



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

UL Complex, Maraloc Avenue
Pasig, Metro Manila



October 20, 1998

Sama-Sama
sa DECS

DECS ORDER
No. 92, s. 1998

ANNOUNCING THE NEW MEMBERS OF THE DECS CALAMITY,
DISASTER AND FIRE CONTROL GROUP (CDFCG)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents

1. The Calamity and Disaster Control Group (CDCG) created in DECS Orders Nos. 61, s. 1990; 56, s. 1993; and 14, s. 1997, respectively, is announcing its new members to ensure adequate preparation in coping with various forms of disaster, calamities and incidence of fire. The group which shall be established from existing personnel and resources shall be under the functional direction of the Office of the Secretary thru the Director, Administrative Service, who is hereby assigned as Chief, Calamity, Disaster and Fire Control Group and the Chief, General Services Division as the Deputy. A similar Calamity, Disaster and Fire Control Group shall be established in each school and office in the regions as well as in all bureaus and centers in the Central Office and attached agencies, with the head of the office/school or his representative as the Disaster Control Officer. Likewise, fire drills shall be regularly conducted as well as calamity disaster preparedness and mitigation seminars or training at the central, regional, division, district, down to school levels.

2. The organizational structure of CDFCG and the functions of the different action units are indicated in Inclosures Nos. 1 and 2, respectively. To ensure effective coordination and implementation, a flow chart is inclosed as Inclosure No. 3.

3. A list of new designated calamity and disaster control officers and their staff should be submitted to the Office of Director Maximo C. Aljibe, Administrative Service, not later than November 13, 1998.

4. For the information and compliance of all concerned.


ANDREW GONZALEZ, FSU
Secretary

Incls:

As stated.

References:

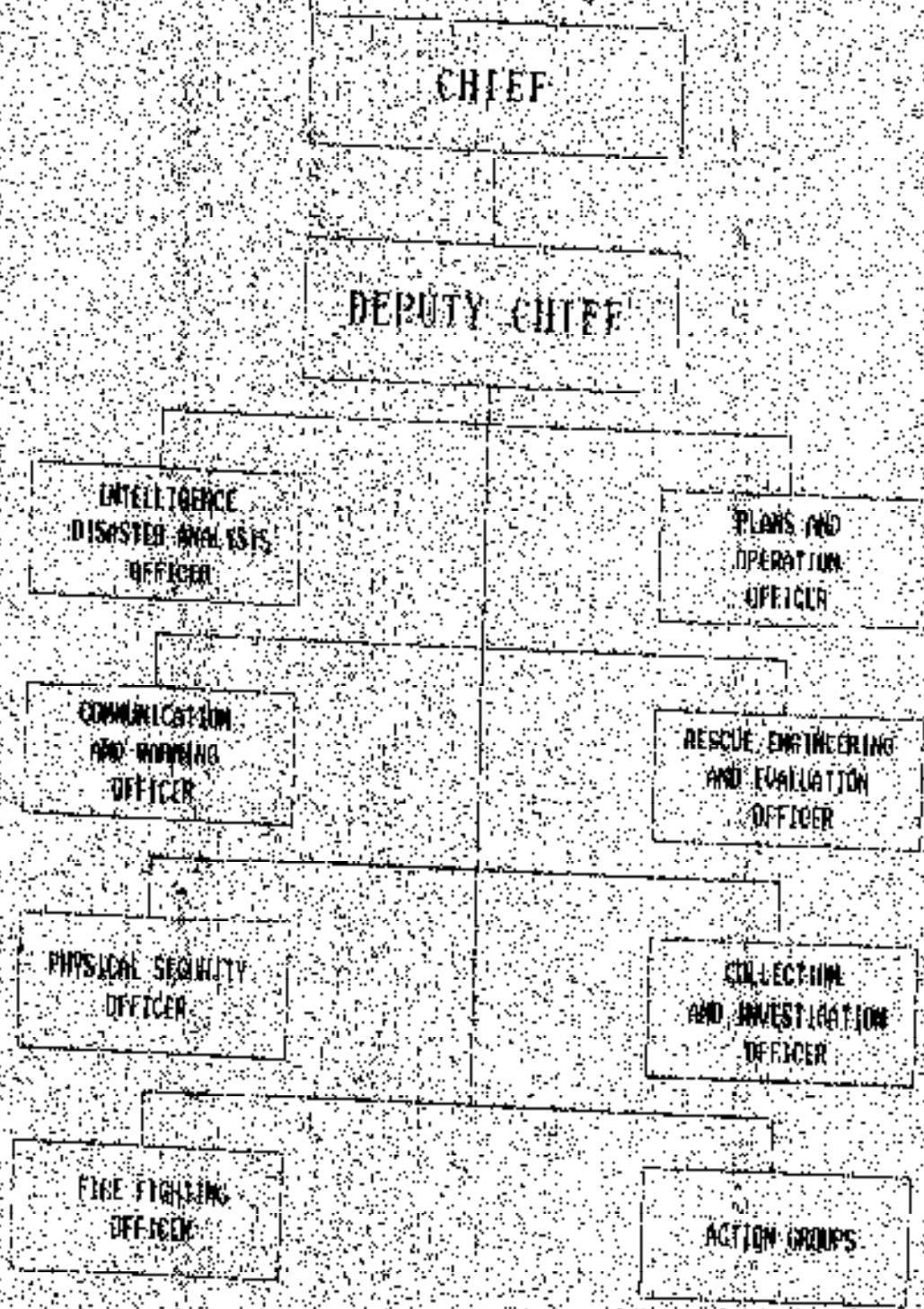
DBCS Orders: (Nos. 61, s. 1990, 56, s. 1995 and 14, s. 1997)

Allotment: 1--(D.O. 30-97)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
CALAMITY
CHANGE
SAFETY EDUCATION

CALAMITY, DISASTER AND FIRE CONTROL GROUP ORGANIZATIONAL CHART



(Enclosure No. 2 to DDC's Order No. 47 s. 1998)

FUNCTIONS OF THE DIFFERENT ACTION UNITS

1. Chief, Calamity and Disaster Control Group

MAXIMO C. ALIBIB, Director for Administrative Service

- a. Advises the Secretary or the heads of the office/institution on the current status of the crisis as well as on the programs and operations undertaken by the group to meet any problems arising from the crisis.
- b. Establishes policy guidelines covering the emergency operations of the different action units.
- c. Sets priorities in the allocation of services as well as resources.
- d. Advises the leaders of the different action units of the group in accordance with the information given by the Intelligence and Analysis Office.
- e. Monitors to the Secretary or to the head of the office/institution the suspension of offices and/or classes on the basis of the information gathered.
- f. Coordinates the activities and functions of the various action units of the Calamity and Disaster Control Group.
- g. Convenes and presides over the meeting of the action units.

2. Intelligence and Disaster Analysis Officer

Mr. Benjamin S. Santos, Security Officer-I

Organization involved: Security Service Unit and Blue Guard

- a. Evaluates crisis situations and determines courses of actions to be followed and formulates guidelines in assessing the situation.
- b. Assesses information and advises the Chief of the Calamity and Disaster Control Group on possible measures to be undertaken in order to lessen the effect of the crisis.
- c. Submits recommendation for allocation of needed resources.
- d. Coordinates the plans and actions of the Group with the proper authorities whenever a crisis occurs.

3. Plans and Operations Officer:

Mr. Domingo M. Mera; Administrative Officer III

- Organization involved: Administrative Services and Employees Union
- Determines courses of action to be taken based on the recommendations of the Intelligence and Disaster Analysis Officer.
 - Determines the type of action units to be utilized whenever there is a crisis.
 - Maintains and/or supervises programs of operations and determines the necessity of utilizing additional action units.
 - Coordinates with the Intelligence and Analysis Officer the operations being undertaken and those to be implemented.

4. Communicator and Warning Officer:

Dr. Ma. Lourdes Macatangay; Director III, Technical Services

Organization involved: Technical Services/Radio or Audio Visual Department

- Operates and maintains continuing and reliable communications and adequate warning system throughout the period of the crisis.
- Alerts, locates and personates wherever there is a crisis.
- Develops an effective warning system to the office/school.

5. Rescue, Evacuation and Evaluation Officer:

Mr. Alberto M. Bantugan; Eng. Luz Parishmag, Jr.

Mr. Mirado C. Bantugan; Cashier V

Organization involved: Physical Facilities Division
Division/General Services Division &
Cash Division

- Removes victims and casualties from areas likely to be affected or are being affected by the crisis.
- Undertakes emergency repair of damaged structures, utilities and facilities.
- Evaluates students, personnel and properties systematically in case a crisis arises.

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6. Health Officer
Dr. M. Adriano Cruzales-Munungaya - Chief, Medical Unit

Organization involved: Medical and Dental Unit

- a. Protect the lives of students and office personnel through health and medical care.
- b. Preserves life through proper medical aid and provision of medical medicines.
- c. Minimizes casualties through proper information and mobilization of medical resources.
- d. Provides first aid services to casualties of calamities and disasters.
- e. Ensures that the conditions of resources in rehabilitation centers are sanitary and in order.

7. Supply, Relief and Transportation Officer
Mr. Juan Mentloza - QC, Property Division
Alexander Pagatpala

Organization involved: Property Division

- a. Sets up facilities of procedures to facilitate the provision of relief assistance to disaster victims.
- b. Provides relief supplies to affected individuals.
- c. Supervises the operation of different relief agencies.
- d. Undertakes immediate survey of disaster areas and make a list of victims and damaged properties.
- e. Provides for the movement of rescue teams and equipment, rescued persons, medical teams, casualties, utility crew and other action units.

8. Personnel and Documentation Officer
Mrs. Victoria de Leon-Lopez-Sayo

Organization involved: Records Division

- a. Provides physical security measures to personnel and documents.
- b. Assists the Salvage Unit in safeguarding classified documents.

9. Physical Security Unit
Mr. Antonio Litao, Unitation Officer

Organization Involvement: Security Unit

- a. Maintains a guarding system for personnel, materials and installations.
- b. Provides for personnel and vehicle movement control.

10. Collection and Investigation Officer
Mr. Rogelio Esmael Bonestar Diaz

Organization Involvement: Security Unit

- a. Collects and reports security information to the Intelligence and Analysis Officer.
- b. Conducts regular surveillance of affected areas during the duration of the crisis.
- c. Coordinates with other intelligence community matters related to the enhancement of the security of personnel and students.

11. Fire Fighting Officer
Mr. Edgardo Macasacay, Mr. Salvador Gimbalan

Organizational Involvement: General Services Division and Security Unit

- a. Set up the fire alarm. It shall be the first group in the organization to arrive and take the necessary action of fire.
- b. Upon discovery of the fire inside the building or any part thereof, every member of the group shall immediately take the nearest fire extinguisher by the building and use it to put out the fire. If a fire extinguisher is not available, the members shall use any practical means of putting out the fire, such as soaking jute sacks with water and spreading them over the fire, or use other buckets.
- c. If the fire can no longer be controlled by fire extinguisher and other practical means, the members shall endeavor to prevent the spread of fire by closing all windows, doors, and ventilators, and switching off all electrical breakers or switches in the building until the arrival of firemen and fire fighting apparatus from the local Fire Department. The group shall immediately relinquish its job to the regular firemen.

Duties of the Different Disaster Control Groups in Case of Fire:

The Fire Fighting Group

1. At the outbreak of fire, and upon instruction from the Fire Safety Officials, the members of the evacuation groups shall immediately establish an evacuation area and take charge of evacuation the following in the order of priority:
 - a) Occupants of the building, especially the injured;
 - b) Valuable documents and records of the office;
 - c) Personal belongings of employees;
 - d) Office equipments and other movable facilities.
2. In the process of evacuating the occupants of the building, members of the evacuating group shall maintain order and take control of their assigned FIRE EXIT to avoid crowding and confusion of other occupants. Fast and orderly movement toward the fire exit must be achieved.

The First Aid Group

1. Establish a first aid station well far from the fire scene;
2. Attend to injured persons brought to the first aid station by the evacuation group;
3. Assist in the transporting of injured personnel to the nearest hospital, using any available means of transportation;
4. Maintain a record of all persons treated at the first aid station during the fire.

The Security Group

1. Open all exits;
2. Sub group 1 shall be assigned to the fire scene to prevent looting and apprehend looters;
3. Sub group 2 shall be assigned to the evacuation area to secure the properties evacuated there;
4. Properties brought to the evacuation area shall be stored separately to avoid delay in releasing them to their respective owners after the fire. For this purpose, the members of the evacuation and security groups shall coordinate with each other to avoid confusion afterwards.

The Communication Group

1. Immediately call the nearest Fire Station and other Fire Departments
2. Inform top officials of the Department about the fire.
3. Alert other employees in case evacuation is necessary.
4. Advise all vehicles to go to the fire and police stations while the other members of the group are calling up the fire/police stations.

WHAT SHOULD BE DONE AFTER A FIRE

The Fire Fighting group

1. Repair/replace all damaged fire fighting equipments.
2. Return and make an inventory of all the fire fighting equipments.
3. Recharge all fire extinguishers.
4. Assess the extent of the damage caused by the fire.
Prepare a report of the damage.

The Evacuation Group

1. See to it that all essential equipments and documents are returned to their respective stations.
2. Request all workgroups to make an inventory of the retained documents/equipments.
3. Consolidate all the inventories prepared by the workgroups and prepare a report of the losses/damage equipment/documents to be submitted to the Fire Safety Officer, who shall in turn submit it to the Committee Chairman.

The First Aid Group

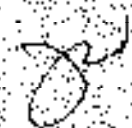
1. Report all casualties. The list should be submitted to the fire safety officials who shall in turn submit it to committee chairman for proper accounting of personnel.
Inform families of the casualties.
2. Return and make an inventory and replenish contents of the kits.

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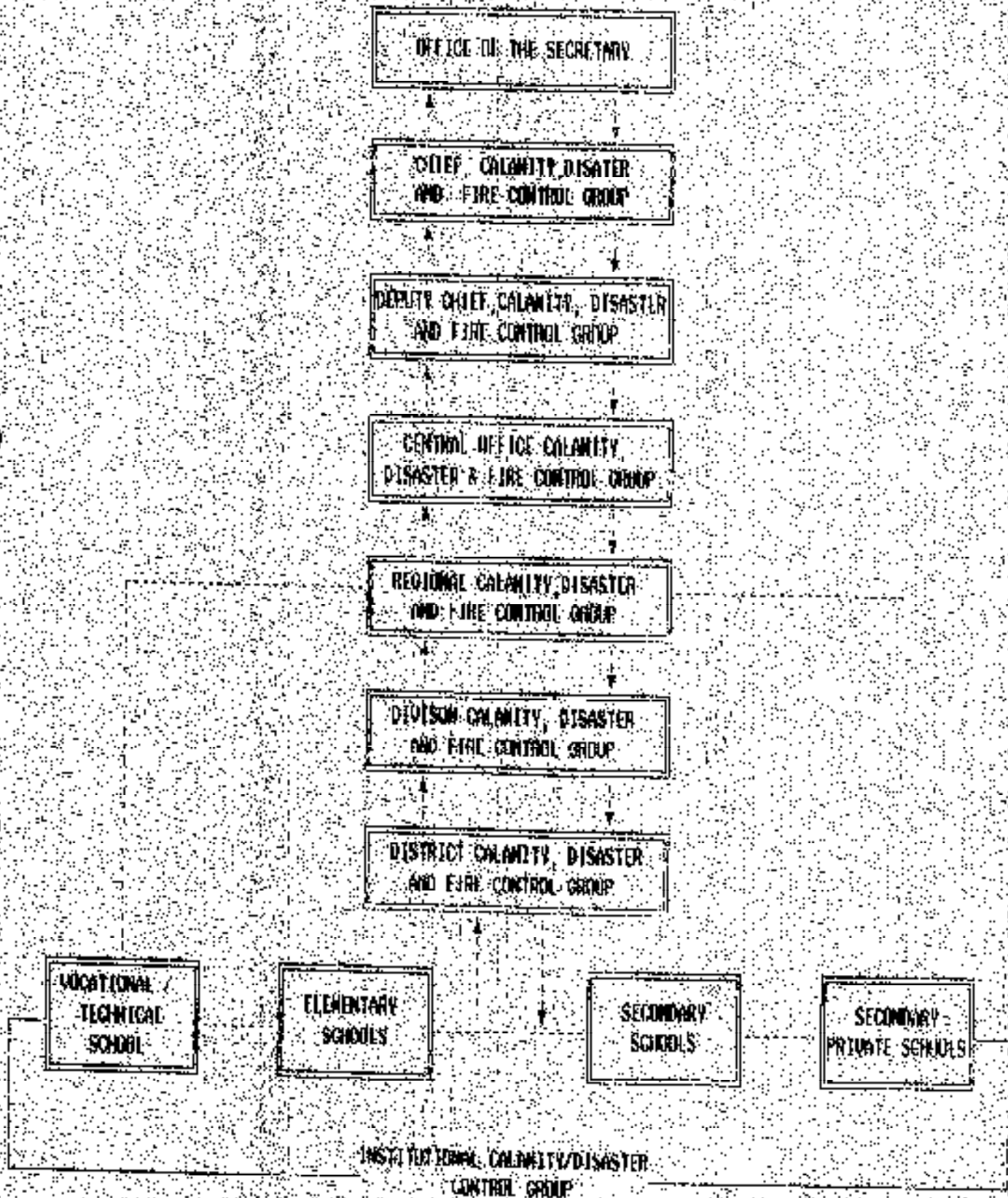
The Security Group

1. Stand by in the evacuation area until all evacuated materials/equipments are returned to their respective sections.
2. Organize cleanup of debris.

The Communications Group shall prepare thank you letters to all who helped.



FLOW OF COORDINATION AND IMPLEMENTATION



Legend :

————— FOR IMPLEMENTATION

- - - - - FOR COORDINATION