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03 March 2025

MEMORANDUM NO. CMLT-2025-093

TO : The UP Manila Community

THROUGH : The Deans, Directors, and Heads of Units/Offices

SUBJECT : Conduct of 2025 Quarterly National Simultaneous Earthquake Drills

Pursuant to Rule 6, Section 7 of the Implementing Rules and Regulations (IRR) of Republic Act 10121, also known as the "Philippine Disaster Risk Reduction and Management Act of 2010," all UP Manila units and offices are hereby enjoined to actively participate in the conduct of the National Simultaneous Earthquake Drill (NSED), which will be held quarterly throughout the year.

The Office of Civil Defense (OCD) has released the schedule for the quarterly NSEDs for the year 2025 as follows:

Quarter	Date	Time
1 st	13 March 2025	2:00 PM
2 nd	19 June 2025	9:00 AM
3 rd	11 September 2025	4:00 PM
4 th	6 November 2025	9:00 AM

The UP Manila Disaster Risk Reduction and Management for Health (DRRM-H) Program will take the lead in coordinating this activity, in collaboration with the respective Emergency Response Teams of each unit/college.

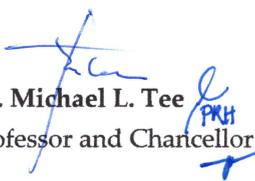
For this year's exercise, the following procedures are to be observed:

1. During the initial 15 seconds of ground shaking (for Intensity 7 or higher), open the door, then Duck, Cover, and Hold (DCH).
2. Evacuate to your respective Muster Areas.
3. Proper headcount will be executed efficiently by the respective Evacuation Teams per building/college/cluster.

4. Proper damage assessment will be performed efficiently by the Damage Assessment Teams per building/college/cluster.
5. Online reports will be encoded through Monday.com for analysis, while spreadsheets may still be used for accurate computation.
6. A communication drill will be conducted by the respective Emergency Response Teams (Building Marshal, College Incident Commander, Cluster Commander, Deputy Incident Commander/Incident Commander).
 - a. Headcount status: No missing/number of missing persons (if any)/number of injured (if any) and their status.
 - b. Damage assessment: No damage or damage (with a description of damage).
7. Communication drill from the Deputy IC/Incident Commander to the Cluster Commander, College Commanders, and Building Commanders for "Stand-Down Orders" for colleges/units that have completed the communication process with no missing persons, no injured individuals requiring assistance, and no damage that poses a danger if the building is re-occupied after future aftershocks. This may be conducted separately by each college/unit/cluster.
8. Return to respective colleges/units and posts.

For inquiries or clarifications, you may contact the DRRM-H Program at upm-drrmh-list@up.edu.ph or via landline at 8-8141-279.

For your information, guidance, and compliance.


Dr. Michael L. Tee
Professor and Chancellor