



# West Visayas State University

(Formerly Iloilo Normal School)

## UNIVERSITY DISASTER RISK REDUCTION AND MANAGEMENT CENTER

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BAGONG PILIPINAS

## IMPLEMENTING GUIDELINES OF THE UNIVERSITY REVISED COLOR-CODED ALERT SYSTEM FOR EMERGENCIES AND DISASTERS

### I. RATIONALE

In pursuit of a safe and disaster-resilient academic environment, West Visayas State University (WVSU) adopts a Revised Color-Coded Alert System for Various Emergencies and Disasters to standardize communication, response, and decision-making during crisis situations.

This system provides a clear and easily recognizable visual framework to ensure timely and coordinated actions across all colleges, units, and campuses in response to natural and human-induced hazards such as earthquakes, typhoons, fires, floods, and other emergencies.

### II. OBJECTIVES

The WVSU Revised Color-Coded Alert System aims to:

1. Establish a unified and efficient system for issuing alerts, advisories, and suspension notices during emergencies.
2. Strengthen disaster preparedness, response, and recovery mechanisms within all WVSU campuses.
3. Promote rapid, organized, and safe evacuation and response actions among students, faculty, and personnel.
4. Minimize injury, loss of life, and damage to university property through early warning and coordinated action.

### III. SCOPE AND COVERAGE

These guidelines apply to all colleges, offices, departments, and satellite campuses of West Visayas State University including the university medical center.

It covers all members of the WVSU community — students, faculty, non-teaching personnel, employees, patients, and visitors — during any emergency or disaster affecting university operations.

### IV. REVISED COLOR-CODED ALERT LEVELS AND CORRESPONDING ACTIONS

#### EARTHQUAKES

(Based on the Philippine Earthquake Intensity Scale - PHIVOLCS / Iloilo City EO no. 104 S. 2025)

COLOR CODE	RISK LEVEL	EARTHQUAKES	ACTION
<b>Green</b> – No suspension; classes and work may continue.	<b>Low</b> – Minimal threat; manageable with routine procedures.	<b>Intensity I-IV:</b> Slightly perceptible to moderately strong shaking	<ul style="list-style-type: none"> <li>• For earthquakes occurring at 7:00PM-6:59AM, the classes and work will resume at 8:00AM subject to building inspections by the Quick Response Team (QRT).</li> <li>• For earthquakes occurring</li> </ul>

			<p>7:00AM-6:59PM, buildings should be evacuated immediately, classes and work will resume after building inspections by the QRT.</p> <ul style="list-style-type: none"> <li>• For Intensity IV earthquakes - all classes from Kinder to Junior High School shall be suspended and parents are requested to fetch their children.</li> </ul>
<p><b>Yellow</b> – Face-to-Face Classes suspended; Work may continue onsite.</p>	<p><b>Moderate</b> - Noticeable threat; requires attention and mitigation.</p>	<p><b>Intensity V:</b> Strong shaking</p>	<ul style="list-style-type: none"> <li>• For earthquakes occurring at 7:00PM-6:59AM, face-to-face classes the following day will be suspended.</li> <li>• Classes may shift to Alternative Learning Modality.</li> <li>• Buildings will be subjected to inspections by the Quick Response Team (QRT). Work may resume onsite once cleared by the QRT.</li> <li>• For earthquakes occurring 7:00AM-6:59PM, buildings should be evacuated immediately, face-to-face classes and work will be suspended temporarily and buildings will be subjected to inspections by the QRT.</li> </ul>
<p><b>Orange</b> - Classes suspended; Work may continue online.</p>	<p><b>High</b> - Significant threat; immediate mitigation required.</p>	<p><b>Intensity VI-VII:</b> Very strong to destructive shaking</p>	<ul style="list-style-type: none"> <li>• For earthquakes occurring at 7:00PM-6:59AM, classes and work the following day will be suspended and buildings will be subjected to inspections by the</li> </ul>

			<p>Quick Response Team (QRT).</p> <ul style="list-style-type: none"> <li>• For earthquakes occurring 7:00AM-6:59PM, buildings should be evacuated immediately, classes and work will be suspended for the rest of the day and buildings will be subjected to inspections by the QRT.</li> <li>• For students on off-campus activities (eg. OJT, RLE, others) shall follow the advisories in the area.</li> </ul>
<p><b>Red</b> – Classes and work are fully suspended.</p>	<p><b>Very High-</b> Severe threat; immediate action necessary to prevent loss or harm.</p>	<p><b>Intensity VIII-X:</b> Very destructive to completely devastating shaking</p>	<ul style="list-style-type: none"> <li>• For earthquakes occurring at 7:00PM-6:59AM, classes and work the following day will be suspended and if possible, buildings will be subjected to inspections by the Quick Response Team (QRT).</li> <li>• For earthquakes occurring 7:00AM-6:59PM, buildings should be evacuated immediately, classes and work will be suspended for the rest of the day and if possible, buildings will be subjected to inspections by the QRT.</li> </ul>

*\*The Local Chief Executive, the University President and Campus Administrator at any point, may decide on the suspension of classes and work.*

**TYPHOONS****(Based on the Modified Tropical Cyclone Warning System - PAGASA)**

<b>COLOR CODE</b>	<b>RISK LEVEL</b>	<b>TYPHOONS</b>	<b>ACTION</b>
<b>Green</b> – No suspension; classes and work may continue.	<b>Low</b> – Minimal threat; manageable with routine procedures.	<b>Wind Signal no. 1 (Strong Winds)</b> - Minimal to minor threat to life and property.	<ul style="list-style-type: none"> <li>• Maintain normal university operations.</li> <li>• Automatic suspension for Kindergarten classes in affected areas.</li> <li>• Monitor PAGASA and NDRRMC bulletins regularly.</li> <li>• Remind students and staff to stay alert for possible weather updates.</li> <li>• Check and secure drainage systems and roof gutters.</li> </ul>
<b>Yellow</b> – Face-to-Face Classes suspended; Work may continue onsite or online.	<b>Moderate</b> - Noticeable threat; requires attention and mitigation.	<b>Wind Signal no. 2 (Gale Force Winds)</b> - Minor to moderate threat to life and property.	<ul style="list-style-type: none"> <li>• Class suspension for ILS - pre-elementary, elementary, and secondary levels.</li> <li>• Undergraduate and Graduate school classes may shift to Alternative Learning Modality.</li> <li>• Inspect buildings, windows, and drainage for potential hazards.</li> <li>• Secure outdoor materials and signage.</li> <li>• Advise dormitory residents to store food, water, and batteries.</li> </ul>
<b>Orange</b> - Classes and work will be suspended.	<b>High</b> - Significant threat; immediate mitigation required.	<b>Wind Signal no. 3 (Storm Force Winds)</b> - Moderate to significant threat to life and property.	<ul style="list-style-type: none"> <li>• Automatic suspension of classes and work as per CHED/DepEd/LGU protocols.</li> <li>• Restrict movement within the campus; advise everyone to stay indoors.</li> <li>• Relocate critical equipment and documents from flood-prone areas.</li> <li>• Keep communication</li> </ul>

			<p>open with LGUs and local DRRMC for real-time coordination.</p> <ul style="list-style-type: none"> <li>• For students on off-campus activities (eg. OJT, RLE, others) shall follow the advisories in the area.</li> </ul>
<p><b>Red</b> – Classes and work are fully suspended.</p>	<p><b>Very High</b>- Severe threat; immediate action necessary to prevent loss or harm.</p>	<p><b>Wind Signal no. 4 and above (Typhoon Force Winds)</b> - Significant to extreme threat to life and property.</p>	<ul style="list-style-type: none"> <li>• Immediate class and work suspension (all levels).</li> <li>• Ensure evacuation of dormitories and flood-prone structures to designated safe zones.</li> <li>• Coordinate with Iloilo City DRRMO, PAGASA, and response agencies for emergency transport and rescue, if needed.</li> <li>• Disseminate official updates through WVSU verified channels only (website, FB page, text alert).</li> </ul>

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<b>RAINFALL/FLOOD WARNING</b> <b>(Based on the Rainfall/Flood Warning - PAGASA)</b>			
COLOR CODE	RISK LEVEL	RAINFALL/FLOOD WARNING	ACTION
<p><b>Green</b> – No suspension; classes and work may continue.</p>	<p><b>Low</b> – Minimal threat; manageable with routine procedures.</p>	<p><b>No Flood/Rainfall Warning</b></p>	<ul style="list-style-type: none"> <li>• Continue normal university operations.</li> <li>• Monitor PAGASA advisories and local rainfall levels.</li> <li>• Remind students, faculty, and staff to stay alert for updates.</li> <li>• Ensure campus drainage systems are clear.</li> </ul>
<p><b>Yellow</b> – Face-to-Face Classes suspended;</p>	<p><b>Moderate</b> - Noticeable threat;</p>	<p><b>Yellow Rainfall Warning</b> - Advised to</p>	<ul style="list-style-type: none"> <li>• Classes may shift to Alternative Learning Modality.</li> </ul>

<p>Work may continue onsite.</p>	<p>requires attention and mitigation.</p>	<p>take Precautionary Measures.</p> <p><b>Flood Monitoring -</b> Slow rise in water level but still below alarm level.</p>	<ul style="list-style-type: none"> <li>• Advise students and employees to limit outdoor activities.</li> <li>• Conduct inspection of flood-prone buildings.</li> <li>• Prepare evacuation and transport vehicles on standby.</li> <li>• Coordinate with the LGU for protocols.</li> </ul>
<p><b>Orange</b> - Classes suspended; Work may continue online.</p>	<p><b>High</b> - Significant threat; immediate mitigation required.</p>	<p><b>Orange Rainfall Warning</b> - Advised to be alert for possible flood, flash flood and landslides.</p> <p><b>Flood Alert -</b> Water level is continuously rising but still below critical level.</p>	<ul style="list-style-type: none"> <li>• All classes are suspended.</li> <li>• Activate emergency communication channels (SMS, social media, PA system).</li> <li>• Relocate essential equipment from ground floors.</li> <li>• Prepare temporary shelters for stranded students/staff.</li> <li>• Maintain close coordination with LGU for rescue and transport support.</li> <li>• For students on off-campus activities (eg. OJT, RLE, others) shall follow the advisories in the area.</li> </ul>
<p><b>Red</b> – Classes and work are fully suspended.</p>	<p><b>Very High</b>- Severe threat; immediate action necessary to prevent loss or harm.</p>	<p><b>Red Rainfall Warning</b> - Advised to take appropriate action.</p> <p><b>Flood Warning / Severe Flooding -</b> Water level is above critical level.</p>	<ul style="list-style-type: none"> <li>• Immediate class and work suspension.</li> <li>• Implement full evacuation of affected buildings or dormitories.</li> <li>• Coordinate with WVSU Crisis Management Committee, LGUs, and emergency responders.</li> <li>• Issue official bulletins only through verified WVSU communication channels.</li> <li>• Begin post-event damage and needs assessment once conditions improve.</li> </ul>

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<b>HEAT INDEX</b> (Based on the Heat Index Scale – PAGASA / Iloilo City E.O. no. 24A S. 2025)			
<b>COLOR CODE</b>	<b>RISK LEVEL</b>	<b>HEAT INDEX</b>	<b>ACTION</b>
<b>Green</b> – No suspension; classes and work may continue.	<b>Low</b> – Minimal threat; manageable with routine procedures.	<b>Caution: 27-32°C</b>	<ul style="list-style-type: none"> <li>• Preventive measures against fatigue and heat-related issues.</li> </ul>
<b>Yellow</b> – Face-to-Face Classes suspended; Work may continue onsite.	<b>Moderate</b> - Noticeable threat; requires attention and mitigation.	<b>Extreme Caution: 33-41°C</b>	<ul style="list-style-type: none"> <li>• Adjust class schedules with a preference to start early in the morning and end before 12NN, then shift to an alternative mode of classes in the afternoon.</li> <li>• Work, RLE, and co-curricular activities may continue in controlled environments.</li> </ul>
<b>Orange</b> - Classes and work may continue online.	<b>High</b> - Significant threat; immediate mitigation required.	<b>Danger: 42-50°C</b>	<ul style="list-style-type: none"> <li>• Automatic Suspension of face-to-face classes in all levels. Classes &amp; work may resume in certain conditions.</li> </ul>
<b>Red</b> – Classes and work are fully suspended.	<b>Very High</b> - Severe threat; immediate action necessary to prevent loss or harm.	<b>Extreme Danger: 52°C and beyond</b>	<ul style="list-style-type: none"> <li>• Automatic suspension of work and classes in all levels.</li> </ul>

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<b>FIRE</b> (Based on the Bureau of Fire Protection Fire Alarm Chart)			
<b>COLOR CODE</b>	<b>RISK LEVEL</b>	<b>FIRE ALARM LEVEL</b>	<b>ACTION</b>
<b>Green</b> – No suspension; classes and work may	<b>Low</b> – Minor fire incident (e.g., small electrical or office fire)	<b>No Alarm / Fire Under Control</b>	<ul style="list-style-type: none"> <li>• Activate building fire alarm system.</li> <li>• Localized evacuation of the affected</li> </ul>

continue. Except for the affected building.	easily contained by the first responders.		<p>building.</p> <ul style="list-style-type: none"> <li>• Fire Brigade and Safety Officers respond.</li> <li>• The Bureau of Fire Protection (BFP) and Quick Response Team (QRT) will conduct a post fire investigation.</li> </ul>
<b>Yellow</b> – Face-to-Face Classes and work is suspended in the affected building; Classes and work may continue in unaffected buildings.	<b>Moderate</b> - Fire requires at least one responding fire truck or assistance from BFP; confined to one structure.	<b>First Alarm</b>	<ul style="list-style-type: none"> <li>• Partial evacuation of nearby buildings</li> <li>• Activate University Quick Response Team.</li> <li>• Maintain coordination with BFP.</li> <li>• Suspend classes/operations in immediate vicinity.</li> <li>• The Bureau of Fire Protection (BFP) and Quick Response Team (QRT) will conduct a post fire investigation.</li> </ul>
<b>Orange</b> - Classes and work are suspended	<b>High</b> - Fire is spreading to nearby structures or has potential to escalate further; multiple BFP units responding.	<b>Second to Third Alarm</b>	<ul style="list-style-type: none"> <li>• Area-wide Evacuation.</li> <li>• Immediate suspension of all classes and work in affected buildings.</li> <li>• Partial activation of the University Crisis Management Committee.</li> <li>• Coordinate with BFP, PNP and other responding agencies.</li> <li>• The Bureau of Fire Protection (BFP) and Quick Response Team (QRT) will conduct a post fire investigation.</li> </ul>
<b>Red</b> – Classes and work are fully suspended.	<b>Very High</b> - Major fire involving several buildings or areas; requires multiple responding agencies.	<b>Fourth Alarm and Above</b>	<ul style="list-style-type: none"> <li>• Campus-wide evacuation.</li> <li>• Immediate suspension of all classes and work.</li> <li>• Full activation of the University Crisis Management Committee.</li> </ul>

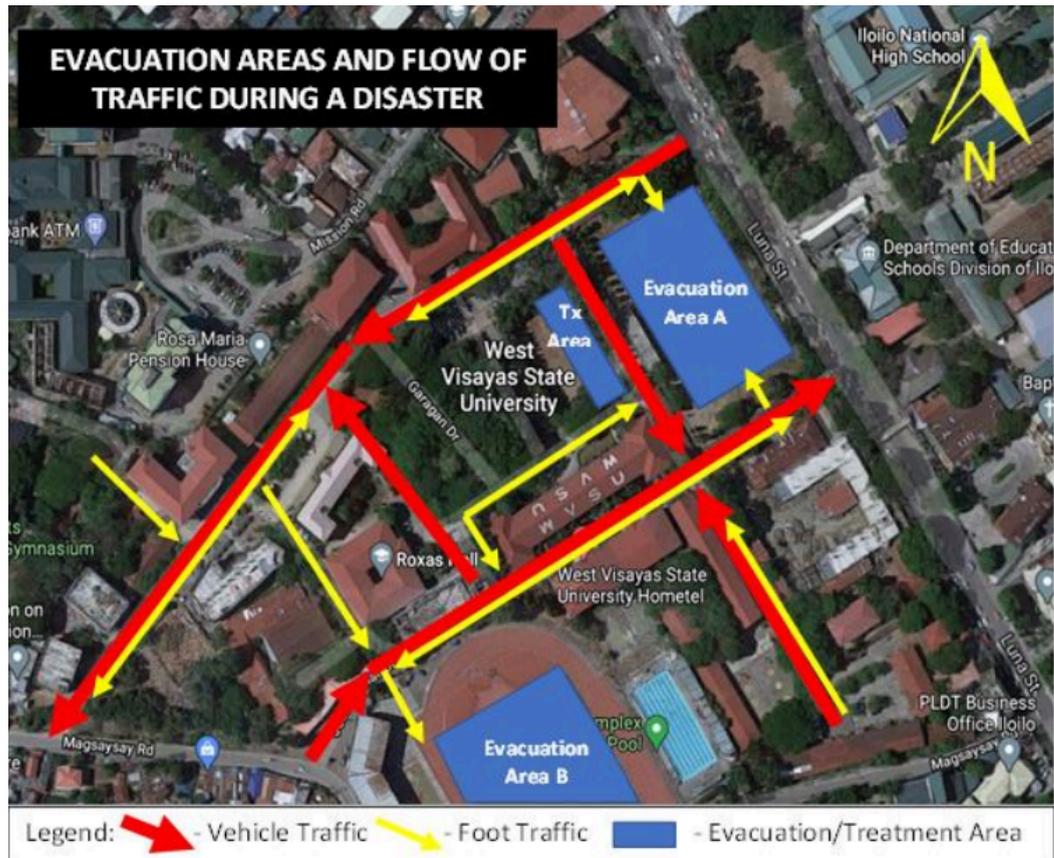
			<ul style="list-style-type: none"> <li>• Coordinate with BFP, PNP and other responding agencies.</li> <li>• The Bureau of Fire Protection (BFP) and Quick Response Team (QRT) will conduct a post fire investigation.</li> </ul>
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## V. IMPLEMENTATION PROCEDURES

1. Capacity Building
  - Regular drills and training shall be conducted to develop and strengthen the emergency plan, ensure effective communication of procedures, simulate realistic emergency scenarios, and evaluate performance for continuous improvement of future responses.
  
2. Monitoring and Detection
  - The Crisis Management Committee (CMC) continuously monitors advisories from PAGASA, PHIVOLCS, LGU, and other relevant agencies.
  - The stakeholders (faculty, students, and staff) and the Quick Response Team (QRT) provide real-time situation updates.
  
3. Alert Declaration
  - The Quick Response Team (QRT) evaluates information and recommends the appropriate Color Code Alert Level within 15 minutes.
  - The University President (or designated authority) issues the official declaration of the alert level.
  
4. Information Dissemination
  - The Public Affairs, Marketing, and Communications Office (PAMCO) disseminates advisories through:
    - Official WVSU website, social media pages and other platforms
    - Coordinates with college deans and unit heads for on-site announcements
  
5. Response Actions
  - Upon declaration of **GREEN, YELLOW, ORANGE** or **RED** alerts, all units shall follow corresponding evacuation, suspension, and reporting procedures.
  - Designated faculty and non-teaching health and safety marshals shall guide students and personnel to safe zones.
  - If travel is safe, send everyone home. If unsafe, keep students & personnel safe and secure.
  - Submission of academic requirements & other tasks shall be postponed.
  
6. Post-Event Recovery and Reporting
  - After any major incident, QRT shall conduct a Post-Damage Assessment and submit a report to the University President within 24 hours.
  - The UDRRMC consolidates reports and recommends actions for recovery, resumption of operations, or continued suspension.

## VI. EVACUATION AREAS & FLOW



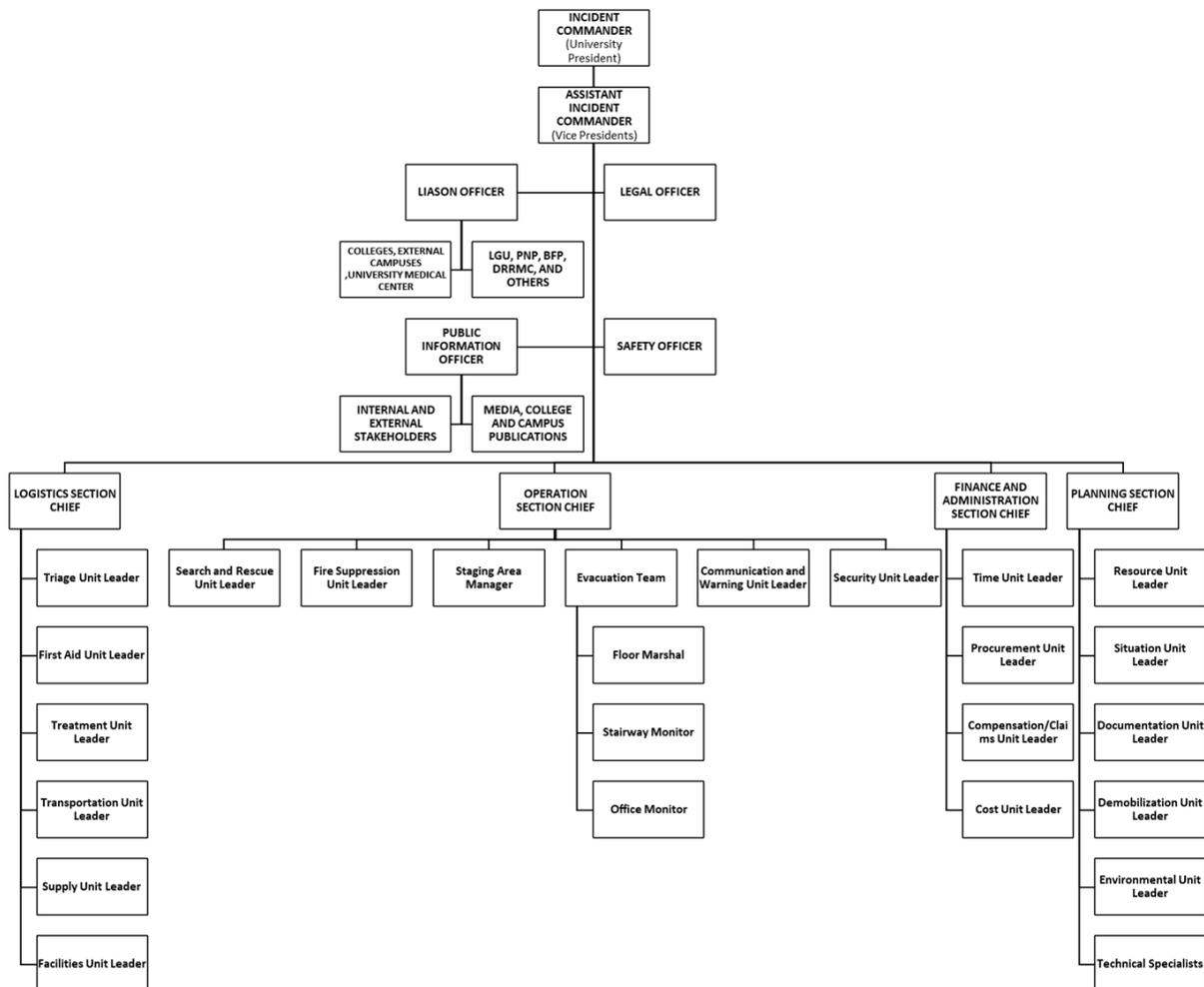
## VII. STRUCTURE, ROLES, AND RESPONSIBILITIES

- University President (or designated authority) – Approves alert declarations, class/work suspensions, and resumption of operations.
- UDRRMC – Coordinates preparedness, response, and recovery actions across all campuses.
- Campus Security Office (CSO) – Conducts security and safety monitoring and assists in evacuation and hazard control.
- Quick Response Team (QRT) – Provides immediate response to hazards and conducts rapid and detailed assessment of buildings and facilities after incidents.
- Public Affairs, Marketing, and Communications Office (PAMCO) – Handles official information dissemination and public advisories.
- International and Local Linkages Office (ILLO) - Coordinates the implementation of alert declaration with the internal and external stakeholders; establishes linkages with the LGU, University Medical Center, and local emergency units.
- Operations and Logistics Section Chief (Chief Admin. Officer, Administrative Division) - Responsible for managing all tactical and operational activities during an incident including organizing, assigning, and supervising all tactical resources, including personnel and equipment.
- Planning Section Chief (Director, UPDO) - Responsible for collecting, evaluating, and disseminating information to support incident decision-making including the development and management of the incident action plan (IAP), tracking resource status, conducting

long-range planning, and ensuring a smooth flow of information to the Incident Commander and other staff.

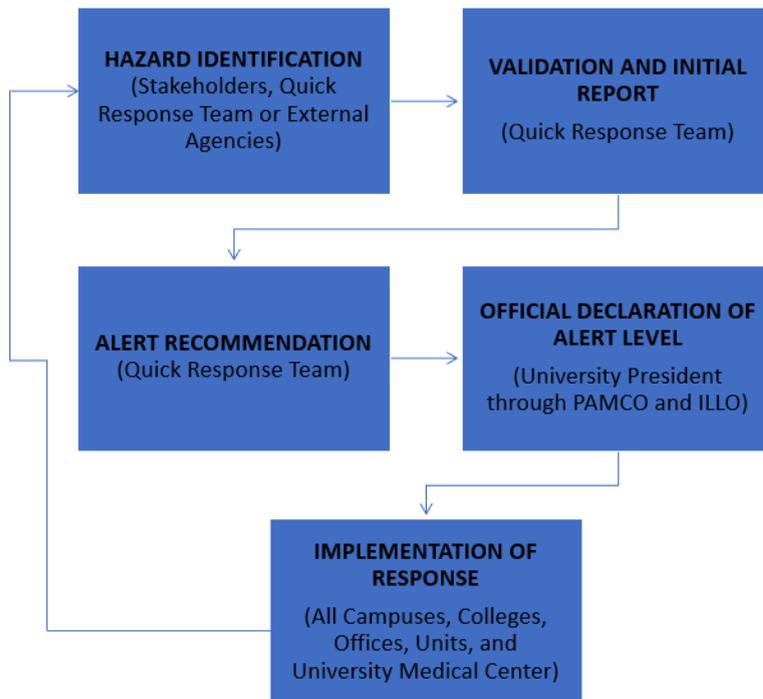
- Finance Section Chief (Chief Administrative Officer, Finance Division) - Responsible for managing an incident's financial and administrative functions, including tracking costs, documenting expenditures, and ensuring compliance.
- College Deans/Department and Unit Heads/Campus Administrators – Ensure the implementation of alert-level directives in their respective areas. They are encouraged to establish their own crisis management committees and quick response teams (external campuses and the university medical center) and incident management teams (colleges, departments and offices).
- All Faculty, Staff, and Students – Observe and comply with issued alerts and safety procedures.

### Incident Command System Structure



### VIII. COMMUNICATION FLOW

1. Incident / Hazard Detected → Stakeholders / Quick Response Team / External Agency
2. Initial Report → UDRRMC Director
3. Alert Level Recommendation → University President
4. Official Declaration → PAMCO (for dissemination), ILLO (for coordination)
5. Implementation of Response → All Campuses / Colleges / Offices / Units / University Medical Center



### VIII. EFFECTIVITY

These guidelines shall take effect immediately upon approval and dissemination.

All previous issuances or memoranda inconsistent with this policy are hereby repealed or modified accordingly.

Prepared by:

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