete. Building occupants may be required to assemble at a "safe place," one not under

threat from an emergency, before proceeding to another designated area. For example:

**Evac 1. Isolated Evacuation:** Movement from the immediate area of danger either laterally to a safer adjoining area or to a specific safe location within the building and/or designated by the Head of the Emergency Ops Center.

**Evac 2. Building Evacuation:** Complete evacuation of a specific building to a designated and pre-identified evacuation area. Each building or hall has an assigned assembly point (see page 28).

**Evac 3. General Evacuation:** Total movement of all occupants from the University to a safe and secure pre-identified Assembly Area, which is relatively near but outside the University premises. In this case, Security and Traffic Unit will block the Jacinto Street and Roxas Avenue, informing the Davao City Traffic Management Center while evacuation is ongoing.

The University shall effect its evacuation procedure following the shortest, safest, and fastest way to various designated Assembly Areas (Refer to Code Orange). As such, the specific response will depend on the type and severity of the identified incident.

In the event that no evacuation is required, Physical Plant personnel shall conduct further assessment and investigation of the incident.

## V. Order of Evacuation

To facilitate evacuation, occupants are generally evacuated in the following order:

- Ambulant – people able to walk unaided
- Semi-ambulant – people requiring assistance
- Non-ambulant – people who have to be physically moved or carried

## VI. Evacuation Assembly Areas

Each building has a designated Assembly Area. The location is noted the Evacuation Posters displayed in all buildings.



## VII. Accounting for People: Doing a “Head Count”

In an evacuation, the Emergency Response Team ensures that their area of responsibility is clear of all occupants by conducting a systematic sweep, e.g.,



room by room. The Warden will provide a report of the results of the check to the Chief Warden. This function is of greater importance than a physical count of those evacuated, as the University can never be sure of how many people are in a given area at any given time.

However, depending on the nature of the emergency, a register of those evacuated may be required once occupants reach the Assembly Area.

### **VIII. Multiple Building Evacuations**

Should an emergency require the evacuation of a number of buildings or the entire site, the University may divide the site into sectors to expedite the evacuation.

The Emergency Response Team in each building will coordinate the evacuation, under instructions from the Emergency Ops Center.

A designated Assembly Area (or Areas) will be determined by the Emergency Ops Center, which may be on- or offsite depending on the location and nature of the emergency.

### **IX. Reoccupation**

The *Emergency Ops Center* advises the Chief Warden when it is safe to reenter the building. The Chief Warden will contact the Wardens.

Before reentry, the Chief Warden will arrange for Wardens to check secure repositories to ensure that they have not been tampered with, whilst unattended.

If evidence of tampering is found, the Security Office should be contacted.

If *reoccupation is after an earthquake incident*, a rapid assessment of damage should be done by the Physical Plant Office through the Chief Warden. Civil engineers should be deployed to check identified damaged areas. Photo documentation of the damage should be made prior to the clearing of the area, for purposes of further structural engineering assessment and for building insurance purposes.

### **X. Should Reoccupation Not Be Possible**

#### ***Cancelling University activities prior to commencement***

This means notifying students, faculty, staff, and administrators that the University will not be open for classes and office work on a specific day. This option is available whenever University buildings are unoccupied and the time of day allows sufficient time for notification.

- The Executive Vice President, with the concurrence of the Academic Vice President, Directors of the Physical Plant Office and HRMDO, will notify the relevant Heads of Department that normal University operations are to be cancelled or that reporting times have been changed.
- The Executive Vice President will notify the University's Media Liaison Officer (iCommP) who will pass on the necessary details to the local media for release if required.
- All students, faculty and staff should monitor local radio and television stations and social media, such as Twitter and Facebook, for announcements.
- Department Heads are responsible for coordinating cancellations in their area.

### *Early dismissal*

Early dismissal refers to releasing students, faculty and staff prior to normal dismissal times. This option assumes there is a need to clear buildings while normal University operations are in progress. Early dismissal should only be used when it is safe to do so. Students, faculty and staff should not be released if they will be exposed to more danger by leaving University facilities or the campus than they would if they remained under the University's control.

The procedure is as follows:

- The Executive Vice President, with the clearance from the University President, will notify the Academic Vice President and relevant Heads of Department of the early dismissal arrangements.
- The Executive Vice President will notify the University's Media Liaison Officer (iCommP) who will pass on the necessary details to the local media for release if required. As far as practicable, a 100% accounting of students and staff will be completed and verified immediately preceding the dismissal.

In basic education campuses (Grade School, Junior High School, and Senior High School), the pupils will be gathered in one place and will be supervised by the assigned school administrators/ unit heads. The parents and/or guardians are informed either through phone and other means that their children should be fetched in the campus.

### **Code Orange Call Out List**

Officers	Local Number	Call Sign	Mobile Number
Emergency Ops Center	8253	Bravo Ten	0998 566 3471
Security Office	8222	Gold Base	0905 565 5281

Media Liaison Officer (iCommP)	8245		0905 565 2213
Physical Plant Office	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
Office of Student Affairs	8305/ 8344	Eagle One	0919 646 5674
HRMDO	8225/ 8250		0905 565 2247
Jesuit Residence		Fr Basilio	0998 531 6110

### Call Out List of Evacuation Wardens

Officers	Name	Local Number	Call Sign	Mobile Number
<b>Chief Warden</b>	Engr. Florian Remolino	8219	Fox Trot	0905 565 5239
<b>Deputy Chief Warden</b>	Engr. Evtri Tabanguil	8220	Echo Three	(0905) 565 5249
<b>Finster 1 Warden</b>	Wilfredo Samante	8325		(0927) 422 6042
<b>Finster 2 Warden</b>	Ruben Estuart	8206		+63 917 701 6786
<b>Canisius Warden</b>	Ryan Fuentes	8327		+63 947 991 1140
<b>Thibault Warden</b>	Glenn Tuvida	8371		+63 906 213 9203
<b>Bellarmino Warden</b>	Jenner Chan	8716		+63 942 388 8924
<b>Jubilee Warden</b>	Nelia Villarta	8302		
<b>Gisbert Warden</b>	Fretzie Alfaro	8236		+63 932 619 7768
<b>Wieman Warden</b>	Tristan Digal	8345		
<b>Del Rosario Warden</b>	Ian Cabugsa	8212		(0933) 218 9339
<b>Dotterweich Warden</b>	Evtri Tabanguil	8349		0905) 565 5249
<b>8<sup>th</sup> Floor Community Center Warden</b>	Dadong Gumatao	8262		+63 932 368 1546
<b>Jesuit Residence Warden</b>	Fr Tony Basilio, SJ			+63 998 531 6110

<b>Martin Hall Warden</b>	Engr. Jason Ornopia	8738	Oscar	(0905) 565 2334
<b>Community Center Over-All Warden</b>	Suzanne Doromal	8738	Sierra Uniform	(0905) 565 5275

## Evacuation Plan



### Legend:

#### Isolated or Partial Building Evacuation Assembly Areas

- D - Assembly Area for Del Rosario Hall
- D - Assembly Area for Dotterweich and Wieman Halls
- C - Assembly Area for Wieman and Thibault Halls
- B - Assembly Area for Gisbert Hall
- A - Assembly Area for Canisius, Bellarmine and Finster Halls
- A - Assembly Area for Jubilee Hall
- F - Assembly Area for Martin Hall
- E - Assembly Area for Community Center

#### Multiple Building Evacuation Assembly Areas/ General Assembly Areas

- E - General Assembly Area for A/ Community Center
- F - General Assembly Area for B,C,D/ Martin Hall

Note: Traffic/ Security Team will place barricade signage on both end of the street for general assembly areas.





**Duties of an Emergency Evacuation Warden**

In case of an emergency, all emergency evacuation wardens must wear an identification vest or tabards with a loud whistle, and hard hats that will identify him/her to the occupants of the building.

### **Color identification for the Wardens**

The University's fire emergency key personnel can be identified by the colors they wear:

**Chief Warden:** red or white vest, or tabard

**Hall Wardens:** white vest, or tabard

**Floor Wardens:** yellow vest, or tabard

### **A. CHIEF WARDEN**

The **chief warden** is Physical Plant Director. Chief warden has both emergency planning and emergency response duties as described below.

#### **1. Emergency planning/administration duties**

- Maintains an up-to-date emergency procedure document. (Cf. Emergency Evacuation Plan);
- Liaises with heads of departments and offices to ensure that hall warden/ floor warden positions are filled coming from staff/ faculty in the buildings;
- Chairs the Code Red/ Code Orange procedural meetings;

- Regularly report to head of Emergency Operations Center (EOC);
- Debrief wardens following any evacuation event;
- Where necessary, plan an annual evacuation exercise in coordination with other emergency teams;
- Announces when the scene of the emergency evacuation is clear for re-entry and re-occupation.

## **2. Emergency response duties**

When notified of an emergency the chief warden or deputy chief warden in his absence will respond in accordance with the Code Orange/ Code Red standard procedures. In summary, the chief warden will:

- Determines the location and the type of emergency evacuation (what Stage)
- Ensures that the appropriate Emergency Operation Center (EOC) and the University Security Services are notified;
- Assesses the situation and if necessary, initiates an evacuation and/or controls access to the affected areas;
- Where appropriate, operates the building's emergency warning system;
- Accept reports from and delegates tasks to emergency Hall Wardens;
- Supervises the Security Services/ Hall Warden and coordinates with other emergency services personnel on arrival at the scene, providing as much information as possible about the type and location of the emergency, and the progress of the evacuation.

The deputy chief warden will assist the chief warden and fill the chief warden's role in his/her absence.

## **B. HALL WARDENS**

A sufficient number of emergency hall wardens will be recruited and given orientation to facilitate the safe and efficient evacuation of building occupants during an emergency. During a building emergency all emergency, the hall warden responds in accordance with the Code Red/ Code Orange procedures. In summary, the emergency hall wardens will:

- Assess the situation and implement emergency evacuation procedures (Code Orange) within an assigned area of control;
- Accept reports from and delegate tasks to Floor Wardens;
- If necessary, or if in doubt, commence an evacuation of the area;
- If necessary, co-opt other staff to assist with the implementation of the evacuation procedures;
- Report to the chief warden or deputy chief warden in his/ her absence;
- Respond as instructed by the chief warden;
- Meet with Chief Warden for the critique meeting immediately after the emergency evacuation.

In the absence of Hall Warden, the most senior person among the Floor Wardens present must assume responsibility for ensuring a safe initial response to an evacuation incident or emergency evacuation situation. Hall warden must be physically capable of performing their emergency duties and should:

- Have maturity of judgment, good decision making skills and the capacity to remain calm under pressure;
- Have leadership qualities and command authority;
- Have clear diction and be able to communicate with the majority of building occupants in their care;
- Generally work on the floor of their command.

### **Training**

All Hall Wardens must attend and successfully complete emergency evacuation orientation (Code Orange).

### **C. FLOOR WARDENS**

*Floor Wardens* should be assigned for each floor or zone of a building, to control the emergency evacuation procedures for their floor, generally as directed by the *Hall Warden*.

However, *Floor Wardens* have the authority to evacuate their floor or zone if they consider there is any danger to personnel, students, staff and others in that zone or floor.

*Floor Wardens* must be familiar with



- The operation of the *fire alarm system*, the *emergency warning system* and any other equipment used to assist in the operation of emergency procedures for the building,
- the floor or zone they represent, including:
  - o All means of egress and alternative escape routes;
  - o The existence and positions of rooms leading off blind passages, doors leading to dead-ends and any other confined areas in which persons could be located;
  - o Potentially hazardous materials or operations undertaken in their zone or floor;
  - o The location and operation of fire exit doors, location of emergency keys, portable fire extinguishers and fire hoses on their floor or zone;
  - o The number and location of mobility-impaired persons on their floor or zone.

It is important that the *Floor Warden* or a *Deputy Floor Warden* be available for each floor or zone during periods of normal occupancy and operations.

### **Floor Warden - Roles during an emergency**

A *Floor Warden*, on becoming aware of a Code Orange emergency by Public Address (P.A.) System or Code Red by Fire Alarm System, should implement the evacuation procedures for their floor which should include the following actions:

- a) If the circumstances on their floor warrant it, order the evacuation of the occupants of their zone or floor;
- b) Communicate with the *Chief Warden/ Hall Warden* and act on his or her instructions;
- c) Check the floor for any abnormal situation;
- d) Advise the *Chief Warden/ Hall Warden* as soon as possible of the circumstances on their floor and of the action taken.

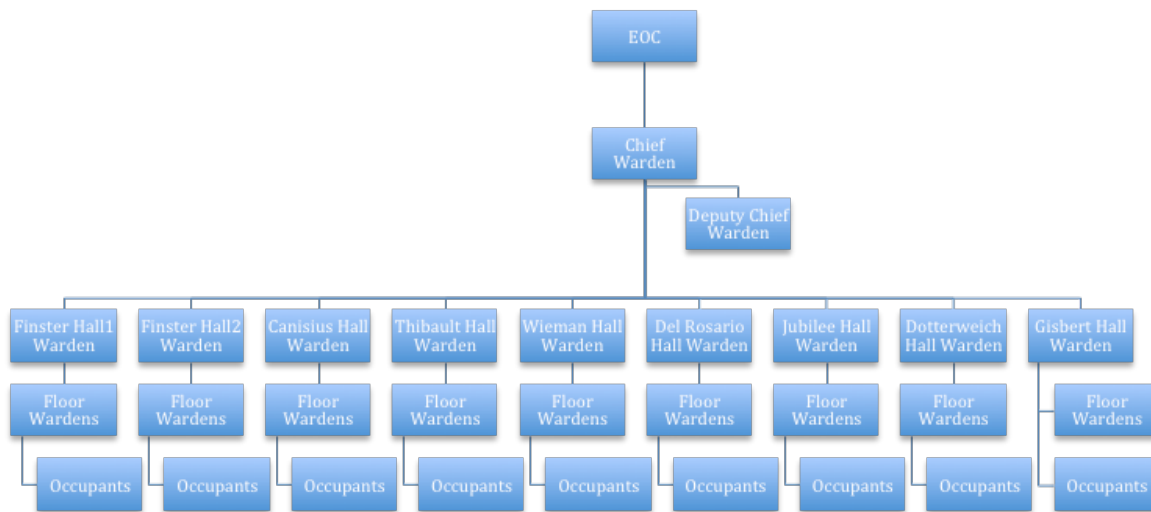
A *Deputy Floor Warden* shall assume the *Floor Warden's* responsibilities if the *Floor Warden* is absent, and otherwise assist as required by the *Floor Warden*.

In the event of an emergency, Floor Wardens carry out the following activities: a) check to ensure fire doors and smoke doors are properly closed,  
b) search floor to ensure all persons are accounted for,

- c) ensure orderly movement of occupants,
- d) assist mobility-impaired persons,
- e) act as leaders of groups during building evacuation,
- f) operate first attack fire-fighting equipment (portable fire extinguishers, hose reels).

- The emergency evacuation *Floor Warden* should assist the occupants to evacuate the building safely without endangering his/her own life. He/she should check all offices, restrooms, conference rooms, cafeterias and any other places in his/her area of responsibility to ensure that nobody is left in the area under his/her jurisdiction. Beginning at the farthest reaches of the area and assure that the occupants ahead of him/her have evacuated. The warden should conduct a quick search as he/she proceeds to make sure hazardous equipment is shut off, doors are closed and no one is left behind. If there is smoke in the hall, stay low, cover his/her mouth with a cloth or handkerchief, visualize where the exits are, stay close to and use the wall as a guide so he/she do not become confused.
- The Floor Warden should direct occupants to the exits and remind them not to use the elevators and to assemble at the assigned assembly point. The Warden should instruct everyone not to go to the roof unless it is the only way out. If a stairway is full of smoke, if possible, go to another stairway. There are pre-identified routes for each floor in the halls, wardens are authorized to divert from pre-identified routes if there are obstruction or crowding along the way.
- The Floor Warden is responsible to go to the assembly point and make a headcount, if anyone is reported missing, he/she must inform the emergency Hall Warden and coordinate with the Chief Warden for the search and rescue effort.
- The Floor Warden should make sure that all the doors are closed. He/she should not allow the stairways, corridors and other exit doors to be blocked or wedged open.
- Special attention needs to be given to any persons with special needs, in particular those who are visitors and unfamiliar with the building. The best process to follow includes that they are personally notified and accounted for.

- If somebody is injured in the building the Floor Warden should contact and direct the Medical/ First Aid Team to the location for them to conduct the rescue.
- The Floor Warden report to the Hall Warden and provide him/her with any information about the location of the fire, injury, or other



emergency source in his floor or zone.

- The Floor Warden should meet with Hall Warden for the critique meeting immediately after the emergency evacuation of the building.

#### D. Org Chart for Code Orange

Source:

<http://facilities.anu.edu.au/index.php?pid=1108>

<http://sydney.edu.au/whs/emergency/emergency1.shtml>

*Ateneo de Davao University Internal Emergency Plan (accessed as of February 11, 20)*

<http://voices.yahoo.com/emergency-evacuation-wardens-responsibilities-4635897.html>

## Definition

A **fire or smoke emergency** in the premises may require partial or total evacuation of the building or buildings. Hazards need to be pre-identified, being sources of potential harm or situations with a potential to cause loss.

Hazard Pre-Identification	
<ul style="list-style-type: none"> <li>▪ Inhalation of toxic smoke/fumes</li> <li>▪ Exposure to extreme heat</li> <li>▪ Poor lighting visibility</li> <li>▪ Working in a remote location</li> <li>▪ Fire Indicator Panel isolated (e.g., where construction/demolition/maintenance work is ongoing)</li> <li>▪ Unpredictable human behavior</li> <li>▪ Flammables, increased fire load in some areas (e.g., storage of chemicals)</li> </ul>	

The likelihood of risks has to be assessed as consequences may run the gamut from negligible injury to fatality.

Risk Assessment					
Likelihood	Consequences				
	Negligible injury	First aid injury	Minor injury	Major injury	Fatality
Very Likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Highly unlikely	Low	Low	Moderate	High	High

To eliminate or minimize adverse risks, the implementation of policies, standards, and procedures is imperative. Fire safety features to be installed have to be in accordance with the Building Code of the Philippines and fire

emergency standards. Physical changes may need to be introduced as well for risk control.

Risk Controls
<b>Engineering</b>
<ul style="list-style-type: none"> <li>▪ Fire Indicator Panel</li> <li>▪ Audible/visible warning to occupants</li> <li>▪ Detection systems (sprinklers and smoke and heat detectors)</li> <li>▪ Exhaust systems</li> <li>▪ Fire compartmentalization</li> <li>▪ Exit lighting</li> <li>▪ Emergency lighting</li> <li>▪ Manual call points</li> <li>▪ Stairwell pressurization</li> <li>▪ Emergency Warning and Intercommunication Systems (including PA and intercom points) where required</li> <li>▪ Computerized access control system</li> <li>▪ 95 percent of the Fire Indicator Panels monitored by the BFP</li> <li>▪ 95 percent of the Fire Indicator Panels monitored by the Security Office</li> </ul>
<b>Administration and training</b>
<ul style="list-style-type: none"> <li>▪ <b>Administration</b> <ul style="list-style-type: none"> <li>◦ Emergency Management Plan</li> <li>◦ Emergency Evacuation Plan</li> <li>◦ Emergency charts</li> <li>◦ Evacuation posters</li> <li>◦ Warden instructions</li> <li>◦ Workplace inspections</li> <li>◦ Procedure for isolated fire panels</li> <li>◦ Emergency communication systems (including SMS, email)</li> </ul> </li> <li>▪ <b>Training</b> <ul style="list-style-type: none"> <li>◦ Competency-based training for Chief and Deputy Chief Wardens</li> <li>◦ Evacuation exercises</li> </ul> </li> </ul>

## Evacuation Procedure

In Code Red emergency, the Executive Vice President (during office hours) or the Head Guard (off hours) shall assess the emergency, declare the code activation, and execute the code stages. Depending on the type of emergency, he

will determine if the response needs to be elevated to a higher level of emergency management.

## **Stages of Activation**

### **Stage 1      ALERT**

Notice of an emergency shall have been given. The Executive Vice President or Head Guard has been notified of a situation that could escalate or that may require coordination of support resources. Fire Fighting Unit will respond to the specific area, EOC will call 911 for fire engine dispatch.

### **Stage 2      STANDBY**

There is an increased likelihood that there will be a major impact on safety of personnel and students, services and operations of the University which requires evacuation. All floor wardens (substitute/ alternate wardens) should be on their stations.

### **Stage 3      CALL-OUT**

An emergency situation exists. The Evacuation Alarm (Code Red) has been activated. All wardens should now implement evacuation of floor, or building, or campus. Duty guards per floor will be advised over radio if evacuation is isolated (room or floor evacuation) or building evacuation, or general evacuation.

### **Stage 4      STAND-DOWN**

The emergency has been contained, and emergency operations are no longer required. The Executive Vice President (office hours) or the Head Guard (off hours) declares the stand-down, declares “Code Red, All Clear” over the radio/ PA System. The University shall resume normal operations and activities. Debriefing follows.

## **Safety Procedures for Students, Staff, Faculty, and Administrators**

### **On discovery of Fire/Smoke: Follow “RACE”**

If you discover fire or smoke, your actions within the first two minutes will have a substantial impact on the safety of occupants in the building and the management of the emergency. Your prompt actions will also assist to mitigate the potential loss and disruption to the University.

### **RACE: The most important and immediate actions you should take**

**R**emove people from immediate danger

**A**lert others in the area (Hit the Manual Call Point or Emergency Button if the fire alarm is not sounding).

**C**ontain the emergency e.g. by closing the door.

**E**vacuate or extinguish the fire if trained and it is safe to do so.

Do not hesitate to call Security in case of fire. Call **8222** or hit the Emergency Buttons. For a confirmed fire, the Emergency Ops Center will contact **Central 911**.

**Different buildings have different alarms.**

It is important that you are aware of the type of alarm installed in the building(s) you occupy. If you are unsure, refer to the Evacuation Posters displayed in the corridors and common areas of the building.

**On hearing the Fire Alarm (e.g., continuous bell)**

- Cease inter/ across floor movement.
- Secure your area and your classified materials<sup>5</sup> [**Red Folders**] (if applicable).
- Evacuate via the nearest safe exit, and proceed to the designated Assembly Area.
- Do not use elevators.
- Await further instructions from the Hall or Floor Warden.
- Do not reenter the building until given the “All Clear” notice by the Chief Warden, Hall Warden, or the Fire Marshal.

**On hearing the Alert Tone (continuous beep.....beep.....)**

- Cease inter/ across floor movement.
- Secure your area and your classified materials [Red Folders], and shut down equipment, if necessary (e.g., computers).
- Prepare for possible evacuation. Take your personal belongings if these are readily accessible.
- If applicable, follow the instructions of the Chief Warden via the PA system.

**On hearing the Evacuation tone (continuous whoop....whoop.....)**

- Evacuate via the nearest safe exit and proceed to the designated Assembly Area.
- Do not use elevators.
- Await further instructions from the PA system.

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<sup>5</sup> As protocol on documentations, all classified and most important documents in an office are kept in red folders. These must be secured by the administrative staff in case of evacuation.



- Do not reenter the building until given the “All Clear” notice by the Chief Warden, Warden, or the Fire Department.

### **Management of the Code Red Emergency**

The Emergency Ops Center will manage and coordinate the evacuation of the building. The roles and responsibilities of the Chief Warden and Deputy Wardens are described in the University’s Emergency Evacuation Plan.

These Wardens will liaise with the Emergency Ops Center on their arrival. Security may be onsite as a resource for both the Warden and the Emergency Ops Center.

Follow the directions of the Wardens. They may have additional information relevant to the emergency that may change the normal evacuation route. This information may be passed to you in person or via the PA system.

#### **Authority**

Once a Code Red is declared, the powers of Wardens and Deputy Warden, Hall Wardens and Floor Wardens shall override the normal management structure.

#### **Contractors and Sub-contractors**

If you are aware that contractors are working in your area, and possibly working in a remote location, e.g., ceiling space, confined space, ensure that they are aware of the emergency situation and the requirement to evacuate.

If you are unable to make contact, ensure that you inform the Warden, who will in turn inform the Chief Warden/Emergency Ops Center.

Report any information that may help manage the emergency to the Warden. If you are unable to find a Warden, report to the Chief Warden/Emergency Ops Center, which will normally be at the main entrance to your building, or immediately contact the Security Office at local 8222.

### **Evacuation**

#### **Exiting the Building**

In a Fire Alarm situation, follow the green exit signs. They will always provide you with a safe path of egress, and lead to outside of the building.

If you are evacuating via a stairwell, proceed in single file using the inside handrail. Be aware that other occupants from other floors may enter the stairwell at any time. Do not carry any object that may place

you or others at risk. (Personal belongings, e.g., handbags are accepted. Cups of hot coffee are not).

**Where there are people with disabilities (e.g., persons with a physical, visual or auditory disability, whether temporary or permanent)**

If you are aware of someone with a disability, please provide them with assistance. If you are in a multi-floor building, please inform the Floor/ Area Warden.

Wait until the floor/area has been evacuated. You may be placed at risk if you try to evacuate via the stairs when there are a large number of people.

If you are unable to use the stairs, inform the Chief Warden of your location, either by a runner or via the Warden Intercommunication Point (red phone) and follow their directions. Where evacuation is required, this should be managed by the Emergency Response Team. Remember, if you are not at immediate risk, it may be safer to remain where you are.

**Evacuation Assembly Areas**

Please check the location of the designated Assembly Area for your building (cf. Code Orange). If unsure, please refer to the Evacuation Posters displayed in the corridor or common areas of your building.

It is important that you wait at the Assembly Area for further information, e.g., do not leave the area. It is then possible to obtain information as to when it is safe to enter, or if reentry is not possible.

**Use of Elevators**

Please note that elevators are not to be used during a fire evacuation. They are only to be used with the authority of the attending Emergency Response Team.

If you are on the fire-affected floor, move away from the fire and wait in a safe place (e.g., fire-isolated stairwell) for the Fire Service. Ensure you have advised someone of your location. If you are on your own, contact Security.

**If you are required to evacuate/enter an area/room where the door is closed:**

- Feel the outside of the door with the back of your hand (top, center, bottom) to check for heat.
- If it is cool, carefully check the metal handle with the back of your hand.
- If it is cool, slowly open the door approximately 10-20 cm, shielded behind the door opening to protect yourself

- If it is considered safe, enter the room or area.
- If the door or the handle is hot, do not open the door.
- If the room is filled with smoke, shut the door.
- Proceed to an alternative exit.

### **Responsibilities of Building Occupants**

All occupants (including Contractors) are required to evacuate on hearing the Fire Alarm/Evacuation signal. The Warden network has instructions to report any person refusing to comply with instructions to the Chief Warden who will advise the Emergency Ops Center. The Emergency Ops Center may take the appropriate action under law.

If you do not cooperate, you are also breaching your duty of care responsibilities in accordance with the University's Policy, as you may be placing someone at risk.

### **Accounting for People: Doing a "Head Count"**

Due to the number of people on campus and the transient nature of people's roles, it is not possible or feasible to do a head count during the initial phases of evacuation. Primarily the Warden will not conduct a head count. Their role is to ensure that all persons are cleared from the floor or area of their responsibility. They will systematically check and clear their designated areas, and report the result to the Chief Warden, e.g., "All Clear, First Floor."

### **Extinguishing the Fire**

#### **Should you extinguish the fire?**

When dealing with a fire, the first priority is safety.

The hazards associated with the fire (e.g., smoke, toxins, and heat) can quickly affect both you and other occupants.

It should be recognized that a fire may double its size every 30 seconds, and in some environments in the University, e.g., laboratories, this timeframe may be less. A room can be too hot to enter in as little as 90 seconds from the time the fire began, depending on the fuel load.

### **Deciding on the Action to Take**

**Firstly**, remove people from immediate danger.

**Secondly**, alert others, raise the alarm by calling **8222** or pressing the Emergency Button.

Before you decide to attempt to fight the fire, ensure that you have considered the following:

- Does someone know about the fire? Do you have backup? Delegate someone to ring **8222**.
- Are you are capable of fighting the fire? If it is too large, it should be left to the City Fire Department.
- Are you are in an area where there are hazardous chemicals, gas cylinders, etc.?
- Has the area already become smoke-filled? The known effects of carbon monoxide range from headaches and unconsciousness to death.

### The Effects of Carbon Monoxide

Understanding the Effects of Carbon Monoxide	
Carbon monoxide content	Effects
0.32% in the atmosphere	Headache, dizziness and nausea after 7 -10 minutes  Unconsciousness after 30 minutes
1.25% in the atmosphere	Unconsciousness immediately Death in 1-3 minutes

### Types of Fire Extinguishers

Fire Extinguishers and Their Uses		
Class	Fuel	Which extinguisher you should use
<b>A Class</b>	Paper, wood, plastic, fabric	Water, foam, dry powder
<b>B Class</b>	Flammable liquids	Foam, carbon dioxide, dry powder
<b>C Class</b>	Flammable gases	Dry powder
<b>D Class</b>	Fire involving combustible metals	Special Purpose Extinguishers only
<b>E Class</b>	Energized electricity	Carbon dioxide, dry powder
<b>F Class</b>	Cooking oils and fats	Foam, carbon dioxide, dry powder

### Do you know how to operate the equipment?

- Check that the fire extinguishes is functioning before you commence.
- Always position yourself between the fire and your escape route, so you cannot become trapped.
- To use the extinguisher, remember **PASS**:

- P**ull the pin.
- A**im at the base of the fire.
- S**queeze the trigger.
- S**weep the fire extinguisher from side to side.

If you have not used an extinguisher before, it is recommended that you leave the area and contain the fire by closing the door. Do not place yourself at risk.

If you use the extinguisher, do not hang it back onto the bracket, report its use and location to the Physical Plant Office.

### **Where are the fire extinguishers located?**

The University has fire extinguishers, portable water, and hose reels available throughout all buildings in accordance with the provisions of the Building Code of the Philippines and other relevant standards.

The fire extinguishers are generally located in corridors and common areas. They have been chosen based on the fire risks in the area. Their location is clearly indicated in the signs posted in each floor.

### **Recognizing the Different Types of Extinguishers**

Types of Fire Extinguishers		
Type	Use	Colour
Water extinguisher	A Class fires – common solid combustibles, wood, plastics, paper). Do not use on electrical fires.	Plain red cylinder
CO2 extinguisher	B and E Class fires – those involving flammable and combustible liquids or electricity	Red cylinder with a black band
Dry powder extinguisher	B(E) or AB(E) fires – those involving flammable and combustible liquids or electricity	Red cylinder with a white band

Extinguishers are all labeled according to their use. Symbols are also displayed on the extinguishers.

### **What happens if you cannot extinguish the fire?**

If you cannot extinguish or control the fire, close the door and evacuate via the nearest safe exit.

### **Training**

It is important that you are provided with the skills and knowledge to act in accordance with established procedures, including:

- Knowing your role and responsibilities should you discover fire or hear the fire alarm signal(s)
- Reporting an emergency or an unsafe condition
- Pinpointing how and where to evacuate
- Listing the roles and responsibilities of the Wardens

Additional, specialized training is provided to the Emergency Ops Center and the Davao District Fire Marshall.

### Evacuation Exercises

To familiarize all occupants with the Fire Alarm procedures, evacuation exercises are conducted once every semester.

The University requires that all occupants of the floor(s) or area(s) involved take part, including contractors.

The aim of evacuation exercises is to have all occupants participate in at least one evacuation exercise per year consistent with the nature and risk of the building, structure, and workplace.

### Code Red Call Out List

Officers	Local Number	Call Sign	Mobile Number
Emergency Ops Center	8253	Bravo Ten	0998 566 3471
Security Office	8222	Gold Base	0905 565 5281
Media Liaison Officer (iCommP)	8245		0905 565 2213
Physical Plant Office	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
Office of Student Affairs	8305/ 8344	Eagle One	0919 646 5674
HRMDO	8225/ 8250		0905 565 2247
Jesuit Residence		Fr Basilio	0998 531 6110

### External Links

#### Filipino Chinese Fire Fighters

J.P. Laurel Avenue, Davao City  
Tel (82) 227.2112

**Davao Volunteers Fire Brigade**  
T. Monteverde Avenue, Davao City  
Tel (82) 227.5433; Dial 160

## Definition

A **bomb threat** is a situation requiring considerable assessment prior to any response or decision being made. There are likely to be numerous variables involved, all contributing to the difficult decision-making process. Philippine schools and companies receive hundreds of bomb threat calls every year. Very few are warnings of real bombs. The vast majority of these calls are hoaxes; however, all bomb threats should be treated seriously.

A bomb threat is generally defined as a verbal threat to detonate an explosive or incendiary device to cause property damage or injuries, whether or not such a device actually exists. The person who receives the threat will, in most cases, be the only person who has contact with the caller. It is therefore imperative that the initial contact person extracts much specific information as possible from the caller.

The basic nature of a school environment / campus provides ready access to a potential bomber. It would be very easy for somebody to plant a device undetected. A bomb is easily disguised in many ways, but the last thing it will look like is a bomb.

To minimize any possibility of panic, University personnel are to ensure in the initial stages that students and visitors are not made aware of any threat. The University personnel must keep calm and act in as normal a manner as possible.

There are two main reasons someone may call with a bomb threat:

- (1) The person knows of an explosive device that is in place, and wants to minimize injuries;
- (2) The person wants to create an environment of panic/ confusion or to interrupt normal office or building functions.

The latter reason is the most frequently encountered, especially in school settings. Unfortunately, there is often no way to tell the motivation of the caller until a thorough inspection of the building is conducted. This means that there will always need to be a response to the threat by the University Emergency Ops Center and eventually by the Davao City Police Office (DCPO)-Bomb Squad.



## Stages of Activation

### Stage 1      **ALERT**

Notice of an emergency shall have been given. The Executive Vice President or Head Guard has been notified of a situation that could escalate or that may require coordination of support resources. Fire Fighting Unit, Bomb Squad, K9 Unit will respond to the specific area, EOC will call 911 for fire engine dispatch.

### Stage 2      **STANDBY**

There is an increased likelihood that there will be a major impact on safety of personnel and students, services and operations of the University which requires evacuation. All floor wardens (substitute/ alternate wardens) should be on their stations. Suspected item or area is cordoned by the Security. Assembly areas are secured/ assessed as safe in advance in preparation for eventual evacuation.

### Stage 3      **CALL-OUT**

An emergency situation exists. The **Code Purple** (with **Code Orange**, if **evacuation is necessary**) has been activated. All wardens should now implement evacuation of floor, or building, or campus. Duty guards per floor will be advised over radio if evacuation is isolated (room or floor evacuation) or building evacuation, or general evacuation. Bomb Squad and K9 units are informed to check the suspected item or area.

### Stage 4      **STAND-DOWN**

The emergency has been contained, and emergency operations are no longer required. The Executive Vice President (office hours) or the Head Guard (off hours) declares the stand-down, declares “Code Purple

“Code Purple, All Clear” over the radio/ PA System. The University shall resume normal operations and activities. Debriefing follows.

## Threat Types

Threats may be in one of the following forms: written threat, telephone threat, suspect object, or short message service (SMS) or email threat.

### Written Threat

If a bomb threat is received in writing, the document should be kept, including any envelope or container. Once a message is recognized as a bomb threat, further unnecessary handling should be avoided. Every

possible effort has to be made to retain evidence, such as possible fingerprints, handwriting, paper and postmarks.

### **Telephone Threat**

An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat by telephone should not disconnect the call and, as soon as possible, should complete the information required on a **Bomb Threat Checklist** (see page 51). This checklist should be completed in conjunction with the received threat call.

### **Suspect Object**

A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location, and circumstances (include undetonated grenades, etc. when suspicious and unattended parcels receptacles, containers, bags and the like are found on campus or in its immediate vicinity.).

### **SMS or Email Threat**

If a bomb threat is received in electronic form as SMS or email, the message should be “saved”. As such, the same must not be transferred to another folder (outbox, saved messages, etc) and must remain in the inbox folder of the mobile telephone or email. The same is required as part of electronic evidence for future cases, as well as for the immediate possible identification of the culprit. Every possible effort has to be made to retain evidence, such as the sender’s number or email address, IP Address and its raw codes, as well as the manner of expression, choice of dialect or language or patterns of expression.

### **Common Bomb Types**

Most bomb-related risks can be classified into one of five categories on the basis of the method of delivery, size of the device, and type of target:

1. Courier-delivered explosive devices
2. Mail bombs
3. Anti-vehicle explosive attacks
4. Proximity bombs / Conventional weapons of mass destruction
5. Projected charge attacks

### **Courier-Delivered Bombs**

In this type of attack, someone physically carries an explosive device into a target facility or into proximity of a target individual. This is accomplished through one of four methods for accessing the target: covert, overt, deceptive, or naive delivery. In most cases, the device is concealed at the target location and detonated after the bomber has escaped the area. In other situations, the bomber may detonate the device as soon as the target has been accessed (willfully sacrificing himself in the detonation).

### **Mail Bombs/ Improvised Explosive Device (IED)**

In this type of attack, the postal service is used to transport the improvised explosive device (IED) to its target. In most cases, the device is concealed inside a letter, a package, or a second enclosure. In most mail bombings, the device uses anti-disturbance techniques to activate the device upon opening. Though their use is not very common, mail bombs are particularly malicious devices and should be carefully considered when evaluating bomb-related risk.

### **Anti-Vehicle Explosive Attacks**

There are four different types of explosive attacks directed against vehicles and their target occupants:

1. Devices installed in/on an unoccupied target vehicle and subsequently detonated
2. IEDs mounted on an occupied target vehicle and detonated while the vehicle is in transit
3. IEDs concealed along the route and detonated while the target vehicle is passing
4. IEDs and conventional ordnance projected at the target vehicle

### **Proximity Bombs/Conventional Weapons of Mass Destruction**

Proximity bombs, also referred to as Conventional Weapons of Mass Destruction (CWMD), are large scale explosive devices capable of creating damage and casualties over an extended distance, penetrating common types of structural barriers, and complicating rescue efforts with a high volume of casualties and post-blast hazards.

There are two principal types of CWMD: Vehicle bombs and installation devices. Vehicle bombs are typically constructed at one location and transported by vehicle to the target location. Vehicles are usually land-based or waterborne. Delivery is accomplished by deception, covert emplacement, proxy/or naive delivery, or overt penetration of perimeter defenses. The second type of CWMD, installation devices, are constructed at a static location close to the target and subsequently detonated.

### **Projected Charges**

In this type of attack, the perpetrator launches a conventional or improvised projected charge at a target vehicle or facility. Projected charges can be self-propelled or may be thrown by hand. Common examples of projected charges employed by terrorists and criminals include:

- Anti-tank rockets
- Hand grenades
- Molotov cocktails
- Mortars
- Recoilless rifle projectiles
- Rocket-propelled grenades



## Bomb Threat Receipt Checklist Ateneo de Davao University

QUESTIONS TO ASK		CALLER'S VOICE	
When is the bomb going to explode?		Accent (Specify)	
Where did you put the bomb?		Any impediment (Specify)	
When did you put it there?		Voice (e.g., loud, soft)	
What does the bomb look like?		Speech (e.g., fast, slow)	
What kind of bomb is it?		Diction (e.g., clear, muffled)	
What will make the bomb explode?		Did you recognize the voice?	
Is there more than one bomb?		If so, who do you think it was?	
Did you place the bomb?		Was the caller familiar with the area?	
Why did you place the bomb?		<b>THREAT LANGUAGE</b>	
What is your name?		Well-spoken:	
Where are you?		Incoherent:	
What is your address?		Irrational:	
		Dialect /Language:	
<b>EXACT WORDING OF THREAT</b>		Taped:	
		Message read by caller:	
		Abusive:	
		Other:	
		<b>BACKGROUND NOISES (Check)</b>	
		Street noises:	House noise:
		Aircraft:      Vehicles:      Motorcycle:	
		Voices:	Long Distance:
		Music:	
		Machinery:	
<b>ACTION</b>		Others:	
Report call immediately to the:		Sex of caller:	
Phone extension:		Estimated age:	
		<b>CALL TAKEN</b>	
		Date:	Time:
		Number called:	
		Duration of call:	
		<b>RECIPIENT</b>	
		Name (print):	
		Telephone number:	
		Signature:	

(Note: Kindly always keep a copy of this checklist near the all telephone handsets)

**Bomb / Arson Threat Search Checklist**

Following receipt of a Code Purple threat, the form should be completed by the senior Security Personnel on shift and forwarded immediately to the Emergency Ops Center.

Time Location		Date		
All security personnel in the work area advised				
<b>Following area searched:</b>				
•	Restrooms / Shower Rooms			
•	Classrooms			
•	Laboratories			
	(Biology, Physics, Chemistry, Speech, Computer and other laboratories)			
•	Conference Rooms			
•	Food Court			
•	Chapel / Prayer Rooms			
•	Library			
•	Auditorium			
•	Audio-Visual Rooms			
•	Basketball Courts			
•	Jesuit Residence			
•	Offices			
•	Stairs			
•	Elevators			
•	Corridors			
•	Storage Lockers / Stock Rooms			
•	Roof Deck			
•	Basement			
•	Exits			
•	Parking Lots			
•	Garbage Bins			
•	Garden / Shrubbery / Pots			

•	Common Student Areas			
•	Gazebo Area			
•	Vehicles (Buses, service vehicles, all vehicles on campus and adjacent thereto)			
<b>Time completed:</b>				
<b>Suspicious item located</b>				
If "Yes," mark location on copy of map in your area and forward it immediately to the Emergency Ops Center.				
<b>Person completing report:</b>				
<b>Signature:</b>				
<b>Date:</b>				

### Roles and Responsibilities

The very nature of a bomb threat means that there is likely to be a wide and varied personnel response. The following nominated personnel responsibilities are related to the initial response and should not detract from the roles and responsibilities of other specialist and supervisory staff, who may become involved during an incident. Those roles and responsibilities will be consistent with positions held in the school, e.g., Physical Plant, School Nurse, Telephone Operators and Emergency Response Team.

### General Responsibilities

**In the event of a bomb threat, remain calm and always treat the threat as genuine.**

*If the threat is received by telephone:*

1. Remain calm. Keep the caller on the line and get as much information as possible and write it down immediately. Prolong the conversation for as long as possible. Do not hang up—even if the caller does.
2. Ask another person to ring **8222 or 8253**, the number of the Security Office, and report the type of emergency, the location, and any other relevant information.
3. Immediately complete the **Bomb Threat Receipt Checklist** (see page 51).
4. Notify the *Head of Security* on duty (for nighttime threats, **8222**) or the Head of the *Emergency Ops Center* (for daytime threats, local **8253**).

Either Head will take the following actions:

*Ateneo de Davao University Internal Emergency Plan (accessed as of February 11, 20)*

- Ensure that the Switchboard Operator (Physical Plant, dial “0”) has been contacted for write protection of recorded data for incoming calls within the hour.
- Instruct *Emergency Response Team* personnel to look for any suspicious or out-of-place objects (but not to touch any object found) and to organize a visual search of the area specified.
- Clear the immediate area of all students, employees, and visitors.
- Have the *Emergency Response Team* stand by for further instructions or evacuation.

*If threat is received by SMS/ Email:*

1. Notify immediately the *Head of Security* on duty (for nighttime threats, **8222**) or the *Head of the Emergency Ops Center* (for daytime threats, local **8253**);
2. Do not erase the SMS content or email;

Either Head will take the following actions:

- Ensure that the SMS and email is saved for investigation of police, or by the MIS (UITO);
- Instruct *Emergency Response Team* personnel to look for any suspicious or out-of-place objects (but not to touch any object found) and to organize a visual search of the area specified;
- Clear the immediate area of all students, employees, and visitors;
- Have the *Emergency Response Team* stand by for further instructions or evacuation.

Do not prepare for evacuation until further advice is received from the *Head of Emergency Ops Center* (Executive Vice President, local 8253) or the *Head of Security* (local 8222). Once the decision has been made to evacuate the area (Code Orange), students, employees and visitors should be evacuated to the nearest evacuation assembly point, unless otherwise advised.

## **Search**

Those best qualified to conduct a thorough search in any given area are the occupants. These persons have knowledge and a better understanding of "what belongs" or "what does not belong" in a location at any given time. The Police will not possess an intimate knowledge of the threatened area and, although prepared to assist, would be less likely to recognize what could be suspect.

The aim of the search is to identify any object that is not normally found in an area or location, or for which an owner is not readily identifiable or becomes suspect for any other reason, e.g., suspiciously labeled; unusually sized, shaped, taped, wired, or stringed; strange-sounding or having explosive wrappings.

The search should begin in public areas, such as classrooms, lobbies, corridors, stairwells, toilets and auditoriums, as well as parking lots, and then should extend to



all other areas. The search should be thorough, eliminating those areas that are locked and unavailable to the public.

If the caller indicates the area in which the bomb is located, this area should receive immediate attention. Tight security should be maintained on each area searched until the entire search is completed.

If what appears to be a bomb is found, **do not touch it**. Clear the area, and obtain professional assistance. Doors and windows should be left open to reduce the blast effect of any explosion. Search of other areas should continue to ensure that there are no other suspect objects.

**Note: No handheld radios are to be used in this kind of situation due to radio frequency implications.**

### **Evacuation**

Following an analysis of information received, the Head of the *Emergency Ops Center* will decide whether to institute one of three possible actions, as follows:

1. Search Without Evacuation
2. Evacuate and Search
3. Evacuate (Without Search)

### **Search Without Evacuation**

If the decision is made to search without evacuation, the Head of the *Emergency Ops Center* will execute the following:

- Alert all *Emergency Response Teams* and the local Police of the situation, specifying the location if known. If the location is unknown, state it is unknown.
- Delegate *Emergency Officers* (Security Personnel) to supervise and assist in the search for any suspect object. All Security Personnel shall search their immediate areas and those under their jurisdiction (Call Signs to be alerted: R1, R3, R5, R7, J1, C1, C2, C3, C4).

A sticker should be placed on each section of an area after a search has been completed to indicate that the area has been searched.

If any suspect object is found, the senior security member will notify the *Emergency Ops Center* **immediately**. The Head of the *Emergency Ops Center* will ensure that it is not touched or moved and that the area is kept clear.

The *Emergency Ops Center* will notify the Police/ Bomb Squad **immediately** that a suspect object has been located.

## Evacuation and Search

Prior to an evacuation being commenced, all egress routes to and including assembly areas **must** be searched and declared free of secondary explosive devices.

All doors must be left open to allow release of energy should an explosion occur.

Implement the announcement of **Code Orange**: As soon as all persons are at the evacuation assembly point, all persons will move to a secondary Assembly Area, which is at least a hundred meters away from the building where the bomb is placed. The Jacinto Street and Roxas Avenue will be closed by the Security and Traffic Team, in coordination with the Davao City Traffic Management Center.

## Partial Evacuation

One alternative to total evacuation is a **partial evacuation**. This response is particularly effective when the threat includes the specific or general location of the placed object or in those instances where a suspicious object has been located without prior warning.

Partial evacuation can reduce risk of injury by evacuating students, visitors and non-essential personnel. Staff essential to a search can remain, critical services can be continued, and in cases of repeated threat, risk of injury is minimized.

## Safety Factors

Immediate and total evacuation would seem to be the most appropriate response to any bomb threat. However, there are significant safety factors associated with a bomb threat that may weigh against an immediate evacuation. These are as follows:

### Risk of injury

As a general rule, the easiest area in which to plant an object is in the shrubbery, sometimes found outside a building, an adjoining car park, or in an area to which the public has the easiest access. Immediate evacuation through these areas may increase the risk of injury. Car parks should not normally be used as Assembly Areas. The *Emergency Ops Center* will ensure that egress routes and Assembly Areas are searched for suspicious objects, prior to any evacuation. All wardens should inspect routes and assembly areas before commencing evacuation under this code.

### Response impairment

Total evacuation will remove personnel who may be required to make a search.

### Panic

A sudden bomb threat evacuation may cause panic and unpredictable behavior, leading to unnecessary risk of injury.

### **Search after Evacuation**

If the decision is made to evacuate (without a search), the Head of the Emergency Ops Center will try to see that personal belongings are removed. Experts will check unidentified and unattended suspicious objects, but no attempt to remove such objects will be made.

The following areas will be searched in the order stated below:

1. Outside areas including evacuation assembly areas;
2. Building entrances and exits, and in particular evacuation routes. Public areas within buildings;
3. Other areas. After external and public areas have been cleared, a search should be conducted beginning at the lowest levels and continuing upwards until every floor, including the roof deck, has been searched. After a floor or room has been searched, it should be distinctively marked to avoid duplication of effort.

### **On Trash Bins during Code Purple Activation**

- All trash bins placed in the corridors should be checked and emptied every thirty (30) minutes by the janitorial services during and after the Code Purple activation. This should be done throughout the day;
- Trash bins located near the commercial spaces (PAL Office, BPI, RCBC, Convenience Store, Ateneo Business Center, Columbia Photocopying Services, ATM area, Western Union) should be removed and placed temporarily in the Material Recovery Facility (MRF). These will be placed back only after twenty-four (24) hours after the Code Purple has been deactivated.

### **Emergency Call Out List**

Switchboard / Trunkline Telephone Operators (dial "0") will be pivotal in assisting with the appropriate response. Operators will only be required to contact the key personnel on the Call-In list. A cascade system will be used for emergency personnel where the primary contacts call in other personnel as required.

- Periodic updates will be provided on the progress with the calling in of security personnel, to the *Emergency Ops Center*.

**Remember! Communication capacity will be severely taxed during an emergency, so restrict calls to critical matters. Do not phone for an "update".**

### **Code Purple Call Out List**

Officers	Local Number	Call Sign	Mobile Number
Emergency Ops Center	8253	Bravo Ten	0998 566 3471

*Ateneo de Davao University Internal Emergency Plan (accessed as of February 11, 20)*

Security Office	8222	Gold Base	0905 565 5281
Media Liaison Officer (iCommP)	8245		0905 565 2213
Physical Plant Office	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
Office of Student Affairs	8305/ 8344	Eagle One	0919 646 5674
HRMDO	8225/ 8250		0905 565 2247
Jesuit Residence		Fr Basilio	0998 531 6110

### Other Concerns

- Training will be provided to support personnel such as bus drivers, maintenance, and administrative associates, who are likely to encounter bomb threats and homemade bombs.
- Issues related to checklists, search procedures, crime scene management, evacuations, and recovery will be incorporated into training and crisis guideline orientation sessions with students, faculty, and administrators.
- School bus drivers and transportation supervisors should play an integral role in bomb threat and suspicious device training. Plans and training should include issues related to bomb threats focused upon school buses, suspicious devices on buses and at transportation facilities, and actual explosions aboard and around school buses.

### External Call Out: Dial 911

### **Definition**

This kind of threat takes place inside the University. A personal threat involves varying degrees of threat to a person's life, liberty and property, which require an immediate response to avoid risk or danger to one's self and to others. This code may be classified as:

- Threat from an armed person or group of persons
- Threat from an unarmed person
- Armed holdup
- Assault / physical injury
- Threatening the life of others
- Presence of Active Shooter
- Hostage / kidnap scenarios / Terror Threat or Attack
- Civil disturbance/riot/gang war

In the unfortunate event that one finds the self in any of these situations or witnesses the occurrence of the same inside the University, it is important to remain calm and collected. The most important thing to do is to secure your person and avoid agitating the intruder or the perpetrator while help is on its way.

The degree of personal threat varies, so it is imperative to take proper precautionary measures so as not to aggravate the threat and cause greater injury. There will periodic check of all walk-through metal detectors in all gates. A semestral evaluation of security procedures regarding body frisking, bag and personal effect inspections, vehicular entry and inspection in the gates will be conducted by HRMDO and PPO. In coordination with Student Affairs Office and HRMDO, an annual evaluation of procedures on student and employee identification cards, car pass, visitor pass will be done by the PPO.

### **Stages of Activation**

#### **Stage 1      ALERT**

Notice of an emergency shall have been given. The Executive Vice President or Head Guard has been notified of a situation that could escalate or that may require coordination of support resources.

#### **Stage 2      STANDBY**

There is an increased likelihood that there will be a major impact on safety of personnel and students, services and operations of the University which requires

lockdown either of the building or campus. All gate guards and floor wardens (substitute/ alternate wardens) should be on their stations. An additional guard will be posted per gate armed with shotgun and/or semi-automatic rifle.

### **Stage 3      CALL-OUT**

An emergency situation exists. **Code Black** has been activated. All gate guards should now implement lockdown of the campus (**Lockdown Stage One**). All hall wardens will be on standby if building lockdown (**Lockdown Stage Two**) is necessary. Security personnel will respond to the specific area, EOC will call 911 for police and/or SWAT dispatch.

### **Stage 4      STAND-DOWN**

The emergency has been contained, and emergency operations are no longer required. The Executive Vice President (office hours) or the Head Guard (off hours) declares the stand-down, declares “Code Black, All Clear” over the radio/ PA System. The University shall resume normal operations and activities. Debriefing follows.

### **Steps to Take**

The following steps may be recommended after an initial evaluation of the situation:

1. Try to remain calm.
2. The raising of the building fire alarm in these situations is **not recommended** as the sound may agitate the intruder or may cause uninformed persons to evacuate into the intruder’s possible line of fire or into a confrontation situation. (*Griffith University*). Use the “Emergency Button” only to alert the security personnel.
3. If the threat does not pose immediate danger or risk to one’s self and to others, attempt to deescalate the situation to minimize the threat or to end the commotion.
4. If the intruder or perpetrator is armed or if intervention is necessary, immediately call the Security Office at **8222** or **0**, trigger the “Emergency Button.”
5. It is not your obligation or responsibility to find an immediate resolution to terminate the threatening situation. To pursue this course of action may exacerbate the threat, thus it is imperative to immediately call the Security Office.
6. If the Security Office determines that external help from the local Police is necessary, the Head of the Security Office should immediately seek assistance from the nearest police station and SWAT Team.
7. If the threat poses immediate risk to life and physical well-being, the University Clinic must be alerted and be put on standby. In cases wherein the situation is beyond the capacity of the University Clinic, external medical

emergency team like the City's 911 should be immediately called for assistance.

8. The Security Office if necessary must contain and control the crowd. Proper crisis management must be observed, especially in cases of holdup, hostage-taking and other forms of civil disturbance. In these situations, improper crowd control or the lack thereof might worsen the status quo jeopardizing the actions being undertaken to resolve the crisis.
9. When the crisis is already under control and terminated, the Security Office must make an initial evaluation and investigation of the incident. A comprehensive report must be submitted to the Office of the President or to his duly authorized representative.
10. The University will guarantee that medical, psychological, and other forms of assistance will continue to be extended to its students or employees who have been affected, injured, or traumatized by any of these unfortunate incidents.

### **Safety Procedure in Case of an External Lockdown**

There may be an external situation that requires the **lockdown** of one or more gates or even buildings. A lockdown is designed to protect occupants from an external threat by excluding or isolating the threat (e.g., offender with a gun, terror attack or threat). *Emergency Ops Center* will assess the risk and scope of the lockdown.

- ❖ **Step 1:** Executive Vice President (during office hours) or the Chief Security Officer (during off hours) will implement a lockdown order either by radio or by phone by declaring "Code Black, Stage One Lockdown";
- ❖ **Step 2:** All gates shall be locked by designated guards. No one is allowed to enter or exit the gates unless authorized. If emergency situation is outside the premises of the University, students who are outside the premises can enter the gates if it warrants, and if their safety is compromised if they stay outside the gates.
- ❖ **Step 3:** All guards are stationed in the perimeter if the emergency (v.g armed person) is outside the University. All gate guards should be armed with shotguns and semi-automatic rifles.
- ❖ **Step 4:** Student, faculty and staff are informed by public address system to stay inside their classrooms and offices, and to stay away from windows near the location of emergency.
- ❖ **Step 5:** If there is an escalation of emergency and there is a possibility that external event/ violence will spill over inside the campus, all building gates will be locked. Executive Vice President (during office hours) or the Chief Security Officer (during off hours) will declare "Code Black, Stage Two Lockdown." In each building gate, a guard should be stationed. All building occupants are advised to lock their rooms, offices. The security officers will:
  - Restrict access to and egress from the building
  - Confine presence of external threat to the ground floor; and

- Restrict contact between the external threat and the building occupants.
- ❖ **Step 6:** *Emergency Ops Center* will assess if partial evacuation is possible for building occupants near an emergency location, and a route and assembly point are pre-identified as safe and secure. Otherwise, building occupants will be advised to stay inside the rooms and the buildings until further notice.

If this occurs, the *Emergency Ops Center* will advise you either via the PA system or in person of the situation and of steps to take.

Remember, every scenario will be different. The Police will generally brief University Security first.

- Follow the directions of the Security personnel and/or the Police.
- Ensure doors in your area are locked.
- Secure your own area.
- Do not leave the building until approval from the Security has been gained or until formally given the “All Clear” notice has been announced via the public address system. You may be placing yourself at risk or compromising the safety of other occupants by opening external doors.

The *Emergency Ops Center* will provide updates to occupants as new information becomes available from the Security personnel or the Police. This information may be provided by email, phone, in person or via PA (if installed).

### **Safety Procedure in Case of Active Shooter or Violent Intruder inside the Campus**

*Definition: Active Shooter* ~ An “active shooter” is an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. In most cases, there is no pattern or method to their selection of victims.

*Objective:* An active shooter objective is that of mass murder, rather than committing traditional criminal acts, such as robbery or hostage-taking. In the US school shootings report from 1992-2012, eighty percent (80%) of the attackers were either current or former students.<sup>6</sup>

There may be a situation that requires the **lockdown** due to possible threat from an active shooter or violent intruder inside the campus. A lockdown is designed to protect occupants from possible threat by excluding or isolating the threat (e.g., offender with a gun). *Emergency Ops Center* will assess the risk and scope of the lockdown.

- ❖ **Step 1:** Executive Vice President (during office hours) or the Chief Security Officer (during off hours) will implement a lockdown order either by radio or by phone by declaring “**Code Black, Stage Two Lockdown**”;

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<sup>6</sup> [https://www.hupd.harvard.edu/files/hupd/files/active\\_shooter\\_030617.pdf](https://www.hupd.harvard.edu/files/hupd/files/active_shooter_030617.pdf)  
 Ateneo de Davao University Internal Emergency Plan (accessed as of February 11, 20)



- ❖ **Step 2:** All building gates shall be locked by designated guards. No one is allowed to enter or exit the gates unless authorized. Students who are outside the rooms should enter classrooms or wait in hallways if it warrants for safety, and if their safety is compromised if they stay outside.
- ❖ **Step 3:** All guards should get instructions from the Chief Security on how to contain the threat.
- ❖ **Step 4:** Student, faculty and staff are informed by public address system to stay inside their classrooms and offices, and to stay away from windows near the location of emergency; teacher or staff should ensure that doors are locked ; make room dark and cover the windows; barricade the doors if possible; prepare for possible counter strategies;
- ❖ **Step 5:** Get real time information if possible.
- ❖ **Step 6:** *Emergency Ops Center* will assess if partial evacuation is possible for building occupants near an emergency location, and a route and assembly point are pre-identified as safe and secure. Otherwise, building occupants will be advised to stay inside the rooms and the buildings until further notice.

If this occurs, the *Emergency Ops Center* will advise you either via the PA system or in person of the situation and of steps to take.

Because most incidents are over within minutes, students, faculty, and staff must be prepared to deal with the situation until first responders arrive. These situations are unpredictable. However, there are a few steps that can be taken immediately to protect oneself. As these situations evolve quickly, quick decisions could mean the difference between life and death. If you are in harm's way, you will need to decide rapidly what the safest course of action is based on the scenario that is unfolding before you.

In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should:

1. **Run:** If there is an accessible escape path, attempt to evacuate the premises.
2. **Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
3. **Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

## **RUN**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Warn individuals not to enter an area where the active shooter may be.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help other escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.

- Keep hands visible.
- Follow instructions of any police officers.
- Do not attempt to move wounded people.
- Call security (local **8222**) or **911** from your mobile phone when it is safe to do so. Be prepared to provide the call taker with as much information as possible, including:
  - a. Location of the active shooter;
  - b. Number of shooters;
  - c. Physical description of shooters;
  - d. Number and type of weapons held by shooters;
  - e. Number of potential victims at the location.

## **HIDE**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view;
- Provide protection if shots are fired in your direction (i.e., an office or room with a closed and locked door).
- Not trap you or restrict your options of movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Close, cover, and move away from windows.

If active shooter is nearby:

- Lock the door.
- Silence your cellphone (even the vibration setting can give away a hiding position).
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet.

Consider the difference between cover and concealment. Cover will protect from gunfire and concealment will merely hide you from the view of the shooter. Choose the best space that is available quickly.

## **FIGHT**

Active resistance is a last resort and should only be used if potential victims are trapped in a room with an active shooter, there are already victims, and all other personal survival recommendations are no longer an option. Persons should:

- Act as aggressively as possible against him/her;
- Throw items and improvise weapons;
- Yell;
- Commit to your actions.

### *What to Expect When Law Enforcement Arrives*

- Their objective is to eliminate threat as soon as possible.
- They will first make environment safe, and then, help injured people.

*Ateneo de Davao University Internal Emergency Plan (accessed as of February 11, 20)*

- Expect to see different uniforms and/or plainclothes officers as units might be deployed from various police departments and commands.
- Some officers will possibly be wearing/ using tactical equipment like vests, rifles, helmets.
- Officers will take command of situation by shouting orders and/or physically directing individuals to a safe place or ground.

*When law enforcement officials (LEO) arrive, it is important that you:*

- Remain calm and follow instructions;
- Put down any items and immediately raise your hands while spreading your fingers;
- Avoid making any sudden movements;
- Keep your hands visible at all times;
- Avoid pointing, screaming, or yelling;
- Do not ask officers for help while you are being evacuated from the scene. Rescue personnel will be in a safe area to provide assistance.

### **Safety Procedure in Case of Civil Disorder**

Please remember that every scenario will be different. Civil disorder may include industrial unrest, an emotional situation, or an unpopular political decision, which may lead to a public demonstration.

If you become aware of a civil disorder, immediately report the location and details to the Security Office as quickly as possible or contact local 8222.

The *Emergency Ops Center* in consultation with the Security will initiate action to:

- Restrict access to and egress from the building
- Confine presence to the ground floor; and
- Restrict contact between the demonstrators and the building occupants.

Occupants can provide assistance by locking up offices, securing records/ files/ property as applicable, following the directions of the Security Office and the Emergency Ops Center.

### **Safety Procedure in Case of a Holdup**

The person(s) may be under the influence of drugs or alcohol when they confront staff. They may be desperate. Their behavior may be unpredictable. They may be nervous or even scared.

The initial actions you take are vital.

- Try to calm the offender(s) and comply with their request.
- Try to let another staff member know that there is a problem.  
**Do not**, however, take any risks doing this.

- Give the offender(s) what they want.
- Try to obtain a full description of the person(s), and write these details down as soon as possible.
- If you are witnessing a holdup incident, start recording your observations as soon as possible.

Contact the Security Office at local **8222** or the Police by ringing **911 from your mobile phone** as soon as it is safe to do so. The Emergency Ops Center may implement a lockdown to contain the threat to a specific location. If there is an escalation of emergency, all building gates will be locked. Executive Vice President (during office hours) or the Chief Security Officer (during off hours) will declare “Code Black, Stage Two Lockdown.” In each building gate, a guard should be stationed. All building occupants are advised to lock their rooms, offices. The security officers will:

- Restrict access to and egress from the building
- Confine presence of external threat to the ground floor; and
- Restrict contact between the external threat and the building occupants.

### **Safety Procedure in Case of a Kidnapping Threat**

If an observed abduction has taken place:

- Notify immediately a security officer, or call local 8222 or dial 911 in your mobile phone;
- **Do not** place yourself or other students in harm’s way and maintain control of people in the vicinity;
- *Emergency Ops Center* will determine if Lockdown is necessary, if so then Lockdown Procedure will be implemented;
- Try to obtain a full description of the person(s), and write these details down as soon as possible.
- If you are witnessing a holdup incident, start recording your observations as soon as possible.

If an intelligence report regarding kidnapping threat is received by *Emergency Ops Center*:

- CCTV administrators shall monitor all cameras stationed at all gates;
- Security officers on foot patrol shall be placed in the immediate vicinity of the gates, security spotters and undercover personnel are stationed in the streets (one undercover near Jacinto Gate/ Villa Abrille Building/ Molave Resto), one undercover near Roxas Gate/ Freedom Park, one undercover in Claveria Gate/ Villa Abrille Corridor/ Citi-Triangle) and parking areas;
- *Emergency Ops Center* will request the Sta. Ana Police Station for police visibility in the campus, station a police mobile car at the gates;
- *Emergency Ops Center* informs the detailed Task Force Davao-Philippine Army for the University (through MAAGAP) to do a 24 hour foot patrol of the campus peripheral streets and campus block;

- Security will strictly implement “No photo ID, No Entry” and “No Appointment, No Entry” in all gates during the activation of the Code Black;
- Parking area security logs all plate numbers of cars and their description in the vicinity.

### Code Black Call Out List

Officers	Local Number	Call Sign	Mobile Number
Emergency Ops Center	8253	Bravo Ten	0998 566 3471
Security Office	8222	Gold Base	0905 565 5281
Media Liaison Officer (iCommP)	8245		0905 565 2213
Physical Plant Office	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
Office of Student Affairs	8305/ 8344	Eagle One	0919 646 5674
HRMDO	8225/ 8250		0905-565-2247
PNP Regional Ops (Request for SWAT)	Dial 9 or 7 Then 911		0917-707-8474

### External Links

#### Philippine National Office – DCPO

Dial 166 or 911 or contact *Regional PNP Operations*

#### Sta. Ana Police Station-DCPO

Tel. No. 300 1244 or 0998.598.7055

## Definition

An **external disaster** is any occurrence including fire, flood, tempest, earthquake, accident, epidemic of human, animal or plant disease, hostilities directed by any enemy against the University that causes or threatens to cause, loss of life or injury; and/or is of such a nature or magnitude that extraordinary measures are required in order to protect life.

## Roles and Responsibilities

### On Receiving Notice of an External Disaster

#### 1. Security Office Head or Supervisor

- Notify the Executive Vice President, Physical Plant Director, and the Emergency Ops Center.
- Brief patrols around the campus, and request they standby for further instruction.
- Contact the local Disaster Coordinating Council or the Central 911 to confirm the situation.

#### 2. Physical Plant Director

- Assess the seriousness and relevance of the threat to human safety and the proximity of the hazards that may be relevant to the situation.
- Determine the appropriate course of action:
  - Standby
  - Evacuation
  - Lockdown
- Follow the directions of the Head of the Emergency Ops Center.

#### Standby

- Await further updates from the Emergency Ops Center.

#### Evacuation

- Evacuate the building/areas in accordance with Evacuation Procedures (**Code Orange**)

#### Lockdown

- Lockdown building/areas in accordance with Lockdown Procedures.

## **General Guidelines in Case of Typhoons, Flooding, Other Weather Disturbances and Calamities**

The University will follow the protocols on the cancellation of classes due to inclement weather as issued by the Department of Education (**DepEd Order No. 43, s. 2012**) for basic education, and the Commission on Higher Education (**CMO No. 15, s. 2012**) for the tertiary education (undergraduate programs, graduate programs, college of law), and **Executive Order No. 66, s. 2012** (for government agencies).

### **1. On Automatic Suspension of Classes**

Automatic suspension of classes due to inclement weather will be based on the following public storm signal warnings from the Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA, DOST):

- **Signal No. 1:** Cancellation of Classes at the Preschool (Playschool, Nursery, and Kindergarten)
- **Signal No. 2:** Cancellation of Classes at Preschool, Elementary, Junior High School, Senior High School (Preschool, Grade 1 to 12)
- **Signal No. 3:** Cancellation of classes and work at all levels and programs in the University

The PAGASA shall issue weather forecasts through various media outlets (radio and television), and the NDRRMC, not later than 10:00 PM of the previous day and 4:30 AM of the day of the intended cancellation of classes and work. In cases where there are classes and work in the morning and suspension of classes and work is only effective in the afternoon, PAGASA should issue the forecast not later than 11:00 AM of the said day.

### **2. On Localized Suspension of Classes**

As stated in the Memorandum Order issued by DepEd, "localized cancellation/suspension of classes in both public and private schools ... may be implemented by the local chief executives, (i.e., Mayor of Davao City) in their capacity as chairpersons of the Local Disaster Risk Reduction and Management Council (LDRRMC)"

"Any decision to cancel or suspend classes must come from the local government. A school head may only cancel or suspend classes in cases where urgent action is needed to prevent loss of life or bodily harm." (*DepEd Order No. 43, s. 2012*)

Parents are advised to monitor advisories coming from the City Government of Davao and Central 911, PAGASA, the Local Disaster Risk Reduction and Management Council.

Students who are not able to report for school should alert their teachers regarding the reason for their absence upon their return to class. Be assured that the University will be considerate to students who are absent on these days. No tests, examinations, graded recitations or oral reports, etc. will be held in these cases.

Consistent with DepEd guidelines, the school will also rely on the discretion of parents to decide if their children will attend class. The order says "DepEd still maintains that parents have the ultimate responsibility of determining whether their children should go to school, even if no order for cancellation/ suspension of classes has been issued, if they feel that traveling to or from school will place their children at risk." (*DepEd Order No. 43, s. 2012*)

### **3. Duration of Cancellation of Class**

Cancellation/ Suspension of classes will apply for the entire day, even when the storm signal warning is lifted, or an "All Clear" command is given.

### **4. Bulletin of Information**

Announcements will be made through the following:

- ❖ School Trunklines: **(82) 221.2411**
- ❖ Insite: **insite.addu.edu.ph**
- ❖ Website: **www.addu.edu.ph**
- ❖ University Facebook account: **www.facebook.com/ateneo.dedavao**
- ❖ University Twitter account: **@ADDU\_Official**

The school will make necessary efforts to announce suspension of classes through online news, major radio and television networks.

As a general rule, it should be presumed that absence of any formal announcement on cancellation of classes by the Mayor of Davao City or other government agencies, or by the University President means there would be classes and work in the University.

### **General Guidelines in Case of a Terrorist Activity**

Every incident is different. There may or may not be warning. The warning or notification of a potential terrorist act could come from a number of sources (e.g., Local law enforcement agencies, Task Force Davao). Follow the directions of the *Emergency Ops Center* or the local enforcement agency.



### **What is a terrorist act?**

- A terrorist act is defined as "an action or threat of action of certain kinds where the action is done or the threat is made with the intention of advancing a political, religious or ideological cause and the action is done or the threat is made with the intention of coercing or influencing by intimidation the government, or state, or part thereof, or intimidating the public or a section of the public."
- The action falls within the definition of a terrorist act, if, in addition to meeting the above requirements, it causes serious harm, that is physical harm, to a person, or causes serious damage to property, or causes a person's death, or endangers a person's life, other than the life of the person taking the action, or creates a serious risk to the health or safety of the public, or seriously interferes with, seriously disrupts, or destroys an electronic system.

### **What 'weapons' are used by terrorist groups?**

In the context of "terror-related" emergency events, some weapons that are known to have been used are:

- An explosive device
- Biological agents
- Chemical agents
- Radioactive agents
- Cyber-terrorism
- Firearms and other dangerous weapons or means of transport, including vehicles, vessels or aircraft.

Collectively, they are potentially weapons of mass destruction.

### **To reduce the risk of terrorist activities within the University:**

- Report anyone behaving suspiciously, videotaping, or photographing buildings' restricted areas or other areas identified as "high-risk".
- Report any suspicious vehicles or behavior around vehicles near significant buildings or in busy public areas.
- Report any person whom you believe may have a false identity.
- Report if anyone has been asking detailed questions about security procedures. Be cognizant of surroundings.
- Secure areas at risk when they are not occupied.
- Protect critical infrastructure information systems from electronic attacks of cyber-terrorism.
- Keep ventilation systems secure with access only by authorized personnel.

**If in doubt, contact the Security Office at 8222.**

### **General Guidelines in Case of a Potential Chemical, Biological, or Radiological Incident**

*Ateneo de Davao University Internal Emergency Plan (accessed as of February 11, 20)*

Some terrorists use chemical, biological, radiological or nuclear (CBRN) warfare.

### **Chemical Agents**

- Agent types include nerve, blister, blood, choking, irritation.
- May be a solid, liquid, or gas and, in some cases, gases may be odorless, colorless, and tasteless.
- Agents may be inhaled, ingested, or absorbed through the skin.
- Effects may be immediately felt or delayed. The agent may produce incapacitation, serious injury, or death.

#### **If you have been exposed:**

- Hold your breath.
- Move away from the area.
- Alert others in the immediate area.
- Isolate the area (if possible), e.g., place towels or other fabric items under the door.
- Seek medical assistance **8337** as soon as possible, and follow instructions given.
- If you think you have droplets on your clothing or skin, remove outer clothing and wash exposed skin with cold water.
- Contact the Security Office as soon as possible, and give your exact location.

### **Other Precautions**

- Turn off fume hoods, range hoods, air handlers, and all air-conditioners.
- Seal off vents, grills, or other openings to the outside.
- Do not use elevators (unless authorized to do so).

### **Biological Agents**

- Agent types include bacteria (e.g., Anthrax), virus, or toxin.
- Normally ingested or inhaled.
- May be disseminated or transmitted easily from person to person.

#### **If you believe you have been exposed**

- Do not disturb the item.
- If spilt, do not try to clean it up or brush it from clothing.
- Cover the package/spill if possible (e.g., with a large garbage bin) to inhibit dispersal.
- Contact the Police then Security Services.
- Advise other people to remain in the area.
- Prevent other people from entering the area.
- Stay where you are—help will come to you.

### **Radiological Agents**

Radiation exposure can affect the body in a number of ways, and the adverse health effects of exposure may not be apparent for many years. Health effects range from mild to fatal (death), depending on the amount absorbed by the body (the dose), the type of radiation, the route of exposure, and the length of time a person was exposed.

Possible terrorist events could involve:

- introducing radioactive material into the food or water supply, or
- using explosives to scatter the radioactive materials or exploding a small nuclear device.

**Protective action may include:**

Evacuation to a safer location (follow the directions of the Security Office or the Emergency Ops Center).

**If you believe you have been exposed**

- Alert others.
- Notify Campus Security, ring **8222**.
- Seek medical treatment, ring **8337**.

**On being advised of an Emergency Incident, the Emergency Ops Center will:**

1. Assess the situation.
2. Set up a staging area and work with the Emergency Response Teams.
3. Determine how many people have been exposed.
4. Secure the scene.
5. Commence setup of the decontamination process, i.e., water shower or decontamination corridor.
6. Arrange the area for shelter.
7. Brief those who require decontamination.
8. Advise the University Clinic and local hospitals.

**Code Brown Call Out List**

Officers	Local Number	Call Sign	Mobile Number
Emergency Ops Center	8253	Bravo Ten	0998 566 3471
Security Office	8222	Gold Base	0905 565 5281
Media Liaison Officer (iCommP)	8245		0905 565 2213
Physical Plant Office	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
Office of Student Affairs	8305/ 8344	Eagle One	0919 646 5674

HRMDO	8225/ 8250		0905-565-2247
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## External Links

### **Davao City Police Office**

**Camp Capt. Domingo E. Leonor**

San Pedro Street, Davao City

Emergency No. : Dial 166

### **Bureau of Fire Protection**

Tomas Monteverde Avenue, Davao City

Emergency No. : Dial 110

### **Central 911: Davao City Central Communications & Emergency Response Center**

Patnubay Street, Sandawa, Matina, Davao City

Emergency No.: Dial 911

### **Davao City Disaster Risk Reduction and Management Office**

Central 911 Compound, Patnubay Road, Sandawa, Matina, Davao City

Tel. (82) 295.2387 [drrmo.davaocity.gov.ph](http://drrmo.davaocity.gov.ph)

Adapted from The Royal Children's Hospital Internal Emergency Response Plan

(<http://www.sasvrc.qld.gov.au/SASVRC/Assets/Documents/Internal%20Emergency%20Response%20Plan.pdf>) and the

University of Adelaide Emergency Procedures

([http://www.adelaide.edu.au/security/emergency\\_services/procedures/](http://www.adelaide.edu.au/security/emergency_services/procedures/))

## **Suicide Crisis Response Procedures<sup>7</sup>**

### **A. Suicide Threat**

*Definition:* A suicide threat is a verbal or non-verbal communication that the individual who intends to harm himself/herself with the intention to die but has not acted on the behavior.

*Steps to Follow in Case of Suicide Threat:*

1. The faculty or staff who learns of the threat will locate the individual and arrange for or provide constant adult supervision while the individual is inside the campus;
2. The faculty or staff will immediately inform the College Guidance Center (local **8345**) and the Office of Student Affairs (local **8305**);
3. The College Guidance Center and the Office of Student Affairs, in coordination with the University Clinic, will determine risk and intervention needed by interviewing the student, and gathering appropriate supportive documentation from teachers and others who witnessed the threat;
4. College Guidance Center will
  - a. Contact the parents guardian, apprise them of the situation and make recommendations;
  - b. Place all recommendations to the parents/ guardian in writing; make sure that parents / guardian receive the recommendation (by signing off); maintain a file copy of the letter in a secure and appropriate place.
5. If the student is known to be currently into counseling, the College Guidance Center will attempt to inform their treatment provider of what occurred and the actions taken.
6. If parent/ guardian refuses to cooperate, and there is doubt regarding the child's safety while inside the campus, please contact the Emergency Operations Center at local 8253.

### **B. CODE 914A: Suicidal Act or Attempt on School Grounds or During a School-Sponsored Activity**

*Definition<sup>8</sup>:* Suicidal act (also referred to as suicide attempt) – a potentially self-injurious behavior for which there is evidence that the person probably intended to kill himself or herself; a suicidal act may result in death, injuries, or no injuries.

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<sup>7</sup> McCommons and Kerr, Suicide Policies and Procedures – Revised 2013

<sup>8</sup> Crosby A., Ortega L., & Melanson C. Self-directed violence surveillance: Uniform definitions and recommended data elements. Version 1.0 Atlanta GA: Center for Disease Control and Prevention, National Center for Injury Prevention and Control; 2011. Available at [www.cdc.gov/ViolencePrevention/pub/selfdirected\\_violence.html](http://www.cdc.gov/ViolencePrevention/pub/selfdirected_violence.html).

*Ateneo de Davao University Internal Emergency Plan (accessed as of February 11, 20)*

*Steps to Follow in Case of Suicide Attempt:*

1. **ALERT and EMERGENCY CALL OUT:** University personnel on the scene must call for help from another staff member:
  - a. Locate the individual;
  - b. Inform another staff to call local **8222** or press Emergency Button near the area;
  - c. Staff states the following to the TeleCom Operator: Location of Emergency (Building, Floor, Room Number/ Office);
  - d. Staff declares that is a **Code 914A [Code Niner-One-Four-Alpha]**;
  - e. Roving Guard or Switchboard Operator call out “Gold Base” (Security Office, local **8222**) and Bravo Ten (EOC, local **8253**) for the emergency call out;
  - f. Medical Team (local **8337**) is dispatched to the location.
2. **RESPONSE:** On-scene incident officer should move all other students out of the immediate area and arrange for appropriate supervision. Students should not be allowed to observe the scene. Security should cordon off the area with at least 30-meter radius. The Medical Nurse or Doctor decides whether the patient will be brought to a hospital or to the University Clinic. (Follow Procedures in **Code Blue**).
  - a. The Nurse calls 911 if ambulance is needed.
  - b. The Nurse calls Gold Base if university vehicle is needed.
3. Emergency Operations Center (EOC) will involve student services personnel to assist as needed: Office of Student Affairs (local **8305**), College Guidance Center (local **8345**), Center of Psychological Extension and Research Office (local **8273**), and Ignatian Spirituality and Formation Office (local **8373**).
4. Office of Student Affairs will contact parents/ guardian and ask them to come to school or hospital.
5. If the student is known to be currently into counseling, the College Guidance Center will attempt to inform their treatment provider of what occurred and the actions taken.
6. Student services staff will involve a team for follow-up and support.
7. College Guidance Center and Office of Student Affairs will request written documentation from any treatment facilities prior to a student’s return to school. Helping student to develop a written list of coping strategies and sources of support than can be of assistance when he or she is having thoughts of suicide (i.e safety plan) is recommended before re-entry into regular classes. Suicide prevention hotlines (such as **0917 558 4673**) and an app **React Mobile** can be helpful elements for such plan.<sup>9</sup>
8. Student services will promptly follow-up with any student or staff who might have witnessed the attempt, and refer them to College Guidance Center and/or COPERS for debriefing and/or counseling.

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<sup>9</sup> National Association of School Psychologists: “*Preventing Suicide: Guidelines for Administrators and Crisis Team*,” p3.

*Ateneo de Davao University Internal Emergency Plan (accessed as of February 11, 20)*

9. Media representatives should be referred to the Institutional Communications and Promotions Office (iCommP). University personnel should not make official statements to the media except through iCommP.

**C. CODE 914S: Suicide of a Student on School Grounds or During a School-Sponsored Activity**

*Definition:* Suicide – death caused by self-directed injurious behavior with any intent to die as a result of behavior.

**Note:** Central 911 or the medical examiner’s office must confirm that the death was a suicide before any University official may state this as the cause of death. The University must adhere to the wishes of the family in this regard and respect their right to privacy and confidentiality.

*The following steps will be followed in case of suicide:*

1. **ALERT and EMERGENCY CALL OUT:** University personnel on the scene must call for help from another staff member:
  - a. Locate the individual;
  - b. Inform another staff to call local **8222** or press Emergency Button near the area;
  - c. Staff states the following to the TeleCom Operator: Location of Emergency (Building, Floor, Room Number/ Office);
  - d. Staff declares that is a **Code 914S [Code Niner-One-Four-Sierra]**;
  - e. Roving Guard or Switchboard Operator call out “Gold Base” (Security Office, local **8222**) and Bravo Ten (EOC, local **8253**) for the emergency call out;
  - f. Medical Team (local **8337**) is dispatched to the location.
2. **RESPONSE:** On-scene incident officer should move all other students out of the immediate area and arrange for appropriate supervision. Students should not be allowed to observe the scene. Security should cordon off the area with at least 30-meter radius. The Medical Nurse or Doctor decides whether the patient will be brought to a hospital or to the University Clinic or wait for the 911 EMS or medical examiner. If patient will be brought to the clinic or hospital, follow procedures in **Code Blue**.
  - a. The Nurse calls 911 if ambulance is needed.
  - b. The Nurse calls Gold Base if university vehicle is needed.
3. Emergency Operations Center (EOC) will involve student services personnel to assist as needed: Office of Student Affairs (local **8305**), College Guidance Center (local **8345**), Center of Psychological Extension and Research Office (local **8273**), and Ignatian Spirituality and Formation Office (local **8373**).
4. Office of Student Affairs will contact parents/ guardian and ask them to come to school or hospital.
5. The Emergency Operations Center will:

- a. Contact the DCPO for investigators, in case of death;
  - b. Immediately notify, regardless of the day or time, the University President, unit head, department head or director.
  - c. Verify and obtain as much factual information as possible via school security, parent/ guardian, or others who may have facts depending on circumstances;
  - d. Assemble a crisis management team appointed by the University President;
  - e. Promptly collect and safeguard the student's belongings (from classroom or lockers), any student work or photo. Consult with family members and determine a mutually agreeable date and time in private, to return these belongings.
  - f. Inform the faculty and staff that a sudden death has occurred using written communication, followed by a unit or departmental meeting at the conclusion of the day. If death occurred in the evening, convene staff meeting prior to the start of the next school day.
  - g. Designate space for all postvention activities.
  - h. Once obtained, provide funeral arrangements and related details to students and University personnel via Insite.
  - i. Meet with the response team at the end of the day or days during crisis management activities to insure the exchange of important information, as well as to insure communication and further planning of activities.
  - j. Thank those who assisted in the postvention. *Do not forget to include the faculty, ancillary staff, crisis team and any outside agency or community.*
6. Student services will promptly follow-up with any student or staff who might have witnessed the attempt, and refer them to College Guidance Center and/or COPERS for debriefing and/or counseling.
  7. Media representatives should be referred to the Institutional Communications and Promotions Office (iCommP). University personnel are prohibited from making official statements to the media except through iCommP.

#### **D. Actions to Avoid**

1. Do not announce the death of anyone over the public address system.
2. Do not announce over radio the word or phrase "suicide" or "suicide attempt." Use either **914A** or **914S**.
3. Do not hold an assembly program or bring large groups of students together in one place to discuss suicide.
4. Avoid cancelling classes or pre-planned activities unless absolutely necessary; students find comfort in following their normal routine when they are under stress.

#### **E. CODES TO BE USED OVER RADIO:**



**914S : Niner-One-Four-Sierra: - Suicide**  
**914A : Niner-One-Four-Alpha: - Suicide Attempt**

### Code 914S and 914A Call Out List

<b>Emergency Ops Center</b>	8253	Bravo Ten	0998 566 3471
<b>Security Office</b>	8222	Gold Base	0905 565 5281
<b>Media Liaison Officer (iCommP)</b>	8245		0905 565 2213
<b>Physical Plant Office</b>	8220/ 8243	Fox Trot / Echo Three	0905 565 5239
<b>University Clinic</b>	8337	Charlie One	
<b>College Guidance Center</b>	8345		0936 083 7002
<b>Center of Psychological Extension &amp; Research Office (COPERS)</b>	8273		
<b>Office of Student Affairs (OSA)</b>	8305/ 8344	Eagle One	0919 646 5674
<b>Ignatian Spirituality and Formation Office (ISFO)</b>	8373		
<b>Human Resource Management and Development Office (HRMDO)</b>	8225/ 8250		0905-565-2247

Suicide Hotlines: **(02) 804-4673 or 0917 558 4673 or 2919 (Globe or TM)**  
**(02) 804-HOPE or 0917-558-HOPE**  
 Special App: **React Mobile**

*The select Call Out List members are all connected online 24/7 via Telegram, the private channel is named LAMP QRT (Life Always Matter Program – Quick Response Team). All communications in Telegram are confidential and encrypted.*

## **Annex 1: University Radio Codes**

- 10-0 Use Caution
- 10-1 Unable to copy, Poor reception of signal, weak signal
- 10-2 Loud & clear, Clear signal, good signal
- 10-3 Stop Transmitting
- 10-4 Acknowledgement, Roger, Positive, Affirmative, Message Received
- 10-5 Advice, Notify, Relay Message
- 10-6 Station is Busy, Stand by unless urgent
- 10-7 Out of service
- 10-8 In service, Operational, Serviceable
- 10-9 Repeat message
- 10-10 Over & out
- 10-11 Inquire, Query
- 10-12 Monitoring, Standby
- 10-13 Report condition
- 10-14 To pick up, Get, Take
- 10-15 Response, Reply, Feedback
- 10-16 Problem, Trouble
- 10-17 Request
- 10-18 Record, Log
- 10-19 Return to Station
- 10-20 Location
- 10-21 Telephone, Call by phone
- 10-22 Cancel, Disregard
- 10-23 Arrived at scene
- 10-24 Follow up
- 10-25 Meeting, Meet a person, Eyeball, Report in person
- 10-26 Victim, Subject
- 10-27 Switch frequency
- 10-28 Plate number, Reg. number
- 10-29 Verify, Check Record
- 10-30 Water supply
- 10-31 Approval, Result
- 10-32 Person with firearm
- 10-33 Emergency, Urgent – All Units on Standby
- 10-34 Crime in progress, Riot
- 10-35 Crime alert, Red alert, Major crime alert
- 10-36 Correct time
- 10-37 Re-fill, Reload, Food
- 10-38 Local police/ PNP
- 10-39 Double time, Rush, Urgent, Use light or siren
- 10-40 On duty, Roving, Silent tour of duty
- 10-41 Operatives, Members
- 10-42 Off duty/Ending tour of duty
- 10-43 Info, News, Status

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10-44 Regards, Greetings  
10-45 Car unit, Vehicle, Mobile  
10-46 Assist motorist  
10-47 Emergency, Electric crew needed  
10-48 Detour, Road under repair, Road need repair  
10-49 Traffic situation  
10-50 Accident  
10-51 Towing needed  
10-52 Ambulance needed  
10-53 Heavy traffic, Road block  
10-54 Investigator needed  
10-55 Electric power failure  
10-56 Intoxicated person  
10-57 Hit and run  
10-58 Direct traffic  
10-59 Companion, Buddy, Convoy, Escort  
10-60 Hospital  
10-61 Doctor, Medical team  
10-62 Medicines  
10-63 Assignment complete  
10-64 Message  
10-65 Assignment  
10-66 Needed, Necessary  
10-67 Male character  
10-68 Dispatch, Delivery, Give  
10-69 Message received  
10-70 Fire alarm  
10-71 Advice situation of fire  
10-72 Civil disturbance, Illegal assembly  
10-73 Add fire apparatus, Engine, Additional firetruck  
10-74 Negative  
10-75 Permission to contact  
10-76 Proceeding en route  
10-77 Exact time of arrival (ETA)  
10-78 Need assistance  
10-79 Notify, Dead Person  
10-80 Kidnapping  
10-81 Stolen vehicle  
10-82 Prepare, Reservation, Spare  
10-83 Found vehicle  
10-84 Exact time of departure (ETD)  
10-85 Will be late  
10-86 Missing person  
10-87 Female character  
10-88 Telephone number  
10-89 Found person

10-90 Robbery, Bank alarm  
10-91 Unnecessary use of radio  
19-92 Anti narcotics case, Drugs  
10-93 Address  
10-94 Reckless driver, Overspeeding  
10-95 Operations  
10-96 Jammer, Visitor  
10-97 Signal check, Test signal  
10-98 Advice call sign identification  
10-99 Base, Home  
10-100 Office  
10-X Thanks

### **PHONETIC ALPHABETS/ALPHANUMERIC CODES**

A - Alpha	N - November
B - Bravo	O - Oscar
C - Charlie	P - Papa
D - Delta	Q - Quebec
E - Echo	R - Romeo
F - Foxtrot	S - Sierra
G - Golf	T - Tango
H - Hotel	U - Uniform
I - India	V - Victor
J - Juliet	W - Whiskey
K - Kilo	X - X-ray
L - Lima	Y - Yankee
M - Mike	Z - Zulu

### **NINE CODES:**

901 - Traffic Accident, Unknown Injuries  
901T - Traffic Accident, Injuries  
902T - Traffic Accident, No Injuries  
902M - Medical Aid  
903 - Plane crash  
903L - Low flying plane  
904 - Fire  
904T - Trash Fire  
910 - Can Handle Call  
912 - Are We Clear To/For \_\_\_\_\_  
913 - You Are Clear To/For \_\_\_\_\_  
914S - Suicide

914A - Attempted Suicide  
914C - Funeral Home/ Coroner Needed  
917A - Abandon Vehicle  
918 - Mental Case (W&I code 5150)  
919 - Keep the Peace  
920A - Missing Adult  
920C - Missing Child  
920F - Found Child  
920J - Missing Juvenile  
921 - Prowler  
922 - Solicitation Activity  
924R - Report Writing  
925 - Suspicious Person  
926 - Tow Truck Needed  
927 - Unknown Trouble  
930 - See The Man  
931 - See The Woman  
932 - Open Door  
933 - Open Window  
982 - Bomb Threat  
983 - Explosion At \_\_\_\_\_  
984 - Hazardous materials present / spill  
995 - Riot or major disturbance  
997 - Security Officer Needs Assistance  
998 - Security Officer In Gun Battle  
999 - Security Officer Needs Assistance, Emergency

