



ATENEO INTERNATIONALIZATION FOR MINDANAO OFFICE

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Emergency Communication Log

(For Students, Faculty Members, and Staff)

- Check that applies: Student
 Faculty Member
 Non-Teaching Staff

Name: _____

Date: _____

Whenever there is an emergency or crisis, it is very important to document all communication. The reason for this is to prepare for a debriefing when you return home, since there may be legal factors involved. It is best to document communication and actions as you go. Please be specific on each entry:

1. *Who did you speak with?*
2. *What actions did you take?*
3. *What actions did other people take?*

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