

**TO : ALL KOLIN EMPLOYEES**  
**FROM : OSH COMMITTEE CAVITE PLANT**  
**SUBJECT : EARTHQUAKE PREPAREDNESS ADVISORY**  
**DATE : OCTOBER 13, 2025**

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In light of the recent tremors felt in various regions across the country, the Cavite Plant OSH Committee reminds everyone of the importance of being alert and ready during seismic events. Preparedness and presence of mind remain our best protection against injury and panic during emergencies.

## **1. What to Do When the Ground Shakes**

During a strong earthquake, keep calm and remember the basic safety steps:

- **DROP** - Get down on your hands and knees to prevent being knocked over.
- **COVER** - Take shelter under a sturdy table or desk and protect your head and neck.
- **HOLD ON** - Grip your shelter firmly and stay put until the shaking completely stops.

*Avoid running outside while the ground is shaking. Stay indoors until it is safe to move.*

## **2. When the Shaking Stops**

Once the tremor ends, move carefully and follow these procedures:

- **Inspect for Danger:** Watch for falling debris, broken glass, exposed wires, or gas leaks before relocating.
- **Locate Exit Routes:** Follow the marked emergency exits and evacuation routes provided on the posted map.
- **Move to the Assembly Point:** Proceed calmly to the designated assembly area - **in front of Motorcycle Parking Area, open ground.**
- **Wait for OSH Instructions:** Stay in the assembly area until the OSH Committee completes a headcount and provides further directions.

## **3. Keep Your Work Area Safe**

To minimize risks before and after an earthquake, ensure your workspace is properly maintained:

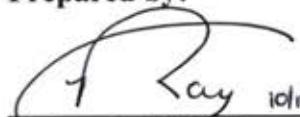
- **Stabilize Heavy Items:** Secure equipment, cabinets, and stored materials to avoid tipping or falling.
- **Clear Walkways:** Keep aisles, exits, and access points free of clutter and personal belongings.
- **Check Overhead Hazards:** Make sure light fixtures, shelves, and hanging objects are properly fastened and not directly above workstations.
- **Secure Electrical Connections:** Ensure cables and plugs are organized and not stretched across walkways to prevent tripping or damage during tremors.
- **Know Emergency Tools:** Familiarize yourself with the location of fire extinguishers, first aid kits, and emergency alarms in your area.
- **Maintain Accessible Exits:** Avoid blocking emergency exits or equipment that may be needed during an evacuation.

Attached to this memo is a map showing designated exit points and evacuation paths for your reference.

Everyone's alertness and cooperation play a crucial role in maintaining a safe and orderly response during emergencies.

Together, let's make preparedness part of our daily routine.

Prepared by:

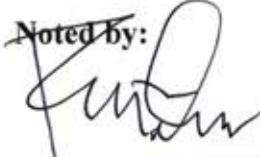


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**Reiner S. Abaqua**

Plant Engineer Asst. Supervisor  
OSH Committee - SO1

Noted by:

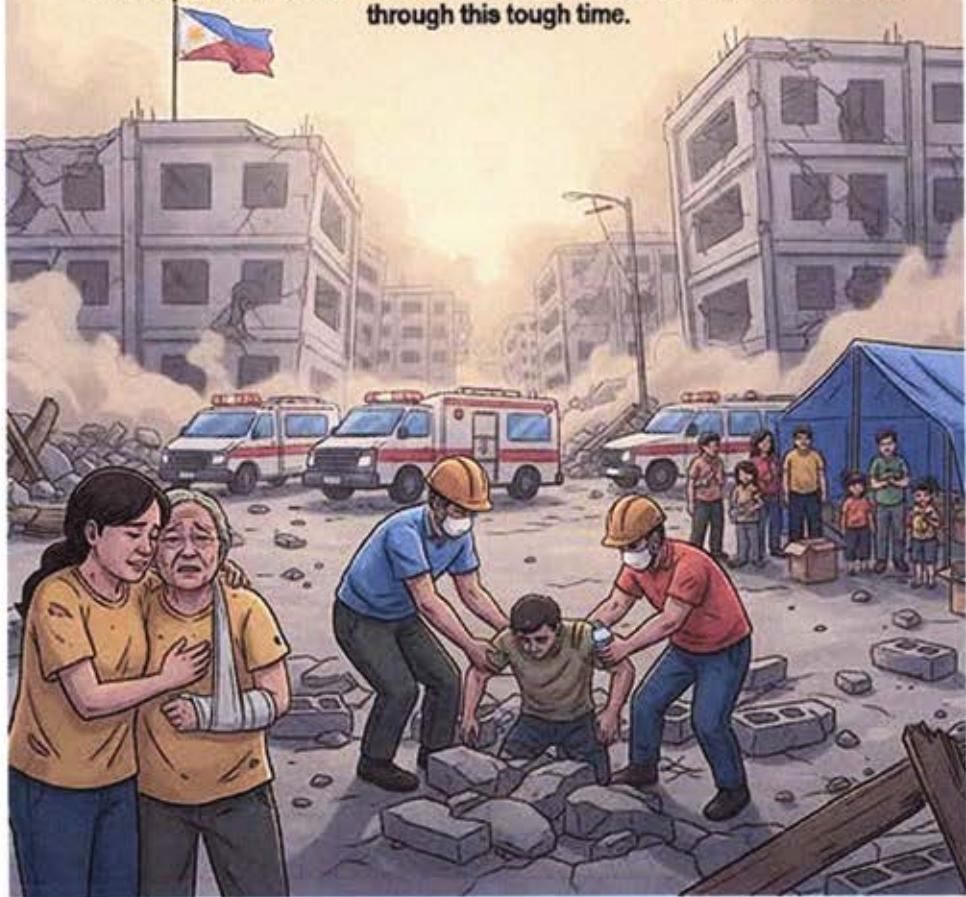


**Mr. Fernando D. Feliciano**

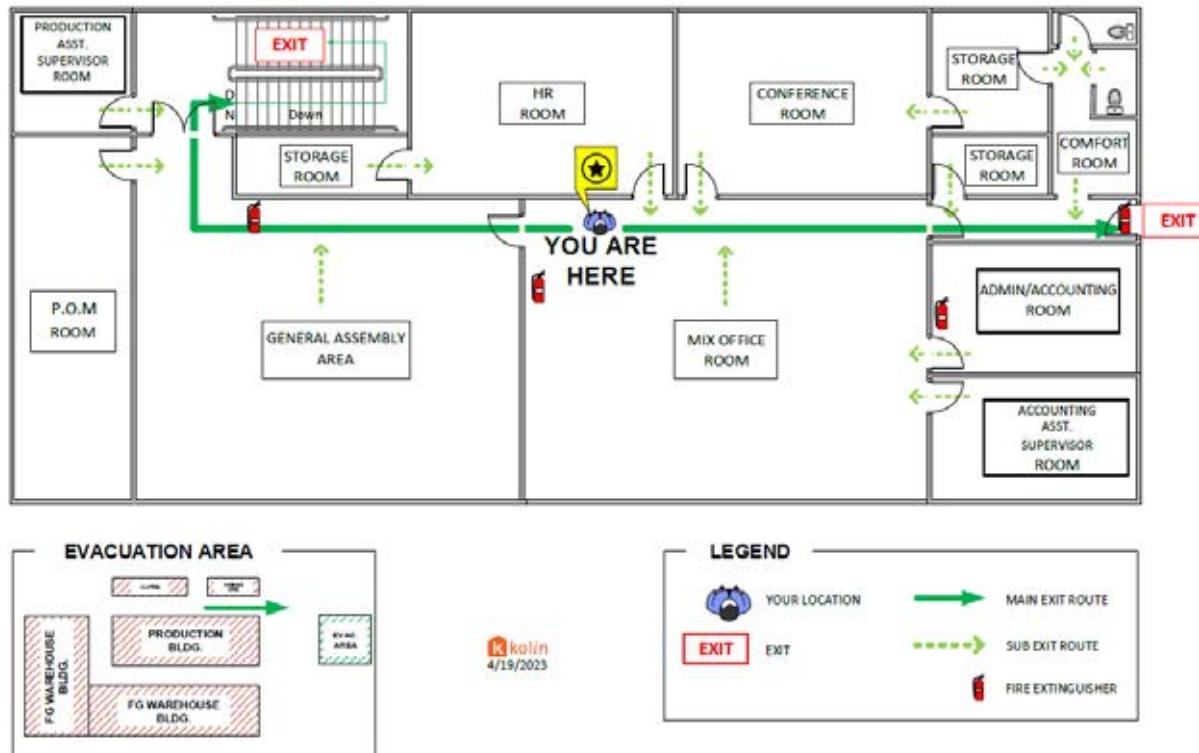
Plant Operations Manager  
OSH Committee - SO2

## EARTHQUAKE IS NOT A JOKE

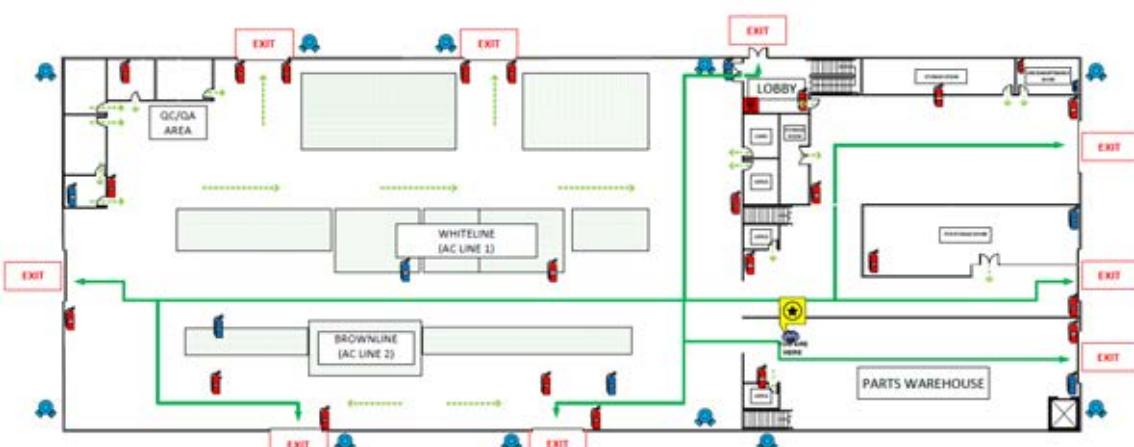
We must be aware of the challenges that others may facing during this difficult period. An earthquake is not a joke and can have serious consequences. Please prioritize safety, stay calm, and support one another through this tough time.



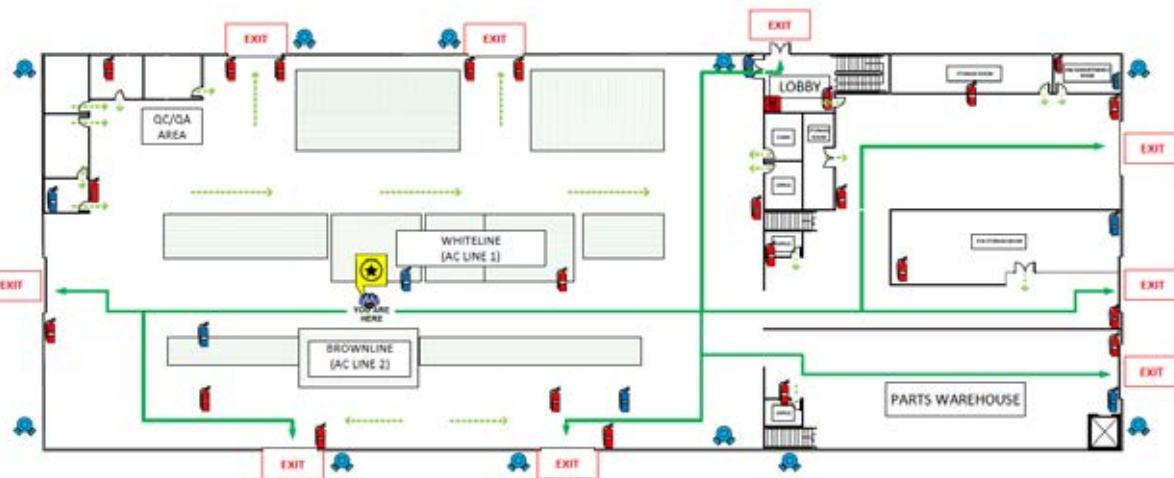
# OFFICE EVACUATION PLAN



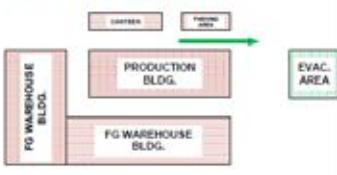
# PARTS WAREHOUSE EVACUATION PLAN



# PRODUCTION EVACUATION PLAN



## EVACUATION AREA

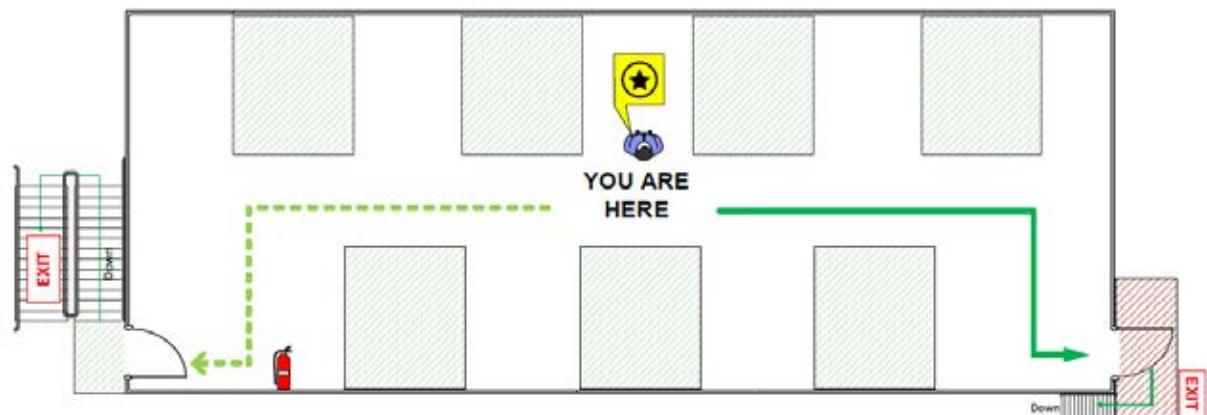


## LEGEND

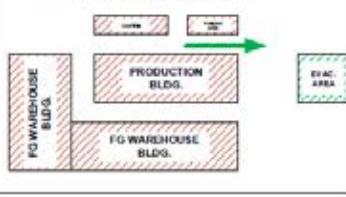


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# QC OFFICE EVACUATION PLAN



## EVACUATION AREA

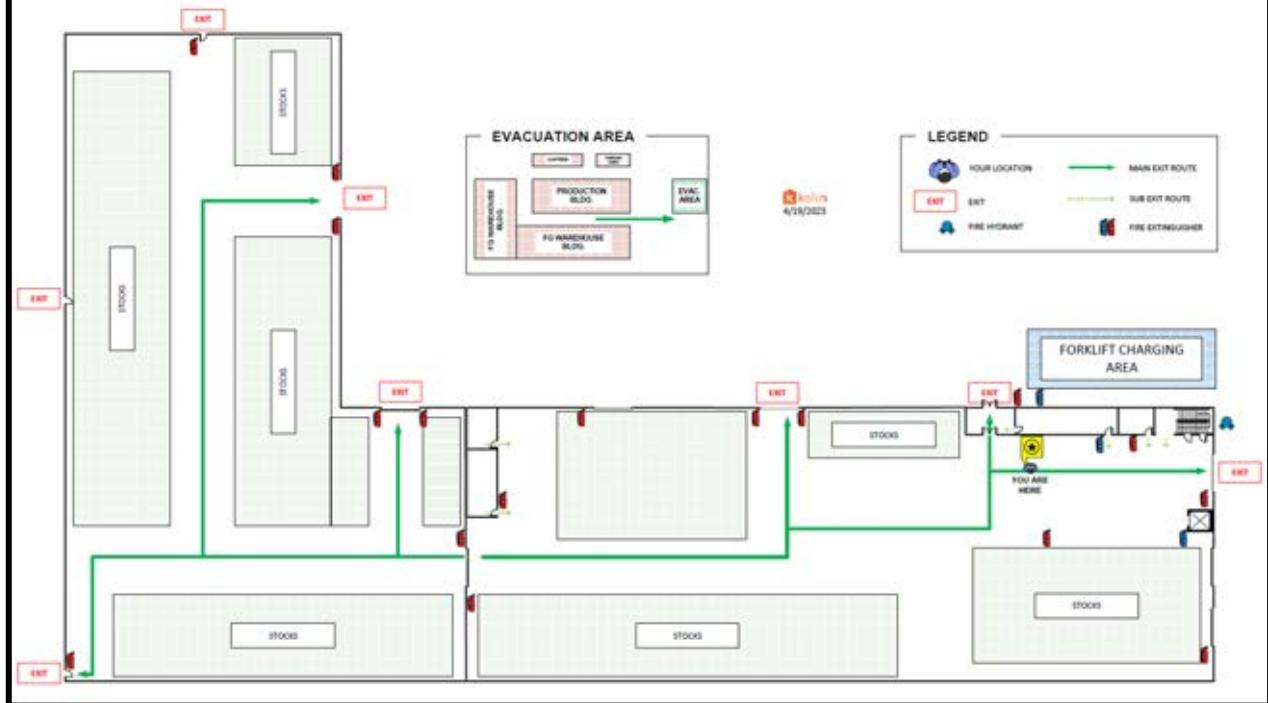


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# FG WAREHOUSE EVACUATION PLAN



## EVACUATION AREA

