

# **Fire Emergency Plan**

## **for**

# **Institute of Chemistry**

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### **I. Fire Emergency Telephone Numbers**

0915 163 2193  
7121 4512  
Krus Na Ligas Fire Sub-Station  
CP Garcia Avenue, Diliman, Quezon City

8330 2344  
Quezon City Fire District  
Quezon City Hall Compound  
Mayaman Street, Diliman, Quezon City

8931 9894  
New Era Fire Station  
57 Tandang Sora Avenue, Quezon City

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## II. Scope

This Fire Emergency Plan for the Institute of Chemistry covers its two (2) buildings located at the National Science Complex:

1. Teaching Building
2. Research Building

## III. Reference

The updating of the Fire Emergency Plan is in response to observations highlighted in Source of Solution (SOS) Research Project: Compliance with the Fire Code done under Research Grant administered by the Office of the Vice Chancellor for Research and Development (OVCRD).

## IV. Organizational Concept

The organization for Fire Emergency at the Institute of Chemistry is adopting the Incident Command System or ICS.

Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept and is activated in response to disasters or emergencies.

The Office of Civil Defense (OCD) has been mandated to establish the Incident Command System (ICS) in the country, through Memorandum No. 44 s. 2016 issued on 18 August 2016 by the National Disaster Risk Reduction and Management Council (NDRRMC).

Under Memorandum Circular No. 04, s. 2012 dated 28 March 2012, NDRRMC issued the Implementing Guidelines on the use of Incident Command System (ICS) as an On-Scene Disaster Response and Management Mechanism under the Philippine Disaster Risk Reduction and Management System (PDRRMS).

A Typical Incident Command System (ICS) Organization is provided as Annex “A” to the said Memorandum Circular, and such is hereby adopted also as Annex “A” of this Fire Emergency Plan.

The importance of disaster preparedness and response goes with the passage of Republic Act No. 10121, otherwise known as “Philippine Disaster Risk Reduction and Management Act of 2010” dated 27 May 2010.

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## V. Fire Emergency Organization Institute of Chemistry – University of the Philippines Diliman

### A. Incident Management Team

Incident Management Team (IMT) - an Incident Commander and the appropriate Command and General Staff personnel assigned to the incident, to wit:

**Incident Commander:** Director – Len Herald V. Lim (Director)  
Alternate: Baby Rorielyn T. Dimayacyac-Esleta (DDA)

**Chief – Operations Section:** Baby Rorielyn T. Dimayacyac-Esleta (Deputy Director for Administration)  
Alternate: Christine C. Hernandez (Deputy Director for Research and Extension)

**Chief – Planning Section:** Rheo B. Lamorena-Lim (Safety, Health and Environment Officer)  
Alternate: Christine C. Hernandez (Deputy Director for Research and Extension)

**Chief – Logistics Section:** Ahren Leonel Bagarino (Procurement Officer)  
Alternate: Fernando Llano

**Chief – Finance and Administration Section:** Jane P. Palacay (Administrative Officer)  
Alternate: Ahren Leonel Bagarino (Procurement Officer)

Staff under the Incident Commander

**Public Information Officer:** Roanne Joy Abanes (Staff Health Officer)  
Alternate: Jane P. Palacay (Administrative Officer)

**Liaison Officer:** Jane P. Palacay (Administrative Officer)  
Alternate: Fernando Llano (Building Administrator)

**Safety Officer:** Rheo B. Lamorena-Lim (Safety, Health and Environment Officer)

**Definition of Functions under Incident Command System**, as provided in NDRRMC Memorandum Circular No. 04, s. 2012 dated 28 March 2012.

Incident Commander (IC) - the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP) - the field location where the primary functions are performed.

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Operations Section - responsible for all tactical activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. Lifesaving and responder safety will always be the highest priorities and the first objectives of the Incident Action Plan (IAP).

Incident Action Plan (IAP) - an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments.

The Chief - Operations Section is responsible to Incident Command for the direct management of all incident-related tactical activities.

The Planning Section - collects, evaluates, and disseminates incident situation information and intelligence to the Incident Command and incident management personnel.

This Section prepares status reports, displays situation information, maintains the status of resources assigned to the incident, and prepares and documents the IAP, based on Operations Section input and guidance from the IC. The Planning Section is comprised of four primary Units, as well as a number of technical specialists to assist in evaluating the situation, developing planning options, and forecasting requirements for additional resources.

Logistics Section - responsible for providing facilities, services, and material support for the incident.

Finance/Administration Section - responsible for approving and tracking all expenditures and spending related to the incident.

Staff under the Incident Commander

Public Information Officer - responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The IC must approve the release of all incident-related information.

The Liaison Officer is Incident Command's point of contact for DRRMC/other government agency representatives, NGOs, and the private sector to provide input on their agency's policies, resource availability, and other incident-related matters.

The Safety Officer monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management.

The Safety Officer is, in turn, responsible to the IC for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, including the incident Safety Plan, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety as well as the general safety of incident operations.

The Safety Officer has immediate authority to stop and/or prevent unsafe acts during incident operations. It is important to note that the agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each contributes to the overall effort to protect all responder personnel involved in incident operations.

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## **B. Evacuation Team**

The priority during a fire incident is the safe evacuation of all occupants of the building.

Corollary to the Incident Management Team, the Evacuation Team composed as follows will be responsible for the safe and orderly evacuation of all occupants for them to proceed to the designated “Assembly Point”.

**Chief Marshall:** Sean Benson A. See (Deputy Director for Academic Affairs)  
Alternate: Rheo B. Lamorena-Lim (Safety, Health and Environment Officer)

### **For the Teaching Building**

#### **Floor Marshalls:**

1. Ground Floor: Leonel Aren Bagarino  
Alternate: Francis Alinabon
2. Second Floor: Regino Ostil  
Alternate: Philip Jayme
3. Third Floor: Freddie Lagarde  
Alternate: Rodel del Valle

#### **Searchers:**

1. Ground Floor: Adriano Capilo  
Alternate: Terry Maribay
2. Second Floor: Roseth Santos  
Alternate: Romel Lopez
3. Third Floor: Ediza Josue  
Alternate: (Faculty available) Lorenzo Mapalo

#### **Special Needs Crew:**

Crew Leader: Rheo B. Lamorena-Lim (Safety, Health and Environment Officer)  
Alternate: Roanne Joy Abanes (Staff safety officer)

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Members:

**Scribes:**

1. Ground Floor: Instructors/Professors  
Alternate: Instructors/Professors
2. Second Floor: Instructors/Professors  
Alternate: Instructors/Professors
3. Third Floor: Instructors/Professors  
Alternate: Instructors/Professors

**For the Research Building**

**Floor Marshalls:**

1. Ground Floor: Harriet Jane R. Caleja-Ballesteros  
Alternate: Joel I. Ballesteros
2. Second Floor: Rajelle D. Hernandez  
Alternate: Joel I. Ballesteros
3. Third Floor: Romel Venerable  
Alternate: Joel I. Ballesteros

**Searchers:**

1. Ground Floor: Lilibeth Galang  
Alternate: Marte C. Villena
2. Second Floor: Michelle Bulfa  
Alternate: Marte C. Villena
3. Third Floor: Ricks Dava  
Alternate: Marte C. Villena

**Special Needs Crew:**

Crew Leader: Rheo B. Lamorena-Lim (ASL Manager)  
Alternate: Rheo B. Lamorena-Lim/ Marte C. Villena (Safety, Health and Environment Officer/Pollution Control Officer)



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Members:

**Scribes:**

1. Ground Floor: Project Leaders  
Alternate: Senior Research Assistants

2. Second Floor: Project Leaders  
Alternate: Senior Research Assistants

3. Third Floor: Project Leaders  
Alternate: Senior Research Assistants

**Definition of Functions of Evacuation Team**

**Chief Marshall** – reporting to the Chief – Operations Section (of the Incident Management Team or IMT), the Chief Marshall shall oversee the safe and orderly evacuation of all building occupants for them to proceed to the designated “Assembly Point”.

He shall determine which “Assembly Point” to use; the Fire Code requires the designation of at least two (2) alternate assembly points in order to account for the direction of smoke from the fire; the safe assembly point is upwind as smoke will go downwind.

**Floor Marshalls** – reporting to the Chief Marshall, each Floor Marshall shall coordinate the evacuation for his assigned area.

The Floor Marshall shall inform the Chief Marshall if there is any Person With Disability (PWD) or any person needing assistance in his assigned area for the Chief Marshall to dispatch the Special Needs Crew.

**Searchers** – reporting to the Floor Marshall, each Searcher shall survey his assigned area from one end to the other to ensure that everyone has obliged to evacuate.

The corresponding Floor Marshall and the Searcher shall at the first instance put barricade at the entrance of elevators. **Elevators shall not constitute as means of exit during evacuation as it could stall, and people will be trapped.**

**NOTE: There are no elevators at the Teaching Building and Research Building, nonetheless the above statement is provided for general information as also mentioned in Section VII. How to Report a Fire.**

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**Special Needs Crew** – The Crew Leader reporting to the Chief Marshall shall, along with his crew members, provide assistance to any Person With Disability (PWD) or any person needing assistance in the evacuation, in coordination with the concerned Floor Marshall.

The Floor Marshall and the Searcher shall be the last to leave their assigned area after ensuring everyone has obliged to evacuate and informing the Chief Marshall accordingly.

**Scribes** – At the “Assembly Point”, each scribe shall start to account for all occupants and any visitor in his assigned area.

The Scribe shall have a prepared list of all occupants in his assigned area and bring it during evacuation.

The prepared list of occupants shall employ “Buddy System”, such that if anyone is not able to account for his buddy, he shall then inform the Scribe who then informs the Chief Marshall for the concerned Floor Marshall and Searcher to repeat checking their assigned area.

The Scribe shall ensure that, at the “Assembly Point”, all occupants from his assigned area stay in the “Assembly Point” until any further notice.

## **B. Fire Extinguisher Crew**

Fire Extinguisher Crew will be designated after proper training has been provided.

## **VI. General Rules in First Response to Fires**

1. Activate the building fire alarm system and call the Fire Department or have someone do this.
2. Assist any person in immediate danger or those incapable on their own to exit the building, without risk to yourself.
3. Only after these two steps are completed, should you attempt to extinguish the fire.
4. Only fight a fire:
  - a. If you have been properly trained to use fire extinguisher.
  - b. If the fire is small and contained.
  - c. If you are safe from toxic smoke.
  - d. If you have a means of escape.
  - e. If your instincts tell you can do it.

(Above rules are adapted from <http://www.fireextinguishertraining.com/index.html> and this reference material will be adopted for corresponding training program as part of fire emergency preparedness.)

## VII. How to Report a Fire

(Adapted from <https://www.wikihow.com/Report-a-Fire> written by Jennifer Mueller, JD)

Being at the scene of a fire is an intense and scary situation and time is of the essence.

Alerting the Fire Department as soon as possible gives them enough time to gather resources and combat the blaze.

Before you report a fire, move immediately to a safe location where you are not in danger.

While reporting the fire, the most important thing you can do is remain calm and provide the dispatcher with as much information as possible.



### 1. Activate the fire alarm to alert others in a building.

- If you're inside a building, activate the fire alarm as soon as you see the fire. This ensures that everybody else can get out of the building safely.

- Fire alarms can be activated by pulling the lever down or by breaking the glass covering the button.
- If the fire is obstructing the nearest fire alarm, try to find another one nearby. Bang on any doors or windows you pass as you're looking for the fire alarm to get people's attention.
- If you're outside the building and see the fire, call the fire emergency number immediately.

Don't assume that someone else has already called. If there is a fire alarm box or emergency phone outside, use it to alert the Fire Department.



## 2. Identify a clear evacuation route quickly if you're inside.

- Look around and figure out how to get out of the room, then out of the building.
- **Avoid elevators, where you could get trapped.**
- If the fire is spreading, your evacuation route ideally should move away from the fire, not closer to it.

- In places where you spend a lot of time, such as your workplace, make yourself familiar with evacuation routes and emergency exits so you can get out as soon as possible if there's a fire.
- In high buildings, you may be instructed to stay in your place and wait until you are given the all-clear signal.



### **3. Call the fire emergency number to alert the Fire Department.**

- Get your phone and call as soon as possible.
- If you're in the process of leaving the building, let the dispatcher know that you have not yet gotten out of the building. The dispatcher might instruct you to exit the building first, then call back.



#### **4. Tell the dispatcher the location and size of the fire.**

- The dispatcher may ask you to give details as to the exact location of the affected building, and to give direction going to the location.
- Let the dispatcher know where in the building the fire is and how large it is.
- If you know how the fire started, tell them that as well. That information will help Firefighters put it out more quickly.
- Be as specific as possible. The dispatcher might have other questions for you. Try to answer those questions as clearly as possible – the answers will help the Firefighters when they arrive on the scene.
- If you don't know what started the fire, it's better to say you don't know than to guess. If you say the wrong thing, Firefighters could waste precious minutes fighting the fire with ineffective methods.
- If there's anyone in the building who is disabled or might have difficulty getting out, tell the dispatcher where the person is located so he can relay this information to the Firefighters.

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## VIII. Fire Emergency Preparedness

Preparedness - measures taken to strengthen the capacity of the emergency services to respond in an emergency (as defined in NDRRMC Memorandum Circular No. 04, s. 2012 dated 28 March 2012).

### 1. Fire Exit Drills

The Institute of Chemistry is classified under Educational Occupancy, per 2019 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9514, otherwise known as the “Fire Code of the Philippines of 2008”, Rule 10. Fire Safety Measures, Chapter 2. Fire Safety in Building, Structures and Facilities, Division 3. Classification of Occupancy.

Fire exit drills (commonly known as fire drill) shall be conducted in coordination with the Office of the Fire Marshall having jurisdiction, per same RIRR Rule 10, Chapter 2, Division 21. Operating Features, Section 10.2.21.1

There shall be at least four (4) fire exit drills a year for Educational Occupancies, per same Division 21. Operating Features, Section 10.2.21.3 Item A.2

**Upon termination of the fire drill, the Incident Commander shall organize a team close out meeting with the Command Staff and General Staff and other members of the Fire Emergency Organization to discuss the strengths, areas for improvement, and recommendations for the operation; this is adopted from NDRRMC Memo Circular No 44 s 2016 re Guidelines on the Mobilization of Incident Management Team IMTs Section 6.5.3.**

### 2. Emergency Evacuation Plan

Under same RIRR, Rule 10. Chapter 2, Division 5. Means of Egress, Section 10.2.5.13 Emergency Evacuation Plan:

A. An emergency evacuation plan shall be posted on strategic and conspicuous locations in the building.

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### 3. Assembly Point

RIRR Rule 10, Chapter 2, Section 10.2.21.3 Items A.6 and 7 provides that:

Fire Exit Drills simulate actual fire condition, building occupants shall proceed to a **primary assembly point** outside the building and remain there until all are accounted for. Such points shall be sufficiently far away from the building as to avoid danger from fire in the building, or interference with Fire Department operations.

An **alternate assembly point** shall be planned for and used during other drills to ensure safety of occupants if the primary assembly point cannot be used.

(In actual fire situation, assembly point should be located upwind because of smoke going downwind.)

Wind direction can be monitored here:

[https://www.windfinder.com/forecast/quezon\\_city\\_metro\\_manila\\_philippines](https://www.windfinder.com/forecast/quezon_city_metro_manila_philippines)

**Assembly Point:** CS Amphitheater

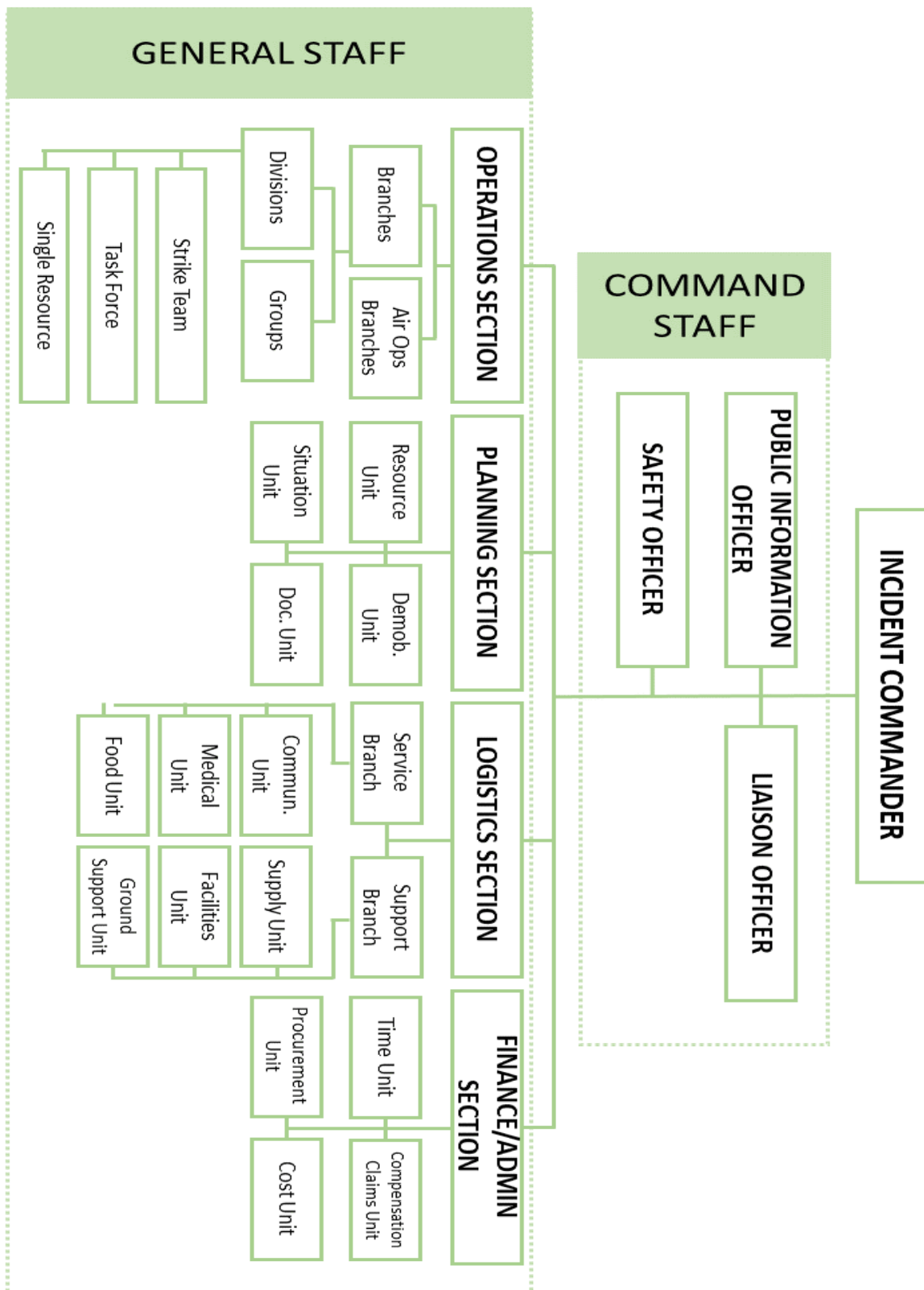
**Alternate Assembly Point:** near the Pag-asa Astronomical Observatory



## **ANNEX A**

### **A typical incident command system (ICS) Organization**

Annex “A”, Implementing Guidelines on the use of Incident Command System (ICS) as an On-Scene Disaster Response and Management Mechanism under the Philippine Disaster Risk Reduction and Management System (PDRRMS), Memorandum Circular No. 04, s. 2012 dated 28 March 2012 issued by the National Disaster Risk Reduction and Management Council (NDRRMC)



**A Typical Incident Command System (ICS) Organization**