



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097.13 DPWH
4-7-88-P

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DEPARTMENT ORDER)

NO. **29** *72*
X-X-X-X-X-X-X-X *4/7*

SUBJECT: RE-STRUCTURING OF THE
DPWH FIRE BRIGADE AND
DEFINING ITS FUNCTIONS
AND RESPONSIBILITIES

In order to ensure the orderly and safe exit of all employees of the Department and the speedy withdrawal of important documents, records and office equipment in case of conflagration, there is an urgent need to re-structure the DPWH Fire Brigade to take charge of the aforementioned responsibilities.

For this purpose, and in order to serve as a support action team to the DPWH National Disaster Coordinating Body, a DPWH Fire Brigade is hereby re-structured, to be composed of the following:

ERNESTO M. BALDIVINO
Supervising Intelligence Officer - - Fire Marshal

JESUS B. ATIZADO, JR.
Security Officer III - - - - - Deputy Fire Marshal

JUAN L. TEODORO
Security Officer II - - - - - Deputy Fire Marshal

LINERTO C. DELA ROSA
Supervising Security Guard - - - - - Fire Brigade
Supervisor

To attain the objectives above mentioned, and to assist the Fire Brigade in the implementation of its assigned functions and responsibilities, a Fire Exit Brigade is hereby re-structured in every bureau, service or office of the Department, to be composed of the following:

1. Chief of Exit Team
2. Floor Chief
3. Exit Guards
4. Searchers
5. Fire Extinguisher Operators

For an orderly and smooth operation of the Fire Brigade and in order to eliminate overlapping of functions of the members thereof, the following delineation of duties and responsibilities are hereby prescribed:

22/5381

Fire Marshal:

Supervise and coordinate the creation, organization and establishment of Emergency Fire Exit Drill Brigade in all DPWH offices, including field offices; design, plan and implement an effective fire safety program for all DPWH offices/installations in coordination with the DPWH National Disaster Coordinating Body; and does other related works that would ensure harmonious relationship and well-coordinated course of action on all matters involving calamities and disaster control.

Deputy Fire Marshal:

Assist the Fire Marshal in the effective management and operation of the DPWH Fire Brigade; assume and perform the duties and responsibilities of the Fire Marshal during his absence; and perform such other allied functions that may, from time to time, be assigned by superior officers.

Fire Brigade Supervisor:

Supervise and control all activities of the DPWH Fire Brigade Sector as well as all fire fighting teams of the Integrated Physical Security Force, Civil Security Division, Department of Public Works and Highways, in all activities to be undertaken involving fire and disaster control and in the conduct of fire exit drills; and perform such other allied functions that may, from time to time, be assigned to him by superior officers.

The following duties and responsibilities are hereby assigned to the members of the Fire Exit Brigade:

Chief of Exit Team:

Coordinate and supervise all matters pertaining to the organization and conduct of exit drills and recommend disciplinary measures against any employee for failure to observe fire safety rules and regulations.

Floor Chief:

Lead all occupants in his assigned floor during exit drills and actual fire or emergency, and see to it that all passageways and exits are free from all kinds of obstructions to facilitate free passage of employees during fire exit drills and actual fire or emergencies.

Exit Guards:

Conduct employees on their march from their respective rooms towards the emergency fire exit in an

orderly manner without crowding and at uniform speed to prevent the incidence of accidents.

Searchers:

At the sound of the fire alarm, they shall search for any person that may be left behind and conduct them to safe ground.

Fire Extinguisher Operators:

Must know where available fire extinguishers are located in their respective areas and must know how to operate said fire extinguishers in case of fire.

To further ensure the effective implementation and accomplishment of the aforementioned objectives, the Fire Marshal is mandated to organize and establish from among the organic personnel of the Integrated Physical Security Force, Physical Security Branch, Civil Security Division, this Department, and from the Physical Security Forces of the different Engineering District Offices of the various regions of this Department, such teams as: a) Firefighting Team, b) Fire Evacuation Team, c) Fire Traffic Control and Security Team, and d) Fire Search and Rescue Team. The aforementioned Teams of the Physical Security Force shall be charged with such responsibilities relating to fire prevention, fire safety, protection and control on a 24-hour basis.

The aforementioned Teams and Fire Disaster Brigade Sector shall coordinate with all other personnel complement of the whole organization of the Fire Brigade of this Department in a well-coordinated course of action on all matters involving the implementation of the DPWH Calamities and Disaster Preparedness and Control Plan.

This Department Order modifies or revokes all previous issuances inconsistent herewith and takes effect immediately.


J. NERY FERRER
Secretary