

January 11, 2019

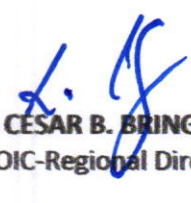
REGIONAL MEMORANDUM

No. 175 s., 2019

REGIONAL EMERGENCY PREPAREDNESS AND RESPONSE TEAM COMPOSITION

To: **Chiefs, Functional Divisions**
This Office

1. Superseding the previous Regional Disaster Management Team approved in 2016, this office hereby approves the re-composition of the **Regional Emergency Preparedness and Response Team**.
2. Attached herewith is the copy of the team composition and its functions for reference. An orientation shall be conducted for the concerned regional personnel once scheduled.
3. For other details or concerns, coordinate with Ms. Megnon P. Beldad of ESSD office at tel. nos. 342-8207 loc. 150.
4. For information and guidance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

ESSD/mpb
01/11/2019





January 11, 2019

REGIONAL MEMORANDUM
No. 100
s. 2019

REGIONAL EMERGENCY PREPAREDNESS AND RESPONSE TEAM COMPOSITION

To: Chiefs, Functional Divisions
This Office

1. Superseding the previous Regional Disaster Management Team approved in 2016, this office hereby approves the re-composition of the Regional Emergency Preparedness and Response Team.
2. Attached herewith is the copy of the team composition and its functions for reference. An orientation shall be conducted for the concerned regional personnel once scheduled.
3. For other details or concerns, coordinate with Mr. Infante, Field Office of ES2D office at tel. no. 843-8303 loc. 100.
4. For information and guidance.

FRANCIS CESAR B. BINGAS, CESO V
O.C. Regional Director

ES2D/mhp
01/11/2019

Regional Emergency Preparedness and Response Team Composition

I. Basic Roles and Functions

Name, Job Title	Function in a Team	Responsibilities
Team Lead: RD Francis Cesar B. Bringas Asst. Team Lead: ARD Fidela M. Rosas Members: Raul Orozco Manuel O. Caberte Isidro M. Biol Fe Alegado Adrilene Mae Castanos Megnon P. Beldad	Team Leader/ TWG	- Overall lead and coordinator of the disaster or emergency response and recovery. - Appoints personnel to compose the Regional Response Team - Prepare and approve the Emergency Response Plan - Direct the implementation of the Emergency Response Plan - Ensures that all members of the team are following functions - Coordinates all actions of the team - Provide necessary information and organize capacity building activities for the regional personnel - Ensure resources for resolving consequences of the incident/emergency - Evaluate the magnitude of the accident and take action to mitigate the impact - Decide as to resumption or suspension of work as recommended by the Safety/Security Team - Provide basic training related to Evacuation Plan, emergency exits, PPEs to your co-workers, contract workers, supplier and self and other capacity building necessary for improving skills of personnel - Attend resource-management meetings, ERT meetings, Occupational Safety Meeting, as planned/scheduled
Team Lead: Raul L. Orozco Asst. Team Lead: Joel Rosales Members: Logistics <u>Purchase</u> Evelyn Salacata Nikkilyn Capon Jocelyn Monton Joy Abastillas <u>Transport</u> Nestor Berdera Romeo Fulgar	Logistics Safety/Security Rescue and Evacuation	Logistics - Manage supplies and staffing needs of the situation by providing basic emergency necessities like food, water and medical supplies as well as transportation facilities for the movement of equipment, casualties and/or evacuees - Recommend for the repair of damaged office facilities in coordination with the Safety Lead - Attend disaster management trainings time to time - Attend resource-management meetings, ERT meetings, Occupational Safety Meeting, as planned/scheduled

Name, Job Title	Function in a Team	Responsibilities
Safety/Security <u>Facilities/Building</u> Sherwin P. Viajar Patrick Manuel Roy Rizzi Cervantes Alvin Fernandez Mariel Sosmena <u>Library/Records</u> Maripaz Magno Ma. Theresa Golosino Menchie Salang Emma Luminarias Rescue and Evacuation Ma. Lourdes N. Litara Josie Magsalay and trained rescuers/ First-Aid Providers		Safety/Security • Secures the office facilities and properties • Ensure fire extinguishers are properly hanged, under expiry, safety pins are fixed, and seals are not broken • Assess the facilities for any possible hazards • Determines if the facility/office is safe to use or declare unsafe if damages have been visible • Lead in the crafting of recovery plans for damaged physical facilities • Recommends for maintenance procedures of damaged and repaired facilities • Ensures safety of learning materials and supplies and other important records • Attend disaster management trainings time to time • Attend resource-management meetings, ERT meetings, Occupational Safety Meeting, as planned/scheduled • Remove or properly store all hazardous material Rescue/Evacuation • Locate injured or trapped personnel/customers and move them to a predetermined place of safety and be cared for • Supervise/expedite the planned and controlled movement of personnel involved/caught in an emergency situation • Coordinate with the medical team for provision of medical services and/or first-aid • Responsible for responding fire alarm bell • Aware of all locations of Fire extinguishers, fire trolley, Fire Hose reels, Fire Call point (MCPs) and emergency exits • Provides time to time debriefing for ERT staff • Attend disaster management trainings time to time • Attend resource-management meetings, ERT meetings, Occupational Safety Meeting, as planned/scheduled
Team Lead: Ariem V. Cinco Asst. Team Lead: Marcelino Abon Members: <u>Comm./Media</u> Pedro Tecson <u>ICT</u> Nerison Pitogo	Communications and Warnings Information Technology	• Operate and maintain a reliable communications and adequate warning system throughout the period of impending and/or existing calamity/incident • Coordinate with the media for information and updates • Reproduce IECs for disaster prevention and preparedness • Attend disaster management trainings time to time • Attend resource-management meetings, ERT meetings, Occupational Safety Meeting, as planned/scheduled

Name, Job Title	Function in a Team	Responsibilities
Cesar Salacata Alexander Xavier Pag-Ong <u>Radio Operator</u> Margie Delima		
Team Lead: Malou N. Litera Asst. Team Lead: Ana Liza Lerio Members: Josie Magsalay Nelia L. Balacuit and trained rescuers/ First-Aid Providers <u>Psychological First-Aid</u> Mary Christine Odtojan And all trained providers	Medical/First-Aid	• Performs medical services and first-aid treatment to injured office personnel/customers • Conveys/refers the injured personnel for accommodation to the appropriate medical institutions/customers • Attend disaster management trainings time to time • Observe and assess staff who may be demonstrating signs of stress and intervenes, as appropriate and inform immediately to area Supervisor/Manager • Attend resource management meetings, ERT meetings, Occupational Safety Meeting, as planned/scheduled

II. Emergency Response Protocol

Hazards/Emergency	Procedure
FIRE	Step 1: Raise the alarm and call the fire service ▪ Anyone discovering a fire should raise the alarm immediately, regardless as to how small the outbreak is or how innocuous it appears to be. Fires can develop very quickly and every second counts. ▪ If the fire cannot be quickly controlled by using the fire extinguishers, call the Fire Service immediately. Step 2: Evacuate ▪ Evacuation should be prompt and calm, with everyone making their way to the designated assembly point. ▪ Any hazardous machinery or processes should be shut down (if possible) in line with the fire evacuation procedure for the office. ▪ Do not stop to collect any personal belongings, and never use lifts in the event of a fire – this is because the lift could stop working, trapping you inside, or the doors could open on the afflicted level and expose the occupants to flames, heat and toxic gases. ▪ Head directly to the nearest emergency fire exit. Put your hand against any doors you go through to check that the fire is not on the other side, and the last person out should try to close doors behind them to prevent the fire spreading through the building's "fire compartments" and also to reduce the level of oxygen available in any room to feed the fire. ▪ If the escape route is affected by smoke, drop down onto the ground and crawl, as the available air will be cleaner closer to the ground.

Hazards/Emergency	Procedure
	Step 3: Get to the Assembly Point ▪ The location of the assembly point must be easily accessed by all exiting persons and should have safe access for the emergency services. ▪ Once you have exited the building, everyone should meet at the designated assembly point (front of office/flagpole or as far away as possible). ▪ A headcount (or nominal roll call) should be performed, making sure that any personnel or visitors are accounted for. ▪ You should not re-enter the building until told to do so by an attending Fire Officer. ▪ If You Become Trapped Inside, try and get to a room with a window. If you're on the first floor, open a window and lower yourself to arm's length, then drop to the floor. Never jump from a window and make sure to first throw down some soft materials onto the ground outside. Materials such as clothing, bedding, towels etc. to prevent smoke from entering. If your clothes ever catch fire, don't run around as this will fan the flames; instead, remember: <i>Stop, Drop and Roll</i>. ▪ If you see people outside, make some noise to attract their attention and let them know you are trapped. Step 4: Rescue the trapped personnel/visitors ▪ Let the Fire service personnel rescue anyone trapped inside the building ▪ Medical team must be on alert for any medical services needed after the rescue Step 5: Wait for next instructions ▪ The fire Service Officer will recommend if work can be resumed or suspended depending on the situation of the fire incident. Normally, work suspension happens to ensure safety of the personnel. ▪ The Safety team will assist the Fire Service Team in assessing the damages in the building for recommendation of repair or replacement and/or possible extension of work suspension due to unsafe or possible secondary hazards. ▪ The building shall be declared clear for work or otherwise.
EARTHQUAKE	Step 1: Drop, Cover and Hold ▪ DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building ▪ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. ▪ Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection. Step 2: Evacuation ▪ Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.

Hazards/Emergency	Procedure
	▪ DO NOT use the elevators. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. ▪ If you are trapped under debris, do not light a match. Do not move around or kick-up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust. Step 3: Stay in the safe assembly area ▪ Trigger the alarm system for evacuation to the assembly area. ▪ The location of the assembly point must be easily accessed by all exiting persons and should have safe access for the emergency services. ▪ Once you have exited the building, everyone should meet at the designated assembly point (front of office building/flagpole or as far away as possible). ▪ A headcount (or nominal roll call) should be performed, making sure that any personnel or visitors are accounted for. You should not re-enter the building until told to do so by an authorized personnel such as the Safety Officer. Step 4: Wait for next instructions ▪ The Safety Officer will recommend if work can be resumed or suspended depending on the stability of the building or if aftershocks are occurring from time to time. Normally, work suspension happens to ensure safety of the personnel. ▪ The Safety team will assess the damages in the building for recommendation for repair or replacement and/or possible extension of work suspension due to unsafe or possible secondary hazards. ▪ The building shall be declared clear for work or otherwise.
BOMB THREAT	Step 1: Information gathering about the threat ▪ if you receive a bomb threat by phone, remain calm, write down the caller's exact words, and note the time of the call. Check for a caller ID number. Write down all the information you receive. ▪ If you receive a bomb threat in written form/email, immediately call the attention of the emergency team leader and discuss the situation. ▪ After the initial information is noted, immediately call the attention of the emergency team leader and discuss the situation. Call the authorities (Police Station and/or Fire Service if threat is arson in nature. Relay the information and take no further action until you are advised to do so. Step 2: Evacuation ▪ Do not touch or move suspicious objects. Do not use radios, pagers, or cell phones as they can trigger an explosive device. ▪ Follow your department's evacuation procedures. Trigger the alarm system for evacuation to the assembly area. ▪ Once you have exited the building, everyone should meet at the designated assembly point (front of office building/flagpole or as far away as possible). ▪ A headcount (or nominal roll call) should be performed, making sure that any personnel or visitors are accounted for. You should not re-enter the building until told to do so by an authorized personnel.

Hazards/Emergency	Procedure
	Step 3: Wait for next instructions ▪ The authorized personnel will recommend if work can be resumed or suspended depending on the situations at hand. Normally, work suspension happens to ensure safety of the personnel. ▪ As recommended by the authority, the building shall be declared clear for work or otherwise. Bomb threat call—checklist: - Time of the call - Length of the call - Name of person taking the call - Exact wording of the threat - Age and gender of caller - Ask the caller - When will the bomb explode? ○ Where is the bomb? ○ What does it look like? ○ What will cause it to explode? ○ What building is it in? ○ What floor is it on? ○ What is your name and address? ○ Did you place the bomb? Why?
SLOW ONSET HAZARDS (Weather disturbances, floods)	Step 1: Dissemination of information ▪ Weather advisories, bulletins and other situational report on weather disturbances (low pressure area, thunderstorms and heavy rainfall, tropical cyclone, etc.) must be posted in the conspicuous places inside the office or in designated posting area. Step 2: Preparedness Measures ▪ Each office must conduct assessment of their office premises and check on possible hazards (weak window glass, leak ceiling, open electrical circuit possible for electrocution due to wet floor, etc.) and safekeeping of records, equipment. Step 3: Update the office personnel for any announced work suspension ▪ As issued by the KURKMC or the province, the office will issue memorandum announcing the suspension of work due to severe weather disturbances. ▪ If no work suspension is required/announced, all office personnel must conduct preparedness measures in their premises. <i>*If an emergency occurs in the office due to a hazard, the emergency response team shall be activated.</i>

