



ATENEIO DE MANILA UNIVERSITY
CAMPUS SAFETY AND MOBILITY OFFICE

1 October 2024

TO	The University Community
FROM	(Sgd) Josephy F Almosera <i>Director, Campus Safety and Mobility Office</i>
SUBJECT	SY 2024-2025 University-wide Emergency Preparedness Drills

Please be informed that we will be conducting unannounced University-wide emergency preparedness drills at any time from the release of this memo until the end of the year. The objective of the drills is to ensure the readiness of all University members to properly respond to Level 3 emergencies such as major earthquakes, bomb threats, and chemical leaks, as these types of emergencies may occur at any time and without warning.

The drills will start with a shelter-in-place drill followed by an earthquake evacuation drill, during which everyone will be asked to proceed to their Evacuation Assembly Areas (EAA). Please follow the instructions of the Building Emergency Assistance Team (BEAT) and Local Unit Emergency Response Team (LUERT) members, who are in charge of facilitating the emergency response and evacuation procedures. Once all LUERT heads have completed their headcounts and reported these to the University Emergency Management Team (UEMT), a campus shutdown will be declared, and offices and classes in all units will be suspended. All employees and students will be asked to leave the campus.

BE students will be directed to proceed to their designated Emergency Pick-up Points (EPPs) to wait for their fetchers. (Those who are not picked up at the EPPs even after an hour will be directed to their respective regular pick-up points.)

Campus residents will be asked to return to their respective dormitories.

We kindly request your full cooperation and active participation during these drills. Your safety and well-being are our top priorities, and these drills will go a long way towards ensuring our preparedness for any potential emergency situations.

Thank you.