



EMERGENCY PROCEDURES (Student Handbook – Revised in 2022)

<https://sites.google.com/cbzrc.pshs.edu.ph/sert/response>

Emergencies can happen anytime; the scholars' families and the community expect the school to keep them safe from various emergencies like crime, natural disasters, and accidents. The scholars are all under the custody of the PSHS personnel on campus. The prepared emergency plans, signages, and drills will not be sufficient if the scholars do not extend their commitment to participating in simulation drills. Scholars are expected to support the professionals in handling emergencies. Responders may need different information during and after an event to help stabilize things. Any time reduction between the beginning and end of an incident can save lives.

The campus must practice this during simulation drills. Drills allow everyone to know what they must do before, during, and after an emergency. The Safety Disaster Safety Plan aims to maximize the safety and welfare of all students, visitors, and staff by promoting emergency preparedness in the school setting. Everyone must scan the quick response code and read it to understand each incident's procedure.

OPL- One Point Lesson

FIRE DRILL – The sound of a siren/bell means that a fire is ongoing, and all building occupants are to evacuate immediately to ensure their safety.

EARTHQUAKE DRILL – the sound of a siren/ bell indicates that strong shaking is ongoing, and the level of ground shaking prevents people from standing and moving around.

PROCEDURES:

Scholars and personnel must know the proper procedures during an emergency. They must do the following:

DURING SEVERE WEATHER:

- Seek shelter immediately.
- Move to the lowest of the building.
- Move to the interior area of the building (hallways/ classroom/ dormitory)



- Stay away from windows, glass, and skylights.

WHEN THERE IS HAZARDOUS MATERIAL:

- DO NOT attempt to clean the spill.
- Evacuate the area and proceed to the emergency gathering area.
- Call School Emergency Response Team at 09086138547

WHEN SUSPICIOUS BEHAVIOR IS OBSERVED:

- Immediately report by calling the SERT Site Security Team at 09086138547.
- Report to the Discipline Officer.

WHEN A SUSPICIOUS PACKAGE IS OBSERVED:

- Do NOT use mobile phones, radios, or electronic devices.
- Do NOT handle suspicious packages or other items.
- Call the SERT Fire Safety and Suppression Team at 09086138547.
- Proceed as instructed by emergency personnel.

DURING MEDICAL EMERGENCY:

- Call the SERT Communication Team at 09086138547
- Provide the location of the incident, nature of illness or injury, the number of victims, and your name.

DURING AN EARTHQUAKE:

- DROP, COVER, and HOLD ON.
- Stay away from the hot stoves, overhead cabinets, and hazardous materials that may spill.
- Use the buddy system.
- Move away from buildings, walls, power lines, trees, light poles, and other hazards.
- Take the brace position covering your head and neck on your seat.



DURING A FIRE:

- Leave the area, pull the fire alarm and close the door.
- Evacuate the area and proceed to the assembly point area.
- Use a fire extinguisher if necessary. Remember PASS: Pull the safety pin, aim at the base of the flame, Squeeze the trigger handle, and Sweep from side to side.
- Suppose you are caught in the smoke. Drop down on your knees and crawl out.

IF THERE IS A GAS LEAK:

- DO NOT turn lights on or off.
- DO NOT use mobile phones or radios.
- DO NOT activate the fire alarm.
- Evacuate the area and proceed to the assembly gathering area.
- Call the SERT Site Security Team at 09086138547

IF THERE IS A BOMB THREAT:

- Stay calm and keep the caller on the line. Do not upset the caller.
- Take notes on everything and signal silently to a fellow student to call the police immediately.

IF THERE IS A SEXUAL MISCONDUCT:

- Call the SERT Psychosocial Support Team at 09086138547.
- Report to the Discipline Officer or Guidance Counselor.
- Seek medical attention (if needed).

IF THERE IS AN ACTIVE SHOOTER:

- Call the SERT Site Security Team at 09086138547.
- If evacuation is not possible, HIDE. Find a place to hide where the shooter is less likely to find you.
- If there is an accessible escape path, RUN. Try to evacuate the area.



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- As a last resort and only when your life is in danger, **FIGHT**. Attempt to disrupt and/or incapacitate the active shooter.

SUICIDE ATTEMPT

- Call the SERT Psychosocial Support Team at 09086138547.
- Report to the Guidance Counselor.
- Do **NOT** leave the person during the negotiation.