



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Meralco 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. 1995; 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, FSC  
Secretary 

Incls.:

As stated

References:

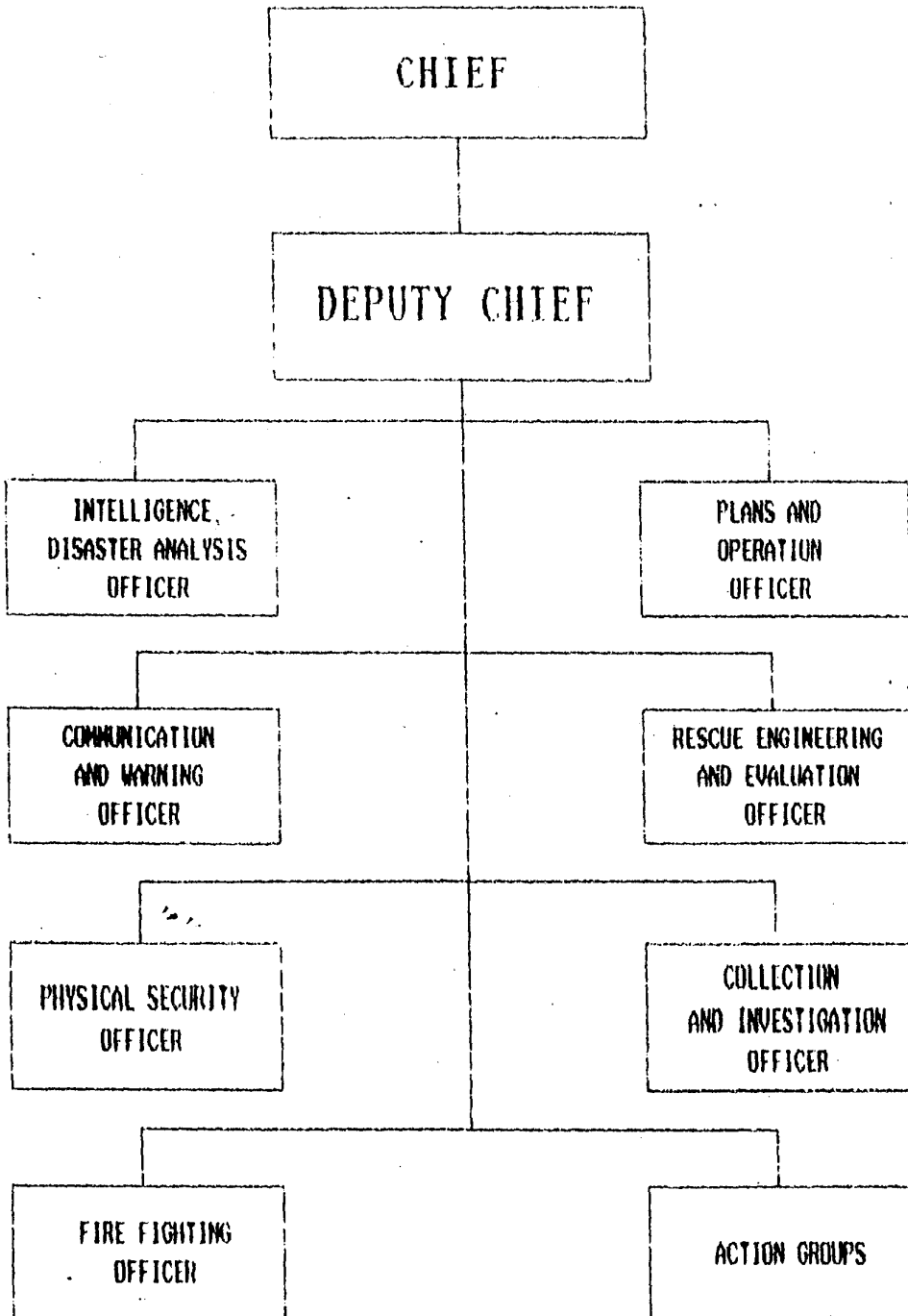
DECS Orders: (Nos. 61, s. 1990; 56, s. 1995 and 14, s. 1997)

Allotment: 1—(D.O. 50-97)

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



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(Inclosure No. 2 to DECS Order No. s. 1998

## **FUNCTIONS OF THE DIFFERENT ACTION UNITS**

1. Chief, Calamity and Disaster Control Group:

MAXIMO C. ALJIBE, 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 Officer.
- 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 Operation Officer:  
Mr. Damaso Mendoza, Administrative Officer III

- Organization involved: Administrative Service and Employees Union
- a. Determines courses of action to be taken based on the recommendations of the Intelligence and Disaster Analysis officer.
  - 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.

4. Communication and Warning Officer:  
Dr. Ma. Lourdes Macatangay, Director III, Technical Services

Organization involved: Technical Services/Radio or Audio Visual Department.

- a. Operates and maintains continuing and reliable communications and adequate warning system throughout the period of the crisis.
- b. Alerts students and personnels whenever there is a crisis.
- c. Develops an effective warning system in the office/school.

5. Rescue, Engineering and Evacuation Officer:  
Mr. Alberto M. Bantugan/Eng. Luis Purisima, Jr.  
Mr. Minrado C. Batonghinog - Cashier V

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

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

6. Health Officer:  
Dra. Ma. Adoracion Gonzales-Mananghaya - 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 facilities.
- 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 Mendoza - OIC, Property Division  
Alexander Pagatpatan

Organization Involved: Property Division

- a. Sets up guidelines or 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. Violeta de Leon/Ernesto 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 Liwag, Operation Officer

Organization Involved: 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 Estavillo/Nestor Diaz

Organization Involved: Security Unit

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

11. Fire Fighting Officer:  
Mr. Edgardo Meneses / Mr. Salvador Gumabon

Organizational Involved: General Services Division and  
Security Unit

- a. Set off the fire alarm. It shall be the first group in the organization to move 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 in the building and use it to putout 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 using water 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 shutting 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 towards the fire exit must be achieved.

### **The First Aid Group**

1. Establish a first aid station not 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. Avail of any vehicle 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. Refill all fire extinguishers;
4. Assess the extent of the damage caused by the fire;
5. Prepare a report of the damage.

#### **The Evacuation Group**

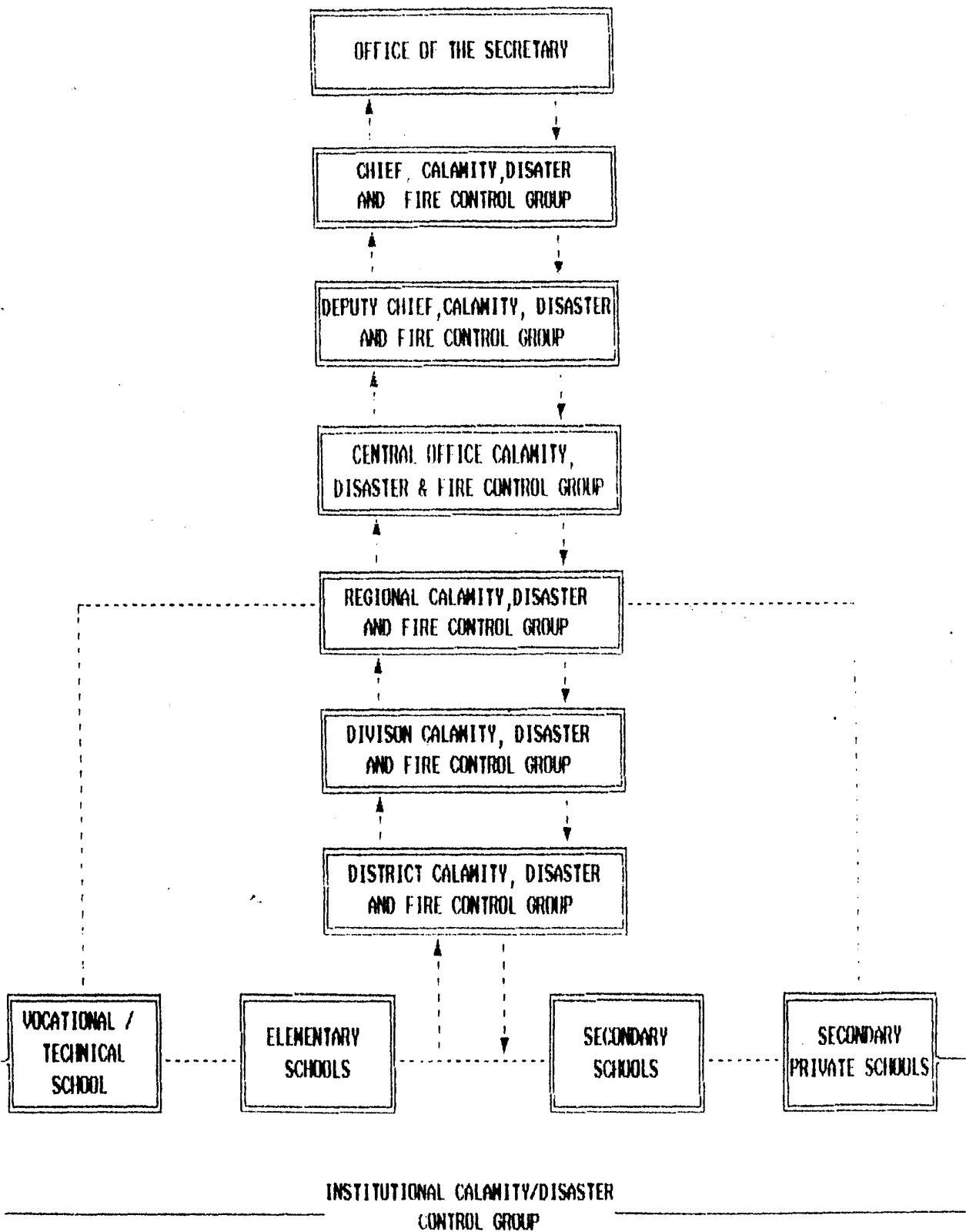
1. See to it that all evacuated equipments and documents are returned to their respective sections;
2. Request all workgroups to make an inventory of the returned documents/equipments.
3. Consolidate all the inventories prepared by the workgroups and prepare a report of the losses/damage equipment/documents to be submitted to the Fire Safety Official, 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;
2. Inform families of the casualties;
3. Return, make an inventory and replenish contents of the kits.



# FLOW OF COORDINATION AND IMPLEMENTATION



Legend :  
——— FOR IMPLEMENTATION  
----- FOR COORDINATION