Emergency Response
QUICK REFERENCE GUIDE

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.

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.

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

ATENEO DE MANILA UNIVERSITY

Emergency kit items

ID+Contact info
whistle
small flashlight
glow stick
bandanna/scarf
compass
AM radio
large garbage bag (use as mat, rain gear)
(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

SIGNAL
TOURNIQUET
ARM SLING
WASHCLOTH/ TOWEL
DUST MASK
NECK GAITER
POUCH/BINDLE
SLING (WEAPON)
WATER FILTER
BANDAGE
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<td>• Get your most important personal belongings, only if it is safe and does not cause delay in evacuation.</td>
<td>• In a building, immediately <strong>DUCK/ DROP, COVER, AND HOLD</strong> until shaking stops.</td>
<td>• <strong>If inside the building/room:</strong> &lt;br&gt; Seek cover to protect yourself.</td>
<td>• <strong>Remove people from immediate danger.</strong> Hit the fire alarm.</td>
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<td>• Exit the building via the nearest stairwell or emergency exit.</td>
<td>• Move away from breakable/ movable/electrical stuff.</td>
<td>• <strong>Alert others in the area and call Security.</strong></td>
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<td>• Go to the designated Evacuation Assembly Area.</td>
<td>• After the shaking stops, evacuate to the designated Evacuation Assembly Area with your emergency supplies and valuables.</td>
<td>• <strong>Contain the emergency,</strong> e.g., by closing (but not locking) the door.</td>
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<td>• Remain at the Assembly Area until your Emergency Coordinator has accounted for you.</td>
<td>• Take note of and report unsafe conditions, trapped personnel, or other hazards.</td>
<td>• <strong>Evacuate or extinguish the fire if trained and it is safe to do so.</strong></td>
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<td>• Do not re-enter the building until instructed to do so by the Person-in-Charge/Marshals.</td>
<td>• Await instructions, be patient, and help others. Wait to be accounted for.</td>
<td>• On hearing the fire alarm, evacuate, taking your valuables, if safe to do so.</td>
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<td>• During evacuation, please assist persons with disabilities and those who are unfamiliar with the building.</td>
<td>• If trapped in a building, stay calm, and try to catch attention (clothing, whistle, tapping a pipe, light).</td>
<td>• If the door is not hot, open it slowly. If an area is smoky, stay low to the ground.</td>
<td>• 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.</td>
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<td>• If the case is life threatening, report immediately to security.</td>
<td>• Prepare emergency supplies.</td>
<td>• <strong>Stay calm; listen carefully.</strong> Try to keep the caller talking so that you can gather more information.</td>
<td>• Go to a place that can be locked/barricaded. Turn off lights, Close the blinds and stay out of sight.</td>
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<td>• Do not move the injured person unless there is danger of further harm.</td>
<td>• Be informed of the latest weather advisories (storm signal, rainfall and flood, storm surge).</td>
<td>• Report the call, or signal a colleague to do so.</td>
<td>• If the threat is in the room, take cover,</td>
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<td>• Do not exceed your training or knowledge when attempting to render first aid.</td>
<td>• Evacuate immediately, when advised. Turn off utilities and unplug appliances before leaving.</td>
<td>• Alert your supervisor to the situation. Do not discuss the threat with others.</td>
<td>• Report the threat, if possible.</td>
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<td>• Limit your communication to quiet reassurances.</td>
<td>• Take shelter to avoid injury due to flying debris, strong winds, strong currents rising floodwater, exposed electrical wiring.</td>
<td>• Evacuate, if ordered.</td>
<td>• 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.</td>
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<td>• Clear the area of any bystanders to give the person privacy.</td>
<td>• Avoid walking in floodwater. If you have to, disinfect yourself ASAP. If you have an open wound, seek medical attention immediately.</td>
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<td>• Remain under cover until the threat has passed or until authorities advise you that it is safe to exit.</td>
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