



Republic of the Philippines  
**North Eastern Mindanao State University**

Rosario, Tandag City, Surigao del Sur 8300

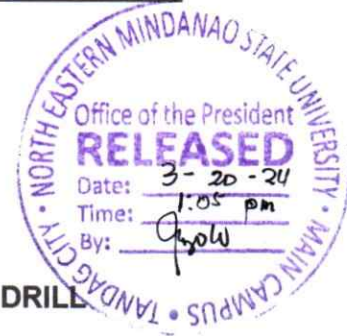
Telefax No. 086-214-4221

Website: [www.nemsu.edu.ph](http://www.nemsu.edu.ph)



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 03-37, s. 2024**

**TO: TEACHING AND NON-TEACHING PERSONNEL**  
**FROM: SUC President III**  
**SUBJECT: MANDATORY PARTICIPATION – NATIONAL EARTHQUAKE DRILL**  
**DATE: March 20, 2024**



Pursuant to the National Simultaneous Earthquake Drill mandate, the following guidelines and procedures shall be instituted on March 25, 2024 at 8:00 AM.

**MARKINGS OF EVACUATION ROUTE:** All head of Units shall initiate the temporary markings of exits in the offices as required by the PDRRMO and the CDRRMO. An ocular inspection of the offices will be conducted by the said external units for reporting to the City and the Province. Units without these markings shall be reported to the local authorities.

**AREA OF ASSIGNMENTS:** The Administration Building is identified as the area of evaluation, PDRRM, CDRRM and Brgy. Telaje Rescue Teams will be deployed in the perimeter. The following assigned areas shall be observed.

COLLEGE	LOCATION IN THE ADMIN BUILDING	SITUATION
CAS	2 <sup>nd</sup> Floor	As clients
CBM	3 <sup>rd</sup> Floor	As clients
CTE	Ground Floor	As clients
CITE, CET	Conference Room	Meeting
Admin	In the Offices	Office Works

**LOGISTICS AND IN-CHARGE:** The following personnel are tasks to supervise the following logistics and preparation:

- Signages and Markings Outside Offices - General Services
- Food and Snacks - VPAF Staff
- Sound System - UNIFAST/TES Office
- Marshalls - Unit Heads per Office
- Electrical and Alarms - PMU
- Command Center - UEMT Members
- First Aide/Ambulance - Medical Team

**SIMULATION INSTRUCTION:** The PDRRM, CDRRM, and Brgy. Telaje rescue Teams will be deployed in the area. The following instructions shall be executed:

- a. When alarm is triggered, all employees shall execute the Dock, Cover, and Hold in their respective location until the alarm is off. No employees shall move elsewhere while the alarm is on.
- b. The assigned Marshal in the office/area/building shall direct the building occupants to the exits.

FLOOR LEVEL	EXIT POINTS	INSTRUCTION
Ground Floor	Lobby	
2 <sup>nd</sup> Floor	Front Stairs	
3 <sup>rd</sup> Floor	Back Stairs	

- c. After the alarm is off electrical supply shall be turned off.
- d. The evacuation site is at the open grounds. PMU and General Services shall identify the open fields with corresponding marking of the units/offices assigned.
- e. Post evaluation will be conducted at the conference room with the execom members and the UEMT.

**VERY IMPORTANT REMINDER:** The *DRILL* is a national mandate and is considered mandatory and *COMPULSORY*. The Local authorities are in close monitoring and evaluation and shall furnish reports of our compliance to the Office of the Mayor and the Office of the Governor. Employees who will not participate shall *WRITE AN EXPLANATION WITHIN 24 HRS* and shall perform the Drill in his/her own.

This activity is aimed to save lives and properties. Your utmost cooperation is highly regarded to make sure that the University is compliant to all the standards and procedures in disaster risk reduction and mitigation. For strict compliance.

*for: Nemesio G. Loayon* 3-20-2024  
**NEMESIO G. LOAYON, PhD**  
SUC President III 