



De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 771-DLSZ Website: www.dlszobel.edu.ph

DLSZ 38th VISION MISSION WEEK CELEBRATION NOVEMBER 24 – 26, 2016

HEALTH, SAFETY AND SECURITY GUIDELINES

A. HEALTH GUIDELINES

MEDICAL SERVICE and ADVICE

1. Clinic Service –
 - a. Main Clinic: 7:30 a.m. to 6:00 p.m.
 - b. Annex Clinic: 7:30 a.m. to 4:30 p.m.
2. Medical Emergency:
From 7:30 – 9:00 p.m. c/o Ambulance service vehicle – park beside CPA
The patient will be picked up by Lifeline ambulance supervised by the school clinic. The adult leader of the event must coordinate with the Campus Services Office Head or the Medical Team Consultant for endorsement to AAVA Lifeline Clinic.

Reminders:

- a. All food or dry good items containing harmful substances should be prohibited.
- b. Students must refrain from engaging in fun games or strenuous activities that would compromise their health conditions especially those with allergies and under maintenance medicines.

B. SAFETY & SECURITY GUIDELINES

TRAFFIC MANAGEMENT

1. School Campus will be closed to traffic. No vehicles allowed, except Gate 7.
2. Gates will be open from 7:00 AM to 8:00 PM on November 24. On November 24 the school's main gates will be closed at 9:00 PM to give enough clearing time for the last activity sponsors/in-charge. Some booths will be closed at 7:00 PM.
3. Gate 7 will be **open** to employees' vehicles, some sponsors (for parking in softball field) and school vans (drop off & pick up only in softball field) during the Foundation Week Celebration from November 24-26, 2016.
4. Drop-off/ areas:
 - a. Students on private cars - University Ave. Ma. Cristina and Molave Sts.
 - b. Students on school vans – Caliraya or Softball Field Parking Areas
NOTE: School van drivers/operators shall only be allowed to drop off and pick up the students in Caliraya and Softball parking areas. Strictly no parking accommodation for school vans.
5. Entrance/Exit Gates (**walk-in only**) and Fetching area
 - a. Pre K Grade 5 – Gates 5, 6, 7b and 7
 - b. Grade 6 to HS students – Gates 2, 3, 5 and 7
 - c. Visitors/outside **with sponsors** – Gate 2 ONLY
6. Parking Options for Employees shall be at Caliraya or Softball Parking areas on first come-first serve basis.
7. Parking options for Parents/Guests shall be (first come-first serve basis)
 - a. Along University Avenue, school side
 - b. Along Ma. Cristina, school side (for residents)
 - c. AAVA open parking across Gate 5 (with AAVA stickers only), except on Sat AM for Saturday Market
8. **The current traffic scheme will still be in effect on Nov 24-26.** One-side parking is allowed, school side, on a first-come, first-serve basis. **NO PARKING ON PROHIBITED SPOTS** (e.g. in front of fire hydrants, driveway, NO PARKING SIGNS, along the curves of the road, pedestrian lanes & post and secondary road such as Molave and Caliraya Streets. This will be monitored with the assistance of Barangay AAV and AAVA Security).
 - a. University will still be two-way traffic.
 - b. Molave will open a two-way traffic scheme.
 - c. Acacia, Champaca, Madrigal Gates shall allow ENTRY/EXIT access to all vehicles with AAVA stickers.
 - d. Vehicles with no AAVA stickers shall follow the regular entry/exit access and route from Madrigal-University-Country Club Drive-back to Madrigal Gate.
9. We highly encourage everyone to engage in carpooling.
10. For an orderly dismissal procedure, students must refrain from blocking all school gates and remain at the designated waiting areas for quick pick-up by their fetchers.
11. All other concerns related to traffic management must be referred to the Safety and Security Office Head c/o Ms. Malu Bernardo-Mabalot or AAVA Security Head c/o Mr. Romy Javier.

STUDENTS

1. Students should stay in the areas of their activities with the supervision of their respective class advisers or teacher in-charge.
2. Once in school, students are not allowed to leave earlier than dismissal time unless with written request from the parents and duly approved by the VPO concerned. Gates 2, 3, 5, 6 or 7 may be used as exit gates and a departure permit must be presented to the guards.
3. The Policy on Authorized Fetchers will still be enforced during the dismissal period.
4. Since students will not be in uniform on specified dates, they should bring and wear their school ID's. Students who will come to school without their valid school ID will have to sign on the class list at the entrance gate.
5. Students must secure and accomplish a Personal Property Pass for their personal valuables (e.g. musical instruments and the like) which they need to bring for the event that they will join in. The Form will be issued by the Gate Guards. The duly accomplished form should be submitted to the guard on-duty upon entry.
6. Bags and other personal items must be secured either inside the classroom, paid bag depository in one Grade 6 classroom or must be carried by the students. Any bag or personal item found unattended around the campus will be considered lost and will be taken by the roving guard and forwarded to the Safety and Security Office. The owner can only retrieve this after his/her identity as its rightful owner has been established.



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PROCTORS (EMPLOYEES, STUDENT MARSHALLS AND PARENT VOLUNTEERS)

1. The glass doors and grills in St. La Salle Building will be closed while the students are in the fair grounds. Stairway 2 will be used as service gate leading to the 2nd & 3rd floors.
2. Personal equipment to be brought inside the campus *must be* logged-in by the guard. The Gate Pass form should be surrendered to the guard before the equipment is to be brought out of the campus.
3. Only students from Gr. 6 to Fourth Yr. levels are allowed to participate in the gimmick booths. Students may be caught for a maximum of ten (10) times only during the day. Catchers should use soft cloth only for catching.
4. Key areas for proctoring:
 - a. Gate 2 (covered walk)
 - b. CPA Bldg and its vicinity
 - c. Football and Softball Fields
 - d. Cafeteria, Cadlum Hall and St. Joseph Bldg. Area
 - e. Sports Pavilion
 - f. Gym (2, 3, and 5)
 - g. St. La Salle Building (Courtyard, Botanical Garden, DDA, Hardin ng mga Batang Lasalyano)
 - h. Lower Grades area
 - i. Gate 2 parking area
 - j. Center for Lasallian Formation area (Parmenie and Our Lady of the Star Chapel)
 - k. Swimming pool, warehouse area
5. All adult members and SRCC officers of the school community are authorized and expected to implement all established school rules and regulations.

Roving guards will cover all other areas in addition to the assigned proctors.

SPONSORS AND FOOD & DRY GOODS CONCESSIONAIRES

1. Supplies or items for deliveries (hand-carried or with small cart) for booth concessionaires will be allowed to enter the campus through Gates 2, 4 and 7 ONLY.
2. All owners of food booths with cooking to be done are required to have at least one fire extinguisher in their assigned area.
3. LPG's will be checked by the food booth owners in the presence of Safety Committee members.
4. The sponsors/concessionaire's ID must be worn, together with DLSZ ENTRY PASS at all times while inside the campus. Maximum of four (4) concessionaire personnel is allowed. DLSZ issued ID must be returned to SSO after the event.
5. The sponsors/concessionaires must occupy only the area designated to them.
6. Price list approved by the SRCC must be visibly displayed on the booth/stall.
7. Proper waste disposal and adherence to NO STRYRO, NO PLASTIC should be practiced by all concessionaires.

OUTSIDERS

1. DLSZ students should submit the names of their invited outsiders to their Homeroom Adviser who will in turn submit the same to the VPO. The consolidated list will be submitted by the VPO to the Security Office on or before Nov. 22, 2016. DLSZ students who invited or sponsored these individuals will be responsible for their behavior. The Security Officers/Proctors may prohibit any outsider from staying in the campus should he/she displays unruly conduct/behavior.
2. Invited outsiders will be admitted into the campus from November 24 to 26, 2016. Bags and body check will be conducted by the security guard on-duty at gate 2.
3. All visitors will enter and exit through Gate 2 ONLY after the standard security check by the school guards.
4. Valid ID's will be checked by the guard on duty and the visitors' names will be logged in at the Entrance Gate.
5. Outsiders without sponsors/hosts will NOT be allowed to enter the campus.
6. The school reserves the right to prohibit the entry into the campus of anyone who does not conform with the campus safety and security policies.
7. Proper decorum and dress code must be observed.

GENERAL REMINDERS:

1. All proctors are expected to be in their area of assignment **ten (10) minutes** before their scheduled proctoring. They should wait for the reliever before leaving the designated post at the end of the proctoring assignment.
2. All employees should visibly wear their ID's at all times while in campus.
3. Advisers must check the attendance in the classroom during HR (7:30 AM for Grade School and 8:00 AM for High School), 1:00 PM and periodically in the Fair grounds.
4. All classrooms should be locked after the Homeroom period. Only the class adviser is allowed to keep the classroom key.
5. All employees should secure all their personal valuables inside the GS/HS Faculty Room or in their respective offices. Students and visitors are not allowed to enter the Faculty Rooms nor loiter in the restricted areas.



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6. Be mindful of the pupils'/students' behavior regardless of their levels during the celebrations and be diligent in the exercise of their duties as proctors, keeping in mind that our primary objective is to ensure the students' safety and to strictly enforce and ensure that all school rules and regulations are followed.
7. All adult leaders must remind students to keep the noise and sound system of the sponsored event at manageable tone to avoid complaints from our neighbors.
8. The following must be strictly enforced and ensure that other school rules and regulations are followed:
 - a. Observe
 - Proper dress code: Wearing of mini skirts, sando, spaghetti, skimpy outfit are strictly not allowed.
 - Proper use of school facilities
 - Proper waste disposal.
 - b. Practice CLAYGO
 - c. Implement the No Styro Policy.
 - d. Follow the No Smoking Policy on campus.
9. The following areas are off-limits to non-authorized individuals:
 - Faculty Rooms and offices
 - Warehouse area
 - Botanical Garden
 - Parking Areas on campus
 - Third Floor of CPA leading to Pump Room/Water Reservoir
 - Brothers' House
10. For health, safety and security concerns, please contact the following offices/ intercom numbers:

Medical –	Annex Clinic local 354 (6:45- 5:00 p.m.) Main Clinic local 352 (6:45-8:40 p.m.)
Security –	Gate 2 local 362 Gate 3 local 363 Gate 6 local 366 Gate 7 local 367 Prep Lobby local 366 or approach any security guard with radio c/o SO Generilo Verano
Safety & Security Office –	local 360 c/o Ms. Malu Bernardo-Mabalot
Transportation –	local 324 and 322 c/o Mr. Ryan Lanuza & Ms. Thinsey De Jose
Campus Services Office –	locals 320 c/o Ms. Llewellyn Embudo
Physical Facilities Office –	local 315 c/o Ms. Elma Dollente
Administrative Services Department –	locals 311, 312 c/o Ms. Ruby Ramos
AAVA Security Office –	Telephone number 842-1111, 842-2222

Prepared by:

Noted and Approved by:

Ms. Ma. Lourdes Bernardo-Mabalot
Safety & Security Office Head

Ms. Ruby P. Ramos
Director for Administrative Services

Ms. Llewellyn S. Embudo
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Ms. Elma S. Dollente
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Management Office Head