



MEMORANDUM CIRCULAR No. 46
Series of 2026

TO : **ALL CONCERNED**

SUBJECT : **GUIDELINES ON THE USE, MAINTENANCE, AND SAFEKEEPING OF EMERGENCY GO BAG WITH HARD HAT**

In line with the Agency's commitment to promote safety, preparedness, and resilience in times of emergencies and disasters, the following guidelines are hereby issued for the proper use, care, and safekeeping of the Emergency Go Bag and Hard Hat provided to all personnel:

I. Purpose

The Emergency Go Bag with Hard Hat shall serve as an essential survival kit to be used exclusively during emergencies, disasters, and emergency drills. It contains the necessary items to ensure the immediate safety and welfare of personnel while inside office premises, at designated evacuation sites, or while on official field assignments. The contents and specifications of the Emergency Go Bag with Hard Hat are provided under Annex A of this Circular. *(Please see attached Annex A)*

II. General Guidelines

- a. Each employee is responsible for the proper safekeeping and maintenance of his/her issued Emergency Go Bag and Hard Hat.
- b. The Emergency Go Bag and Hard Hat are considered government property; hence, they shall not be brought home or used for personal purposes.
- c. The Emergency Go Bag must remain accessible at the workstation, designated storage area, or field vehicle at all times to ensure immediate availability during an emergency.
- d. The Hard Hat shall be worn during emergency drills and actual emergencies, especially during earthquakes, fire evacuations, or other disaster-related incidents, to provide head protection.

III. Usage During Emergencies

- a. The Emergency Go Bag shall be carried by the personnel during evacuation procedures and while staying at the designated evacuation area.
- b. Strict observance is required: Going home or leaving the premises to retrieve personal items is not allowed during emergencies. The Emergency Go Bag serves as the immediate source of safety and survival items.
- c. For personnel on field works or site assignments, the Emergency Go Bag must be readily available in the service vehicle or kept on-person, to ensure safety and survival in case of emergencies.



- d. The contents of the Emergency Go Bag shall be used only when necessary and must be replenished or reported for replacement when consumed or damaged.

IV. During Drills and Exercises

- a. Personnel are required to bring their Emergency Go Bag and wear the Hard Hat during all scheduled emergency drills (e.g., earthquake and fire drills).
- b. Failure to comply may be subject to administrative reminders or directives, as safety protocols form part of official agency policy.
- c. Drill participation ensures that employees are familiar with the proper use of the kit and safety procedures during actual emergencies.
- d. Personnel assigned in the field shall also observe the same requirement during site-level emergency drills or exercises as may be conducted by local offices or disaster risk reduction management offices.

V. Care and Maintenance

- a. Personnel must regularly check the contents of the Emergency Go Bag to ensure that all items are complete, functional, and within their validity period.
- b. The Hard Hat shall be maintained in a clean and serviceable condition at all times and shall not be subjected to any form of modification, including the placement of unauthorized stickers or attachments. In cases where identification is required, markings shall be applied strictly on the inner shell of the hard hat. Furthermore, the equipment shall undergo monthly inspections to verify that it is free from damage, cracks, or any signs of deterioration.
- c. For field personnel, additional protective gear may be included, subject to approval of the Safety Officer, to adapt to field conditions.
- d. Any loss, damage, or depletion of Emergency Go Bag contents must be immediately reported to the Administrative Department for replenishment or proper accounting.
- e. You may include additional food items in the Emergency Go Bag, such as energy bars, canned goods, and potable water, at your own expense. These items must be properly sealed and their expiration dates carefully monitored to ensure safety and suitability for consumption.
- f. This requirement shall form part of the monthly Quality Workplace Inspection.
- g. For guidance on inspection, monitoring, replenishment, and replacement of issued items, personnel and concerned offices shall refer to Annex B of this Circular, which contains the estimated useful life of the Emergency Go Bag and its contents.

VI. Accountability

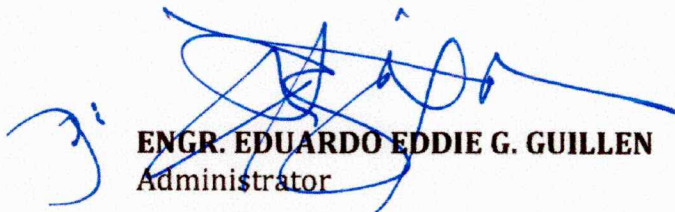
- a. The Emergency Go Bag with Hard Hat shall remain under the custody and accountability of the personnel to whom it was issued.
- b. Any misuse, loss, damage, or negligence involving the issued Emergency Go Bag shall be duly reported and acted upon in accordance with the Memorandum Circular No. 51, Series of 2024, entitled "Report of Lost, Stolen, Damaged, or Destroyed Property."

- c. Department Managers/ Regional Managers are responsible for ensuring that their personnel's Emergency Go Bags are complete, functional, and ready for use at all times.

VII. Effectivity

These guidelines shall take effect immediately and shall remain in force unless amended or superseded by subsequent issuances.

For strict compliance.



ENGR. EDUARDO EDDIE G. GUILLEN
Administrator
06 MAY 2026

ANNEX A – Contents and Specification of Emergency Go Bag

EMERGENCY GO BAG

1. PVC Emergency Go Bag (1 pc)

Capacity: Waterproof Dry Bag, at least 15 liters

Material: PVC material similar to coating PVC material

- Comfortable heavy-duty grab snap lock handle / buckle

- High quality 500 Denier, durable

Size/Dimensions: At least 23.62" Height x 13.5" Wide (60cm H x 34cm W)

- With single adjustable shoulder strap

Color: Blue

- Cylindrical Shape

Front: Custom made with Logo for National Irrigation Administration and #bayaNIAn

At least 5" x 7" print size

Contents of the Bag:

2. Hard hat with chin strap (1 pc)

(Passed in Occupational Safety and Health Standard Personal Protective equipment (PPE) testing)

- Green

- With 2" X 3" sticker and NIA LOGO in front (detailed in Annex A)

3. Emergency Light/Glow Stick (5 pcs/pack)

- At least 15cm length x 1.5cm diameter

- Neon Green Light

- Emit light through 360 degrees

- At least 8 - 12 hrs. of illumination

- With hook on top

- Biodegradable Plastic

- At least Two (2) Years Shelf life

- Non-toxic

4. Whistle (1 pc)

- 150-decibel sound

- Made of ABS Plastic

- Washable string lanyard (Color Blue)

- 7.5 cm x 2cm x 0.6 cm

- Color Blue

5. Mini keychain Multi-functional LED light (1 pc)

-Material: Aluminum Alloy

-Size: At least 6 X 4 cm

-Light mode: strong light, low light and flash

-USB charging capacity

6. Emergency Thermal Blanket (1 pc)

- 12 Microns

- Size: 160 cm x 210 cm

- Color: Gold and Silver

- Mylar foil double sided rescue blanket

- Retains 90% body heat

- Compact, lightweight, reusable

- Waterproof and windproof

7. Disposable Raincoat Plastic Pocket Rain Coat for Adults (2 pcs)

- Lightweight & Durable PE Raincoat
- Size: minimum 16.5 × 2 × 24 cm
- Material: High-Quality PE – Lightweight, Soft & Waterproof
- Adjustable Hood with Drawstring
- Elastic Cuffs Design

8. Zipper Zip Lock Bag (1 pc)

- Transparent
- Size: 9" x 10" (28.86cm x 25.4cm)
- Thickness: 30 - 60 Micron
- Airtight, waterproof, hygienic
- Reusable and non-toxic

9. First Aid Kit Pouch (1 pc)

- Material: Hard Case
- Size: Approx. 6" x 8" x 3"
- Fully opening rotating black zipper
- Waterproof
- Color: Blue
- Printed with National Irrigation Administration and 'First Aid Kit'

10. Sterile Gauze Pads (5 packs)

- 2 pcs 4"x4" x 12 ply 13 threads (Sterile)
- 100% Cotton Woven
- Individually wrapped
- At least Five (5) Years Shelf Life

11. Medical Micropore Paper Tape (1 roll)

- 1/2" x 10 Yards
- Latex-free
- Hypoallergenic

12. Povidone Iodine (1 bottle)

- 10% Antiseptic Disinfectant
- At least 15 ml
- Plastic Bottle

13. Alcohol Pads (5 pcs)

- Effective sterilization 99.9%
- Size: 20cm x 15cm
- Unscented alcohol

14. Cotton Balls (1 pack)

- 10 grams per pack
- Absorbent
- For medical use

15. Adhesive Antiseptic Strip Band Aid (10 pcs)

- Waterproof
- Breathable, flexible, soft
- Non-woven, hypoallergenic
- Individually sealed
- Size: 3/4 in x 3 in

16. White Triangular Bandage (1 pc)

- Size: At least 40"x40"x56" (101.6 x 101.6 x 142.2cm)
- 100% Cotton, woven, Calico type
- Unbleached or viscose fibers
- Functions: support, sling, bandage or tourniquet
- Red Cross Standard
- With NIA Logo at Apex

17. Elastic Bandage with Clips (1 roll)

- 2" x 5 yards
- Adjustable
- Latex Free
- With clip

18. KN95 Mask (2pcs)

- Individually packed
- EN Medical grade standard

19. Disposable Vinyl gloves (1 pair)

- Blue or White color
- Latex and powder free
- Fits either hand

20. Large Heavy Duty Trauma Shears / Scissors (1 pc)

- Stainless Steel with tough plastic handle
- 7-1/2" x 3-3/4"
- At least 50g

**21. Disaster Preparedness Booklet
(1 pc)**

- Size: 4.1 x 5.8 inches
- 120 gsm
- At least 8 leaves
- Hard bound cover page
- Contents: Cover, Messages, Family Reunification Plan, Emergency Go Bag Contents, Hotlines

22. Solar Powered Radio with LED Light (1 pc)

- HIFI sounds, strong signal, phone charger, Bluetooth wireless speaker, FM/AM/SW, rechargeable, replaceable battery
- Radio speaker FM / AM / SW 6band, micro USB DC input,
- Size: Minimum of 8cm length x 7cm width x 10 cm height

ANNEX B - Estimated Useful Life of Emergency Go Bag

ITEMS	ESTIMATED USEFUL LIFE
1. PVC GO BAG	Under normal conditions in the Philippines can last 2 to 5 years
2. HARD HAT	2 to 5 years from the date of first use, or up to 5 years from the date of manufacture
3. GLOW STICK	Typically have a shelf life of 2 to 4 years if stored in a cool, dry, and dark place
4. WHISTLE	1-3 years
5. MINI KEYCHAIN LED LIGHT	25,000 to 50,000 hours
6. EMERGENCY THERMAL BLANKET	Can remain functional for 3 to 10 years
7. DISPOSABLE RAINCOAT	Unused disposable raincoats have a shelf life of 3 years,
8. ZIP LOCK BAG	1-2 years
9. FIRST AID KIT POUCH BAG	Generally, do not have a set expiration date and can last many years.
10. STERILE GAUZE PADS	Atleast 3 years from the date of manufacture
11. MEDICAL MICROPORE PAPER TAPE	to 5 years from the date of manufacture
12. POVIDONE IODINE	3 years (36 months) from the date of manufacture
13. ALCOHOL PADS	2 to 3 years from the date of manufacture
14. COTTON BALLS	2 to 5 years from the date of manufacture
15. ADHESIVE ANTISEPTIC STRIP BAND AID	3 to 5 years from the date of manufacture
16. WHITE TRIANGULAR BANDAGE	3 to 5 years
17. ELASTIC BANDAGE WITH CLIP	6 to 12 months with regular
18. KN95 MASK	3 to 5 years for un-opened from the date of manufacture
19. DISPOSABLE VINYL GLOVES	5 years from the date of manufacture
20. LARGE HEAVY DUTY TRAUMA SHEARS / SCISSOR	Atleast 5 years
21. DISASTER PREPAREDNESS BOOKLET	One year (subject to update/revision)