

## **GUIDELINES FOR OVERNIGHT SHELTER AT THE UNIVERSITY DURING INCLEMENT WEATHER AND OTHER HAZARDOUS CONDITIONS**

De La Salle University regards the safety and security of its students and personnel as integral in the pursuit of its educational mission. As such, it shall provide overnight shelter to members of the University who are stranded and unable to go home as a result of inclement weather and various occurrences that may expose them to great danger should they leave the campus.

### **1. Conditions for Implementation**

These guidelines shall automatically be implemented after classes and office work have been suspended under conditions of severe weather and/or occurrences that pose risk to the members of the University such as, but not limited to, the following:

- 1.1 Storms
- 1.2 Heavy rains
- 1.3 Floods
- 1.4 Mass transportation strikes
- 1.5 Violent street demonstrations or civil disturbance

These guidelines shall also be implemented at or towards the end of class hours under the same conditions of severity as enumerated above, causing members of the University to be stranded and unable to go home.

### **2. Officer In-Charge**

- 2.1 As a general rule, the highest-ranking officer of the University present on campus during the incident shall be the Officer In-Charge for the period.
- 2.2 The following hierarchy/protocol shall be followed for this purpose:
  - 2.2.1 President
  - 2.2.2 Chancellor
  - 2.2.3 Vice Chancellor for Academics
  - 2.2.4 Vice Chancellor for Lasallian Mission and Alumni Relations
  - 2.2.5 Vice Chancellor for Research
  - 2.2.6 Vice Chancellor for Administration
  - 2.2.7 Associate Vice Chancellor for Academic Services
  - 2.2.8 Associate Vice Chancellor for Lasallian Mission
  - 2.2.9 Associate Vice Chancellor for Campus Development
  - 2.2.10 Associate Vice Chancellor for Campus Services
  - 2.2.11 Dean of a College / Dean of Student Affairs
  - 2.2.12 Vice Dean / Chairperson / Director / other administrator
- 2.3 When the conditions as described in Section 1 are met, the Director of the Security and Safety Office or his authorized immediate representative shall contact each of the University officers following the hierarchy to determine who among them is on campus,

and to inform the one of highest rank that, following protocol, he/she is the Officer In-Charge for the period. In the absence of any administrator on campus, a De La Salle Brother from the Brothers' Community shall be asked to be the Officer In-Charge.

- 2.4 Once the Officer In-Charge is identified, he/she shall remain as such throughout the period even if another higher ranking administrator arrives.
- 2.5 It shall be the responsibility of the Officer In-Charge to remain on campus for the duration of the incident. Should there be an extreme need for the Officer In-Charge to leave the campus, the responsibility over the University for the period and the authority to discharge this responsibility should be properly and clearly turned over following the hierarchy.
- 2.6 The Officer In-Charge shall ensure the following:
  - 2.6.1 Safety and well-being of the stranded members of the University, especially while in the campus
  - 2.6.2 Management of order and implementation of procedures during the period
  - 2.6.3 Safety of the facilities and equipment on campus.
- 2.7 In carrying out his responsibilities, during the incident, the Officer In-Charge is authorized to do the following:
  - 2.7.1 Delegate authority and organize the other members of the University who are present
  - 2.7.2 Mandate the transfer of all members of the University to specifically designated places on campus as deemed necessary
  - 2.7.3 Mandate the implementation of limited or single entry and/or exit points for the University as deemed necessary
  - 2.7.4 Open offices and facilities for the purpose of safeguarding equipment, documents, and other articles in danger of damage from impending threats such as heavy rain, rising flood waters, and other hazards
  - 2.7.5 In cases of extreme need, open offices and facilities for the purpose of using the resources found inside these areas; such action shall require careful accounting of the resources used, especially consumable items, for proper return or replenishment at a later time. Also, the Officer In-Charge shall exhaust all means possible to communicate with the pertinent office head and/or his supervisor before using the office's resources, especially consumable items.
  - 2.7.6 With appropriate prudence and sound judgment, make financial commitments on behalf of the University, especially with regard to medical emergencies and the procurement of basic food necessities
  - 2.7.7 Request for and be provided with a reasonable amount of cash on-hand by the Accounting Office for purposes of procuring emergency necessities from external providers, particularly food and other essentials
- 2.8 The Officer In-Charge shall perform key tasks that include, but are not limited to, the following:

- 2.8.1 Maintain human inventory
  - 2.8.2 Identify and designate areas for overnight shelter
  - 2.8.3 Maintain communication nodes
  - 2.8.4 Source out and provide food for the members of the University on campus.
- 2.9 The supervisors of the security and maintenance personnel on campus shall report to the Officer In-Charge and provide the necessary assistance during this period.

### **3. Human Inventory**

- 3.1 The Officer In-Charge shall implement a system of accounting for all members of the University stranded on campus. Logbooks shall be made available by the Security and Safety Office for the purpose of signing in and out. All persons present must log themselves in and out. While the University shall exert all efforts to account for the presence of all individuals, it shall not be responsible for those who fail to declare their presence or departure from the premises.
- 3.2 By 10:00 pm, the official campus closing time, an accounting of all the members of the University stranded on campus shall be done. In extreme cases when it is clear that being stranded inside the University premises is inevitable, the inventory may be done as early as deemed practicable.
- 3.3 All buildings shall be checked for stranded members of the University, taking inventory of those who have not yet been accounted for, and instructing them to proceed to the areas designated for overnight shelter.
- 3.4 A list of persons who have already been fetched or who have decided to leave the campus after 10:00 pm or after inventory has been done shall be maintained. As a general policy, those who are stranded inside the campus and are not fetched by members of their family or their guardians are to be encouraged to stay in the University for their safety.
- 3.5 By 6:00 am of the following day, all members of the University who stayed overnight on campus may be advised to go home, unless extreme circumstances prevent them from doing so. Logging out of campus premises shall be done.

### **4. Designated Areas for Overnight Shelter and Communication Nodes**

- 4.1 Stranded members of the community shall be asked to proceed to designated areas where they may stay while waiting to be fetched or to spend the night. Loitering on campus shall not be allowed.
- 4.2 In most instances, personnel entrusted with keys to their office may be allowed to stay in the confines of their office for as long as they have already been accounted for in the official list of those on campus. However, the Officer In-Charge is authorized to mandate the transfer of all members of the University to specifically designated places on campus as deemed necessary.
- 4.3 In general, the second floor of the St. La Salle Building nearest the South Gate shall be used both for overnight shelter and as a command post for the Officer In-Charge. This shall be the designated area of shelter for the main campus. For buildings outside the

main campus, the second floors may also be the designated areas for overnight shelter. In cases when the Officer In-Charge deems it necessary to bring together in one area all those stranded on campus, the second floor of the St. La Salle Building shall be used.

- 4.4 There should be communication facilities for each of the designated areas. Each point of communication should have ready access to telephone numbers of agencies that provide assistance in times of emergency, i.e. National Disaster Risk Reduction Management Council (NDRRMC), fire stations, police stations, and hospitals. The radio facilities of the Security and Safety personnel shall be made readily available.

## **5. Food Provision**

- 5.1 The canteen concessionaires shall be advised to keep stock of food items that are easy to prepare and are not easily perishable, to be consumed in cases of emergency when members of the University are stranded on campus. The Officer In-Charge shall coordinate with any available concessionaire to provide basic meals to those on campus, charged to the account of the University.
- 5.2 The University maintains emergency basic food supply in storage, the locations of which are known to the supervisors of the Security and Safety Office. In case the canteen concessionaires are not able to provide food, the Officer In-Charge shall mandate the orderly distribution of the emergency food supply to the stranded members of the University. Should there be a need for more food, the Officer In-Charge shall exert all efforts to source out more food from external suppliers and/or the Brothers' Community.

## **6. Administrators on Campus**

- 6.1 The high-ranking officers of the University listed in Section 2.2 of these guidelines who are present on campus during such conditions that may cause people to get stranded in the University shall endeavor to remain on campus for the duration of the incident.
- 6.2 Following Section 2.3 of these guidelines, these administrators are mandated to declare their presence on campus upon being contacted by the Security and Safety Office.
- 6.3 Among the responsibilities of all administrators, regardless of rank or level, present on campus during this period include, but are not limited to, the following:
  - 6.3.1 Immediately seeking out the Officer In-Charge of the University during this period, following the protocol and procedures identified in Sections 2.1 up to 2.4 of these guidelines
  - 6.3.2 Coordinating with the Officer in-Charge for possible assignment of duties
  - 6.3.3 Logging in during the announced time for purposes of taking human inventory on campus; after inventory has been taken, logging out upon leaving the campus at any time of the night or day. While the University shall exert all efforts to account for the presence of all individuals, it shall not be responsible for those who fail to declare their presence or departure from the premises.
  - 6.3.4 Making a situation report to the Officer In-Charge regarding the outcomes of all assigned tasks
  - 6.3.5 Immediately reporting to the Officer In-Charge or to the designated supervising administrator any observation or information received that may be of help in the prevention of any untoward incident happening to any member of the University or any of its facilities and equipment

- 6.3.6 Maintaining a calm and cooperative attitude and behavior, seeking to be of help to fellow members of the University stranded on campus

## **7. Security and Maintenance Personnel**

- 7.1 The supervisors of the security and maintenance (janitorial, civil works, electrical, and mechanical) personnel on campus shall seek out the Officer In-Charge of the University during this period, following the protocol and procedures identified in Sections 2.1 up to 2.4 of these guidelines.
- 7.2 The supervisors of the security and maintenance personnel shall report directly to the Officer In-Charge or to the designated supervising administrator and provide the necessary assistance during this period.
- 7.3 Among the responsibilities of the security personnel during this period include, but are not limited to, the following:
  - 7.3.1 Securing all entry and exit points of the University while monitoring and safeguarding the members of the University waiting to be fetched at these locations
  - 7.3.2 Activating limited or single entry and/or exit points as deemed necessary by the Officer In-Charge
  - 7.3.3 Making available logbooks for the purpose of signing in and out of the campus premises, following instructions from the Officer In-Charge
  - 7.3.4 Logging in during the announced time for purposes of taking human inventory on campus; after inventory has been taken, logging out upon leaving the campus at any time of the night or day. While the University shall exert all efforts to account for the presence of all individuals, it shall not be responsible for those who fail to declare their presence or departure from the premises.
  - 7.3.5 Checking all buildings for stranded members of the University, taking inventory of those who have not yet been accounted for, and instructing them to proceed to the areas designated for overnight shelter
  - 7.3.6 In most instances, allowing those personnel entrusted with keys to their office to stay in the confines of their office for as long as they have already been accounted for in the official list of those on campus, unless given the mandate by the Officer In-Charge to instruct them to proceed to the common areas designated for overnight shelter
  - 7.3.7 Checking all areas for possible damage to University facilities and equipment due to heavy rain, impending rising flood waters, and other hazards
  - 7.3.8 Periodically conducting inspections of the campus and its perimeter to ensure the security and safety of all persons and facilities
  - 7.3.9 Immediately making a situation report to the Officer In-Charge regarding the outcome of each round of inspection

- 7.3.10 Making readily available radio facilities for communication between and among authorized officers of the campus, and between and among areas designated for overnight shelter in separate campus buildings.
- 7.3.11 Making readily available at each designated area access to telephone numbers of agencies that provide assistance in times of emergency, i.e. National Disaster Risk Reduction Management Council (NDRRMC), fire stations, police stations, and hospitals.
- 7.4 Among the responsibilities of the maintenance (janitorial, civil works, electrical, and mechanical) personnel during this period include, but are not limited to, the following:
  - 7.4.1 Logging in during the announced time for purposes of taking human inventory on campus; after inventory has been taken, logging out upon leaving the campus at any time of the night or day. While the University shall exert all efforts to account for the presence of all individuals, it shall not be responsible for those who fail to declare their presence or departure from the premises.
  - 7.4.2 Checking all areas of the campus for possible damage to University facilities and equipment due to heavy rain, impending rising flood waters, and other hazards
  - 7.4.3 Periodically conducting inspections of the campus to ensure that all necessary equipment and machinery are in working condition
  - 7.4.4 Conducting immediate repair on any and all equipment and machinery vital to the circumstances at hand
  - 7.4.5 Immediately making a situation report to the Officer In-Charge regarding the outcome of each round of inspection
  - 7.4.6 Providing assistance in the movement and/or preparation of furniture and/or equipment to avoid damage or to be used by the members of the University on campus

## **8. Students**

- 8.1 Students who are stranded and unable to go home as a result of inclement weather and various occurrences as identified in Section 1 of these guidelines shall be allowed to stay and shall be provided temporary shelter inside campus premises.
- 8.2 It shall be the primary responsibility of all students on campus during such incidents to follow the instructions issued by the University through the Officer In-Charge, administrators, and other designated personnel.
- 8.3 Other responsibilities of the students on campus during this period include, but are not limited to, the following:
  - 8.3.1 Logging in during the announced time for purposes of taking human inventory on campus; after inventory has been taken, logging out upon leaving the campus at any time of the night or day. While the University shall exert all efforts to account for the presence of all individuals, it shall not be responsible for those who fail to declare their presence or departure from the premises.

- 8.3.2 For student leaders, especially those from the University Student Government, coordinating with the Officer in-Charge for possible assignment of duties
- 8.3.3 Going to and staying at the designated areas for those waiting to be fetched or for those seeking overnight shelter on campus
- 8.3.4 Immediately reporting to the Officer In-Charge or to the designated supervising administrator or personnel any observation or information that may be of help in the prevention of any untoward incident happening to any member of the University or any of its facilities and equipment
- 8.3.5 Maintaining a calm and cooperative attitude and behavior, seeking to be of help to fellow members of the University stranded on campus

## **9. Other Members of the University**

- 9.1 Members of the University who are stranded and unable to go home as a result of inclement weather and various occurrences as identified in Section 1 of these guidelines shall be allowed to stay and shall be provided temporary shelter inside campus premises.
- 9.2 It shall be the primary responsibility of all members of the University on campus during such incidents to follow the instructions issued by the University through the Officer In-Charge, administrators, and other designated personnel.
- 9.3 Other responsibilities of the members of the University on campus during this period include, but are not limited to, the following:
  - 9.3.1 Logging in during the announced time for purposes of taking human inventory on campus; after inventory has been taken, logging out upon leaving the campus at any time of the night or day. While the University shall exert all efforts to account for the presence of all individuals, it shall not be responsible for those who fail to declare their presence or departure from the premises.
  - 9.3.2 Going to and staying at the designated areas for those waiting to be fetched or for those seeking overnight shelter on campus
  - 9.3.3 For those entrusted with keys to their office, staying in the confines of their office for as long as they have already been accounted for in the official list of those on campus, unless given the mandate by the Officer In-Charge to proceed to the common areas designated for overnight shelter
  - 9.3.4 Immediately reporting to the Officer In-Charge or to the designated supervising administrator or personnel any observation or information that may be of help in the prevention of any untoward incident happening to any member of the University or any of its facilities and equipment
  - 9.3.5 Maintaining a calm and cooperative attitude and behavior, seeking to be of help to fellow members of the University stranded on campus

### **Related Policies/Guidelines:**

Guidelines on the Suspension of Classes, Office Work, and Campus Access