

## Republic of the Philippines Department of Education



JUN 0 1 2005

DepED ORDER .No. 25 2005

### REVIVING THE DEPED CALAMITY, DISASTER AND FIRE CONTROL (CDFC) GROUP

To: Undersecretaries

Assistant Secretaries Bureau Directors

Directors of Services/Centers and Head of Units

**Regional Directors** 

Schools Division/City Superintendents

Heads, Public and Private Elementary and Secondary Schools

- 1. Recent calamities brought by series of typhoons and floods in some parts of the country and by man-made disasters brought by acts of terrorism, bombings, fires, etc. in major cities of the country expediently show the need to revive and mobilize the DepED Calamity, Disaster and Fire Control (CDFC) Group organized through DECS Order No. 61, s. 1990 and was revived/reconstituted and amended in DECS Order No. 56, s. 1995, DECS Order No. 14, s. 1997 and DECS Order No. 92, s. 1998.
- 2. The group shall be composed of existing personnel and resources under the functional direction of the Office of the Secretary thru the Director of the Administrative Service, who is hereby assigned as the Chief, CDFC Group and the Chief Administrative Officer, General Services Division as the Deputy. A similar CDFC Group shall be organized in each bureau/service/center in the Central Office and offices in the region/division and school with the head of the office as the Deputy.
- 3. The organizational structure of the CDFC Group and the functions of the different action units are indicated in Enclosures Nos. 1 and 2 respectively. A list of the newly designated CDFC Officers and their staff should be submitted to the Office of Director Maximo C. Aljibe, Chief, CDFC Group, DepED Central Office, Meralco Avenue, Pasig City at tel no. (02) 635-0552 and telefax no. (02) 633-7223. The designations of the officers shall be valid until revoked.
- 4. To ensure adequate preparation in coping with various forms of disaster, calamity, bombing and incidence of fire, all disaster control groups/units should submit their respective year round CDFC Preparedness Action Plan. (Enclosure No. 3 is the Action Plan for the Central Office).

- 5. Budget for the Action Plan activities shall be sourced against the local funds subject to its availability and the usual accounting and auditing rules and regulations.
- 6. Immediate dissemination of and compliance with this Order is directed.

FLORENCIO B. ABAD Secretary

Encls.:

As stated

Reference:

DECS Order Nos.: 92, s. 1998; 14, s. 1997; 56 s. 1995; and 61, s. 1990

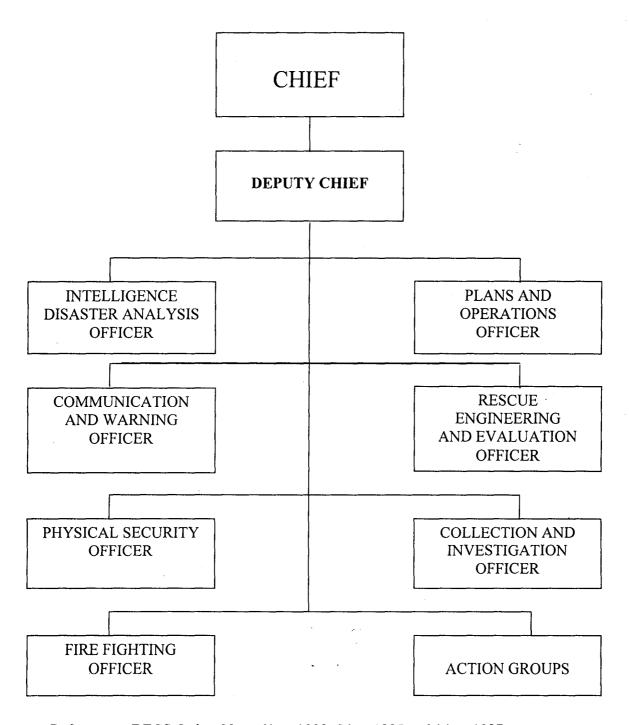
Allotment: 1--(D.O. 50-97)

To be indicated in the <u>Perpetual Index</u> under the following subjects:

CALAMITY COMMITTEES SCHOOLS

Reformatted by: Maricar/DO-CDFC

05-23-05



References: DECS Orders Nos. 61, s. 1990, 56, s. 1995 and 14, s. 1997

### Inclosure No. 2 to DepED Order No. 25, s. 2005

# FUNCTIONS OF THE OFFICERS/MEMBERS OF THE DepED CALAMITY, DISASTER AND FIRE CONTROL (CDFC) GROUP

- 1. Chief, Calamity, Disaster and Fire Control Group MAXIMO C. ALJIBE, Director for Administrative Service
  - a. Advices the Secretary or the Heads of the Office/institution on the current status of the crisis as well as on the programs and operation(s) undertaken by the group to meet any problem arising from the crisis.
  - b. Establishes policy guidelines and sets priorities in the allocation of services as well as resources.
  - c. Advises the leaders of the different action units of the group in accordance with the information given by the Intelligence and Analysis Officer.
  - d. 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.
  - e. Coordinates the activities and functions of the various action units of the Calamity, Disaster and Fire Control Group.
  - f. Convenes and presides over the meeting of the action units.
- 2. Deputy, Calamity, Disaster and Fire Control Group Dr. Antonio Zaragoza, Chief, Administrative Officer General Services Division (GSD)
  - a. Assist the Chief, Calamity, Disaster and Fire Control Group in all his functions and performs related tasks assigned to him.
  - b. The Deputy performs the functions of the Chief in case of absence/leave or incapacity of the latter.
- 3. Intelligence and Disaster Analysis Officer
  DepEd Organic 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 Calamity, in Disaster and Fire 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.

### 4. Plans and Operations Officer

**Assistant Administrative Officer** 

Organization Involved: Administrative Service and Employee Union

- a. Determines courses of action to be taken based on the recommendations of the Intelligence and Disasters Analysis.
- b. Determines the type of action units to be utilized whenever there is a crisis.
- c. Maintains and/or supervises programs of operations and determines the necessity of utilizing additional action units.
- d. Coordinates with the Intelligence and Analysis Officer the operations being undertaken and those to be implemented.

### 5. Communication and Warning Officer

**Director, Technical Service** 

Organizational Involved: Technical Service/Radio or Audio Visual Division

- a. Immediately calls the nearest Fire Station / Fire Department / Police at the outbreak of fire and reports the exact location of fire. Avails of any vehicle to go to the fire and police stations while the other members of the group are calling the fire police stations.
- b. Operates and maintains continuing and reliable communications and adequate warning system throughout the period of the crisis.
- c. Informs top officials of the Department about the bomb-threat, fire occurrence or calamity.
- d. Develops an effective warning system in the office/school.

### 6. Rescue Engineering and Evacuation Officer

Chief, Physical Facilities and Schools Engineering Division (PFSED) Organization Involved: PFSED, GSD, & Cash Division

- a. Systematically evacuates personnel, students and properties in case of crisis arises.
- b. At the outbreak of fire and/or upon the receipt of information from the Communication and Warning Officer, the Evacuation Officer shall immediately establish an evacuation area and take charge of evacuation in the following order of priority:
  - 1) Occupants of the building, especially the injured;
  - 2) Valuable documents and records of the office;
  - 3) Personal belongings of personnel

- 4) Office equipments and other movable facilities.
- c. Removes victims and casualties from areas likely to be affected or are being affected by the crisis.
- d. Undertakes emergency repair of damaged structures, utilities and facilities.

### 7. Physical Security Officer

Operations Officer, Security Unit Organization Involved: Security Unit

- a. Calls the local police of any bomb-threat received by phone or any other means of communication. Reports the matter to the Chief, CDFC Group.
- b. Assists the police in conducting bomb search operations.
- c. Secures the area and the entire DepEd premises.
- d. Provides for personnel and vehicle movement control. Open all exits.
- e. In case of fire assigns a sub-group to the fire scene to prevent lootling and apprehend looters.
- f. Assigns a sub-group to the evacuation area to secure the properties evacuated there. Systematically stores properties brought to the evacuation area and safeguard their release to their respective owners after the fire. Sees to it that all the evacuated equipment and documents are returned to their respective sections.
- g. Maintains a guarding system for personnel, materials and installations.
- h. Makes an inventory of the returned documents/ equipment and submits a report of the losses/ damaged equipment/ documents to the Deputy, who shall in turn submit it to the Office of the Secretary.

### 8. Documentation and Investigation Officer

Chief, Records Division

Organization Involved: Records Division

- a. Conducts ocular surveillance of affected areas during the duration of the crisis.
- b. Provides physical security measures to personnel and documents.
- c. Assists Salvage Unit in safeguarding classified documents.
- d. Conducts investigation on the cause of fire/accident, etc.
- e. Documents the extent of damage to life and properties.
- f. Keeps records of the names of the victims/casualties.

### 9. Fire Fighting Officer

Mechanic Shop General Foreman, GSD

Organization Involved: General Service Division and Security Unit

- a. Sets on the fire alarm.
- b. Assesses the nature of fire and controls the spread of fire by using the appropriate fire extinguishers available or by any practical means of putting out of fire, such as jute sacks with water and spreading them over the fire.

- c. Prevents the spread of fire by shutting all ventilators and switching of all electrical breakers in the building until the arrival of fire man.
- d. Alerts office personnel in case evacuation is necessary
- e. While waiting for the arrival of fire-trucks, assesses the nature of fire and controls the spread of fire by using the appropriate fire extinguishers available.
- f. In the process of evacuating the occupants of the building, the fire fighters shall maintain order and take control of their assigned FIRE EXIT to avoid crowding and confusion of other occupants. Fast and orderly movement towards the fire exit must be achieved
- g. Assist the firemen in clearing the safe routes/roads for fire-trucks and fire-hoses.
- h. After the fire, the fire fighting group should perform the following work:
  - 1.) Repair/ replace all damaged fire fighting equipment;
  - 2.) Return and make an inventory of all fire fighting equipment;
  - 3.) Refill all fire extinguishers;
  - 4.) Assess the extent of the damage caused by fire;
  - 5.) Prepare a report of the damage.

### 10. First Aid and Medical Assistance Officer Chief, Medical Clinic

Organization Involved: Medical and Dental Unit

- a. Protects the lives of office personnel, teachers and students through health and medical care.
- b. Establishes a first aid station/ rehabilitation center not far from the fire scene or disaster area. Provides first aid services to casualties of calamities/ disasters.
- c. Preserves life through proper medical aid and provision of medical facilities.
- d. Minimizes casualties through proper information and mobilization of medical resources.
- e. Maintain a record of all persons treated at the first aid station.
- f. Report all casualties and informs families of the casualties.
- g. Ensures that the condition of resources in first aid station/ rehabilitation center are sanitary and in order.
- h. Assist in transporting the injured personnel to the nearest hospital, using any available means of transportation.
- i. After the rescue operation, returns and makes an inventory/ replenishes the contents of the medical kits.

### 11. Supply, Relief and Transportation Officer

**Chief, Property Division** 

Organization Involved: Property Division and Motorpool

- a. Sets up guidelines or procedures to facilitate the provision of relief assistance to disaster victims.
- b. Provides immediate relief goods/ supplies to effected individuals/ calamity/ fire victims and relief workers
- c. Provides for the movement of rescue teams and equipment, rescue workers, medical teams, casualties, utility crew and other action units.
- d. Supervises the operation of different relief agencies. Coordinates the procurement/ release of supplies and equipment needed in the rescue operations.
- e. Makes available at least one motor vehicle for emergency purposes.
- f. Reports on the total amount of expenses incurred during rescue operations.

### 12. Volunteer Groups

All members of the volunteer groups must be properly identified for safety and security reasons.

(Inclosure No. 3)
DepEd Order No. 25 s. 2005

# CALAMITY/DISASTER AND FIRE CONTROL PREPAREDNESS ACTION PLAN University of Life Complex, Meralco Avenue Pasig City

# Name of Office:

| (Designation) |                  | Prepared by:  |  |  |  |  |  |  | , |  |  |  |        | PROGRAM/PROJECT |  |
|---------------|------------------|---------------|--|--|--|--|--|--|---|--|--|--|--------|-----------------|--|
|               | (Head of Office) | Submitted by: |  |  |  |  |  |  |   |  |  |  |        | TARGET          |  |
|               |                  |               |  |  |  |  |  |  |   |  |  |  |        | ACTIVITIES      |  |
|               |                  |               |  |  |  |  |  |  |   |  |  |  |        | TIME FRAME      |  |
|               |                  |               |  |  |  |  |  |  |   |  |  |  | -1     | AGENCIES AND    |  |
|               |                  |               |  |  |  |  |  |  |   |  |  |  | AMOUNT | FUN             |  |
|               |                  |               |  |  |  |  |  |  |   |  |  |  | SOURCE | FUNDING         |  |