

DENR Administrative Order
No. 97-13
April 17, 1997

**SUBJECT : Adoption of Safety and Security
Measures in All DENR Offices**

In view of the need to continuously safeguard our personnel, buildings, documents, equipments, installations and other government interests in the Department nationwide, the following measures are to be adopted in all Regional Offices, Bureaus, PENROs and CENROs and in the DENR Proper, effective immediately.

I. SECURITY PLAN/GUARDING

1. Security Guards shall be deployed round-the-clock in strategic areas.
2. The responsibilities and duties of the guards must be clearly defined, understood and implemented.
3. Where security guards come from existing personnel of the Department, they should be properly briefed on their duties and fairly compensated when rendering services beyond their regular working hours.
4. In both instances, a Security Plan must be formulated and strictly enforced and amended or improved from time to time when necessary.

II. VISITORS CONTROL

1. To establish easy identification and control of visitors who transact business with our offices, color-coded visitors ID cards are to be issued by your respective Offices through the security guard/Officer of the Day.

2. Where Offices are located in different buildings, the most senior official in the said building shall automatically be in charge of all security and safety matters.

III. VEHICLES CONTROL

1. Vehicle pass/stickers shall be issued to vehicles owned by DENR personnel as well as those owned by private persons transacting business with us entering the DENR compound and parked. Control list shall be maintained by the Security Guards on duty.

IV. ORGANIZATION OF FIRE/EMERGENCY TEAMS

1. To place all DENR offices in a state of readiness and to respond to the occurrence of early/small fires or minor emergencies, the following emergency or fire teams shall be organized.
 - a. Designation of a Security or Fire Safety Officer.
 - b. Information/Communications Center — in-charge of reporting or spreading the exact emergency information/situation to responsible official(s).
 - c. Emergency Control/Fire Fighting Team — acts as initial fire fighter or address the emergency in its initial stage.

- d. First Aid Team — attend to any personnel who might be injured or in state of initial shock.
- e. Rescue Team — saving people, important documents/papers considered priority.
- f. Traffic Routing Team — oversee the smooth traffic/personnel evacuation.

V. REGULAR SECURITY MEASURES

Henceforth, all Security/Fire Safety Official so designated shall conduct, in coordination with the appropriate government agency, regular fire drills, and information campaign on fire safety. Similarly, they are to check on fire fighting equipments, fire escapes and emergency readiness of the different teams created/organized under Paragraph IV and the submission of quarterly reports or necessary trigger reports to management.

For strict implementation and compliance.

(Sgd.) VICTOR O. RAMOS
Secretary