

TO : ALL KOLIN EMPLOYEES
FROM : OSH COMMITTEE
SUBJECT : Mandatory Safety Reminder
DATE : October 10, 2025

Following the recent seismic events that occurred in Cebu, Davao, and North Luzon, Management and the Kolin OSH Team want to reinforce that your safety is our absolute priority. We urge all employees to take proactive steps to ensure their preparedness.

1. Immediate Action During a Seismic Event

In the event of a strong earthquake, always remember the "**Drop, Cover, and Hold On**" protocol:

- **DROP** to the ground immediately.
- **COVER** your head and neck with your arms or take shelter under a sturdy desk or table.
- **HOLD ON** to your shelter until the shaking stops. Do not attempt to run outside while the ground is moving.

2. Evacuation and Post-Event Protocol

Once the shaking has stopped, calmly and swiftly follow these steps:

- **Check for Hazards:** Be aware of falling debris, broken glass, and potential fire or gas leaks before moving.
- **Review Exit Points:** Immediately re-familiarize yourselves with all designated emergency exit points and evacuation routes (as previously requested).
- **Proceed to Assembly Area:** Use the nearest safe exit to proceed to the designated **Assembly Area**. Do not use elevators. (**In front of 7-11 besides Kolin Bldg.**)
- **Accountability:** Once at the Assembly Area, remain there and wait for the **OSH Team** to conduct a headcount and give further instructions.

3. Workspace Preparedness

Please take a moment today to secure your immediate work environment:

- **Secure Heavy Objects:** Ensure all heavy files, equipment, and shelves are secured and cannot easily topple or fall.
- **Keep Pathways Clear:** Do not block aisles or areas near emergency exits with personal items or equipment.

Attached to this notice is the map of designated exit points and evacuation routes for your easy reference during a seismic event.

Your preparedness is our strongest line of defense. By following these protocols, you help ensure the safety of yourself and your colleagues.

Prepared by:

 10.10.2025
Ryan P. Salza
OSH Committee- SO1

Noted by:

 10-10-2025
Mr. Norberto Julve Jr.
OSH Committee- SO2

EARTHQUAKE SAFETY



DROP!

TO THE FLOOR ON
YOUR HANDS AND
KNEES

COVER!

TAKE COVER &
COVER YOUR HEAD
AND NECK

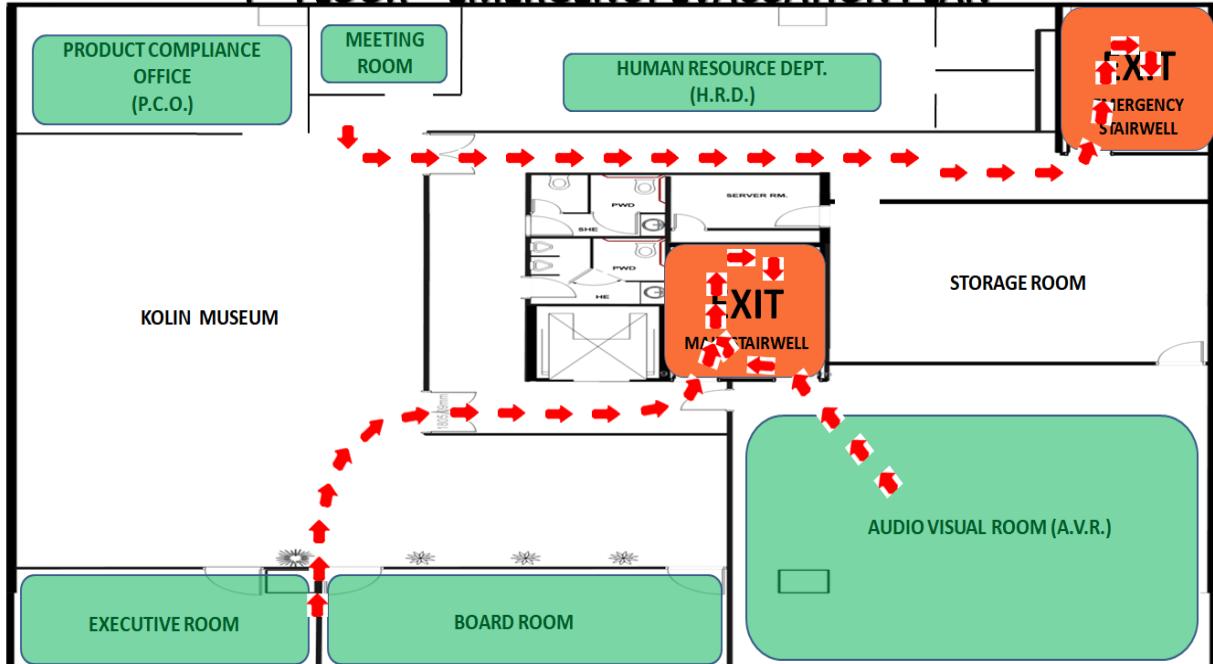
HOLD ON!

TO YOUR SHELTER
UNTIL THE SHAKING
STOPS

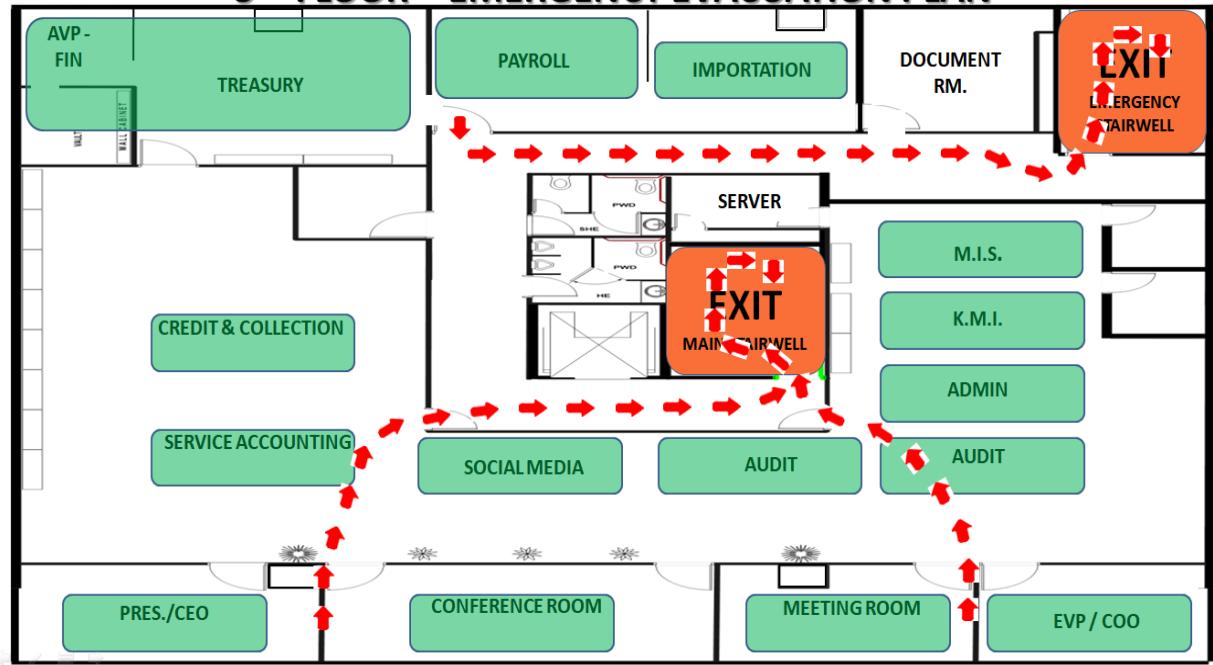
EMERGENCY EXIT POINTS



4TH FLOOR – EMERGENCY EVACUATION PLAN

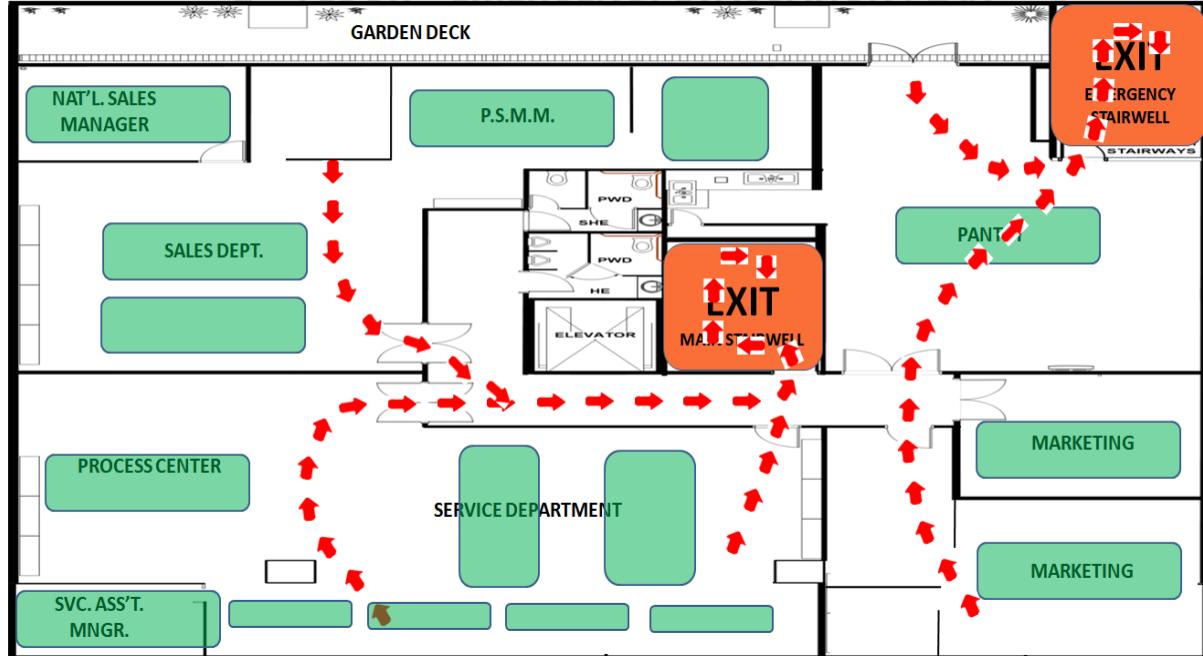


3RD FLOOR – EMERGENCY EVACUATION PLAN

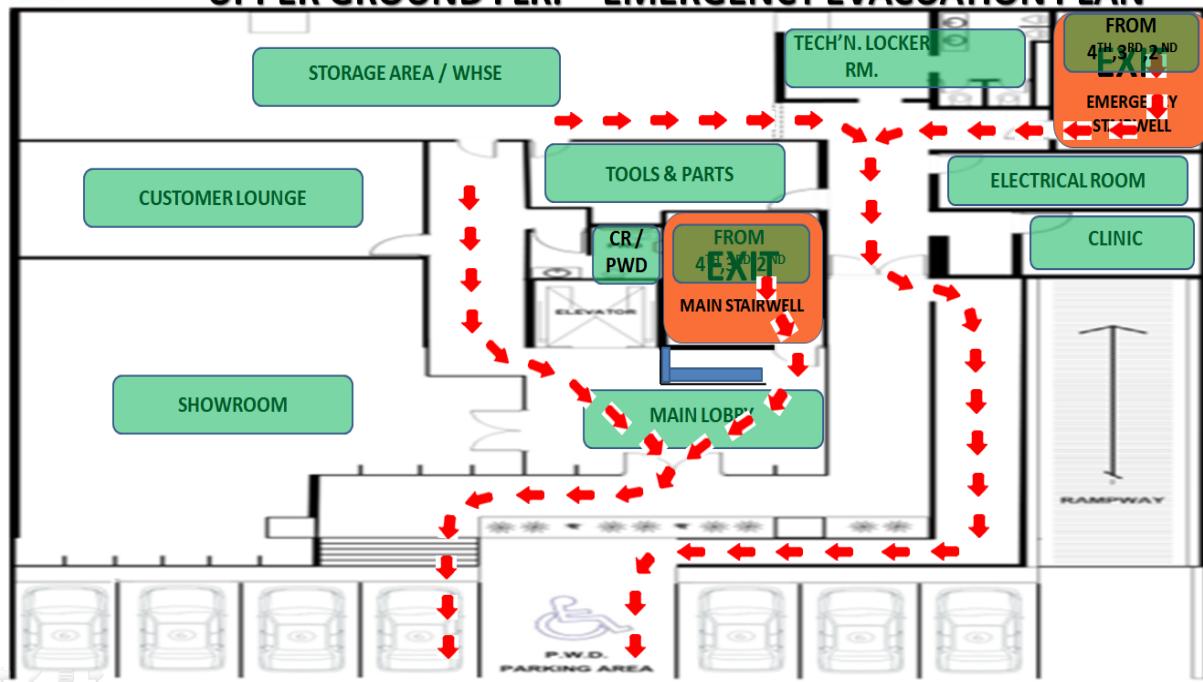




2ND FLOOR – EMERGENCY EVACUATION PLAN

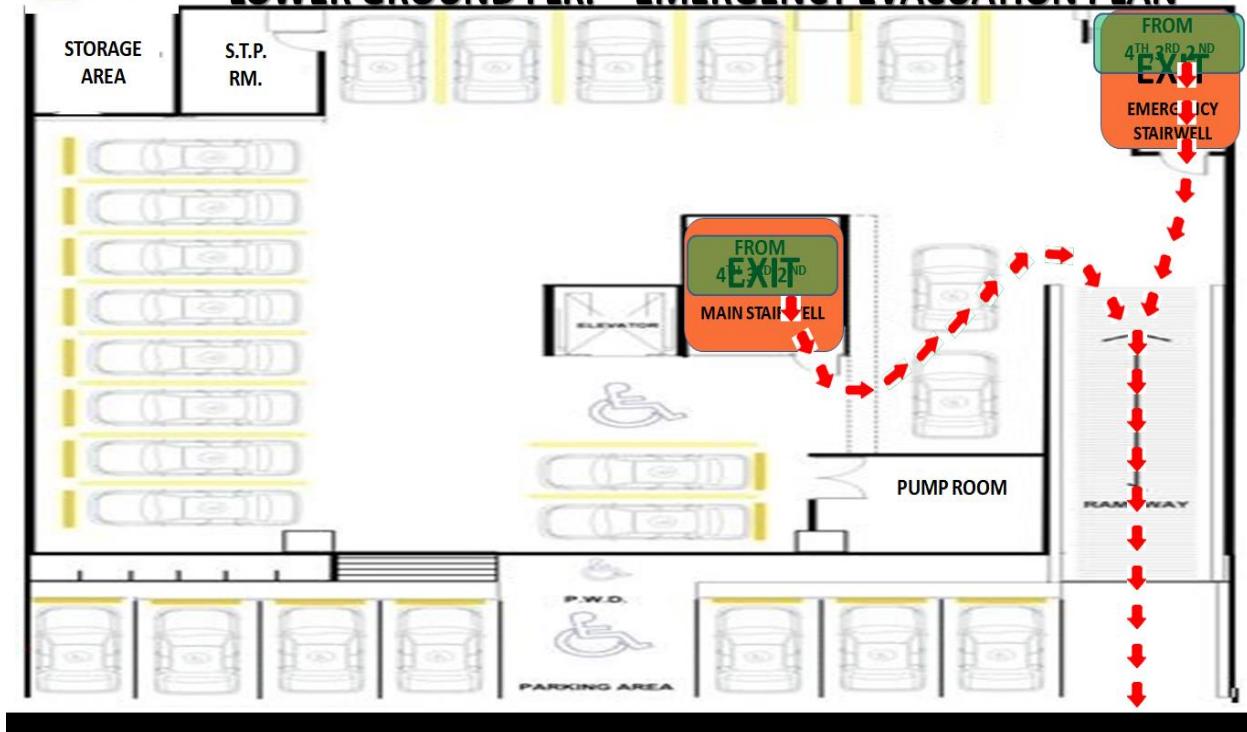


UPPER GROUND FLR. – EMERGENCY EVACUATION PLAN





LOWER GROUND FLR. – EMERGENCY EVACUATION PLAN



ASSEMBLY AREA



