



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

12 MAY 1999

DEPARTMENT ORDER ) SUBJECT: RESTRUCTURING OF THE DPWH FIRE  
BRIGADE AND AMENDING CERTAIN  
PROVISIONS OF DEPARTMENT ORDER  
NO. 44, SERIES OF 1990.

NUMBER 100  
Series of 1999  
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In the interest of the service and in order to orient and guide DPWH personnel in the prevention and control of fire and to ensure the safe and orderly exit of all employees of the Department in case of conflagration and emergencies, including the speedy withdrawal of important documents, records and office equipment, the DPWH Fire Brigade restructured under Department Order No. 44, dated February 06 1990, is hereby further restructured and renamed as DPWH Fire Prevention and Control Coordinating Body (FPCCB), to be composed of the following:

- DPWH Fire Marshal  
DPWH Deputy Fire Marshals
- Area A- Luzon, except NCR and Region IV-A
  - Area B- DPWH Central Office, NCR and Region IV-A
  - Area C- Visayas and Mindanao

The designations of the DPWH Fire Marshal and Deputy Fire Marshals shall be approved by the Assistant Secretary who has jurisdiction over administrative matters.


To assist the DPWH-FPCCB in the implementation of its assigned functions and responsibilities, a Fire Brigade in every DPWH office station/installation (i.e., Head Office, Regional Office, Project Management Office, District Office and Regional Equipment Service) is hereby created, to be composed of the following:

- Fire Brigade Supervisor
- Leaders of the following Teams:
  - Fire Exit Team
  - Fire Fighting Team
  - Fire Evacuation Team
  - Fire Traffic and Security Team
  - Fire Search and Rescue Team

The organizational chart (Annex "A") and the statement of duties and responsibilities of all members of the DPWH-FPCCB and Fire Brigades (Annex "B") are hereby attached for the information and guidance of all concerned. Corollary therewith, other provisions of said Department Order No. 44, s. 1990, which are not inconsistent herewith are hereby reiterated. The members of the different Fire Brigades shall be continually reconstituted as the need arises subject to the approval of the Regional Director concerned (for Field Offices) or the Director of the Administrative and Manpower Management Service (for the Central Office).

The Fire Brigade Supervisors shall coordinate with all other concerned personnel of their respective DPWH Disaster Coordinating Body for synchronized courses of action on all matters involving the implementation of the DPWH Calamities and Disaster Preparedness and Control Plan, as per provisions of Department Order No. 36, series of 1988.

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

  
GREGORIO R. VIGILANT  
Secretary

## **DUTIES AND RESPONSIBILITIES**

**(Annex "B" of D.O. No. 100, s. 1999)**

### **FIRE MARSHAL**

- a. Design, plan and implement an effective fire safety program for all DPWH offices /installations, including organization of fire control teams in coordination with the Deputy Fire Marshals and in consultation with the Fire Brigade Supervisors, subject to approval of higher authorities;
- b. Develop and recommend policies, codes, orders, safety standards, procedures, guidelines, rules and regulations that will become part of the operational policies of the DPWH Fire Brigade, making certain that all existing national and local laws and ordinances which have bearing on fire safety are complied with ;
- c. Facilitate the organization of Fire Brigades in all DPWH offices;
- d. Supervise the conduct of special surveys on all safety measures and activities adopted by all offices under the Department and evaluate all information about its safety performance, including appraisal of mechanical hazards, materials handling procedures, work methods, hazardous materials, waste removal and disposal, possible fire hazards along designated fire exits and recommend measures to eliminate the hazards in order to prevent accidents in case of fire or emergencies and other safety related activities;
- e. Monitor all fire safety activities and undertake a continuing evaluation;
- f. Develop standards for conducting periodic and systematic evaluation of the effectiveness of the fire control system;
- g. Conduct on-the-spot investigation of fire accidents of serious nature and evaluate fire incident reports submitted by different DPWH offices;
- h. Coordinate with the Human Resource Planning Division regarding the determination of programs on fire prevention and control and act as a resource person in the training of organic personnel of the Fire Brigade; and
- i. Maintain and establish rapport with other agencies, offices and instrumentalities of the government as well as the private sector to ensure harmonious relationship and well-coordinated course of action on all matters involving fire prevention and control.

### **DEPUTY FIRE MARSHAL**

**Within his area of jurisdiction, shall perform the following duties and responsibilities:**

- a. Assist the Fire Marshal in the organization and effective management and operation of the DPWH Fire Brigades;
- b. Assume and perform the duties and responsibilities of the Fire Marshal during his absence;
- c. Coordinate the conduct of fire exit drills;
- d. Perform such other allied functions that may, from time to time, be assigned by superior officers.

### **FIRE BRIGADE SUPERVISOR**

- a. Supervise Fire Exit Team, Fire fighting Team, Evacuation Team, Traffic and Security Team, and Search and Rescue Team in all activities to be undertaken involving fire and disaster control and assist the Deputy Fire Marshal in the periodic conduct of fire exit drills;
- b. Evaluate and recommend revision or improvements of fire safety plans and programs to conform with the accepted safety standards and requirements, including the fire fighting capability of equipment;
- c. Assure the availability and effectiveness of fire fighting equipment/supplies, e.g. fire alarm, water hose, and fire extinguishers; and
- d. Perform such other allied functions that may, from time to time, be assigned to him by superior officers.

### **FIRE EXIT TEAM**

- a. Coordinate the safety exit of all occupants from the area of fire;
- b. Coordinate all activities that may affect the safety conduct of exit drills and during actual occurrence of fire or emergency to prevent overcrowding in rooms, isles and passageways; and
- c. Perform such other allied functions that may, from time to time, be assigned to the team by the Fire Brigade Supervisor concerned and other superior officers.

### **FIRE FIGHTING TEAM**

- a. Determine the vulnerabilities of the building and premises and report the same to the Fire Brigade Supervisor;
- b. Assist in the formulation/implementation of fire prevention measures, policies, regulations and other related specifications;
- c. Prevent and control the fire;
- d. Perform such other duties as the Fire Marshal/Fire Brigade Supervisor may direct.

### **FIRE EVACUATION TEAM**

- a. Adopt and execute evacuation plan;
- b. Guide all concerned to their respective assigned evacuation routes and emergency exits;
- c. Monitor implementation of assets evacuation/salvage priority marking procedures;
- d. Perform other duties as the Fire Marshal/Fire Brigade Supervisor may direct.

### **FIRE TRAFFIC AND SECURITY TEAM**

- a. Develop/implement access and movement control systems;
- b. Develop/recommend/implement vehicular traffic plan with the active coordination with Police and Fire Departments;
- c. Supervise and secure the evacuation/salvage area;
- d. Perform other duties as the Fire Marshal/Fire Brigade Supervisor may direct.

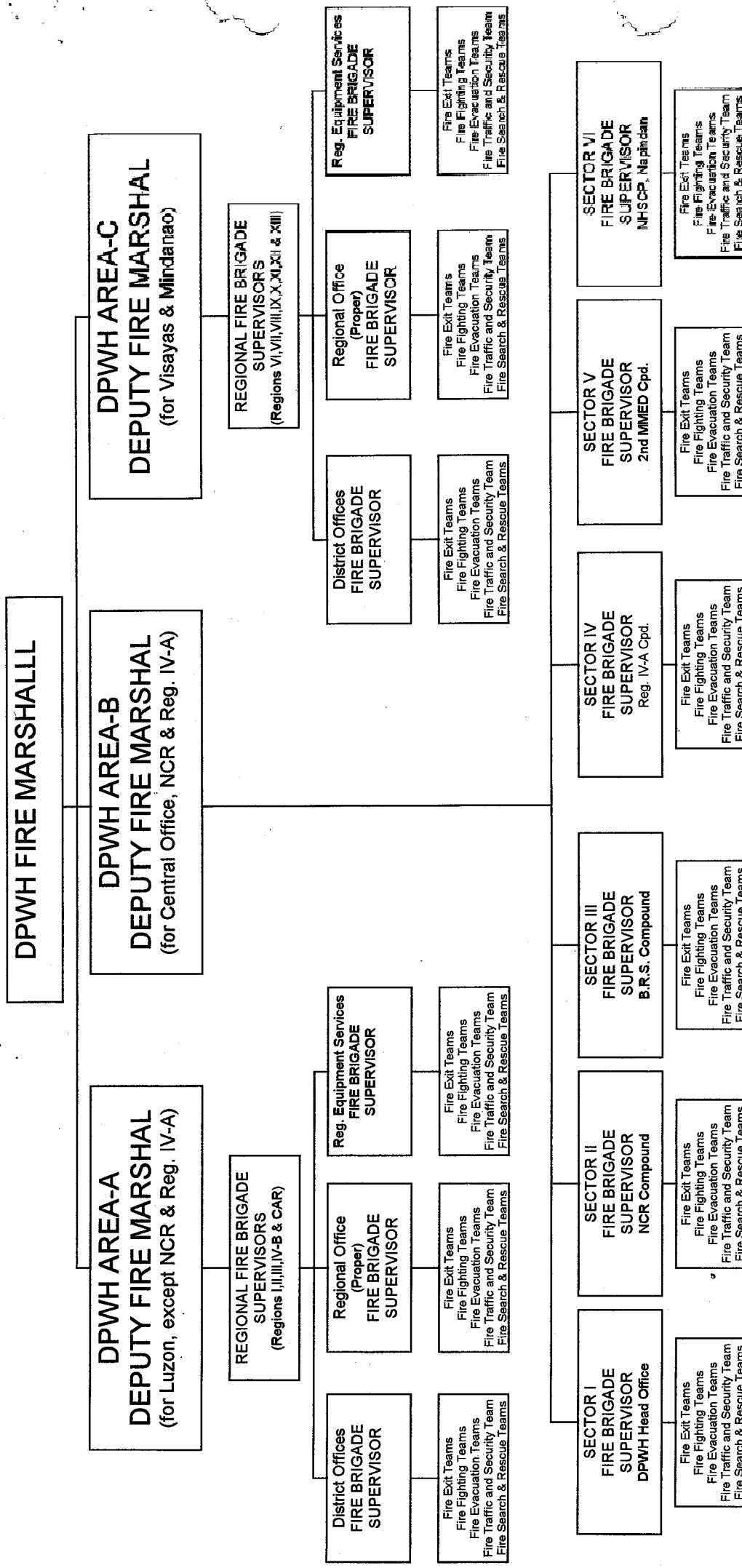
### **FIRE SEARCH AND RESCUE TEAM**

- a. Recommend/implement search and rescue plan;
- b. Determine/facilitate procurement of emergency rescue equipments;
- c. Coordinate the transport of fire victims to the medical stations;
- d. Program and execute training for search and rescue team;
- e. Perform other duties as the Fire Marshal/Fire Brigade Supervisor may direct.

# DPWH FIRE PREVENTION AND CONTROL COORDINATING BODY

## ORGANIZATIONAL CHART

(Annex "A" of D.O. No.100, s. 1999)



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