



Republic of the Philippines
Department of Environment and Natural Resources

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OCT 26 2004

DENR Administrative Order

No. 2004 - 64

**SUBJECT : ORGANIZATION OF SAFETY AND EMERGENCY
RESPONSE BRIGADE (SERB) IN THE DENR PROPER**

In the interest of the service and in order to identify, manage and coordinate potential emergency incidents and responses within the DENR proper, consistent with the principles of Environmental Management System, a Safety and Emergency Response Brigade (SERB) is hereby organized.

Section 1. OBJECTIVES

The Safety and Emergency Response Brigade is primarily organized with the following objectives:

- a. develop and install safety and emergency plans and programs for the Department proper to prevent or minimize injuries and loss of lives among its employees during emergency incidents;
- b. provide the organization on how building occupants can respond to emergencies and other similar situation;
- c. ensure that necessary resources are made available for the effective implementation of the safety and emergency response plans and programs;
- d. promote safety consciousness among its employees through lectures, seminars and trainings; and
- e. initiate regular inspection and reporting on the safety of offices and facilities.

Section 2. BRIGADE ORGANIZATION

The Safety and Emergency Response Brigade (SERB) shall be composed of the following:

Head Safety Marshall	- Undersecretary for Management and Technical Services
Deputy Head Safety Marshall/ Head Operations Group	- Director, Administrative Service
Operations Control Group	- Director, Human Resource Development Service Assistant Director, Special Concerns Office EMS Champion on Disaster Preparedness

Chief, Special Action and
Investigation Division
Chief, General Services Division
Chief, Building and Grounds
Maintenance Section-GSD
Chief, Medical Clinic
Commander, DENR Security Force

Task Forces

Communications

Chief, Radio Communications- GSD
Chief, Telecommunications-GSD

Medical

Chief, Medical & Staff
Security Deputy
Commander, DENR Security Force
Chief, BGMS-GSD

Operating Teams

To be composed of GSD

Warning Team

Fire Fighting Team

- Fire Extinguisher handlers
- Fire Hose Handlers

Rescue Team

First Aid Team

Evacuation Team

- Fire Exit Guards
- Evacuation Guides

Damage Control Team

Sectoral/Area Safety Officers

Composite by floor/bldg.

Section 3. DUTIES AND RESPONSIBILITIES

3.1 Head Safety Marshall

- a. approves safety and emergency plans and programs for the Department Proper;
- b. approves and issues orders for the selection, organization and training of SERB staff, operating teams and Sector/Area Safety Officers;
- c. directs and supervises the activities of Brigade during enforced stay or evacuation when necessary;
- d. coordinates with other government and civic agencies concerned in safety-emergency response activities; and
- c. approves the procurement and installation of appropriate safety equipment, alarm/warning system, and other devices needed in case of emergency situation.

3.2 Deputy Head Safety Marshall/ Head Operations Group

- a. serves as the principal assistant to the Head Safety Marshall and leads the Operations Control Group; and
- b. directs, supervises and coordinates all phases of activities during emergency situations.

3.3 Operations Control Group

- a. ensures that needed support in terms of manpower, supplies, materials and appropriate equipment are provided to the operating teams;
- b. conducts Training Needs Assessment to update all task forces, operating teams, safety officers and employees on latest information, skills and techniques related to safety education;
- c. recommends training requirements of employees to ensure that preparedness and awareness are maintained;
- d. periodically reviews and updates Safety and Emergency plans and procedures to ensure applicability; and
- e. conducts regular monitoring of offices and building and ground facilities to ensure that they are in proper order and within the safety standards.

3.4 Task Forces

3.4.1 Communications Task Force

- a. provides communications between operating teams and task forces during emergency situation;
- b. establishes communication relays between and among operating teams and the Operation Control Group;
- c. disseminates warning information received from authoritative source and disseminate warning to offices and personnel;
- d. provides all Offices listing of Telephone/Hotline numbers they should dial in case of emergency;
- e. establishes open line communication between and among Operations Control Group and other government agencies involved in the type of emergency at hand; and
- f. recommends to and request from higher authorities needed communication equipment for operations.

3.4.2 Medical Task Force

- a. dispatches Medical/First Aid Team(s) on site to attend to needs of injured and those who need medical attention;
- b. supports the needs of the First Aid teams;
- c. establishes arrangements with a nearby hospital for further Medical attention of injured or victims of an emergency;
- d. provides opportunity for a continuing education program for all first aiders; and
- e. recommends and provide for needed supplies and materials for first aid teams

3.4.3 Security Task Force

- a. secures vacated building, areas of evacuation, and emergency operation areas;
- b. coordinates with the Philippine National Police for security of areas affected by the emergency;
- c. controls flow of traffic within the compound;

- d. secures and controls all entrance and exit gates; and
- e. coordinates closely with the Chief, BGMS-GSD and report to the Commander, Security Agency.

3.5 OPERATING TEAMS

3.5.1 Warning Team

- a. ensures that all occupants should be educated on the meaning of different warning signals or alarms;
- b. organizes warning teams for specific sections, floors, wings, buildings and other areas;
- c. ensures that appropriate and adequate warning devices and equipment are installed and operational;
- d. coordinates with counterparts in the locality for joint warning dissemination;
- e. coordinates with authorities for receipt of warning information;
- f. provides and installs warning signages and directional markers for fire exits, fire extinguishers, fire hoses, and other safety facilities;
- g. ensures that all employees are warned in case of emergency situation; and
- c. conducts regular safety-emergency drills.

3.5.2 Fire Fighting Team

- a. provides fire-fighting instructions through available sources.
- b. assures that fire-fighters know their stations and locations of fire-fighting equipment in the area.
- c. deploys fire-fighting personnel to fire scene.

3.5.2.1 Fire Extinguisher Handler

- a. undergoes training on how to handle and operate fire extinguishers;
- b. upon the sound of the fire alarm, he takes extinguisher assigned to him and proceeds to the scene of the fire (his floor or area of assignment);
- c. if the fire is in another floor area, he stands by the fire extinguisher assigned to him and awaits order of his crew chief;
- d. returns fire extinguisher to proper place after fire alarm has been called off or after the fire drill;
- e. periodically monitors and inspects fire extinguishers and ensure that it is with full pressure; and
- f. ensures that used fire extinguishers are refilled and ready for use.

3.5.2.2 Fire Hose Handler

- b. familiarizes himself with handling and operation of fire hose;
- c. upon the knowledge of the fire in his floor or area, pulls out the fire hose assign to him, proceeds to fire and stands by for instruction of his crew chief;
- d. if fire is in another floor, he stands by assigned hose and await order of crew chief;
- e. takes extra precaution before opening nozzle pressure, check hose for leaks; and
- c. endeavors to establish and maintain teamwork among the crew members for efficient handling of fire hoses.

3.5.3. Rescue Team

- a. locates/removes injured or trapped persons in the area;
- b. organizes and trains rescue teams as provided for in the facility plan; and
- c. recommends requisition of appropriate equipment for rescue operations.

3.5.4 Evacuation Team

- a. plans personnel movement routes and establishes movement procedures to give effect to the provisions of the plan;
- b. assigns and trains floor, area, wing leaders and other related personnel;
- c. supervises and directs the movement of personnel within, into or out of the building; and
- d. ensures that all occupants vacate the affected premises during emergency situation.

3.5.4.1 Fire Exit Guard

- a. at the sound of the alarm, gets the flashlights from storage, waits for his evacuation group leader at the vicinity; and
- b. opens fire exit door, keeping it open until all members of his group have left the floor area. The searchers advise the exit guards when the floor is clear of occupants, where upon the exit door line.

3.5.4.2 Evacuation Guide

- a. at the sound of the fire alarm, reports to the Evacuation Team Leader for orders.
- b. upon the orders to evacuate, organizes and moves his group through clear areas and brings it to its assigned evacuation area.

3.5.4.3 First Aid Team

- a. provides first aid treatment; and
- b. assists evacuation of injured occupants and others to nearby hospitals.

3.5.4.4 Damage Control Team

- a. establishes a plan to attend to mechanical devices, ventilation, water-gas and steam valves power switches in case of emergencies;
- b. dispatches individuals or teams at the sound of emergency alarm to pre-arranged control or directed action; and
- c. deploys personnel after fire or any emergency to correct damage that require assistance.

The above Operating Teams shall respond to all safety and emergency situations within the DENR proper, in coordination with the respective Safety Officer of the particular Sector/Area where situation exists.

3.6 Sector/Area Safety Officer

In cases of emergency, an immediate response team shall investigate and act on all calls within their respective sectors. The immediate response team shall be composed of safety officers designated by their respective heads of offices. They shall be grouped by sector and each sector shall be organized and perform the following roles and duties as follows:

Team Leader

Assistant Team Leader

Warning Safety Officers

Fire Fighting Team (Hose and Fire Extinguisher Handlers)

Rescue Safety Officers

First Aid Safety Officer

Evacuation Safety Officers

Damage Control Safety Officers

- b. checks the veracity of emergency situation;
- c. upon verification that there is an emergency situation, he must mobilize the sector/area emergency response crew to attend to the situation and thereafter call the proper authorities immediately;
- d. reports to the Head, OCG and inform him of the situation; and
- c. formulates Sector/Area Safety-Emergency Plan.

Section 4. FUNDING

Funding requirement for this purpose shall be derived from DENR funds as identified by the Undersecretary for Management and Technical Services.

Section 5. REPEALING CLAUSE

All Orders, Circulars, or Instructions inconsistent herewith are hereby repealed or amended accordingly.

Section 6. EFFECTIVITY

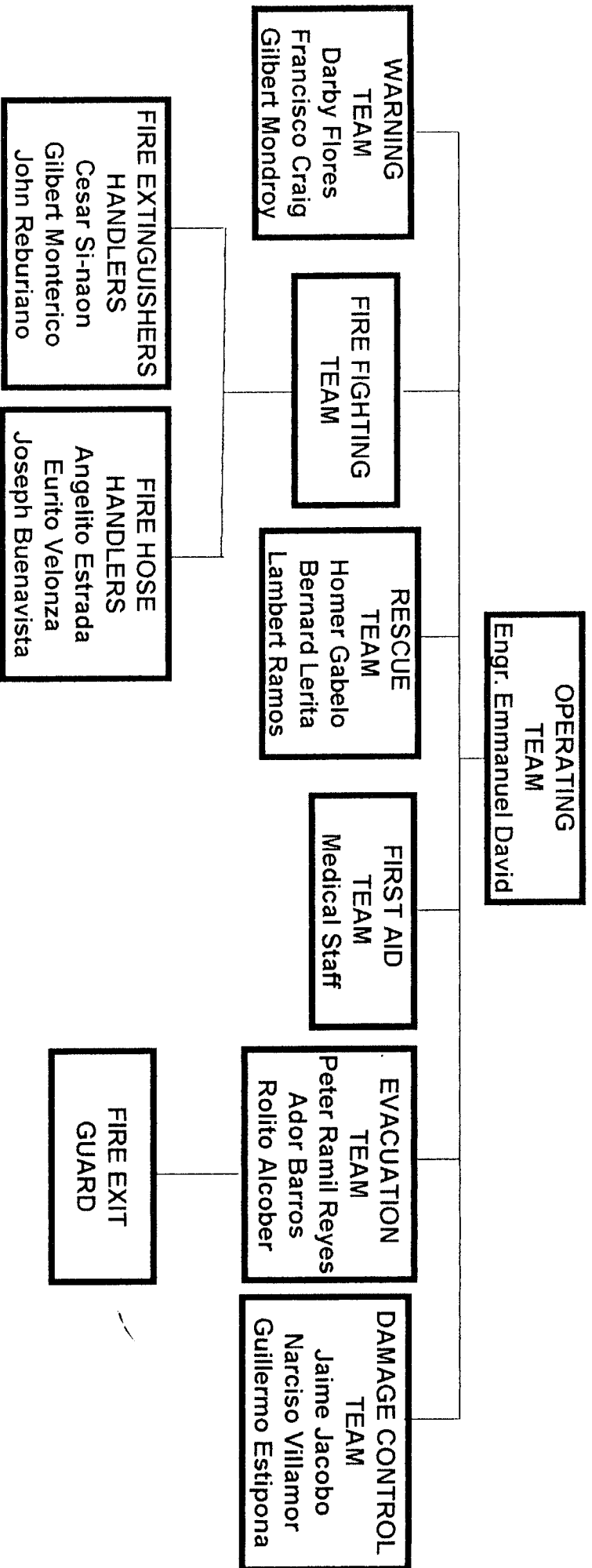
This Order shall take effect immediately and shall continue to remain in force until revoked in writing.



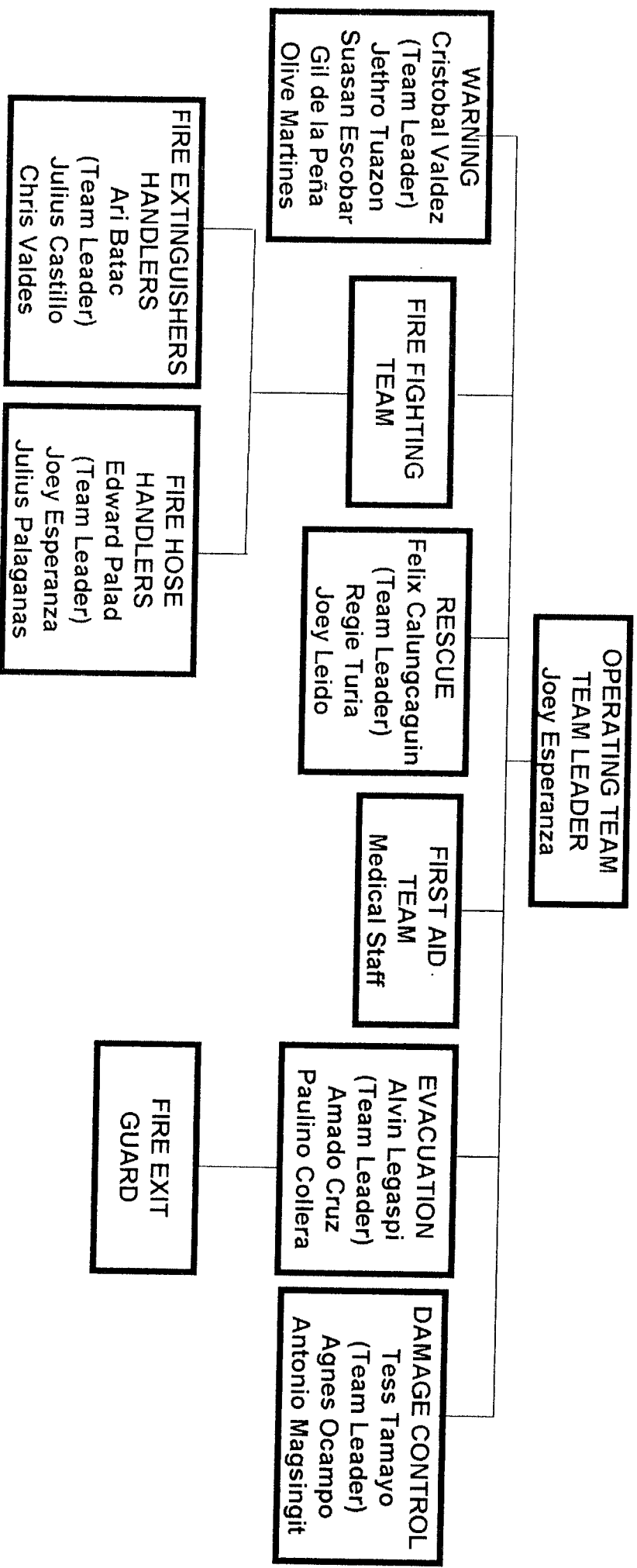
MICHAEL T. DEFENSOR
Secretary



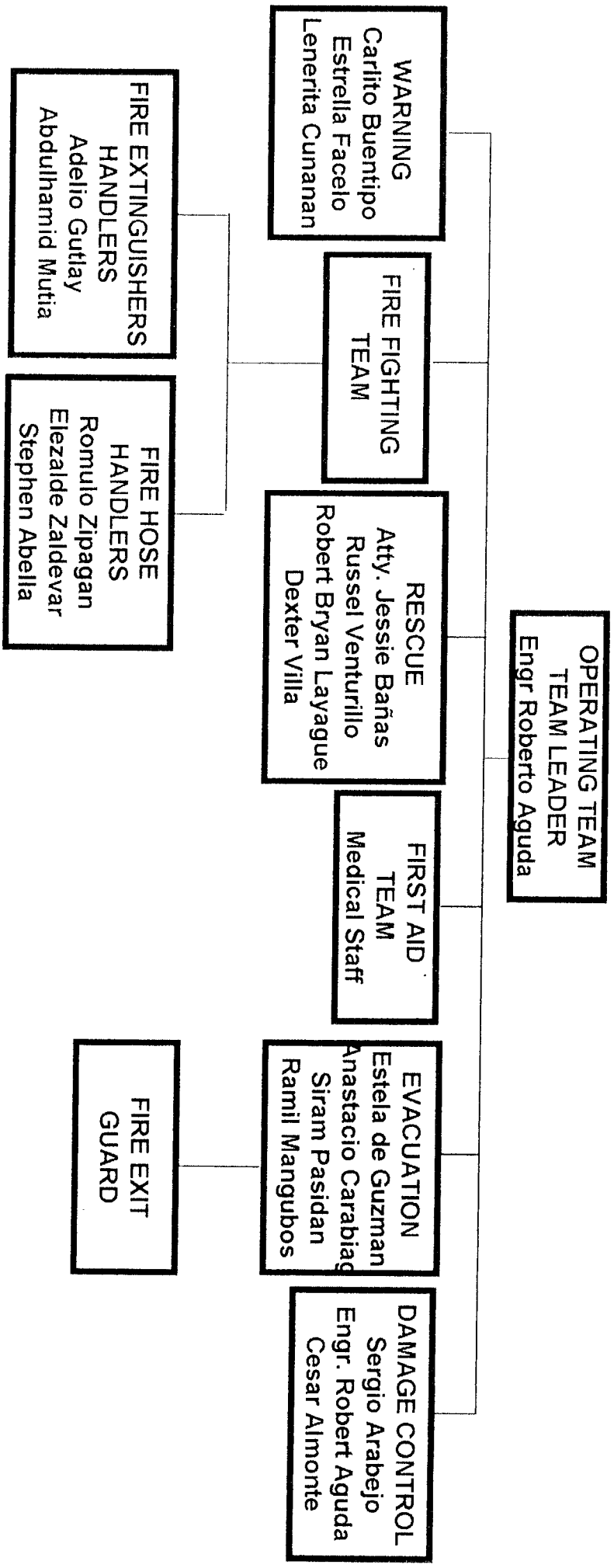
**SAFETY AND EMERGENCY RESPONSE BRIGADE (SERB)
ORGANIZATIONAL CHART
DENR OVERALL(Sector 1) OPERATING TEAM**



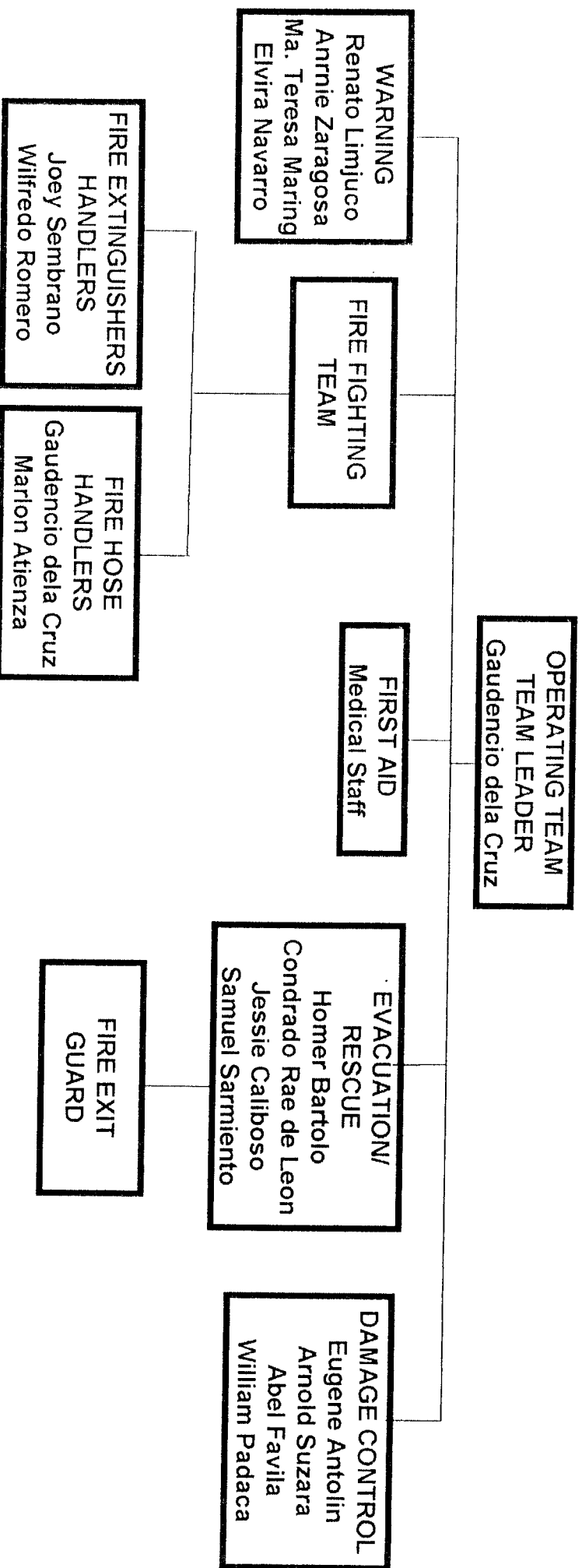
**SAFETY AND EMERGENCY RESPONSE BRIGADE (SERB)
ORGANIZATIONAL CHART
SECTOR 2(Ground Floor) OPERATING TEAM**



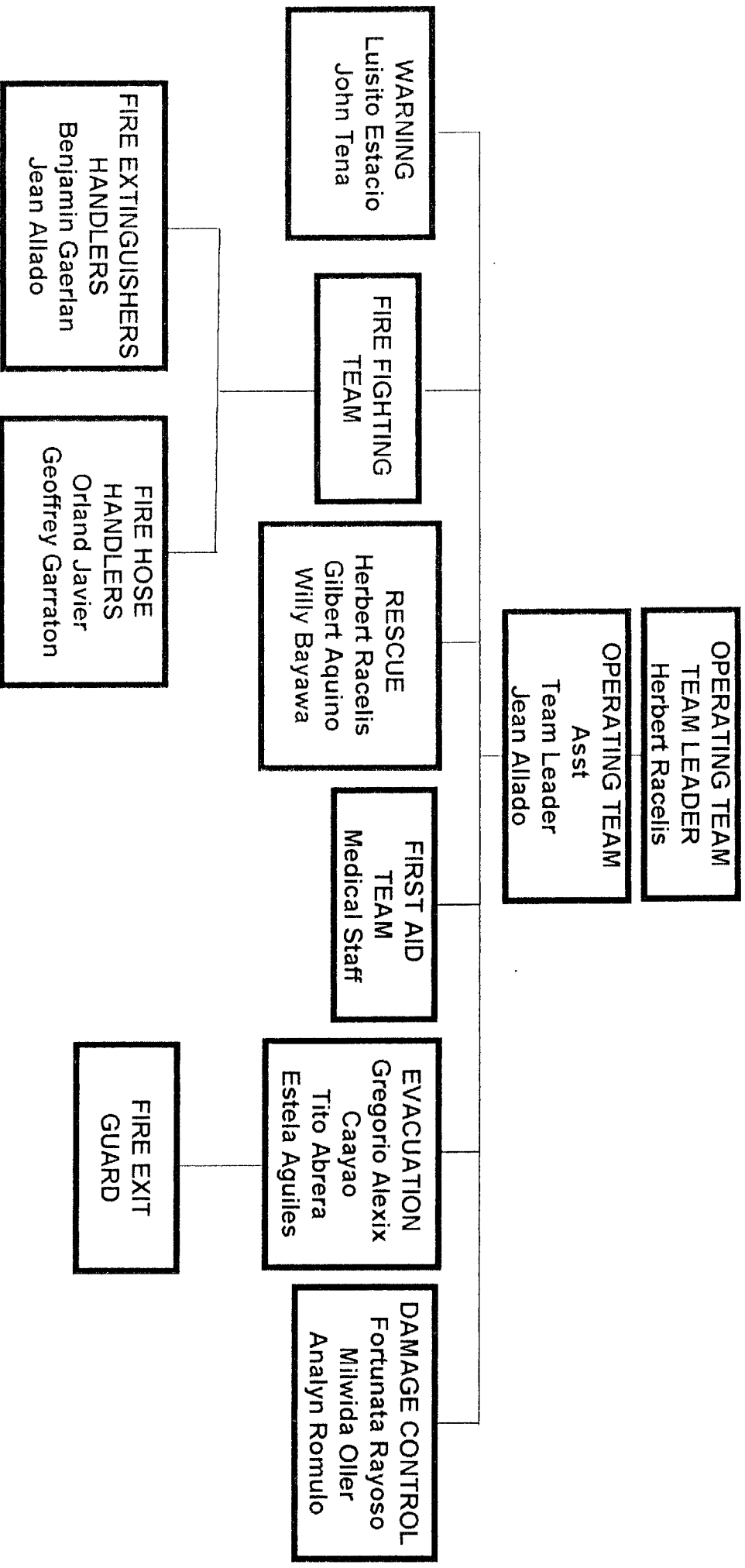
**SAFETY AND EMERGENCY RESPONSE BRIGADE (SERB)
 ORGANIZATIONAL CHART
 SECTOR 3(2nd Floor.) OPERATING TEAM**



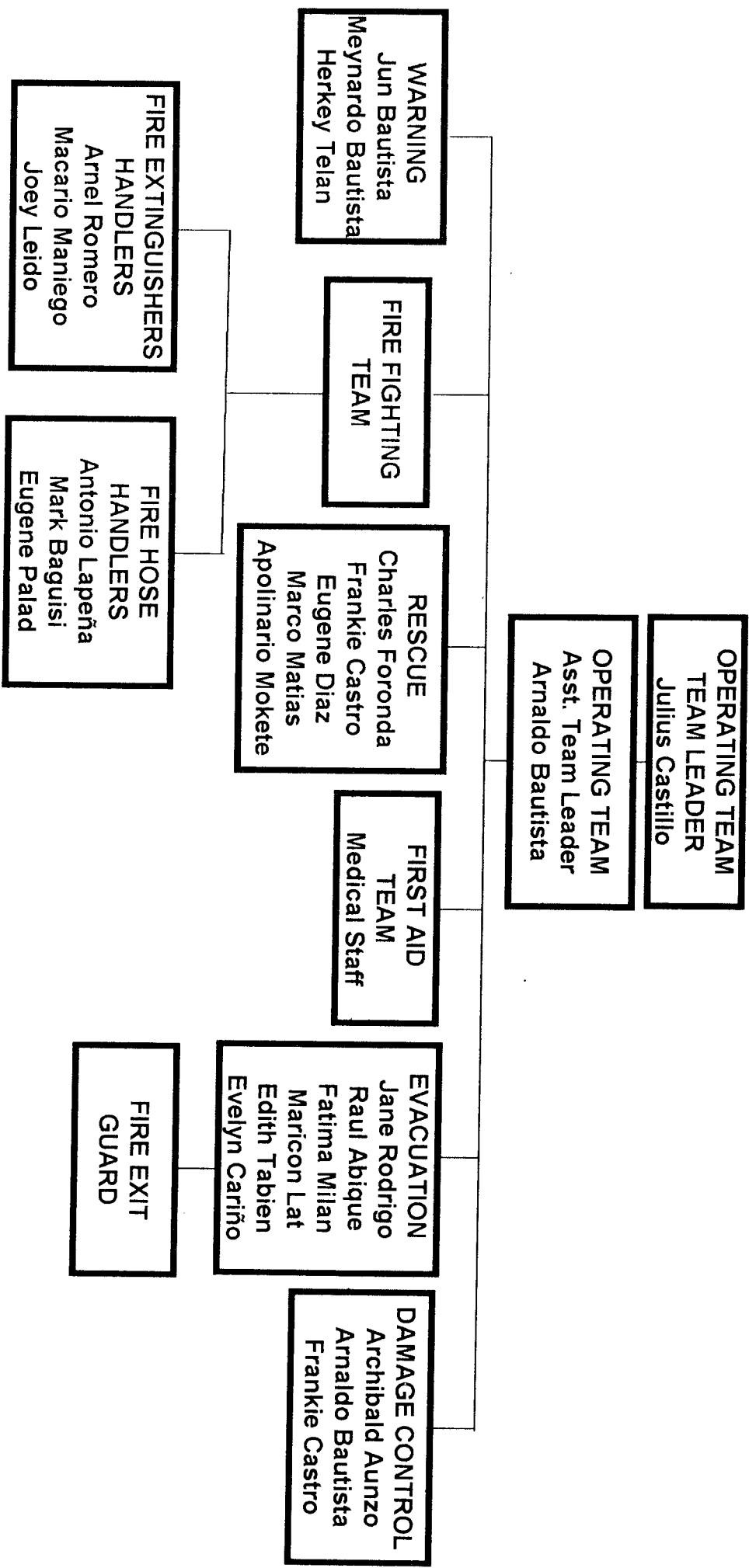
**SAFETY AND EMERGENCY RESPONSE BRIGADE (SERB)
ORGANIZATIONAL CHART
SECTOR 4(Caolii Bldg) OPERATING TEAM**



**SAFETY AND EMERGENCY RESPONSE BRIGADE (SERB)
 ORGANIZATIONAL CHART
 SECTOR 5(HRDS) OPERATING TEAM**



**SAFETY AND EMERGENCY RESPONSE BRIGADE (SERB)
ORGANIZATIONAL CHART
SECTOR 7(SECAL) OPERATING TEAM**



**SAFETY AND EMERGENCY RESPONSE BRIGADE (SERB)
 ORGANIZATIONAL CHART
 SECTOR 8(Hostel UNDP/Motorpool) OPERATING TEAM**

