

SAFETY GUIDELINES



We provide guidance on safety, security, and public order. We kindly ask for your cooperation with the security guards and other staff members who work on the front lines to help ensure your safety and well-being.

Role of Security Guards

Our security guards have the responsibility and authority to maintain the safety and order of the campus including its students.

- Students must keep their ID when leaving the premises and record their arrival and departure times.
- Security guards have the authority to search your bags. Alcohol is prohibited, and this is to check for other hazardous materials. Juniors are not permitted to possess cigarettes.
- Curfew violations, disturbances after 10:00 PM, and other related incidents will be reported to the manager on the following day.
- Control of Outsiders: Visitors, unauthorized individuals, vehicles, and items are not allowed to enter the campus without prior approval.

On CCTV

Our CCTV records 24- hours a day and controls the entire campus. Anyone wishing to check the CCTV footage may submit a request to the Admin Office.

- Continuous monitoring via CCTV
- Men and women sharing the same room is considered 'cohabitation' and may be immediately stopped by security guards and management.

Safety-Threatening Behaviors

The following are behaviors that frequently occur on the premises. We urge you to never engage in them for your own safety.

- Using the swimming pool while under the influence of alcohol is strictly prohibited.
- Failing to wear a mask when you have a cold or other contagious illness: To help protect others, please wear a mask if you have a cold or similar condition. Masks are available upon request at the Admin Office.
- Failure to take prescribed medication for chronic illnesses: Individuals with chronic medical conditions, such as heart or respiratory diseases, are expected to take their prescribed medications as directed. Neglecting medication because symptoms are not currently present may lead to a sudden deterioration in health.

Emergency Response

- In the event of a fire, please extinguish it promptly using a fire extinguisher. Damages resulting from the use of a fire extinguisher will not be claimed.
- If transportation is required at night for a hospital visit or another emergency, you may use a school vehicle. Please request a driver from the security guard.

Points to note when traveling

- When booking travel packages or renting a car, avoid choosing overly cheap options, as they may pose safety risks.
- Do not accept food or drinks from strangers, even if they seem friendly, as many serious incidents start this way.
- Always carry a copy of your passport, your student ID, and the school manager's phone number.
- If you plan to travel or stay out overnight, notify the Admin Office at least 24 hours in advance and submit the required documents.

Points to Note When Going Out: Must Read

- When going out, carry only one credit card and the cash you plan to use that day.
- To prevent theft, keep your bag in front of you at all times. Avoid using your mobile phone or opening your wallet in public or on the street.
- If you are robbed, do not resist physically. Please focus on protecting yourself.
- Be respectful toward locals. Avoid shouting, as it is considered rude. In particular, do not call out loudly to tricycle drivers.
- Disputes often happen in clubs or bars. Always confirm prices before placing an order and pay the agreed amount in advance to avoid disputes later.
- If a dispute arises, try to resolve it calmly with a smile. Without proof of innocence, escalation can put you at a disadvantage if authorities get involved.
- Avoid marijuana and online gambling. Both are illegal in the Philippines and may have serious legal consequences.
- Do not engage in prostitution or similar activities—they are often scams and extremely risky.
- **Food Safety Tips: Avoid eating street food, as meat freshness may be poor and can cause stomach upset.** Also, avoid seafood such as fish and shrimp at inexpensive restaurants.

Grab, Tricycle

- Grab vehicles are permitted to enter the school grounds depending on circumstances, but tricycles are not.
- We recommend using tricycles for trips to Nepo Mall and other nearby destinations, and using Grab for medium- to long-distance travel.
- Tricycles outside the main gate operate only until 7:00 PM. Please call them politely or get their attention by clapping instead of shouting

Ordering food via delivery apps

- Food delivery vehicles or motorcycles are not permitted to enter the main gate. Please come to the main gate to pick up your food.

Cooking in Designated Areas

- Cooking is permitted only in designated areas: The Cooking Area (dining hall) and the Dormitory Lounge (Dormitory 3 – scheduled to open in late 2026) are open 24 hours a day for cooking.
- Confiscation of Cooking Utensils: Cooking appliances such as hot pots and burners found in guest rooms will be confiscated without prior notice. These items may be claimed at the Admin Office upon graduation.

Special Management for Juniors (18 and Under)

As our school considers 19 to be the age of adulthood, students aged 18 and under are subject to stricter supervision. The following requirements are mandatory:

- Moving to or visiting other rooms is prohibited after 10 PM.
- Must be accompanied by a guardian when going out.
- No smoking or alcohol allowed. Even possession of lighters may result in expulsion.
- Juniors must not be left alone when using the pool; especially those under 13 years of age must be accompanied by a guardian.

If you have any suggestions regarding safety on or off campus, please email cipenglish.hr@gmail.com. We will do our best to maintain a safe and productive learning environment for all students.