



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

097.13 DPWH
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DEPARTMENT ORDER)

NO. **44** *2/22*
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SUBJECT: RE-STRUCTURING FURTHER OF THE
DPWH FIRE BRIGADE WITH SOME
REVISIONS/ADDITIONS TO ITS
FUNCTIONS AND RESPONSIBILITIES

In the interest of the service and 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, the DPWH Fire Brigade as re-structured under Department Order No. 29 date 15 March 1988 is hereby further re-structured to be composed of the following personnel complement:

JUAN L. TEODORO

Security Officer III - - - - - DPWH Fire Marshall

JESUS B. ATIZADO, JR.

Security Officer III - - - - - DPWH Deputy Fire Marshall

RICARDO DELA VEGA

Security Officer III - - - - - DPWH Deputy Fire Marshall

ALL SECTOR COMMANDERS - - - - - DPWH Fire Brigade Supervisor

Corollary therewith, all the other provisions of the above-cited Department Order are hereunder reiterated with some revisions/additions for the information and guidance of all concerned.

To attain the objectives above mentioned, and to assist the DPWH Fire Brigade in the implementation of its assigned functions and responsibilities, a Fire Exit Brigade in every Bureau, Service or Office of the Department must continually be restructured, 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:

Fire Marshall:

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

Deputy Fire Marshall:

Assist the Fire Marshall in the effective management and operation of the DPWH Fire Brigade; assume and perform the duties and responsibilities of the Fire Marshall 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 in their respective Sector, as well as in all activities to be undertaken involving fire and disaster control and in the conduct of fire exit drills; and perform such other functions that may, from time to time, be assigned 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/occupants 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 DPWH Fire Marshall is mandated to organize and establish from among the organic personnel of the Integrated Physical Security Force, Security Operations Section, Civil Security Division, Administrative and Manpower Management Service, this Department, and from the Physical Security Forces of the different Regional Offices, District/City Engineering Offices, and all other concerned offices/field 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
- d. Fire Search and Rescue Team

The aforementioned Teams of the Physical Security Forces of this Department shall be charged with such duties and responsibilities relating to fire prevention, fire safety and protection, and fire suppression and control on a 24-hour basis vigilance on said activities.

The aforementioned Teams and Fire Disaster Brigade of the different Sectors of the Integrated Physical Security Force, Security Operations Section, Civil Security Division, Administrative and Manpower Management Service, this Department, and all other Physical Security Forces in all levels of offices of the Department 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.



"ROMULO M. DEL ROSARIO
Undersecretary
OIC, Office of ~~the~~ Secretary"