



# MSU-IIT E Action Guide



## MCR Mindanao Center for Resiliency

## DRRM-CCA Disaster Risk Reduction Management and Climate Change Adaptation

## EMERGENCY PREPAREDNESS PHILOSOPHY

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b e g e a e d.*

### EMERGENCY

Any untoward incident that requires immediate response is an emergency. Quick institutionalized response is needed for its containment. Timely and coordinated response is the key to avert disasters.

All institutions have specific vulnerabilities that give rise to emergency situations. Contingency plans and institutionalized response mechanisms designed to deal with potential crisis situations have to be put in place. This is the essence of a pro-active crisis management that everyone must internalize.

### EMERGENCY ACTION GUIDE

This emergency action guide lays out the institutional arrangements that will be set in motion whenever the need arises. It provides basic information on what to do, where to go, whom to call to ensure a quick coordinated response. In any emergency, time is of the essence. All MSU-IIT constituents are enjoined to internalize this guide through frequent simulation drills and discussion sessions. For further details, visit [www.msuiit.edu.ph](http://www.msuiit.edu.ph) or the Mindanao Center for Resiliency, OVCRE.




**F**

- Extinguish fire when manageable.
- Use fire extinguishers: Pull the pin, Aim at the base of the fire, Squeeze the nozzle and Sweep from side to side (PASS).
- Leave the building calmly and call the appropriate emergency contacts. 📞
- In case passage ways are filled with heavy smoke, cover nose with moistened cloth and crawl.
- Do not rush out to an exit to avoid stampede.
- Proceed to the designated evacuation or safety area.

**B**

- Call Security Office. 📞
- Evacuate the building and do not enter the building until the device has been removed or disarmed, and the building declared safe for re-entry.

**T**


- Switch off electricity in the basement and/or first floor that may be flooded.
  - Move to the highest floor of the building.
  - Stay indoor and keep away from glass windows/structures during very strong wind/typhoon.
  - Avoid contact with flood water.
  - Monitor communication media for latest advisory.
  - Place in secure location important documents and items.
  - Wait for further instructions from the Campus Emergency Team.
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