

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATULIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 38 s. 1985

MEMORANDUM CIRCULAR

T O : The Assistant Administrators, Regional Irrigation Directors, Project/Operations Managers, Staff/Division Heads, Security Services and all Field Office Personnel

SUBJECT : Fire Suppression and Control Plan (Regional and Project Offices)

I. SCOPE: This MEMORANDUM CIRCULAR on Fire Suppression and Control Plan for Office and Yard buildings shall apply to all NIA Regional and Project Offices except the Central Office at the National Capital Region which has a separate fire plan.

II. PURPOSE: This Fire Suppression and Control Plan prescribes the organization and training of its members and outlines the procedures to be followed by all officials and employees concerned for a timely, expedient, simplified and effective method of:

- (a) preventing and controlling fires;
- (b) ensuring an orderly and systematic evacuation of personnel to prevent panic or stampede which may endanger their lives;
- (c) securing, evacuating and safeguarding office documents, equipment, supplies and other valuable items; and
- (d) conducting periodic inspections and annual fire drill exercises as required by the implementing rules and regulations of PD 1185. (Fire Code of the Philippines)

III. ORGANIZATION:

A. Fire Command

To ensure harmony and efficiency in preventing and combating fires, the personnel shall be organized into one Fire Command. The Fire Command shall be under the overall command and supervision of the Regional Director/Project/Operations Manager.

B. Fire Brigade

- (a) Under the Fire Command is a Fire brigade headed by a Fire Marshal and assisted by a Deputy Fire Marshal as indicated in an organization chart. (encl. I) This organization chart shall be posted conspicuously in every Fire Zone.
- The Chief, Engineering/Operations Division is designated as the Fire Marshal whose duties are as follows:
- (1) Acts as adviser of the Head of Office on matters pertaining to fire prevention, suppression and control;
  - (2) Acts as the overall commander of the different fire groups;
  - (3) Directs the fire fighting and rescue operations; and

(4) Coordinates the services of various local Fire and Police Departments (Integrated National Police).

(h) Assisting the Fire Marshal is the Deputy Fire Marshal who shall perform the functions of the Fire Marshal in case the former is absent. The Chief, Equipment Management Division is designated as Deputy Fire Marshal.

### C. Fire Groups

1. The Fire Brigade shall be divided into different Fire Groups in each fire zone or floor area of the building. The duties of the Fire Groups under a Team Leader are summarized as follows:

#### a. Fire-Fighting Group

- a.1 Shall initially suppress, control and put out the fire by using the available fire fighting equipment in the building.
- a.2 Upon arrival of the public fire fighting units, the fire fighting group shall withdraw from the area on fire and reinforce the Salvage/Evacuation Group.
- a.3 Shall familiarize themselves with actual firefighting operations and be aware of the fire hazards involved in their respective areas of operation.

#### b. Salvage/Evacuation Group

- b.1 Shall be responsible for evacuating documents, records, equipment and other valuable items to the designated safe area as temporary shelter away from the building on fire.
- b.2 Shall assist those who are fainting, physically handicapped or hysterical to vacate the fire area and conduct them safely to the designated temporary first aid shelter.
- b.3 When time permits, shall ensure that all records, documents, equipment and other office property evacuated are properly handled, identified and received to prevent their loss, compromise or misplacement.

#### c. Security/Alarm and First Aid Group

- c.1 Shall be responsible for alarming employees and controlling the traffic in the building in an orderly, safe and expeditious manner to ensure a smooth and effective evacuation of personnel, documents, equipment and other office property.
- c.2 Shall provide first aid and medical assistance to injured or affected fire victims at designated first aid shelter and facilitate conveyance to nearest hospital when required.
- c.3 Shall cordon the salvage area and provide security for all evacuated documents, records and office equipment to prevent their loss, misplacement and/or compromise.

2. Each fire group shall be headed by a Team Leader who shall supervise and account for the work of his team.

3. Division Managers shall be responsible for organizing and overseeing the Fire Groups among the personnel under them and for choosing competent personnel to head each group as Team Leader.

#### IV. FIRE ZONES

For purposes of supervision and implementation of control measures, the installation shall be divided into Fire Zones or Floor Areas, as follows:

Zone 1 - Ground Floor (Bldg. A, B, C)

Zone 2 - 2nd Floor (Bldg, A, B, C)

Zone 3 - 3rd Floor, etc.

When a Regional Office and Project Office share a common building within the same Fire Zone and not separated by a fixed wall or enclosure, an imaginary line shall be established to delineate responsibility and accountability of both offices. However, fire suppression and control action shall be coordinated and synchronized to attain maximum result in our objective.

#### V. ACTION IN CASE OF FIRE

##### A. During Office Hours

1. Existence of Fire - Upon notice of fire in the building, the person/persons noticing it first shall immediately give the alarm, "SUNOG" or "FIRE" repeatedly, loud enough to be heard by other personnel in the vicinity. He/They shall right away notify the Administrative Officer or his equivalent who shall thereupon notify the Regional Director/Project/Operations Manager on the existence of fire.

2. Fire Alarm - Upon notice of fire in the building, the Team Leader of the Security/Alarm and First Aid Group in the Fire Zone involved or his assistant shall immediately operate the Fire Alarm Station in the building (fire alarm station shall be conspicuously indicated in the Fire Exit Plan of each fire zone). The fire alarm is usually a continuous sound of the bell and should be distinct from the work hour signal to avoid confusion.

3. When fire alarm is sounded, all members of the Fire Groups in the zone/zones on fire or directly threatened by fire shall immediately form themselves into their respective Fire Groups and shall immediately function according to the specified missions and duties of the Fire Groups. On the other hand, members of the Fire Groups in the fire zone/zones not directly threatened by fire shall await instructions from the Fire Marshal.

4. In case of fires, it shall be the duty of the Security/Alarm and First Aid Group to call immediately the Fire and Police Departments (Integrated National Police) for security reasons. However, any employee near a telephone who shall first see the fire must immediately call the fire and police departments. To describe the fire, say "There is a fire at the \_\_\_\_\_ floor of the NIA Bldg along the national highway beside the NGA Warehouse, Cagayan City". All divisions heads are thus hereby instructed to include in the telephone directory posted beside the telephone stations the telephone numbers of their respective local fire and police departments for immediate assistance.

5. All doors, filing cabinets and lockers shall be closed but left unlocked to facilitate evacuation of records, documents, equipment and other valuable property. Evacuation of property shall be in accordance with the priorities listed in item VI, paragraph 2.

6. Parking areas near the building on fire shall be immediately

cleared of parked vehicles. NIA vehicles shall be parked at the side street near the NIA compound with the drivers on ready alert for emergency mission in connection with the fire victims.

7. No other NIA property shall be brought out of office compound in case of fire without the authority of the Regional Director/Project/Operation Manager or their delegated representative. Such property brought out of the compound during the fire shall be properly recorded and such authorized person bringing out the property identified by the gate security guard on duty and remains an accountability of such authorized person until returned and properly cleared of such property accountability. This record of property brought out of the compound during a fire shall be reported immediately to the Administrator by the Regional Director and Project/Operations Manager for information and appraisal.
8. Entrance gates shall be cleared of human and vehicle traffic to facilitate entrance of fire trucks from the local fire department.
9. The Security Guard on duty shall always provide necessary security for office personnel and property and direct and control traffic at the gates. Security guards assigned at the building shall similarly provide such services.
10. All female employees not assigned to the Fire Groups shall go immediately to open spaces away from the building on fire after securing their personal belongings.
11. When fire is extinguished, the Fire Marshal shall give an "ALL CLEAR" signal by shouting "ALL CLEAR" several times. He shall immediately report the fire incident to the Regional Director/Project/Operations Manager on the probable cause and effect of the fire. Thereafter, the Head of Office shall submit a Fire Investigation Report to the Administrator. An investigator from the Central Office or any other investigation agency of the government may be required if circumstances of fire occurrence warrants such action.
12. Salvaged and evacuated property shall be properly secured and protected from the elements. An audit account on fire losses and damage to property shall be prepared immediately after the fire by the Finance/Management Division and report submitted to Head of Office.

**B. During Non-office Hours**

1. Security Guards on Duty shall immediately call the nearest local Fire Department and take immediate action to put out the fire.
2. They shall then evacuate whatever valuable property they could carry to a secured and safe place.
3. They shall close the gate and allow only office personnel and Fire/Law Enforcement personnel to enter the compound.
4. They shall call the local police Department to provide security for the area.
5. The highest ranking member of the Security Force on duty,

whether in-house or contractual, shall automatically act as the Fire Marshal until the time Fireman shall have arrived.

6. The acting Fire Marshal shall immediately notify the nearest senior official living in the area who shall thereupon notify the Head of Office of the existence of the fire. The Administrative Officer or his equivalent shall investigate and report the fire incident to the Head of Office.

#### VI. COORDINATION OF GROUP SERVICES

1. The Fire Marshal shall see to it that close coordination among the Fire Groups and building Maintenance personnel is maintained at all times. He shall direct and supervise firefighting operations.

2. Salvage/Evacuation groups shall evacuate office property in accordance with priorities listed hereunder (as indicated by color schemes).

Priority I (red)	- 1A-classified files/documents
	- 1B-important office records
Priority II (green)	- 2A-portable office equipment
	- 2B-office furnitures
Priority III (blue)	- 3A-office supplies
	- 3B-others not listed in priorities I and II

3. Salvage/Evacuation groups which finish securing and evacuating their office priorities shall automatically reinforce their counterpart in the zone/zones on fire or directly threatened by fire.

4. It shall be the primary responsibility of the Administrative Officer to see to it that all firefighting appliances, hydrants and protective signalling system installed in the building are properly functioning and are in good operable conditions at all times.

5. Medical and First Aid Services shall provide immediate first aid assistance to fire victims brought to their attention and care and when necessary, shall accompany fire victims to the nearest hospital/clinic for necessary medical services.

#### VII. LOCATION OF FIRE FIGHTING APPLIANCE AND HYDRANTS

1. The fire extinguishers shall be conspicuously and strategically located in all the Fire Zones, readily accessible and in good operable conditions to be used any time fire breaks out. It should be indicated in each Fire Exit Plans (encl-2) and shall be conspicuously posted side by side with the Fire Brigade Organization Chart in each Fire Zone.

2. Fire hoses at the hose cabinets shall be connected by the Fire-fighting groups to the hydrants and similarly indicated in each Fire Exit plan.

3. Water drums, pails, axes and other firefighting materials locally available shall be located in readily accessible location near the building and marked "FOR FIRE USE ONLY". Water containers for such uses shall always be filled with water.

4. Protective signalling devices installed in the building is an integral part of firefighting operation and shall be conspicuously located readily accessible and operable at all times. This protective signalling device shall likewise be indicated in each Fire Exit Plan.

VIII. ACTION IN CASE OF UNCONTROLLABLE FIRE

In case where the extent of the fire can no longer be controlled by the firefighting groups, or when thick smoke may obliterate vision and deprive respiratory system and other similar causes as to threaten lives of employees, the Fire Marshal shall give an order for all the employees to clear the building premises. Efforts to contain the fire from spreading to other adjoining property, when feasible, shall be resorted to, to minimize losses and damages from fire.

IX. FIRE PREVENTION AND SAFETY

1. All personnel shall be familiar with the basic fire prevention measures and with the basic firefighting equipment and how these are operated and used in various types of fires.

2. All Fire Zones shall be provided with appropriate Fire Exit Plan and Fire brigade Organization Chart conspicuously posted side by side within easy sight of the general public.

3. All personnel shall be familiar with their respective Fire Exit Plan and shall conduct themselves in an orderly and disciplined manner during evacuation, salvage and rescue operations.

4. All personnel shall endeavor to abate or minimize fire hazards in their respective Fire Zones. Defects in the electrical system shall readily be corrected and good housekeeping practices shall be observed all the time particularly on regular observance of garbage disposal.

5. The Fire Marshal shall provide the necessary training programs for the members of the Fire Groups which shall consist of the Division Heads in their respective Fire Zones. Outside resource persons may be authorized to augment and reinforce local trainers.

X. FIRE DRILL

A. Initial Fire Drill

Fire drill exercises shall be conducted by the Fire Marshal after the approval of this Fire Suppression and Control Plan to familiarize all personnel concerned with their duties and the procedures that they shall follow in preventing and combatting fires.

B. Annual Fire Drill

Regular Fire Drill exercises shall be conducted by the Fire Marshal once a year to be participated in by all personnel. A report on Fire Drill shall be submitted by the Fire Marshal to their respective Regional Director, Project/Operations Managers.

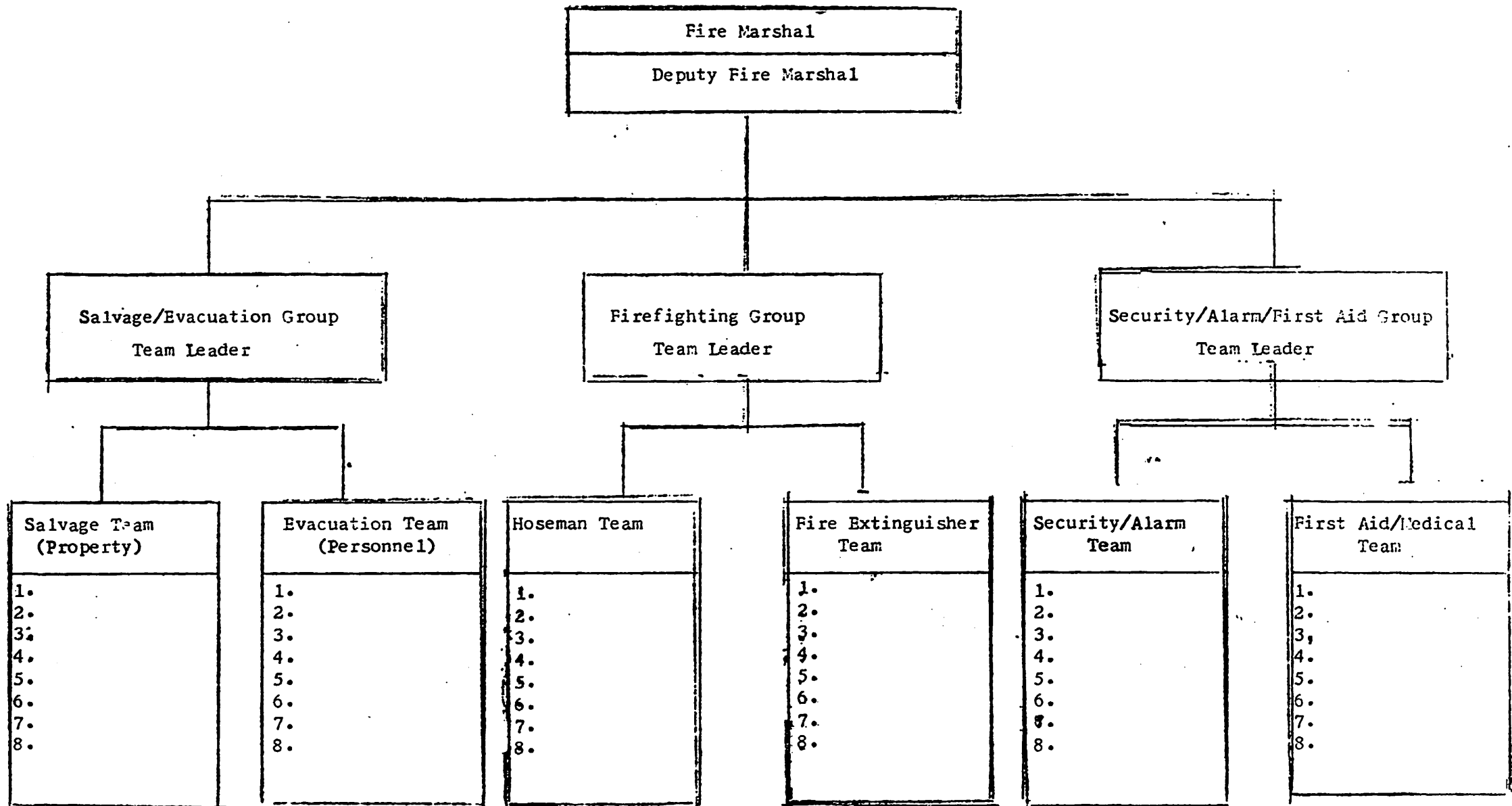
XI. AMENDING CLAUSE AND EFFECTIVITY

This fire suppression and control plan amends the fire plan of March 1977 and takes effect immediately.

(SGD.) CESAR L. TECH  
Administrator

1 August 1985

## FIRE BRIGADE ORGANIZATION



**NOTE:** Initially, the Department Head acts as Fire Marshal in the event of fire in his area of jurisdiction and immediately gives fire response orders to his Fire Group and supervise firefighting and rescue operations pending arrival of Fire Marshal/Fire Department.

# LEGEND:



FIRE HOSE RACK



DRY. CHEM. FIRE EXTINGUISHER



AUTOMATIC SPRINKLERED BLDG



MAIN FIRE EXIT ROUTE



ALTERNATE FIRE EXIT ROUTE



TELEPHONE OUTLET



ELECTRICAL EQUIPMENT HAZARDOUS AREA

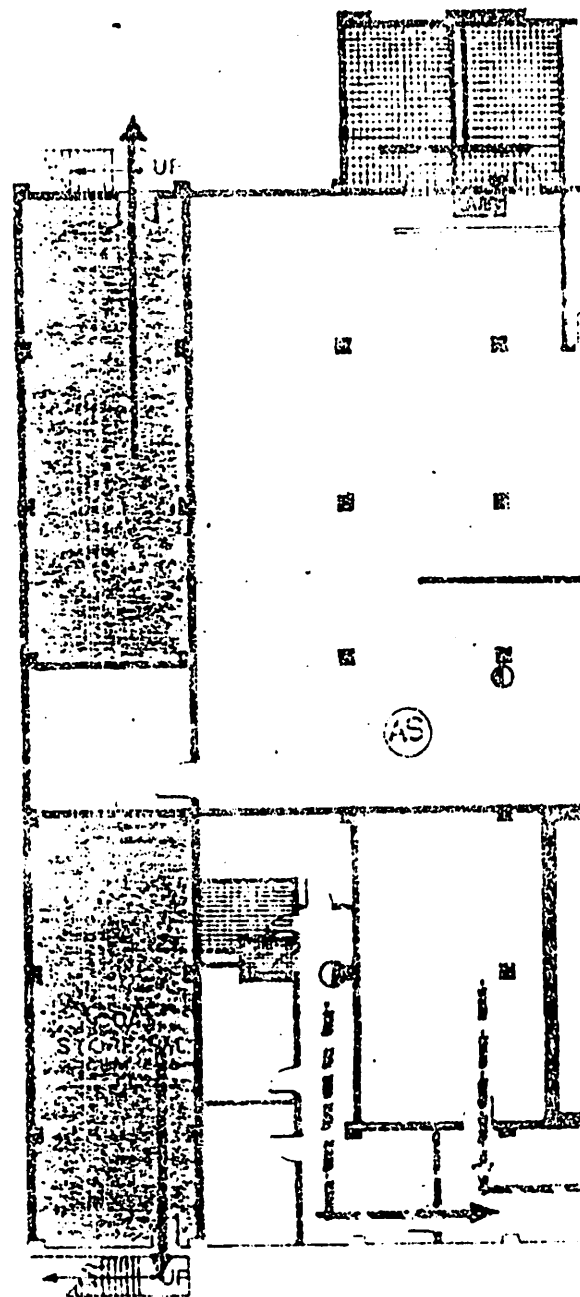


AUXILIARY FIRE ALARM  
WITH GONG ABOVE



COMBUSTIBLE MATERIALS HAZARDOUS AREA

GROUND FLOOR, BLDG. B  
NATIONAL IRRIGATION ADMINISTRATION  
EDSA, CORNER NIA ROAD, DILIMAN  
QUEZON CITY



FIRE EXIT

