

Acting in an emergency

- Remain calm. Render assistance as much as your skills allow. Don't panic.
- Evacuate buildings immediately when announced, upon hearing an alarm, or when the situation is life threatening, except when the situation warrants shelter-in-place.
- Know the location of at least two emergency exits in your working area.
- Keep a flashlight handy if you are in an area without natural lighting.
- DO NOT use the emergency hotlines for reasons other than emergency purposes.
- DO NOT enter an elevator in emergencies or attempt to force open stalled elevator doors.

Emergency kit items

ID+Contact info
 whistle
 small flashlight
 glow stick
 bandanna/scarf
 compass
 AM radio
 large garbage bag (use as mat, raingear)
 (wet) tissue
 sanitary napkin for girls
 energy bars
 bottle of water
 First aid kit

- antiseptic
- alcohol
- adhesive bandage
- first-aid tape
- gauze

10 survival uses for your bandanna



ARM SLING



WASHCLOTH/
TOWEL



SIGNAL



TOURNIQUET



DUST MASK



NECK GAITER



POUCH/BUNDLE



SLING (WEAPON)



WATER FILTER



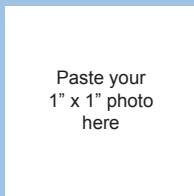
BANDAGE

Layout - Joanna Ruiz; Images - Javy Ruiz

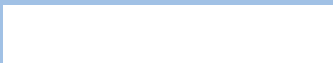


ATENEDE MANILA
UNIVERSITY

Emergency Response QUICK REFERENCE GUIDE



Paste your
1" x 1" photo
here



Nickname

Family / Last Name

Given / First Name

From Barangay, Town / City

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Year of Birth Blood Type Weight

kgs

Allergies; Health/Physical Condition

Medications

Emergency Contact Name / Mobile

Contact information

Police/Fire/Medical Assistance 117
Philippine National Red Cross 143
Meralco 16-211
Manila Water 1627
MMDA 136
Barangay Loyola Hts. 666-6603
QC Rescue 928-4396
QCPD Station 9 434-3687 / 434-3942
QCFD Substation Code 29 437-8635
Quirino Memorial Hospital
 913-4758 / 421-2255 to 61
Fire Department - Makati
 816-2553/818-5150/168
Fire Department - Pasig
 641-1939/641-2815/168
Makati Bomb Unit 895-4001 loc. 433
Makati Medical Center 815-9911
Ospital ng Makati 882-6316
The Medical City 635-6789/988-1000

Reporting an emergency

- Before taking any action, be sure you are not endangering yourself. Avoid unstable structures, electrical wires, chemical vapors, chemical spills, etc.
- When you call, give your name, telephone number and location and the nature and location of the emergency.
- Don't hang up until the person answering the call ends the conversation.
- If there is an emergency and phone lines are dead, take a message to Ateneo Security at the Blue Eagle Gym.

Evacuating buildings	Earthquake	Explosion	Fire
<ul style="list-style-type: none"> • Get your most important personal belongings, only if it is safe and does not cause delay in evacuation. • Exit the building via the nearest stairwell or emergency exit. • Go to the designated Evacuation Assembly Area. • Remain at the Assembly Area until your Emergency Coordinator has accounted for you. • Do not re-enter the building until instructed to do so by the Person-in-Charge/Marshals. • During evacuation, please assist persons with disabilities and those who are unfamiliar with the building. 	<ul style="list-style-type: none"> • In a building, immediately DUCK/DROP, COVER, AND HOLD until shaking stops. • Move away from breakable/ movable/electrical stuff. • After the shaking stops, evacuate to the designated Evacuation Assembly Area with your emergency supplies and valuables. • Take note of and report unsafe conditions, trapped personnel, or other hazards. • Await instructions, be patient, and help others. Wait to be accounted for. • If trapped in a building, stay calm, and try to catch attention (clothing, whistle, tapping a pipe, light). • Shout only as a last resort (to prevent dust inhalation, preserve your energy and voice). 	<p><i>If inside the building/room:</i></p> <ul style="list-style-type: none"> • Seek cover to protect yourself. • Stay away from breakable/ movable/ electrical stuff. • If smoke or fire is present outside the room, plug door gaps with (wet) cloth. • While exiting, pull the fire alarm, note other hazards/ personnel. • Evacuate as soon as possible. • Report the incident. <p><i>If trapped in debris:</i></p> <ul style="list-style-type: none"> • Stay calm. • Place a marker or use your whistle or tap on a pipe for rescue teams. • Avoid unnecessary movement. • Cover your nose and mouth with anything you have on hand. • Shout only as a last resort. 	<ul style="list-style-type: none"> • Remove people from immediate danger. Hit the fire alarm. • Alert others in the area and call Security. • Contain the emergency, e.g., by closing (but not locking) the door. • Evacuate or extinguish the fire if trained and it is safe to do so. • On hearing the fire alarm, evacuate, taking your valuables, if safe to do so. • If possible, secure the area and important materials. • If you are in a closed room, and if the doorknob is hot, look for another exit or plug the door gap with (wet) cloth. • If the door is not hot, open it slowly. If an area is smoky, stay low to the ground. Crawl if necessary. Use a wet cloth to cover your nose and mouth. • If your clothes or those of another are on fire, STOP, DROP and ROLL.
Medical emergencies	Typhoons and floods	Harassing phone calls	Threats and acts of violence
<ul style="list-style-type: none"> • If the case is life threatening, report immediately to security. • Do not move the injured person unless there is danger of further harm. • Do not exceed your training or knowledge when attempting to render first aid. • Limit your communication to quiet reassurances. • Clear the area of any bystanders to give the person privacy. 	<ul style="list-style-type: none"> • Prepare emergency supplies. • Be informed of the latest weather advisories (storm signal, rainfall and flood, storm surge). • Evacuate immediately, when advised. Turn off utilities and unplug appliances before leaving. • Take shelter to avoid injury due to flying debris, strong winds, strong currents rising floodwater, exposed electrical wiring. • Avoid walking in floodwater. If you have to, disinfect yourself ASAP. If you have an open wound, seek medical attention immediately. 	<ul style="list-style-type: none"> • Stay calm; listen carefully. Try to keep the caller talking so that you can gather more information. • Report the call, or signal a colleague to do so. • Alert your supervisor to the situation. Do not discuss the threat with others. • Evacuate, if ordered. 	<ul style="list-style-type: none"> • Go to a place that can be locked/barricaded. Turn off lights, Close the blinds and stay out of sight. • If the threat is in the room, take cover, • Report the threat, if possible. • Raise both your hands over your head (universal surrender signal) when approached or confronted by emergency responders, to allow them to differentiate between you and the threat. • Remain under cover until the threat has passed or until authorities advise you that it is safe to exit.