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MESSAGE

HON. MAR ROXAS
Secretary
Department of the Interior and Local Government

Congratulations to the Bureau of Fire Protection (BFP) for crafting the BFP Operations Manual.

This manual details the protocols and procedures to be followed in combating and responding to fires, emergencies, and disasters. This is your tool for sharpening your abilities and decision-making skills.

But it is more than just a guide for action. It reflects the dedication and courage you show every time you respond to the call for service. Grounded on a strong value system, it will help you build and strengthen your relationship with the people and communities you look after.

As a leader and civil servant, the people place their trust in you. You are the protectors of their properties, homes and families. You protect and save, and you help rebuild lives and dreams. Your service to the nation helps ignite development and progress for all. It is thus your duty to continue to strive for excellence in your profession. Use this manual to pursue that goal.

HON. MAR RÓXAS
MESSAGE

ATTY. PETER IRVING C. CORVERA
Undersecretary for Public Safety
Department of the Interior and Local Government

There are no room for errors when it is the safety and welfare of the public is at stake. As the government agency mandated to safeguard the community from the havoc of disastrous fires, the Bureau of Fire Protection (BFP) should not be content in routinely responding to fires and disasters; it should continuously break new ground.

Hence, I take pride in congratulating the BFP for completing this much-anticipated manual which is vital in ensuring the delivery of quality public safety services. I personally would like to commend the men and women of the BFP who were behind this endeavor - for the diligence and perseverance which you invested in the preparation of this manual which marks another milestone for the BFP.

May this manual serve as a reliable guide to the firefighters of the land as you execute your duties of protecting and saving lives and property.

In the service of the country, we all remain.

ATTY. PETER IRVING C. CORVERA
MESSAGE

F/DIR ARIEL A BARAYUGA, CEO VI
Chief, Bureau of Fire Protection

Documenting work processes and good practices in the Philippine Fire Service has been quite challenging a task for the project team headed by Chief Superintendent Lorenzo S. De Guia, the incumbent BFP Deputy Chief for Operations, and the team’s predecessors. Before the success of Chief Superintendent De Guia’s team in coming out with this manual, our Bureau’s firefighters have relied heavily on knowledge and skills transfer by tradition; training based on foreign modules and references; and learning from experience. Policy circulars pertaining to certain aspects of fire operations are not few. But, our agency lacked a document that integrates written and unwritten fire operation procedures, as well as policies, into a systematic whole, a homegrown reference that embodies a “continually improving standard” for quality fire operations in the Philippines.

All resources mobilized and utilized for the development of this manual, however relatively limited, were directed towards the fulfillment of a single overarching objective, that is, to produce a manual that is usable here and now yet improvable in and by the foreseeable future. This manual is, therefore, our Bureau’s first successful attempt to consolidate and preserve a portion of our current firefighters’ knowledge and skills in conducting fire operations. And this is definitely not the last.

The next step is for our firefighters to put the contents of this manual to practice and test, in the hope of aiding the succeeding project teams keep the manual usable and, more importantly, make it every Filipino firefighter’s go-to guide in conducting quality fire operations. It is the present generation’s vision that this manual and its subsequent more helpful versions will be and continue to be repositories of valuable information and vehicles for upholding a tradition of replicable quality fire service.

DIRECTOR ARIEL A BARAYUGA, CEO VI
Introduction to the Manual

The long wait is over. After decades of attempts and obstacles, the BFP Operational Procedures Manual is finally here. This manual presents what our individual strategies and learning have in common in the form of “General Procedures”. These procedures tell how we ought to perform our “core” duties at its necessary minimum. Having said that, the procedures in this manual do not prevent us from implementing our strategies. They rather help ensure that we deliver a standard level or quality of output, regardless of our respective styles, approaches or strategies, in conducting operations.

The Components

The BFP Operational Procedures Manual is composed of six (6) sections, each representing a group of fire operation procedures, to wit:

1. **Fire Safety Enforcement**: The twenty-three (23) procedures in this section proceed from building plan review to imposition of administrative sanctions, filing of appropriate charges against violators of the Fire Code and addressing non-acceptance of inspectio order.

2. **Firefighting Operations**: This section contains firefighting procedures for fourteen (14) categories of incidents, namely: in armory/ explosive storage; in basement; in high-rise structures; in hospitals with radioactive materials; in jails/ correctional institutions; in LPG installation; in water vessels docked at wharves or piers; in oil depot/ refinery or fires involving hydrocarbon substances; in vehicles, construction sites and power plants with radioactive materials; fires resulting from bomb explosion; fires incidental to fireworks/ pyrotechnic explosion; fires resulting from plane crash outside the airport/ airfield; forest fires; and vehicular fires.

3. **Emergency Medical Services**: The section composed of eighteen (18) procedures covers not only how to perform emergency medical responses during fire/ disaster operations but also incident rehabilitation; critical incident stress management; and emergency medical team protocols and decorum.

4. **Special Operations**: This section presents fifteen (15) procedures for rescue operations during fires, natural disasters, accidents, and incidents involving hazardous materials (HazMat) and chemical, biological, radiological, and nuclear (CBRN) explosives or substances.

5. **Fire/Arson Investigation**: The procedures in this section are clustered into three (3) groups: determination of fire origin; determination of fire cause; and determination of responsibility and liability.

6. **Disaster Management**: This section comprises of the procedures for disaster operations during typhoons and floods; earthquakes; landslides; tsunamis; and volcanic activities.

The parts of the procedures are positioned and labeled in a way that would help you immediately access the information covered by this manual, to wit:

- **Policy** – where you will find the basis or authority for an operation or procedure.
- **Purpose** – where the whys and wherefores you are performing a procedure is articulated.
- **Basic Concepts, Principles and Guideposts** – where you SHOULD LOOK AT IMMEDIATELY for warning or precaution, reminders, and/or concepts that can help you understand why a procedure is performed as indicated.
• **Scope** – where you can determine whether the procedure applies to a situation and/or covers your unit.
• **Responsibilities** – where you can pre-identify the personnel or offices involved in the procedure and their respective roles in the operation or procedure.
• **Definitions** – where you can find the meanings of terms as they are used or to be understood in the context of fire operations and particular procedures.
• **General Procedures** – where you SHOULD GO IMMEDIATELY to know what to do and how to perform BEFORE, DURING and AFTER operations.
• **Effectiveness Criteria** – where you can find the indicator/s that you have performed the procedure or operation effectively.
• **References** – where you will see the index of basic reference materials used in the formulation of the procedure.
• **Forms/Records** – where you will see the list of forms/records to be accomplished in the conduct of operation.

**The Framework**

In determining the content and level of details in each procedure, we employed the SIPOC Technique/Matrix. The matrix has five sets of fields corresponding to Supplier-Input-Process-Output-Client (SIPOC). We began working on the matrix with the Process Field, where we listed the key phases of an operation. Then, at each phase, we identified the Supplier of the Input/s to the Process, as well as the Output/s delivered to the Client, and listed them horizontally. This way, we were able to define the parameters of each procedure, i.e. whether a procedure is subsumed by or is entirely separate from (an)other procedure(s), as well as identify some of the key responsible personnel or offices and process results that you can find in the “Responsibilities”, “Purpose” and “Effectiveness Criteria” in each procedure.

We adopted Deming’s (also Shewhart’s) Model for Continuous Improvement in organizing the pieces of information in each procedure. The model has been popular first in standardizing and improving business processes, industrial operations and strategy management through the PDS/CA Cycle. The Cycle begins with “Plan”, which involves identification of goals or purpose; defining success metrics; and designing, adjusting or revising plans or processes. This we applied in the preliminary parts of each procedure (i.e. from “Policy” to “Definitions”) and in the “Before or Pre-Operation” part of the General Procedures. “Do” pertains to the implementation or fulfillment of the “Plan” and finds expression in this manual’s “General Procedures”, particularly the “During/Actual Operation”. “Study/Check” is where results of operations, procedure, or process are monitored, checked and/or assessed as bases for product, service, and process improvement. We have incorporated this in the manual through the “Effectiveness Criteria” and, to some extent, in the “After/Post Operation” part of the General Procedures. Finally, “Act” is where the learning acquired from the results of the assessment in the “Study/Check” are integrated into the process by making adjustments or changing goals, plans, procedures and/or processes.

Now that we have walked you through what this trailblazing output has to offer, it is time for us all to make this manual work.

"There's nothing quite so useless than doing with great efficiency something that should have not been done at all."

-Deming
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CINSP EMMANUEL P RABULAN
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SUPT ROEL JEREMY G DIAZ
SUPT GILBERT T DOLOT
SUPT JESUS P FERNANDEZ
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CINSP RENATO B CAPUZ
CINSP DOUGLAS M GUIYAB
CINSP JUNITO F MASLANG
CINSP PAUL L PILI
CINSP ROY D GUISO
CINSP RODRIGO N REYES
CINSP MICHAEL E UY

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CINSP RODOLFO P DENAGA
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CINSP MIKE V BARAYUGA
CINSP LIHER L BARRIOS
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CINSP EVELIO M QUIMPO JR
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INSO ADRIAN D QUILANG
CINSP CARINA B URCIA
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FO3 Joanna Paula P Monteza
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MFM & Personnel of Guinobatan Fire Station
MFM & Personnel of Pili Fire Station

vii
# LIST OF ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFOR</td>
<td>After Fire Operation Report</td>
</tr>
<tr>
<td>AFP</td>
<td>Armed Forces of the Philippines</td>
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<tr>
<td>AIR</td>
<td>After Inspection Report</td>
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<tr>
<td>ALS</td>
<td>Advanced Life Support</td>
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<td>ALS</td>
<td>Arson Laboratory Section</td>
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<tr>
<td>AO</td>
<td>Abatement Order</td>
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<tr>
<td>API</td>
<td>American Petroleum Institute</td>
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<tr>
<td>ATC</td>
<td>Anti-Terrorism Council</td>
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<tr>
<td>BACO</td>
<td>Breathing Apparatus Control Offices</td>
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<tr>
<td>BFP</td>
<td>Bureau of Fire Protection</td>
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<tr>
<td>BLEVE</td>
<td>Boiling Liquid Expanding Vapor Explosion</td>
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<tr>
<td>BOSS</td>
<td>Business One-Stop Shop</td>
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<tr>
<td>C/MFM</td>
<td>City/Municipal Fire Marshal</td>
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<tr>
<td>CAAP</td>
<td>Civil Aviation Authority of the Philippines</td>
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<tr>
<td>CBRN</td>
<td>Chemical, Biological, Radiological and Nuclear</td>
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<tr>
<td>CBRNE</td>
<td>Chemical, Biological, Radiological and Nuclear Explosives</td>
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<td>CET</td>
<td>Composite Evaluation Team</td>
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<tr>
<td>CFM</td>
<td>City Fire Marshal</td>
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<tr>
<td>CIIS</td>
<td>City Intelligence and Investigation Section</td>
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<td>CISD</td>
<td>Critical Incident Stress Debriefing</td>
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<td>CISM</td>
<td>Critical Incident Stress Management</td>
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<tr>
<td>COMMEL</td>
<td>Communications and Electronics Center</td>
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<td>CRO</td>
<td>Customer Relations Officer</td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>CSSR</td>
<td>Collapse Structure Search and Rescue</td>
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<td>DANA</td>
<td>Damage Assessment and Need Analysis</td>
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<td>DENR</td>
<td>Department of Environment and Natural Resources</td>
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<td>DRT</td>
<td>Disaster Response Team</td>
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<td>DOH</td>
<td>Department of Health</td>
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<td>Evidence Chain of Custody</td>
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<td>ECRR</td>
<td>Evidence Collection and Recovery Record</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
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<td>EOC</td>
<td>Emergency Operation Center</td>
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<td>Explosive Ordinance Demolition</td>
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<td>EOD</td>
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<td>ETA</td>
<td>Estimated Time of Arrival</td>
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<td>ERG</td>
<td>Emergency Response Guide</td>
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<td>FAI</td>
<td>Fire Arson Investigator</td>
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<td>FALAR</td>
<td>Fire and Life Safety Assessment Report</td>
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<td>FCC</td>
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<td>FIR</td>
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<td>Fire Safety Evaluation Clearance</td>
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<td>FSES</td>
<td>Fire Safety Enforcement Section</td>
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<td>Fire Safety Inspector</td>
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<td>Acronym</td>
<td>Full Form</td>
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<td>FSIC</td>
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<td>Hazardous Material</td>
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<td>HHQ</td>
<td>Higher Headquarters</td>
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<td>HRP</td>
<td>Highest Ranking Personnel</td>
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<td>Incident Action Plan</td>
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<td>Incident Commander</td>
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<td>Philippine National Police – Scene of the Crime Operatives</td>
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<td>PNRI</td>
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<td>Self-Contained Breathing Apparatus</td>
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<td>Spot Investigation Report</td>
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<td>SITREP</td>
<td>Situational Report</td>
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<td>Special Rescue Unit</td>
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<td>United Nations Disaster Assessment and Coordination</td>
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<td>USAR</td>
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1. FIRE SAFETY ENFORCEMENT
1.1 BUILDING PLAN REVIEW

**POLICY:**
Rule 9 of the IRR of RA 9514 mandates the conduct of building plan evaluation and the issuance of Fire Safety Evaluation Clearance (FSEC) as a pre-requisite for the grant of Building Permit by the Office of the Building Official (OBO) having jurisdiction.

**PURPOSE:**
Ensure that designs, plans, and specification of all buildings to be constructed are Fire Code compliant and that the FSEC is issued in accordance with the Fire Code and BFP Citizen’s Charter.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
Before a building is constructed, its design must be compliant with the fire safety requirements of RA 9514.

Construction of new buildings, structures or facilities or modification/renovation/alteration thereof requires FSEC.

**SCOPE:**
This covers the procedure in the issuance of Fire Safety Evaluation Clearance (FSEC) as a pre-requisite for the grant of Building Permit by the Office of the Building Official (OBO) having jurisdiction.

**RESPONSIBILITIES:**
The Customer Relations Officer (CRO) – receives application.

Assessor – assesses the required fire code fees.

Collecting Officer – receives payment and issues Official Receipts (OR).

Building Plan Evaluator – evaluates the submitted building plan.

Chief, Fire Safety Enforcement Section (FSES) – assigns building plan evaluator; reviews findings and recommends to the City Fire Marshal.

City / Municipal Fire Marshal (C/MFM) – issues Fire Safety Evaluation Clearance (FSEC) / Notice of Disapproval (NOD).

**DEFINITIONS:**
Building Plan Evaluation – is an activity by the Bureau of Fire Protection wherein a building plan is reviewed by its Building Plan Evaluators to determine whether the same complies with the requirements of RA 9514 and its IRR. This likewise covers the issuance of FSEC as a pre-requisite for the issuance of Building Permit by the Building Official.
**GENERAL PROCEDURES:**

### PRE / BEFORE

1. The applicant secures and accomplishes the application form and submits the same to the Customer Relations Officer (CRO) together with the following documentary requirements:
   a. Endorsement from the Building Official
   b. 6 complete sets of Building Plans including Fire Protection Plan/s such as but not limited to Automatic Fire Suppression System (AFSS), Fire Detection, Alarm, and Communication System (FDAS), Kitchenhood Suppression System (KHSS), and Centralized LPG Plan
   c. 1 Set of Bill of Materials and Labor
2. The Customer Relations Officer (CRO) checks the completeness of the abovementioned documentary requirements and forwards the same to the assessor for the assessment of the fire code construction tax. Refer to Rule 12 of the IRR of RA 9514 for the computation of fire code taxes.
3. The assessor computes the fees and issues the Order of Payment Slip (OPS) to the applicant.
4. The applicant pays the required Fire Code Fee/s to the BFP Collecting Officer.
5. The Collecting Officer issues the corresponding Official Receipt (OR) to the applicant.
6. The applicant presents the OR to the CRO for issuance of claim stub.
7. The CRO endorses to the Chief, FSES the application form together with all the submitted documents.
8. The Chief, FSES immediately assigns a Building Plan Evaluator to conduct evaluation and review.

### ACTUAL / DURING

9. The plan evaluator evaluates the submitted plans and specifications, accomplishes the standard Fire Safety Checklist (FSC) on Building Plans, and prepares either the FSEC or Notice of Disapproval (NOD).
10. The Chief, FSES reviews the findings of the plan evaluator and recommends to the City/Municipal Fire Marshal the proper disposition of the application.
11. The City/Municipal Fire Marshal (C/MFM) either approves or disapproves the evaluated plans with the FSC and issues either FSEC, in case of approval or NOD in case of disapproval; and returns back to the CRO for its release.

### POST / AFTER

12. The CRO records the FSEC Control Number and its date of issuance.
13. The CRO releases to the applicant the evaluated plan together with the FSC, and the FSEC or NOD upon presentation of the claim stub.
<table>
<thead>
<tr>
<th>EFFECTIVENESS CRITERIA</th>
<th>Standards, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
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<tr>
<td>Evaluated building plans are or become Fire Code compliant, and the corresponding FSEC are duly issued.</td>
<td>Rule 9 (Enforcement and Administration of Fire Safety Measures), Division 1-3 of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)</td>
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<td>Fire Safety Checklist (FSC) on Building Plans</td>
<td>Building Plan Evaluator</td>
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<td>Fire Safety Evaluation Clearance (FSEC)</td>
<td>Building Plan Evaluator</td>
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<td>Building Plan Evaluator (BPE) / Customer Relation Officer (CRO)</td>
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<td>FSEC Database / Logbook</td>
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1.2 FIRE SAFETY INSPECTION
(PRE-CONSTRUCTION PHASE)

**POLICY:**
Rule 9 of the IRR of RA 9514 provides the procedure in the conduct of an on-site inspection during pre-construction phase prior to the issuance of Fire Safety Evaluation Clearance (FSEC).

**PURPOSE:**
Ensure that fire safety features indicated in the plans submitted can be implemented in the building to be constructed.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
This covers the procedure in the conduct of an on-site inspection during pre-construction phase prior to the issuance of Fire Safety Evaluation Clearance (FSEC) by the local fire stations nationwide.

**SCOPE:**
The following are instances where an on-site inspection is required prior to the issuance of FSEC:

1. In existing buildings, where there is a need to verify whether the existing means of egress or other fire safety components of a building will be affected by the application for renovation, alteration, modification, or repair.
2. For new buildings, where there is a need to determine the orientation of the building, facilities or structure and their premises to be erected whether the proposed means of egress terminates directly to a public way, location of the nearest hydrants, positioning and maneuvering of fire trucks within the six-meter radius, conspicuous location of fire department connection, wet & dry standpipes, and other fire protection equipment.

The Fire Safety Inspection during Pre - Construction Phase must be conducted during the 3 - day period for issuance of FSEC.

**RESPONSIBILITIES:**
Building Plan Evaluator – conducts an on-site inspection.

**DEFINITIONS:**
Pre-construction Phase – refers to the stage where a proposed building to be constructed is applying for a building permit and construction is yet to start.

**GENERAL PROCEDURES:**

**PRE / BEFORE**
1. The Plan Evaluator, upon receipt of plans and specifications, determines whether an on-site inspection is required and if required, prepares the Inspection Order (IO).
2. The Plan Evaluator then presents the prepared IO together with the plans to the Chief, Fire Safety Enforcement Section (FSES) for evaluation and signature of the IO.
3. The Chief, FSES forwards the IO, together with the plans,
to the City / Municipal Fire Marshal (C/MFM) for his/her approval.

**ACTUAL / DURING**

4. The Plan evaluator proceeds to the site and requests acknowledgment of the IO from any responsible person in the building, structure or facility.

5. The Plan Evaluator conducts an ocular inspection of the building/structure/facility.

**POST / AFTER**

6. The Plan Evaluator prepares an After Inspection Report (AIR) within twenty-four (24) hours after receipt of the IO as basis for his/her evaluation of the submitted plans and specifications.

**EFFECTIVENESS CRITERIA:** Evaluated building plans are or become Fire Code compliant, and the corresponding FSECs are duly issued.

**REFERENCES:**

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
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<tbody>
<tr>
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<tr>
<td>Inspection Order (IO) Database / Logbook</td>
<td>Chief, FSES</td>
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</table>
1.3 FIRE SAFETY INSPECTION (CONSTRUCTION PHASE)

POLICY: Rule 9 of the IRR of RA 9514 mandates the conduct of fire safety inspection during construction, renovation, modification, or alteration of buildings, structures or facilities.

PURPOSE: Ensure implementation of Fire Code compliant building plans and specifications during construction, modification, renovation, alteration of the building, facility and structure.

Ensure that fire safety measures are in place during construction / modification / renovation / alteration of the building, facility and structure.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: Construction, renovation, modification, or alteration of buildings, structures or facilities shall conform to the approved plans and specifications and the required fire safety construction are in place.

SCOPE: This covers the procedure in the conduct of on-site inspection during construction phase of buildings, structures or facilities to be observed by local fire stations.

RESPONSIBILITIES: City / Municipal Fire Marshal (C/MFM) – approves and issues Inspection Order (IO).

Chief, Fire Safety Enforcement Section (FSES) – recommends the issuance of IO.

DEFINITIONS: Building Plan Evaluator / Fire Safety Inspector (FSI) – conducts an ocular inspection during the construction phase.

Construction Phase – refers to the stage where a building is being erected or constructed.

GENERAL PROCEDURES:

PRE / BEFORE 1. On the basis of the issued Fire Safety Checklist (FSC) on the building plan, the Plan Evaluator prepares an Inspection Order (IO) and forwards to the Chief, FSES for his signature.

2. The Chief, FSES countersigns the IO and forwards the same to the City/Municipal Fire Marshal (C/MFM) for approval.

3. The City/Municipal Fire Marshal (C/MFM) signs the IO.

ACTUAL / DURING 4. The Plan evaluator proceeds to the site and requests acknowledgment of the IO from any responsible person in the building, structure or facility.
5. The Plan Evaluator conducts inspection during construction, renovation, modification or alteration and prepares the AIR in duplicate copies immediately after the inspection conducted, leaving a copy for the owner/project manager/contractor or any duly authorized representative.

6. Within three (3) days upon receipt of the IO, a copy of the AIR is submitted to the Chief, FSES.

7. The Chief, FSES evaluates the submitted AIR and, in case of violations / deficiencies, prepares the written notice addressed to the owner/project manager/contractor or any duly authorized representative of the noted deficiencies or violations in the construction.

8. The C/MFM signs the notice and forwards the same to the Plan Evaluator for service of notice.

9. The Plan Evaluator serves the original copy of the notice to owner/project manager/contractor or any duly authorized representative and another copy to the Office of the Building Official.

**POST / AFTER EFFECTIVENESS CRITERIA:**

- Inspected buildings, structures or facilities under construction are Fire Code compliant.
- Fire safety measures are in place during construction.

**REFERENCES:**

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
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<td>Inspection Order (IO) Database / Logbook</td>
<td>Chief, FSES</td>
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</tbody>
</table>
# 1.4 FIRE SAFETY INSPECTION AND ISSUANCE OF FSIC FOR OCCUPANCY

**POLICY:** Sections 5 and 7 of RA 9514 mandate that no occupancy permit, business or permit to operate shall be issued without securing a Fire Safety Inspection Certificate (FSIC). Likewise, Rule 9 of the IRR of RA 9514 mandates the conduct of fire safety inspection after the completion of construction.

**PURPOSE:** Ensure that newly constructed/modified/renovated/altered building, structures or facilities are fully compliant with the Fire Code before issuance of FSIC for Occupancy within the prescribed period in the BFP Citizen’s Charter.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:** Newly constructed building, structures or facilities shall be fully compliant to the fire safety requirements of RA 9514.

**SCOPE:** This covers the procedure in the issuance of Fire Safety Inspection Certificate (FSIC) for Occupancy as a pre-requisite for the grant of Occupancy Permit by the Office of the Building Official (OBO) having jurisdiction. Construction of new buildings, structures or facilities or modification/renovation/alteration thereof requires FSIC before a Certificate of Occupancy is issued by the Building Official.

**RESPONSIBILITIES:** The Customer Relations Officer (CRO) – receives application.

- Assessor – assesses the required fire code fees.

- Collecting Officer – receives payment and issues Official Receipts (OR).

- Chief, Fire Safety Enforcement Section (FSES) – assigns Fire Safety Inspector (FSI), reviews and evaluates After Inspection Report (AIR), and recommends findings to the City Fire Marshal.

- Fire Safety Inspector (FSI) – conducts ocular inspection.

- City / Municipal Fire Marshal (C/MFM) – issues Fire Safety Inspection Certificate (FSIC) for Occupancy / Notice of Disapproval (NOD).

**DEFINITIONS:** Post-Construction Phase – refers to the stage where a building under construction has been completed and is ready for occupancy.
GENERAL PROCEDURES:

PRE / BEFORE

1. The applicant secures, accomplishes the application form and submits the same to the Customer Relations Officer (CRO) together with the following documentary requirements:
   a. Endorsement from the Building Official for the application of FSIC for Occupancy accompanied by a Certificate of Completion
   b. Photocopy of Building Permit
   c. Assessment of Occupancy Permit Fee
   d. Copy of the approved Building Plan
   e. Copy of the Fire Safety Checklist
   f. Copy of the Fire Safety Evaluation Clearance

2. The CRO checks the completeness of the abovementioned documentary requirements and forwards the same to the assessor for the assessment of the balance amount in the fire code construction tax, if any, fire safety inspection fee, and other applicable fire code fees.

3. The assessor then issues the Order of Payment Slip (OPS) to the applicant.

4. The applicant pays the required Fire Code Fee to the BFP Collecting Officer.

5. The Collecting Officer issues the corresponding Official Receipt (OR) to the applicant.

6. The applicant presents the OR to the CRO for issuance of claim stub.

7. The CRO endorses to the Chief, FSES the application form together with all the submitted documents.

8. The Chief, FSES assigns a designated Fire Safety Inspector and immediately prepares an Inspection Order (IO) and countersigns the same.

9. The prepared IO together with all the supporting documents shall be forwarded to the Office of the City / Municipal Fire Marshal for its approval and signature.

ACTUAL / DURING

10. The FSI proceeds to the establishment and requests acknowledgment of the IO from any responsible person in the building, structure or facility.

11. The FSI proceeds with the fire safety inspection and immediately prepares an After Inspection Report (AIR), a copy of which is given to the establishment / building owner, occupant, or any duly authorized representative before leaving the premises.

12. The FSI submits a copy of the AIR to the Chief, FSES within three (3) days upon receipt of the IO.

13. The Chief, FSES evaluates the submitted AIR and prepares either the FSIC or NOD.

14. The Chief, FSES signs the AIR and the FSIC or NOD and forwards the same to the C/MFM for proper disposition and
final action on the application.

15. The C/MFM signs the AIR and FSIC or NOD and forwards the same to the CRO or releasing clerk.

16. The CRO records the FSIC Control Number and its date of issuance and releases the same to the applicant upon presentation of the claim stub. In case of disapproval, a copy of the NOD is furnished to the Office of the Building Official.

**EFFECTIVENESS CRITERIA:**

- Newly constructed/ modified/ renovated/ altered building, structures or facilities are fully compliant with the Fire Code.
- FSIC for Occupancy is duly issued to fully compliant buildings.

**REFERENCES:**

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
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<td>Section 9.0.2.3 (Inspection After Completion of Construction), Rule 9 of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)</td>
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<td>IO Database / Logbook</td>
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<td>FSIC Database / Logbook</td>
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### 1.5 ISSUANCE OF FSIC FOR BUSINESS PERMIT

#### POLICY:
Sections 5 and 7 of RA 9514 mandate that no occupancy permit, business or permit to operate shall be issued without securing a Fire Safety Inspection Certificate (FSIC) from the Chief, BFP or his duly authorized representative.

#### PURPOSE:
Ensure that business establishments are fully compliant with the Fire Code before issuance of FSIC for Business Permit (New) within the prescribed period in the BFP Citizen’s Charter.

#### BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
FSIC for Business Permit should be issued within five (5) working days from filing/acceptance of FSIC application.

#### SCOPE:
This covers the procedure in the conduct of fire safety inspection necessary in the issuance of Fire Safety Inspection Certificate (FSIC) as a pre-requisite for the issuance of Business or Mayor’s Permit, Permit to Operate, PHILHEALTH Accreditation for Hospitals, DOH License to Operate, and other Permits and licenses being issued by other government agencies valid for one (1) year from the date of issuance unless revoked / cancelled.

#### RESPONSIBILITIES:
The Customer Relations Officer (CRO) – receives application.

Assessor – assesses the required fire code fees.

Collecting Officer – receives payment and issues Official Receipts (OR).

Chief, Fire Safety Enforcement Section (FSES) – assigns Fire Safety Inspector (FSI), reviews and evaluates After Inspection Report (AIR), and recommends findings to the City / Municipal Fire Marshal.

Fire Safety Inspector (FSI) – conducts ocular fire safety inspection.

City / Municipal Fire Marshal (C/MFM) - issues Fire Safety Inspection Certificate (FSIC) for Occupancy/ Notice to Comply (NTC).

#### GENERAL PROCEDURES:

#### PRE / BEFORE
1. The applicant secures and accomplishes the application form and submits the same to the Customer Relations Officer (CRO) together with the following documentary requirements:
   a. Photocopy of Application for Business Permit
   b. Tax Bill/Assessment
c. FSIC for Occupancy (if required)
d. Fire insurance policy, if any.

2. The Customer Relations Officer (CRO) checks the completeness of the abovementioned documentary requirements and forwards the same to the assessor for the assessment of the applicable fire code fees.

3. The assessor then issues the Order of Payment Slip (OPS) to the applicant.

4. The applicant pays the required Fire Code Fee to the BFP Collecting Officer.

5. The Collecting Officer issues the corresponding Official Receipt (OR) to the applicant.

6. The applicant presents the OR to the CRO for issuance of claim stub.

7. The CRO endorses to the Chief, FSES the application form together with all the submitted documents.

8. The Chief, FSES assigns a Fire Safety Inspector and immediately prepares an Inspection Order (IO) and countersigns the same.

9. The prepared IO together with all the supporting documents is forwarded to the Office of the City / Municipal Fire Marshal for its approval and signature.

10. The FSI proceeds to the establishment and requests acknowledgment of the IO from any responsible person in the building, structure or facility.

11. The FSI conducts the fire safety inspection and immediately prepares an After Inspection Report (AIR), a copy of which is given to the establishment / building owner, occupant, or any duly authorized representative before leaving the premises.

12. The FSI submits a copy of the AIR to the Chief, FSES within three (3) days upon receipt of the IO.

13. The Chief, FSES evaluates the submitted AIR and prepares either the FSIC or Notice to Comply (NTC) or recommendation for declaration as public nuisance, as the case maybe.

14. The Chief, FSES signs the AIR and the FSIC or NTC or recommendation for declaration as public nuisance, as the case maybe, and forwards the same to the C/MFM for proper disposition.

15. The C/MFM signs the AIR and FSIC or NTC or recommendation for declaration as public nuisance, as the case maybe and forwards the same to the CRO or releasing clerk, for release or submission to higher offices thru channel.

16. The CRO or releasing clerk records the FSIC Control Number and its date of issuance and releases the same to the applicant upon presentation of the claim stub. In case of notice to comply, a copy of the notice is furnished to the Office of the Business Permits and License Office.
EFFECTIVENESS CRITERIA:

All business establishments are fully compliant with the Fire Code.

FSIC for Business Permit is duly issued to fully compliant business establishments.

REFERENCES:

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 9 (Enforcement and Administration of Fire Safety Measures) and Rule 10 (Fire Safety Measures) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)</td>
<td>National Fire Protection Association (NFPA)</td>
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<td>RA 9292 (Philippine Electronics Code) and other related International Codes on Fire Safety</td>
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<tr>
<th>Record/Form/Activity Name</th>
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<tbody>
<tr>
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<td>Order of Payment Slip (OPS)</td>
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<td>Chief, Fire Safety Enforcement Section (FSES)</td>
</tr>
<tr>
<td>Fire Safety Inspection Certificate (FSIC) for Business Permit</td>
<td>City / Municipal Fire Marshal (C/MFM)</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
<td>Inspection Order (IO)</td>
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<tr>
<td></td>
<td>Database/ Logbook</td>
</tr>
<tr>
<td>FSIC Database/Logbook</td>
<td>Customer Relation Officer (CRO)</td>
</tr>
</tbody>
</table>
1.6. ISSUANCE OF FSIC FOR RENEWAL OF BUSINESS PERMIT

**POLICY:**
Sections 5 and 7 of RA 9514 mandate that no occupancy permit, business or permit to operate shall be issued without securing a Fire Safety Inspection Certificate (FSIC) from the Chief, BFP or his duly authorized representative.

**PURPOSE:**
Ensure that all business establishments are fully compliant with the Fire Code before issuance of FSIC for Business Permit (Renewal) within the prescribed period in the BFP Citizen’s Charter.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
FSIC for Business Permit should be issued within five (5) working days from filing/acceptance of FSIC application.

**SCOPE:**
This covers the procedure in the conduct of fire safety inspection necessary in the renewal of Business Permits for the issuance of Fire Safety Inspection Certificate (FSIC) as a pre-requisite for the issuance of Business or Mayor’s Permit, Permit to Operate, PHILHEALTH Accreditation for Hospitals, DOH License to Operate, and other Permits and licenses being issued by other government agencies valid for one (1) year from the date of issuance unless revoked / cancelled.

**RESPONSIBILITIES:**
The Customer Relations Officer (CRO) – receives application.

Assessor – assesses the required fire code fees.

Collecting Officer – receives payment and issues Official Receipts (OR).

Chief, FSES (Fire Safety Enforcement Section) – assigns Fire Safety Inspector (FSI), reviews and evaluates After Inspection Report (AIR), and recommends findings to the City Fire Marshal.

Fire Safety Inspector (FSI) – conducts ocular fire safety inspection.

City / Municipal Fire Marshal (C/MFM) – issues Fire Safety Inspection Certificate (FSIC) for Occupancy / Notice to Comply (NTC) / Notice to Correct Violations (NTCV).

**GENERAL PROCEDURES:**

**PRE / BEFORE**
1. The applicant secures, accomplishes the application form, and submits the same to the Customer Relations Officer (CRO) together with the following documentary requirements:
   a. Photocopy of Business Permit (previous year)
   b. Tax Bill/Assessment
c. Latest FSIC, if any.
d. Fire insurance policy, if any.

2. The Customer Relations Officer (CRO) checks the completeness of the abovementioned documentary requirements and forwards the same to the assessor for the assessment of the fire safety inspection fee and other applicable fire code fees.

3. The assessor then issues the Order of Payment Slip (OPS) to the applicant.

4. The applicant pays the required Fire Code Fee to the BFP Collecting Officer (Applicant is no longer required to pay the Fire Code Fees if already paid during the Business One Stop Shop (BOSS)).

5. The Collecting Officer then issues the corresponding Official Receipt (OR) to the applicant.

6. The applicant presents the OR to the CRO for issuance of claim stub.

7. The CRO endorses to the Chief, FSES the application form together with all the submitted documents.

8. The Chief, FSES assigns a Fire Safety Inspector, immediately prepares an Inspection Order (IO), and countersigns the same.

9. The prepared IO together with all the supporting documents is forwarded to the City / Municipal Fire Marshal for his / her approval and signature.

10. The FSI proceeds to the establishment and requests acknowledgment of the IO from any responsible person in the building, structure or facility.

11. The FSI conducts the fire safety inspection and immediately prepares an After Inspection Report (AIR), a copy of which is given to the establishment / building owner, occupant, or any duly authorized representative before leaving the premises.

12. The FSI submits a copy of the AIR to the Chief, FSES within three (3) days upon receipt of the IO.

13. The Chief, FSES evaluates the submitted AIR and prepares either the FSIC or Notice to Comply or recommendation for declaration as public nuisance, as the case maybe.

14. The Chief, FSES signs the AIR and the FSIC or NTC or recommendation for declaration as public nuisance, as the case maybe, and forwards the same to the C/MFM for proper disposition.

15. The C/MFM signs the AIR and FSIC or NTC or recommendation for declaration as public nuisance, as the case maybe and forwards the same to the CRO or releasing clerk, for release or submission to higher offices thru channel.

16. The CRO or releasing clerk records the FSIC Control Number and its date of issuance and releases the same to the applicant upon presentation of the claim stub. In case of
EFFECTIVENESS CRITERIA:

- All business establishments are fully compliant with the Fire Code.
- FSIC for Business Permit is duly issued to fully compliant business establishments.

REFERENCES:

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<tr>
<td>IO Database / Logbook</td>
<td>Chief, FSES</td>
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<td>FSIC Database / Logbook</td>
<td>Customer Relation Officer (CRO)</td>
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</tbody>
</table>
1.7 BUSINESS ONE STOP SHOP (BOSS) SYSTEM

POLICY: Section 7 of RA 9514 mandates that a fire safety inspection is a pre-requisite in the granting of business permits. However, due to the business one stop shop scheme of local government units, the BFP is obligated to prescribe a shortened procedure.

Joint DILG-DTI Memorandum Circular No. 01, Series of 2010 dated 06 August 2010. In line with the business one-stop shop scheme adopted in local government units, the BFP ought to harmonize its procedure for issuance of Fire Safety Inspection Certificates (FSIC).

PURPOSE: Ensure expeditious release of FSIC for renewal of business permits.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: FSIC for business or permit to operate shall have a validity of 365 days or one (1) year from the date of issuance unless revoked / cancelled for justifiable cause.

Only buildings, structures, and establishments found to have no violation during the periodic inspection and with valid FSIC shall be recommended for issuance of Business Permit or Permit to Operate, provided that pertinent fire code fees are paid. All buildings, structures or facilities are inspected before the renewal period of the Business Permits.

SCOPE: This procedure covers the renewal of business permits by the local government units, with the participation of the local fire station, during Business One Stop Shop.

RESPONSIBILITIES: Customer Relations Officer (CRO) – receives application

Assessor – assesses the required fire code fees

Collecting Officer – receives payment and issues Official Receipts (OR)

DEFINITIONS: Business One Stop Shop (BOSS) – is a system adapted by the local government units in the renewal of business permits wherein the permit / license is being released within a short period of time.

GENERAL PROCEDURES:

PRE / BEFORE

1. The applicant secures, accomplishes the application form, and submits the same to the Customer Relations Officer (CRO) together with the following documentary requirements:
   a. Photocopy of Business Permit (previous year)
   b. Tax Bill/Assessment
2. The Customer Relations Officer (CRO) checks the completeness of the abovementioned documentary requirements and forwards the same to the assessor for the assessment of the fire safety inspection fee and other applicable fire code fees.

3. The assessor then issues the Order of Payment Slip (OPS) to the applicant.

4. The applicant pays the required Fire Code Fee/s to the BFP Collecting Officer.

5. The Collecting Officer then issues the corresponding Official Receipt (OR) to the applicant.

6. The CRO stamps the application for renewal of business permit with either “APPROVED (if with valid FSIC)” or “DISAPPROVED (if issued with Notice to Comply/ Notice to Correct Violation /Abatement Order/ Closure Order), upon applicant’s presentation of OR and claim stub.

7. The CRO forwards all received applications to the Chief, FSES for the scheduling of fire safety inspections.

Business Permit is renewed on the day of the application.

Fire code fees are collected on the day of the application.

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
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</tr>
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<tbody>
<tr>
<td>Section 7 of RA 9514 (Fire Code of the Philippines of 2008)</td>
<td>Joint DILG-DTI Memorandum Circular No. 01, Series of 2010 dated 06 August 2010</td>
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</table>
### 1.8 PERIODIC INSPECTION AND INSPECTIONS RESULTING FROM COMPLAINTS AND DIRECTIVES FROM HIGHER OFFICES

| POLICY: | Section 5 (g) and (h) of RA 9514 mandate the conduct of periodic fire safety inspection of any building, structure or facilities for the purpose of determining compliance therefor. |
| PURPOSE: | Ensure that buildings and business establishments are fully compliant with the Fire Code. Ensure that all complaints against buildings, structures or facilities, as well as directives from higher offices or units, are acted upon within 15 days upon receipt thereof. |
| BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: | Buildings, structures or facilities must be fully compliant with the requirements of RA 9514. Periodic inspection in a particular building, structure or facility is conducted upon a) the initiative of the Chief, Fire Safety Enforcement Section; b) the directive the City/Municipal Fire Marshal or higher offices/units; c) the request of the Fire Safety Inspector; and d) receipt of complaint. |
| SCOPE: | This covers the procedure in the conduct of periodic fire safety inspection and inspections resulting from complaints and directives higher offices/units to be observed by fire stations, provincial/district offices or the Regional Office. |
| RESPONSIBILITIES: | Chief, Fire Safety Enforcement Section (FSES) - assigns Fire Safety Inspector (FSI), reviews and evaluates After Inspection Report (AIR), and recommends findings to the City Fire Marshal. Fire Safety Inspector (FSI) - conducts ocular fire safety inspection. City / Municipal Fire Marshal (C/MFM) – approves Inspection Order (IO), issues Fire Safety Inspection Certificate (FSIC) / Notice to Comply (NTC) / Notice to Correct Violations (NTCV) and recommends the declaration of buildings, structures or facilities as public nuisance. |
| DEFINITION: | Responsible Person - establishment / building owner, occupant, or any duly authorized representative. |
## GENERAL PROCEDURES:

### PRE / BEFORE
1. The Chief, Fire Safety Enforcement Section (FSES) prepares and countersigns Inspection Order (IO) for the conduct of a periodic inspection in a particular building / structure / facility in any of the following instances:
   a. upon his own initiative;
   b. upon the directive of the City /Municipal Fire Marshal/ higher offices;
   c. upon request of the FSI; or
   d. upon receipt of any complaint.
2. The City/Municipal Fire Marshal either approves or disapproves the request for issuance of IO.
3. In case of approval, the FSI proceeds to the establishment and requests acknowledgement of the IO from any responsible person in the building, structure or facility by affixing his/her signature in the acknowledgment portion of the IO.

### ACTUAL / DURING
4. The FSI conducts the fire safety inspection and immediately prepares After Inspection Report (AIR), a copy of which is given to the establishment / building owner, occupant, or any duly authorized representative before leaving the premises.
5. The FSI submits a copy of the AIR to the Chief, FSES within three (3) days upon receipt of the IO.

### POST / AFTER
6. The Chief, FSES evaluates the submitted AIR and should there be any violation or deficiency, including non-payment of fire safety inspection fee and failure to secure FSIC, a Notice to Comply or recommendation for declaration as public nuisance is prepared.
7. The Chief, FSES signs the NTC or recommendation for declaration as public nuisance and forwards the same to the C/MFM for proper disposition.
8. The C/MFM signs the NTC and forwards the same to the FSI for service of the notice or he signs the recommendation for declaration as public nuisance and forward the same to the releasing clerk for submission to higher offices thru channel.
9. The FSI serves the original copy of the notice to the owner or any responsible person in the building. In case of complaint, a letter notifying the complainant of any action taken shall also be sent.

### EFFECTIVENESS CRITERIA:
Inspected buildings/structures/facilities and establishments are fully compliant with the Fire Code.

Complaints and/or directives are duly acted upon.
### REFERENCES:
- **Standard, Law or Regulation**: Section 5 para (g) and (h) of RA 9514
- **Other Procedures, Documents, etc.**

### FORMS / RECORDS:

<table>
<thead>
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<tr>
<td>Inspection Order (IO)</td>
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</tr>
<tr>
<td>After Inspection Report (AIR)</td>
<td>Chief, Fire Safety Enforcement Section (FSES)</td>
</tr>
</tbody>
</table>
### 1.9 ADMINISTRATIVE ACTIONS FOR FIRE SAFETY VIOLATIONS (GENERAL PROCEDURE)

<table>
<thead>
<tr>
<th>POLICY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations of RA 9514 mandates the general procedures to be undertaken in case of violation on the provisions of RA 9514.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURPOSE:</th>
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</thead>
<tbody>
<tr>
<td>Ensure that the administrative courses of action/s for violations of the provisions of RA 9514 and its Implementing Rules and Regulations (IRR) are properly imposed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All deficiencies and violations of any of the fire safety requirements of RA 9514 shall be immediately corrected or sanctioned.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCOPE:</th>
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<tbody>
<tr>
<td>This covers the general procedure in the imposition of the different administrative actions mandated by the IRR of RA 9514.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESPONSIBILITIES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Safety Inspector (FSI) – submits an After Inspection Report.</td>
</tr>
<tr>
<td>City / Municipal Fire Marshal (C/MFM) – issues a Notice to Comply /Notice to Correct Violations / Abatement Order.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>DEFINITION:</th>
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<tbody>
<tr>
<td>Notice to Correct Violation (NTCV) – refers to the notice issued by the appropriate BFP Official concerned after a verification inspection has been conducted on the Notice to Comply previously given. This notice include the imposition of the administrative fines and served together with the posting of the warning sign.</td>
</tr>
<tr>
<td>Abatement Order (AO) – refers to notice issued by the appropriate BFP Official concerned after a verification inspection has been conducted on the Notice to Correct Violation previously given. This notice include the imposition of the administrative fines for the second time.</td>
</tr>
</tbody>
</table>
### GENERAL PROCEDURES:

<table>
<thead>
<tr>
<th>PRE / BEFORE</th>
<th>ACTUAL / DURING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The FSI submits AIR indicating non-compliance with the fire safety requirements of the Fire Code.</td>
<td>2. The City/Municipal Fire Marshal (C/MFM) issues Notice to Comply (NTC) within five (5) days upon submission of the After-Inspection Report (AIR) indicating violations or deficiencies.</td>
</tr>
<tr>
<td>3. The Fire Safety Inspector (FSI) conducts re-inspection after the lapse of the grace period fixed in the NTC.</td>
<td>4. The C/MFM issues Notice to Correct Violation/s where the After Inspection Report (AIR) indicates non-compliance of the NTC.</td>
</tr>
<tr>
<td>5. The C/MFM or his duly authorized representative puts up a sign in front of the building or structure that it is a fire hazard.</td>
<td>6. The FSI conducts re-inspection after the lapse of the grace period fixed in the NTCV.</td>
</tr>
<tr>
<td>7. The City/Municipal Fire Marshal issues Abatement Order (AO) where the AIR indicates non-compliance of the NTCV.</td>
<td>8. The FSI conducts re-inspection after the lapse of the grace period fixed in the AO.</td>
</tr>
<tr>
<td>9. The City/Municipal Fire Marshal recommends to the Regional Director the issuance of Closure Order and Stoppage of Operations of the building or establishment where the AIR indicates non-compliance of the AO.</td>
<td>10. The Chief, Fire Safety Enforcement Section (C, FSES) maintains record.</td>
</tr>
</tbody>
</table>

### EFFECTIVENESS CRITERIA:

Establishments have either corrected their violations/deficiencies or received sanctions.

### REFERENCES:

- Rule 12 (Schedule of Administrative Fines) and Rule 13 (Administrative Course of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)
<table>
<thead>
<tr>
<th>Record/Form/Activity Name</th>
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</tr>
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<tbody>
<tr>
<td>Notice to Comply (NTC) / Notice to Correct Violation/s (NTCV) / Abatement Order (AO) / Closure/Stoppage Order</td>
<td>Building Owner/Administrator</td>
</tr>
<tr>
<td>Inspection Order (IO)</td>
<td>Chief, Fire Safety Enforcement Section (FSES)</td>
</tr>
<tr>
<td>After Inspection Report (AIR)</td>
<td>Fire Safety Inspector (FSI)</td>
</tr>
<tr>
<td>Notice to Comply (NTC) / Notice to Correct Violation/s (NTCV) / Abatement Order (AO) / Closure/Stoppage Order</td>
<td>City / Municipal Fire Marshal (C/MFM) / District / Provincial Fire Marshal (D/PFM) / Regional Director (RD)</td>
</tr>
</tbody>
</table>
### 1.10 ISSUANCE AND SERVICE OF NOTICE TO COMPLY (NTC)

**POLICY:**
Rule 13 of the Implementing Rules and Regulations of RA 9514 mandates the general procedures to be undertaken in case of violation on the provisions of RA 9514.

**PURPOSE:**
Ensure that owners/administrator/occupants of buildings are notified of its deficiencies and is given ample time to comply.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
Building owner / administrator shall be immediately notified on the specific provisions of RA 9514 and its IRR which have been violated.

In case the owner/responsible person refuses to accept the copy of the Notice To Comply (NTC), a copy thereof is left or posted at conspicuous place in the building or establishment and/or original copy is sent to the owner/responsible person through registered mail. The posting should be witnessed by any Barangay Official.

**SCOPE:**
This covers the procedure in the issuance and service of Notice to Comply to be observed by the fire stations.

**RESPONSIBILITIES:**
- **Fire Safety Inspector (FSI)** – submits After Inspection Report and serves a copy of the Notice to Comply (NTC) to the building owner / administrator.
- **Chief, Fire Safety Enforcement Section (FSES)** – prepares NTC.
- **Customer Relations Officer (CRO)** – releases copy of the NTC to the building owner / administrator.
- **City / Municipal Fire Marshal (C/MFM)** – issues NTC.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. The Fire Safety Inspector (FSI) submits his After Inspection Report (AIR) to the Chief, FSES, using the prescribed format, indicating the violations or deficiencies of the fire safety requirements imposed by RA 9514 (Fire Code of the Philippines of 2008).
2. The Office of the Chief, FSES prepares the Notice to Comply (NTC) using the prescribed format (Annex A) and affixes his/her initial thereto, within 24 hours after the submission of the AIR.
3. The Chief, FSES indorses the Notice to Comply to the City/ Municipal Fire Marshal (C/MFM) for signature, not later than 24 hours after the submission of the AIR.
<table>
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<tr>
<th>ACTUAL / DURING</th>
<th>POST / AFTER</th>
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<tbody>
<tr>
<td>4. The C/MFM affixes his/her signature on the NTC not later than 3 days after the submission of the AIR.</td>
<td>5. The Customer Relation Officer (CRO) or releasing clerk serves the NTC to the applicant upon presentation of the claim stub or the FSI serves an original copy of the Notice to Comply to the responsible person/owner of the building/establishment within five (5) days from the submission of the report.</td>
</tr>
<tr>
<td></td>
<td>6. In case the owner/responsible person refuses to accept the copy of the notice, a copy thereof is to be posted at a conspicuous place in the building/establishment, witnessed by any barangay official and/or another original copy is to be sent to the owner/responsible person through registered mail with return card.</td>
</tr>
<tr>
<td></td>
<td>7. Fire Safety Inspector request Barangay Official who has witnessed the serving of NTC to sign at the receiving copy as witness.</td>
</tr>
<tr>
<td></td>
<td>8. The Office of the Chief, FSES maintains the establishment’s records and monitors the establishment’s status of compliance or subsequent activities concerning its Fire Code violations or deficiencies.</td>
</tr>
</tbody>
</table>

| EFFECTIVENESS CRITERIA: | Establishments have either corrected their violations/deficiencies or issued with Notice to Correct Violation and imposed with administrative fine. |
| REFERENCES: | Standard, Law or Regulation | Other Procedures, Documents, etc. |
| | Rule 13 (Administrative Course of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008) |

<table>
<thead>
<tr>
<th>FORMS / RECORDS:</th>
<th>Record/Form/Activity Name</th>
<th>User/Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
<td>After Inspection Report</td>
<td>Fire Safety Inspector (FSI)</td>
</tr>
<tr>
<td></td>
<td>Notice to Comply (NTC)</td>
<td>City / Municipal Fire Marshal (C/MFM)</td>
</tr>
</tbody>
</table>

| OTHER FORMS / RECORDS | |
|----------------------| |

30
### 1.11 ISSUANCE AND SERVICE OF NOTICE TO CORRECT VIOLATION (NTCV)

| POLICY: | Rule 13 of the Implementing Rules and Regulations of RA 9514 mandates the general procedures to be undertaken in case of violation on the provisions of RA 9514. |
| PURPOSE: | Ensure immediate action on or correction of deficiencies in fire safety requirements and/or violations of the Fire Code. |
| BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: | Occupants of buildings / facilities / structures with noted violations must be properly notified of the existence of such violations through posting of appropriate warning signs. Owners/administrators buildings / facilities / structures with noted violations shall likewise be required to pay the prescribed fine. In case the owner/responsible person refuses to accept the copy of the Notice To Correct Violation (NTCV), a copy thereof is left or posted at conspicuous place in the building or establishment and/or original copy is sent to the owner/responsible person through registered mail. The posting should be witnessed by any Barangay Official. |
| SCOPE: | This covers the procedure in the issuance and service of Notice To Correct Violation (NTCV) by the Fire Station, Provincial/District Offices or Office of the Regional Director. |
| RESPONSIBILITIES: | Fire Safety Inspector (FSI) – submits After Inspection Report (AIR) and serves copy of Notice To Correct Violation (NTCV). Chief, Fire Safety Enforcement Section (FSES) – prepares the NTCV. City/Municipal Fire Marshal (C/MFM) / District/Provincial Fire Marshal (D/PFM) / Regional Director (RD) – issues the NTCV. |
| DEFINITIONS: | Notice to Correct Violation – is the notice given to the owner or administrator of buildings, structures or facilities after the period provided in the notice to comply has lapsed. This notice likewise includes an administrative fine. |

**GENERAL PROCEDURES:**

### PRE / BEFORE

1. On the last day of the period indicated in the Notice to Comply (NTC), the City / Municipal Fire Marshal (C/MFM) issues an Inspection Order (IO) for the conduct of re-inspection.
2. The Fire Safety Inspector (FSI) conducts re-inspection on the first day after the lapse of the grace period indicated in the Notice to Comply.

3. The FSI submits AIR within three (3) days after receipt of the IO, indicating non-compliance with the NTC.

4. The Chief, Fire Safety Enforcement Section (FSES) prepares the Notice to Correct Violation (NTCV) using the prescribed format (Annex B) or a recommendation for the issuance thereof to the P/DFM or Regional Director, depending on the amount of fine to be imposed, and affixes his/her initial thereto, within 24 hours after the submission of the AIR.

5. The Chief, FSES indorses the NTCV or a recommendation for the issuance thereof to the C/MFM for signature, not later than 24 hours after the submission of the AIR.

6. The C/MFM affixes his/her signature on the NTCV or on the recommendation for the issuance thereof, not later than 2 days after the submission of the AIR.

7. Where the NTCV is within the authority of the C/MFM, the FSI serves an original copy of the NTCV to the responsible person/owner in the building/establishment within five (5) days from the submission of the report; otherwise, the C/MFM/Chief, FSES forwards the recommendation to the higher office concerned.

8. The P/DFM evaluates and subsequently issues the NTCV not later than three days after receipt of the recommendation.

9. Where the NTCV is within the authority of the P/DFM, the Provincial/District Office or the Fire Station concerned serves an original copy of the NTCV to the responsible person/owner in the building/establishment within three (3) days from the issuance thereof; otherwise, the Provincial/District Office forwards the recommendation to the Regional Office not later than three (3) days after receipt of the recommendation.

10. The Regional Director (RD) evaluates and issues the NTCV not later than three (3) days after receipt of the recommendation.

11. The Regional Office or Provincial/District Office or the Fire Station concerned serves an original copy of the NTCV to the responsible person/owner in the building/establishment within three (3) days from the issuance thereof.

12. In case the owner/responsible person refuses to accept the copy of the notice, a copy thereof is to be left/posted in a conspicuous place or area in the building/establishment, witnessed by any barangay official and/or another original copy sent to owner/responsible person through registered mail with return card.
### POST / AFTER

13. ORD/OP/DFM or Fire Station personnel requests the baranggay official who has witnessed the serving the NTCV to sign at the receiving copy of the notice as witness.

14. The ORD/OPDFM or Fire Station personnel maintain establishment’s records and monitors the establishment’s status of compliance or subsequent activities concerning its Fire Code violations or deficiencies.

### EFFECTIVENESS CRITERIA:

All buildings, establishments or structures with violations after the period provided in the Notice to Comply has lapsed are issued with Notice to Correct Violation.

### REFERENCES:

Standard, Law or Regulation

Other Procedures, Documents, etc.

Rule 13 of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)

### FORMS / RECORDS:

<table>
<thead>
<tr>
<th>Record/Form/Activity Name</th>
<th>User/Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Order (IO)</td>
<td>Chief, Fire Safety Enforcement Section (FSES)</td>
</tr>
<tr>
<td>After Inspection Report (AIR)</td>
<td>Fire Safety Inspector (FSI)</td>
</tr>
<tr>
<td>Notice to Correct Violation (NTCV)</td>
<td>City/Municipal Fire Marshal (C/MFM) or District/Provincial Fire Marshal (D/PFM) or Regional Director (RD)</td>
</tr>
</tbody>
</table>
### 1.12 ISSUANCE AND SERVICE OF ABATEMENT ORDER

**POLICY:**
Rule 13 of the Implementing Rules and Regulations of RA 9514 mandates the general procedures to be undertaken in case of violation on the provisions of RA 9514.

**PURPOSE:**
Ensure that all buildings, establishments or structures with violations after the period provided in the Notice to Correct Violation has lapsed must be issued with Abatement Order in accordance with the provisions of RA 9514.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
- Occupants of buildings / facilities / structures with noted violations must be properly notified of the existence of violations through posting of appropriate warning signs.
- Owners/administrators buildings / facilities / structures with noted violations shall likewise be required to pay the prescribed fine.
- In case the owner/responsible person refuses to accept the copy of the Order, a copy thereof is left/posted at a conspicuous place in the building/establishment, and/or an original copy is sent to the owner/responsible person through registered mail. The posting should be witnessed by any Barangay Official.

**SCOPE:**
This covers the procedure in the issuance and service of Abatement Order (AO) by the Fire Stations, Provincial or District Offices or the Regional Office.

**RESPONSIBILITIES:**
- Fire Safety Inspector (FSI) – submits After Inspection Report (AIR) and serves copy of AO.
- Chief, Fire Safety Enforcement Section (FSES) – prepares the AO.
- City/Municipal Fire Marshal (C/MFM) / District/Provincial Fire Marshal (D/PFM) / Regional Director (RD) – issues the AO.

**DEFINITIONS:**
Abatement Order – is the notice given to the owner or administrator of buildings, structures or facilities after the period provided in the notice to correct violations has lapsed. This notice likewise includes administrative fine.

**GENERAL PROCEDURES:**

**PRE / BEFORE**
1. On the last day of the period indicated in the Notice to Correct Violation (NTCV), the City / Municipal Fire Marshal (C/MFM) issues an Inspection Order (IO) for the conduct of re-inspection.
2. The Fire Safety Inspector (FSI) conducts re-inspection on the first day after the lapse of the grace period indicated in the Notice to Correct Violation.

3. The FSI submits his AIR within three (3) days after receipt of the IO, indicating non-compliance with the NTCV.

4. The Chief, FSES prepares the Abatement Order (AO) or a recommendation for the issuance thereof to the P/DFM or Regional Director, depending on the amount of fine to be imposed, using the prescribed format (Annex C) and affixes his/her initial thereto, within 24 hours after the submission of the AIR.

5. The Chief, FSES indorses the AO or a recommendation for the issuance thereof to the C/MFM for signature, not later than 24 hours after the submission of the AIR.

6. The C/MFM affixes his/her signature on the AO or a recommendation for the issuance thereof not later than 3 days after the submission of the AIR.

7. Where the AO is within the authority of the C/MFM, the FSI serves its original copy to the responsible person/owner in the building/ establishment within five (5) days from the submission of the report; otherwise, the Chief, FSES forwards the recommendation to the higher office concerned.

8. The P/DFM evaluates and issues the AO not later than three (3) days after receipt of the recommendation.

9. Where the AO is within the authority of the P/DFM, the Provincial/District Office or the Fire Station concerned serves an original copy of the AO to the responsible person/owner in the building/ establishment within three (3) days from the issuance thereof; otherwise, the Provincial/District Office forwards the recommendation to the Regional Office not later than three (3) days after receipt of the recommendation.

10. The Regional Director (RD) evaluates and issues the AO not later than three (3) days after receipt of the recommendation.

11. The Regional Office or Provincial/District Office or the Fire Station concerned serves an original copy of the NTCV to the responsible person/owner in the building/ establishment within three (3) days from the issuance thereof.

12. In case the owner/responsible person refuses to accept the copy of the Order, a copy thereof is to be left/posted in a conspicuous place in the building/establishment, witnessed by any barangay official and another original copy sent to owner/responsible person through registered mail with return card.

13. ORD or OP/DFM or Fire Station personnel requests the Barangay Official who has witnessed the serving of the AO to sign at the receiving copy of the notice as witness.

14. The ORD or OD/PFM or Fire Station personnel maintains establishment’s records and monitors the establishment’s
status of compliance or subsequent activities concerning its Fire Code violations/deficiencies.

<table>
<thead>
<tr>
<th>EFFECTIVENESS CRITERIA:</th>
<th>Establishments have either corrected their violation/deficiencies or recommended for closure to the Regional Director.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCES:</td>
<td>Standard, Law or Regulation  Other Procedures, Documents, etc.</td>
</tr>
<tr>
<td></td>
<td>Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)</td>
</tr>
<tr>
<td>FORMS / RECORDS:</td>
<td>Record/Form/Activity Name  User/Receiver</td>
</tr>
<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
<td>Inspectio...</td>
</tr>
<tr>
<td></td>
<td>After Inspection Report (AIR)</td>
</tr>
<tr>
<td></td>
<td>Abatement Order (AO)</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
<td></td>
</tr>
</tbody>
</table>
### 1.13 IMPOSITION OF FINE (NOTICE TO CORRECT VIOLATION)

**POLICY:**
Rule 13 of the IRR of RA 9514 mandates the imposition of administrative fine to building owners/administrators after an appropriate period is given to them in the Notice to Comply.

**PURPOSE:**
Ensure immediate action on or correction of deficiencies in fire safety requirements and/or violations of the Fire Code.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
The building owners/administrators shall be required to pay an administrative fine after an appropriate period is given to them in the Notice to Comply has lapsed.

**SCOPE:**
This covers the procedures in the imposition of administrative fine during the issuance and service of notice to correct violations by the fire stations, provincial or district offices or the Regional Office.

**RESPONSIBILITIES:**
The Fire Safety Inspector (FSI) – submits After Inspection Report (AIR).

Chief, Fire Safety Enforcement Section (C, FSES) – prepares the Notice to Correct Violation (NTCV) with administrative fine.

City/Municipal Fire Marshal (C/MFM), Provincial/District Fire Marshal (P/DFM) or the Regional Director (RD) – issues the NTCV with administrative fine.

**DEFINITIONS:**
Notice to Correct Violations (NTCV) – is the notice given to the owner or administrator of buildings, structures or facilities after the period provide in the notice to comply has lapsed.

Administrative fine – is a monetary penalty imposed by the City/Municipal Fire Marshal or the Provincial or District Fire Marshal or the Regional Director to building owners/administrators after the period fixed in the notice to comply has lapsed.

### GENERAL PROCEDURES:

**PRE / BEFORE**
1. The Fire Safety Inspector (FSI) submits After Inspection Report (AIR) indicating non-compliance with the Notice to Comply (NTC).

**ACTUAL / DURING**
2. The Chief, Fire Safety Enforcement Section (FSES) computes the amount of fines to be imposed by:
   2.1. Determining the amount of fine per violation using Section 12.0.0.4 para B of IRR of RA 9514;
   2.2. Fixing the amount per violation using Section 13.0.0.2
para A of IRR of RA 9514;

3. The Chief, FSES prepares the Notice to Correct Violation (NTCV) and Imposition of Administrative Fine, using the prescribed format (Annex B), and affixes his/her initial thereto, within 24 hours after the submission of the AIR.

4. The Chief, FSES indorses the NCTV and Imposition of Administrative Fine to the City / Municipal Fire Marshal for signature or the C/MFM endorses the same to the Provincial / District Fire Marshal (P/DFM) or the Regional District (RD) for signature, depending on the amount of fine to be imposed (see Section 13.0.0.3 or Jurisdiction on Imposition of Fines, IRR of RA9514)

5. The C/MFM or P/DFM or the RD affixes his/her signature on the NTCV not later than three (3) days after the submission of the AIR.

6. The Office of the CFM monitors compliance with the order to pay Administrative fine.

| POST / AFTER | EFFECTIVENESS CRITERIA: | Establishments have either corrected their violations/deficiencies or received sanctions. |
|REFERENCES: | Standard, Law or Regulation | Other Procedures, Documents, etc. |
| FORMS / RECORDS: REQUIRED BY THE PROCESS / PROCEDURE | Record/Form/Activity Name | User/Receiver |
| After Inspection Report (AIR) | Fire Safety Inspector (FSI) |
| Notice to Correct Violation (NTCV) | City/Municipal Fire Marshal (C/MFM) |
| OTHER FORMS / RECORDS | | |
1.14 IMPOSITION OF FINE (DURING ABATEMENT)

POLICY: Rule 13 of the IRR of RA 9514 mandates the imposition of administrative fine to building owners/administrators after an appropriate period is given to them in the Notice to Correct Violation (NTCV).

PURPOSE: Ensure immediate action on or correction of deficiencies in fire safety requirements and/or violations of the Fire Code.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: The building owners/administrators shall be required to pay an administrative fine after an appropriate period is given to them in the Notice to Correct Violation.

SCOPE: This covers the procedures in the imposition of administrative fine during the issuance and service of abatement order in Fire Stations, Provincial or District Offices or the Regional Office.


Chief, Fire Safety Enforcement Section (C, FSES) – prepares the AO with fine.

City/Municipal Fire Marshal (C/MFM), Provincial/District Fire Marshal (P/DFM) or the Regional Director (RD) – issues the AO with administrative fine.

DEFINITIONS: Abatement Order (AO) – is the notice given to the owner or administrator of buildings, structures or facilities after the period provide in the notice to correct violation has lapsed.

Administrative fine – is a monetary penalty imposed by the City/Municipal Fire Marshal or the Provincial or District Fire Marshal or the Regional Director to building owners/administrators after the period fixed in the notice to correct violation has lapsed.

GENERAL PROCEDURES:

PRE / BEFORE 1. The Fire Safety Inspector (FSI) submits After Inspection Report (AIR) indicating non-compliance with the Notice to Correct Violation (NTCV).

ACTUAL / DURING 2. The Chief, Fire Safety Enforcement Section (FSES) computes the amount of fines to be imposed by:
   2.1. Determining the amount of fine per violation using Section 12.0.0.4 para B of IRR of RA 9514;
2.2. Fixing the amount per violation using Section 13.0.0.2 para A of IRR of RA 9514;

3. The Chief, FSES then prepares the Abatement Order (AO) and Imposition of Administrative Fine, using the prescribed format (Annex C), and affixes his/her initial thereto, within 24 hours after the submission of the AIR.

4. The Chief, FSES indorses the AO and Imposition of Administrative Fine to the City/Municipal Fire Marshal for signature or the C/MFM endorses the same to the Provincial / District Fire Marshal (P/DFM) or the Regional Director (RD) for signature, depending on the amount of fine to be imposed (see Section 13.0.0.3 or Jurisdiction on Imposition of Fines, IRR of RA9514).

5. The C/MFM or P/DFM or the RD affixes his/her signature on the NTCV not later than three (3) days after the submission of the AIR.

6. The Office of the CFM monitors compliance with the Order to Pay Administrative Fine.

| POST / AFTER | Establishments have either corrected their violations/deficiencies or received sanctions. |
| EFFECTIVENESS CRITERIA: | |
| REFERENCES: | Standard, Law or Regulation Other Procedures, Documents, etc. |
| FORMS / RECORDS: | Record/Form/Activity Name User/Receiver |
| REQUIRED BY THE PROCESS / PROCEDURE | After Inspection Report (AIR) Fire Safety Inspector (FSI) |
| | Notice to Correct Violation (NTCV) City/Municipal Fire Marshal (C/MFM) |

Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)
### 1.15 POSTING OF WARNINGS

**POLICY:**

Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations of RA 9514 mandates the general procedures to be undertaken in case of violation on the provisions of RA 9514.

**PURPOSE:**

Ensure that occupants of the buildings, structures or facilities are notified of its condition.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**

Occupants of buildings, structures or facilities with noted violations must be properly notified of the existence of such violations through posting of appropriate warning signs.

**SCOPE:**

This covers the procedure in the posting of warning signs to be observed by the Fire Stations, Provincial or District Offices or the Regional Offices.

**RESPONSIBILITIES:**

- Fire Safety Inspector (FSI) - conducts the actual posting of warning sign in front of the building / establishment.
- City / Municipal Fire Marshal (C/MFM) – (if the situation requires) coordinates with the Philippine National Police (PNP) / Barangay Officials having jurisdiction for assistance during the actual posting.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. If necessary or if the situation so requires, the City / Municipal Fire Marshal (C/MFM) coordinates with the PNP and/or Barangay Officials having jurisdiction to assist in the posting of warning signs.
2. The Regional Office or Provincial/District Office or the Fire Station concerned serves an original copy of the Notice to Correct Violation (NTCV) to the responsible person/owner in the building/ establishment.

**ACTUAL / DURING**

3. The Fire Safety Inspector (FSI) or any BFP personnel designated or assigned to serve the NTCV puts a corresponding signage in front of the building. The Notice bears the words “WARNING: THIS BUILDING/STRUCTURE IS A FIRE HAZARD”.

**POST / AFTER**

4. The Office of the C/MFM monitors the status of compliance or subsequent activities of the establishment concerning its Fire Code violation/deficiencies.
### EFFECTIVENESS CRITERIA:
Establishments have either corrected their violations / deficiencies or received sanctions.

### REFERENCES:
**Standard, Law or Regulation**
Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)

**Other Procedures, Documents, etc.**

### FORMS / RECORDS:

<table>
<thead>
<tr>
<th>Record/Form/Activity Name</th>
<th>User/Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTCV</td>
<td>C/MFM or D/PFM or RD</td>
</tr>
</tbody>
</table>

### 1.16 ISSUANCE AND SERVICE OF CLOSURE ORDER / ORDER OF STOPPAGE OF OPERATION (DUE TO NON-PAYMENT OF FINE)

<table>
<thead>
<tr>
<th>POLICY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 13.0.0.2 (Para B – Fixing of Fines) of the Implementing Rules and Regulations of RA 9514 provides that failure on the part of the building owner/administrator to settle the administrative fine fixed in the Notice to Correct Violation/Abatement Order (NTCV/AO) shall constitute a ground for the issuance of Closure Order/Order of Stoppage of Operations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURPOSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that establishments, which failed to pay administrative fines, are closed or stopped from operating.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance and service of the Closure Order / Order of Stoppage of Operation issued by the Regional Director upon the recommendation of the City / Municipal Fire Marshal may be delegated to the District/Provincial Fire Marshal having jurisdiction.</td>
</tr>
<tr>
<td>The signage posted during the service of the Order shall remain posted until compliance of all fire safety requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCOPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This covers the procedure in the issuance and service of Closure Order due to non-payment of administrative fine.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESPONSIBILITIES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief, Fire Safety Enforcement Section (FSES) – verifies from the Collecting Officer whether the imposed fine have been paid.</td>
</tr>
<tr>
<td>City / Municipal Fire Marshal (C/MFM) – evaluates recommendation for closure / stoppage of operation.</td>
</tr>
<tr>
<td>Regional Director – issues the closure order / stoppage of operation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEFINITIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closure Order / Order of Stoppage of Operations – order issued when the building owner / administrator failed to comply with the abatement order or when the deficiency constitutes a clear and imminent danger to life and property.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL PROCEDURES:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE / BEFORE</strong></td>
</tr>
<tr>
<td>1. The Fire Safety Inspector (FSI) serves an original copy of the Notice to Correct Violation (NTCV) or Abatement Order (AO), with an Order to Pay Fine, to the responsible person/owner in the building/establishment.</td>
</tr>
<tr>
<td>2. The Chief, Fire Safety Enforcement Section (FSES) verifies with the Collecting Officer whether or not the imposed</td>
</tr>
</tbody>
</table>
3. In case of non-payment, the Chief, FSES prepares a memorandum recommending the issuance of Closure Order and/or Order of Stoppage of Operation to the Regional Director through channel and affixes his/her initial thereto within 24 hours upon the expiration of the three-day period to pay the fine.

4. The Chief, FSES indorses the memorandum to the C/MFM for signature within 24 hours upon the expiration of the three-day period to pay the fine.

5. The C/MFM affixes his/her signature on the recommendation not later than 48 hours upon the expiration of the three-day period to pay the fine.

6. The Office of the Chief, FSES forwards the recommendation to the Provincial or District Fire Marshal (P/DFM) within three (3) days after the expiration of the three-day period to pay the fine.

7. The P/DFM evaluates the recommendation and if agreeable, prepares a First Indorsement to the Regional Director.

8. The Regional Director evaluates the recommendation and if agreeable, issues the Closure Order and/or Order of Stoppage of Operation, using the prescribed format (Annex D), not later than three (3) days after receipt.

9. The Closure Order is served by the Office of the Regional Director not later than three (3) days after the issuance thereof or by the Office of the Provincial / District Fire Marshal not later than five (5) days from the issuance thereof, to the owner / responsible person in the building.

10. In case the owner/responsible person refuses to accept the copy of the Order, a copy thereof is left/posted at the conspicuous place in the building/establishment which is witnessed by any Barangay Official and/or another original copy is sent to owner/responsible person through registered mail with return card. The Barangay Official who witnessed the serving or posting of the Order shall sign at the receiving copy of the notice as witnesses.

11. A signage shall also be posted in front of the building. The signage bear the words “WARNING: THIS BUILDING/ESTABLISHMENT HAS BEEN ORDERED CLOSED BY THE BUREAU OF FIRE PROTECTION IN VIOLATION OF R.A. 9514”.

12. After service to the owner/responsible person in the building/establishment, a copy of the Order shall also be sent to the offices of the Mayor, Business Permit and License Office, Building Official/Municipal Engineer and the Barangay.
<table>
<thead>
<tr>
<th>EFFECTIVENESS CRITERIA:</th>
<th>Establishments that failed to pay Administrative fines within the period provided in the NTCV/AO are duly closed or stopped from operating.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCES:</td>
<td>Standard, Law or Regulation</td>
</tr>
<tr>
<td></td>
<td>Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)</td>
</tr>
<tr>
<td>FORMS / RECORDS:</td>
<td>Record/Form/Activity Name</td>
</tr>
<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
<td>Closure Order / Order of Stoppage of Operation</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
<td></td>
</tr>
</tbody>
</table>
POLICY: Section 13.0.0.1 para C.2 of the Implementing Rules and Regulations of RA 9514 mandates that failure on the part of the building owner / administrator to comply with the Abatement Order constitutes the issuance of Closure Order / Order of Stoppage of Operation.

PURPOSE: Ensure that establishments, which failed to comply with the Abatement Order, are closed or stopped from operating.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: Issuance and service of the Closure Order / Order of Stoppage of Operation issued by the Regional Director upon the recommendation of the City / Municipal Fire Marshal may be delegated to the District / Provincial Fire Marshal having jurisdiction.

The signage posted during the service of the Order shall remain posted until compliance of all fire safety requirements.

SCOPE: This covers the procedures in the issuance and service of Closure Order due to expiration of the Abatement Order.

RESPONSIBILITIES:

- Fire Safety Inspector (FSI) – conducts fire safety inspection and serves copy of NTCV / AO with Order to Pay Fine.
- Chief, Fire Safety Enforcement Section (FSES) – prepares memorandum recommending the issuance of Closure Order.
- City/Municipal Fire Marshal (C/MFM) – recommends issuance of Closure Order.
- District / Provincial Fire Marshal (D/PFM) – implements the service of Closure Order, if authority is delegated by the Regional Director.
- Regional Director (RD) – evaluates recommendations, and issues the Closure Order / Stoppage of Operation.

GENERAL PROCEDURES:

PRE / BEFORE

1. The Fire Safety Inspector serves an original copy of the Abatement Order to the responsible person/owner in the building/establishment.
2. The FSI conducts reinspection on the first day after the lapse of the grace period indicated in the Abatement Order.
and submits After Inspection Report (AIR) indicating non-compliance with the Abatement Order.

3. The Chief, FSES prepares a memorandum recommending the issuance of Closure Order and Stoppage of Operation to the Regional Director through channel and affixes his/her initial thereto within 24 hours upon the receipt of the AIR.

4. The Chief, FSES indorses the memorandum to the C/MFM for signature within 24 hours upon receipt of the AIR.

5. The C/MFM affixes his/her signature on the recommendation not later than 48 hours upon receipt of the AIR.

6. The Office of the Chief, FSES forwards the recommendation to the Provincial or District Fire Marshal (P/DFM) within three (3) days after the receipt of the AIR.

7. The P/DFM endorses the recommendation, if she/he finds it agreeable, the Regional Director not later than three (3) days after receipt.

8. If he/she favors recommendation, the Regional Director issues Closure Order and/or Order of Stoppage of Operation, using the prescribed format (Annex D), not later than three (3) days after receipt.

9. The Office of the Regional director serves the Closure Order and/or Order of Stoppage of Operation to the owner/responsible person in the building not later than three (3) days after the issuance thereof. If the Regional Director has delegated the authority, the Office of the Provincial/ District Fire Marshal serves the Order not later than five (5) days after the issuance thereof.

10. A signage is also posted in front of the building. The signage shall bear the words “WARNING: THIS BUILDING ESTABLISHMENT HAS BEEN ORDERED CLOSED BY THE BUREAU OF FIRE PROTECTION IN VIOLATION OF R.A. 9514”.

11. In case the owner/responsible person refuses to accept the copy of the Order, a copy thereof is left/posted at the conspicuous place in the building/establishment which is witnessed by any Barangay Official and another original copy shall be sent to owner/responsible person through registered mail with return card. The Barangay Official who witnessed the serving or posting of the notice signs at the receiving copy of the notice as witnesses.

12. After service to the owner/responsible person in the building/establishment, a copy of the Order is sent to the offices of the Mayor, Business Permit and License Office, Building Official/ Municipal Engineer and the Barangay.
<table>
<thead>
<tr>
<th>EFFECTIVENESS CRITERIA:</th>
<th>Establishments that failed to comply with the Abatement Order are duly closed or stopped from operating.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCES:</td>
<td>Standard, Law or Regulation Other Procedures, Documents, etc.</td>
</tr>
<tr>
<td></td>
<td>Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)</td>
</tr>
<tr>
<td>FORMS / RECORDS:</td>
<td>Record/Form/Activity Name User/Receiver</td>
</tr>
<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
<td>Abatement Order Chief, FSES</td>
</tr>
<tr>
<td></td>
<td>After Inspection Report Fire Safety Inspector</td>
</tr>
<tr>
<td></td>
<td>Closure Order/Order of Stoppage of Operation C/MFM or D/PFM or Regional Director</td>
</tr>
<tr>
<td></td>
<td>Inspection Order (IO)</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
<td></td>
</tr>
</tbody>
</table>
## 1.18 IMPLEMENTATION OF CLOSURE ORDER

### POLICY:
Rule 13 (Administrative Courses of Action) of the IRR of RA 9514 mandates the issuance of Closure Order/Order of Stoppage of Operation to buildings, structures or facilities for failure to pay the imposed administrative fine within the prescribed period and or failure to comply with the Abatement Order.

### PURPOSE:
Ensure that no building establishment will operate or continue to operate without complying with the Fire Safety requirements.

### BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Buildings, structures or facilities shall be issued closure order/stoppage of operation for failure to pay the imposed administrative fine and after the period fixed in the Abatement Order has lapsed.

The signage posted during the service of the Order shall be continuously posted until compliance of all fire safety requirements.

### SCOPE:
This covers the procedures in the issuance of closure order/stoppage operation.

### RESPONSIBILITIES:
The Provincial/District Fire Marshal (P/DFM) or the Regional Director (RD) – seeks assistance from the Office of Chief of Police having jurisdiction, Office of the Mayor and Office of the Punong Barangay in implementing Closure Order/Order of Stoppage of Operation.

Provincial/District Fire Marshal or the Regional Director implements the Closure Order/Order of Stoppage of Operation.

### GENERAL PROCEDURES:

#### PRE / BEFORE
1. Not later than the fourth (4th) day after the service of the Closure Order and/or Order of Stoppage of Operation of the building or establishment, a letter is sent to the Office of the Chief of Police having jurisdiction, Office of the Mayor and Office of the Punong Barangay for assistance in the implementation of the Closure Order/Stoppage of Operation. The letter specifically states the date and time for which the Closure will be effected, which shall not be later than 10 days after the service of the Order.

2. The Office of the Regional Director or the Office of the Provincial/District Fire Marshal, with the assistance of any of the above-mentioned offices, proceeds to the building or establishment for which closure shall be effected, and makes sure that nobody is left inside the building or establishment.
Likewise, all utilities (electricity, water, etc) is to be properly turned off.

### ACTUAL / DURING
3. The building or establishment is then padlocked and provided with a sticker bearing the words “WARNING: THIS BUILDING/ESTABLISHMENT HAS BEEN ORDERED CLOSED BY THE BUREAU OF FIRE PROTECTION IN VIOLATION OF R.A. 9514” at the door.

### POST / AFTER
4. The signage posted during the service of the Order shall be continuously posted until compliance of all fire safety requirements.

### EFFECTIVENESS CRITERIA:
Closed down establishments cannot operate again without complying with the fire safety requirements.

### REFERENCES:
- **Standard, Law or Regulation**
  - Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines 2008)
- **Other Procedures, Documents, etc.**

### FORMS / RECORDS:
- **Record/Form/Activity Name**
  - Letter seeking assistance
  - Closure Order/Order of Stoppage of Operation
- **User/Receiver**
  - Provincial/District Fire Marshal or Regional Director
1.19 DECLARATION OF PUBLIC NUISANCE AND SUMMARY ABATEMENT

**POLICY:**
Section 9 of RA 9514 mandates that any building or structure assessed by the Chief, BFP or his duly authorized representative as fire trap or is causing clear and present imminent fire danger to the public must be declared as public nuisance.

**PURPOSE:**
Ensure that any building or structure categorized as fire trap or is posing clear and present imminent danger to the public are acted upon immediately and its occupants duly notified.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
All buildings, structures or facilities must be compliant with the fire safety requirements of the Fire Code and those that pose clear and present danger to public must be immediately corrected or closed.

**SCOPE:**
This covers the procedure in the declaration of buildings, structures or facilities as public nuisance and the succeeding summary abatement, if necessary.

**RESPONSIBILITIES:**
Fire Safety Inspector (FSI) – conducts fire safety inspection and submits After Inspection Report (AIR) to the C/MFM.

The Chief, Fire Safety Enforcement Section (FSES) – evaluates the After Inspection Report (AIR) and recommends proper action to the City / Municipal Fire Marshal (C/MFM).

City / Municipal Fire Marshal (C/MFM) – declare the building, structure or facility as fire trap and sign the recommendation of the building as public nuisance.

Chief, BFP – declares the building, structure or facility as public nuisance.

**DEFINITIONS:**
Public Nuisance – refers to a condition of a building, structure or facility where it poses clear and present imminent danger to the general public because it is a fire trap or because of several defects and deficiencies of the fire safety requirements imposed by the Fire Code.

Summary Abatement – is a situation where the BFP concerned office makes the necessary correction of the deficiencies of any building, structure or facility to avoid danger to the general public.

General procedures:
1. The FSI submits After-Inspection Report (AIR) indicating that the violations or deficiencies of a building or establishment constitutes imminent danger (See Section 13.0.0.5 para A of the IRR of RA 9514) to life and property.

2. Within 24 hours after submission of the AIR, the Chief, FSES prepares a memorandum to the Chief, BFP thru channel, together with all the necessary supporting documents, recommending the declaration of the building or establishment as public nuisance.

3. The C/MFM affixes his signature on the memorandum within 24 hours after the submission of the AIR.

4. The recommendation is forwarded to the P/DFM within 48 hours after the submission of the AIR.

5. The P/DFM evaluates and forwards the recommendation to the Regional Director within 24 hours after receipt of the recommendation.

6. The Regional Director evaluates and forwards the recommendation to the Chief, BFP not later than 24 hours after the receipt of the recommendation.

7. The Chief, BFP issues the Declaration not later than 24 hours after the receipt of the recommendation.

8. The declaration of public nuisance is served by the Office of the Fire Safety Enforcement Division, National Headquarters to the owner/responsible person in the building not later than 24 hours after the declaration through registered mail or any commercial courier.

9. A copy of the declaration is sent to the Regional Office concerned for personal service of the declaration.

10. If there has been no compliance on the notice/declaration within 5 days after the receipt of the declaration (actual receipt of the mail or personal service), the Regional Office or Provincial Office concerned puts up a sign in front of the building or structure, at or near the entrance of such premises, bearing the words “WARNING: THIS BUILDING/ESTABLISHMENT IS A FIRE TRAP” on the 6th day after receipt.

11. After the lapse of 15 days (if the assessed value of the nuisance or the amount to be spent in abating the same is not more than P100,000.00) or 30 days (if the assessed value of the nuisance or the amount to be spent in abating the same is more than P100,000.00), the Office of the Regional Director concerned causes the summary abatement of the hazard in the building or structure.
### EFFECTIVENESS CRITERIA:
Buildings/establishments categorized as fire traps or is posing clear and present danger to the public are closed, not allowed to operate and its occupants are duly notified of its conditions.

### REFERENCES:
- **Standard, Law or Regulation**: Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)
- **Other Procedures, Documents, etc.**

### FORMS / RECORDS:
- **Record/Form/Activity Name**: Letter seeking assistance
- **User/Receiver**: Provincial/District Fire Marshal or Regional Director
- **Record/Form/Activity Name**: Closure Order/Order of Stoppage of Operation
- **User/Receiver**: Provincial/District Fire Marshal or Regional Director
### 1.20 APPLICATION FOR THE APPROVAL OF THE ADEQUACY OF ALTERNATIVE AND/OR REMEDIAL FIRE SAFETY MEASURES

<table>
<thead>
<tr>
<th><strong>POLICY:</strong></th>
<th>Section 14.0.0.4 of the IRR authorizes the Chief, BFP to accept alternative and/or remedial fire safety measures in cases of existing buildings which when forced to comply, will compromise its structural stability or integrity.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PURPOSE:</strong></td>
<td>To ensure that existing buildings which cannot comply with the fire safety requirements imposed by the IRR of RA 9514 have an alternative and/or remedial fire safety measures in lieu of compliance to the minimum requirements of the IRR of RA 9514.</td>
</tr>
<tr>
<td><strong>BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:</strong></td>
<td>The application for the approval of alternative and/or remedial fire safety measures will only commence after the building/facility/structure has complied with the minimum requirements of the IRR of RA 9514. Compliance with these minimum requirements (other than those being applied with alternative and/or remedial fire safety measures) is within the jurisdiction of the City/Municipal Fire Stations.</td>
</tr>
<tr>
<td><strong>SCOPE:</strong></td>
<td>This procedure covers existing buildings, which when forced to comply with the requirements of Section 10, RA 9514, will compromise its structural stability/integrity, and entail unnecessary hardships; thus, adequate alternative and/or remedial fire safety measures are accepted. This likewise covers the procedures in the approval of the Alternative and/or Remedial Fire Safety Measures for buildings, structures or facilities which cannot comply with fire safety requirements imposed by RA 9514.</td>
</tr>
</tbody>
</table>
| **RESPONSIBILITIES:** | Customer Relations Officer (CRO) of the Office of the City/Municipal Fire Marshal (OC/MFM) – receives the ten (10) documentary requirements from the applicant. City/Municipal Fire Marshal (C/MFM) – conducts pre-evaluation of the application and ensures that all other minimum provisions stipulated in the Fire Code have been complied. District/Provincial Fire Marshal (D/PFM) – receives C/MFM Pre-evaluation Report and endorses the same to the Regional Director. Regional Director (RD) – facilitates the activation of the seven (7)-
The owner/occupant/building administrator or his/her authorized representative submits the following documents to the Office of the City/Municipal Fire Marshal (OC/MFM) concerned for pre-evaluation:

a. Letter request of the owner/occupant/building administrator to the Chief, BFP stating the reason/s for applying alternative and/or remedial fire safety measures;

b. As-built plans certified by an Architect or Civil Engineer showing among others, the fire exits, floor and/or location of the fire hose, standpipes, valves, fire alarm bells, call points, switch boxes, fire extinguishers, smoke and heat detectors, emergency lights and source of power and water, and other fire safety requirements;

c. Certified true copies of the Building and/or Renovation Permits, and Occupancy Permit (OP) issued by the Building Official;

d. Certified true copies of Fire Safety Correction Sheet/Checklist/Clearance and Fire Safety Inspection Certificate (FSIC) (if any) from the OC/MFM;

e. Certified true copy of the latest Fire Safety Inspection Report (FSIR) or Notice to Comply and/or Notice to Correct Violation (NTC/NTCV);

f. Certification from Structural Engineer, preferably a member of the Association of Structural Engineers of the Philippines (ASEP), declaring that the said building, facility or structure cannot support additional load;

g. Details of the proposed alternative and/or remedial fire safety measures to be installed and/or constructed in lieu of the fire safety requirements, including the scope of work, its designs and specifications, and the timeline to undertake the proposal. The proposal shall be duly certified by Qualified Technical Personnel/Fire Safety Engineer/Fire and Life Safety Assessment Report (FALAR) Practitioners and approved by the owner/occupant/building administrator;

h. Copy of Fire Safety and Prevention Program (Fire Brigade

Fire Safety Technical Committee Chairperson – acts as the CET leader and supervises the evaluation of the adequacy of the submitted proposal. CET Members include three (3) FSTC members, representatives from the ORD, OD/CFM and OCFM.

Chief, BFP – approves/disapproves the FSTC recommendations on the proposed alternative and/or remedial fire safety measures.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. The owner/occupant/building administrator or his/her authorized representative submits the following documents to the Office of the City/Municipal Fire Marshal (OC/MFM) concerned for pre-evaluation:

   a. Letter request of the owner/occupant/building administrator to the Chief, BFP stating the reason/s for applying alternative and/or remedial fire safety measures;

   b. As-built plans certified by an Architect or Civil Engineer showing among others, the fire exits, floor and/or location of the fire hose, standpipes, valves, fire alarm bells, call points, switch boxes, fire extinguishers, smoke and heat detectors, emergency lights and source of power and water, and other fire safety requirements;

   c. Certified true copies of the Building and/or Renovation Permits, and Occupancy Permit (OP) issued by the Building Official;

   d. Certified true copies of Fire Safety Correction Sheet/Checklist/Clearance and Fire Safety Inspection Certificate (FSIC) (if any) from the OC/MFM;

   e. Certified true copy of the latest Fire Safety Inspection Report (FSIR) or Notice to Comply and/or Notice to Correct Violation (NTC/NTCV);

   f. Certification from Structural Engineer, preferably a member of the Association of Structural Engineers of the Philippines (ASEP), declaring that the said building, facility or structure cannot support additional load;

   g. Details of the proposed alternative and/or remedial fire safety measures to be installed and/or constructed in lieu of the fire safety requirements, including the scope of work, its designs and specifications, and the timeline to undertake the proposal. The proposal shall be duly certified by Qualified Technical Personnel/Fire Safety Engineer/Fire and Life Safety Assessment Report (FALAR) Practitioners and approved by the owner/occupant/building administrator;

   h. Copy of Fire Safety and Prevention Program (Fire Brigade
1. Organization) including evacuation plan of the building, facility or structure concerned certified by the Chief, Fire Brigade/Chief Safety Officer and approved by the owner/occupant/building administrator;
   i. Current Certificate of Fire Drill issued by OC/MFM; and
   j. Affidavit of Undertaking absolving the BFP from any criminal/administrative liability in case of fire and fire-related deaths and injuries that may transpire during the period of the application.

*Note: Photocopied documents shall be certified true copy by the authorized official of the issuing office.*

2. The C/MFM concerned or his duly authorized representatives conducts a pre-evaluation of the application by checking the completeness of the documentary requirements and ensures that all other minimum provisions stipulated in the Fire Code have been complied within a period of five (5) days upon receipt of the complete documents. For this purpose, the C/MFM submits a certification under oath that all other minimum requirements have been duly complied with.

3. Within twenty four (24) hours after the pre-evaluation, CFM/MFM concerned endorses the same to the Office of the Regional Director thru the Office of the District/Provincial Fire Marshal (DFM/PFM).

4. The ORD facilitates the activation of the Composite Evaluation Team, which is to be chaired by the Fire Safety Technical Committee (FSTC) Chairperson, composed of at least three FSTC Members and one authorized representative each from the ORD, ODFM/PFM, OCFM/MFM within three (3) days upon receipt of the endorsement.

5. The Composite Evaluation Team evaluates the adequacy of the submitted proposed alternative and/or remedial fire safety measures within a period of forty five (45) days upon its activation.

6. The findings of the Composite Evaluation Team, to be concurred by the Regional Director prior to the submission to the Chief, BFP for his/her approval of the proposal, is to be submitted within fifteen (15) days after the evaluation.

7. The Chief, BFP approves the proposed alternative and/or remedial fire safety measures within five (5) days upon receipt of the CET recommendations.

**EFFECTIVENESS CRITERIA:**

Fire - safe building, structure or facility with the implementation of the approved alternative and/or remedial fire safety measures.
### REFERENCES:
Standard, Law or Regulation
Rule 9, Rule 10, and Rule 13 of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)
National Fire Protection Association (NFPA) Codes and Standards
National Fire Protection Association (NFPA) Codes and Standards
PD 1096 (National Building Code)
PSME (Philippine Society of Mechanical Engineers) Code
PEC (Philippine Electrical Code)
RA 9292 (Philippine Electronics Code)
And other related International Codes on Fire Safety
Revised Penal Code

### FORMS / RECORDS:
Record/Form/Activity Name
Application Form
Order of Payment Slip (OPS)
Official Receipt (OR)
Inspection Order (IO)
After Inspection Report
Fire Safety Inspection Certificate (FSIC) for Business Permit
User/Receiver
Applicant
Assessor
Collecting Officer
Chief, FSES
Fire Safety Inspector (FSI)
City / Municipal Fire Marshal

### OTHER FORMS / RECORDS:
Standard, Law or Regulation
Other Procedures, Documents, etc.
1.21 ISSUANCE OF CERTIFICATE OF EXEMPTION

POLICY: Section 14.0.0.4 (Citizen Participation) of the IRR authorizes the Chief, BFP to accept alternative and/or remedial fire safety measures in cases of existing buildings which when forced to comply, will compromise its structural stability or integrity.

PURPOSE: To ensure that existing buildings which have been approved to implement Alternative and/or Remedial Fire Safety Measures will be issued with Certificate of Exemption after its full compliance.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: The procedure for the issuance of Certificate of Exemption commences only upon the request of the owner/occupant/building administrator for the physical inspection of installed and/or implemented alternative and/or remedial fire safety measures approved by the Chief, BFP.

SCOPE: This procedure covers the procedures in the issuance of Certificate of Exemption for existing buildings which have implemented an approved Alternative and/or Remedial Fire Safety Measures which is a basis for the issuance of Fire Safety Inspection Certificate (FSIC) by the C/MFM.

RESPONSIBILITIES: Customer Relations Officer (CRO) of the Office of the City/Municipal Fire Marshal (OC/MFM) – receives the letter request of the owner/occupant/building administrator for an inspection of the completed fire safety measures.

City/Municipal Fire Marshal (C/MFM) – conducts physical inspection on the building/facility/structure to determine its compliance of all the approved alternative and/or remedial fire safety measures.

District/Provincial Fire Marshal (D/PFM) – receives C/MFM Physical Inspection Report and endorses the same to the Regional Director.

Regional Director (RD) – facilitates the activation of the seven (7)-man Composite Evaluation Team (CET), composed of the Fire Safety Technical Committee Chairperson as Team Leader and three (3) FSTC members, representatives from the ORD, OD/PFM and OCFM as Members.

Composite Evaluation Team (CET) – conducts physical inspection on the building/facility/structure to validate its compliance to all the approved alternative and/or remedial fire safety measures installed and/or constructed and recommends to the Chief, BFP for issuance of Certificate of Exemption.
Upon completion of the installation and/or construction of the alternative and/or remedial fire safety measures, the owner/occupant/building administrator formally requests the OCFM/MFM concerned for an inspection of the completed fire safety measures.

The OCFM/MFM conducts an inspection to determine the compliance of all the approved alternative and/or remedial fire safety measures within three (3) days after receipt of the request.

Upon determination that all of the approved proposal have been duly installed or complied with, the CFM/MFM requests the RD thru the DFM/PFM for the activation of the Composite Evaluation Team for final inspection within twenty four (24) hours after the inspection.

The ORD facilitates the activation of the Composite Evaluation Team, within three (3) days upon receipt of the request.

The Composite Evaluation Team conduct physical inspection of the building, facility or structure and its premises or portion thereof being applied for and evaluate compliance to the approved alternative and/or remedial fire safety measures to be installed and/or constructed within five (5) days after activation.

The findings of the Composite Evaluation Team are submitted to the Chief, BFP for his/her approval of the completed alternative and/or remedial fire safety measures within five (5) days after the evaluation.

The Chief, BFP approves the completed alternative and/or remedial fire safety measures within five (5) days upon receipt of the CET recommendations through a Bureau Order enumerating among others, the name of building, facility or structure; address/location; name of owner/occupant/building administrator; the alternative and/or remedial fire safety measures installed/constructed in lieu of fire safety requirements; and the condition for its approval/acceptance.

The Bureau Order issued is forwarded to the Office of the Regional Director, which will serve as a basis of the CFM/MFM concerned for the issuance of Fire Safety Inspection Certificate (FSIC).
| EFFECTIVENESS CRITERIA: | Fire-safe building/structure/facility with the implementation of the approved alternative and/or remedial fire safety measures. Fire-safe building/structure/facility with the implementation of the approved alternative and/or remedial fire safety measures. |
| REFERENCES: | Standard, Law or Regulation | Other Procedures, Documents, etc. |
| | Rule 9 (Enforcement and Administration of Fire Safety Measures) and Rule 10 (Fire Safety Measures) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008) | National Fire Protection Association (NFPA) Codes and Standards |
| | BFP Memorandum Circular Number 2010-017 | Presidential Decree 1096 (National Building Code) |
| | | Philippine Mechanical Engineering Code (PSME) |
| | | Philippine Electrical Code (PEC) |
| | | RA 9292 (ECE Law) |
| FORMS / RECORDS: | Record/Form/Activity Name | User/Receiver |
| REQUIRED BY THE PROCESS / PROCEDURE | Applicant’s Letter Request for Physical Inspection | C/MFM |
| | Physical Inspection Report of the C/MFM | RD thru D/PFM |
| | Letter Request of the C/MFM for the Activation of CET | RD thru D/PFM |
| OTHER FORMS / RECORDS | RD Memorandum activating the CET | CET Leader & Members |
| | CET Resolution stating therein its recommendations | Chief, BFP |
| | Bureau Order for the Issuance of FSIC | C/MFM |
1.22 PROCEDURES IN FILING CRIMINAL CASES

POLICY:
In cases of willful or deliberate failure to correct the deficiency or abate the fire hazard, the City/Municipal Fire Marshal concerned, at his own instance or upon the recommendation of Chief, FSES or upon directive of the higher offices, shall initiate the filing of criminal charges against any responsible person/s pursuant to Rule 13 of IRR of RA 9514.

PURPOSE:
To ensure that all persons who willfully or deliberately disregard the provisions of RA 9514 are prosecuted.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
The following constitutes Willful Failures to Correct Deficiency or Abate Fire Hazards:

1. Failure to make initial compliance of the violations noted after the lapse of the period provided in the Abatement Order and to pay the corresponding administrative fine;
2. Continued operation of the commercial or industrial establishment or portion thereof, despite the issuance of Closure Order or stoppage of operations.
3. Failure to correct the deficiency or abate the hazard within 24 hours of the prohibited act or omission enumerated under Section 8 of RA 9514 and to pay the administrative fine imposed thereof, to wit:
   3.1. Obstructing or blocking the exit ways or across to buildings clearly marked for fire safety purposes, such as but not limited to aisles in interior rooms, any part of stairways, hallways, corridors, vestibules, balconies or bridges leading to a stairway or exit of any kind, or tolerating or allowing said violations;
   3.2. Constructing gates, entrances and walkways to buildings components and yards which obstruct the orderly and easy passage of fire fighting vehicles and equipment;
   3.3. Prevention, interference or obstruction of any operation of the Fire Service, or of duly organized and authorized fire brigades;
   3.4. Obstructing designated fire lanes or access to fire hydrants;
   3.5. Overcrowding or admission of persons beyond the authorized capacity in movie houses, theaters, coliseums, auditoriums or other public assembly buildings, except in other assembly areas on the ground floor with open sides or open doors sufficient to provide safe exits;
   3.6. Locking fire exits during period when people are inside the building;
   3.7. Prevention or obstruction of the automatic closure of fire doors or smoke partitions or dampers;
3.8. Use of fire protective of firefighting equipment of the fire service other than for firefighting except in other emergencies where their use are justified;
3.9. Giving false or malicious fire alarms;
3.10. Smoking in prohibited areas as may be determined by fire service, or throwing of cigars, cigarettes, burning objects in places which may start or cause fire;
3.11. Abandoning or leaving a building or structure by the occupant or owner without appropriate safety measures;
3.12. Removing, destroying, tampering or obliterating any authorized mark, seal, sign or tag posted or required by the fire service for fire safety in any building, structure or processing equipment; and
3.13. Use of jumpers or tampering with electrical wiring or overloading the electrical system beyond its designated capacity or such other practices that would tend to undermine the fire safety features of the electrical system.
3.14. Continued operation/occupation of the building or structure declared as Public Nuisance

**SCOPE:**
This covers the procedures in the filing of criminal cases arising from violations of the provisions of RA 9514.

**RESPONSIBILITIES:**
City/Municipal Fire Marshal (C/MFM) – prepares the Complaint Affidavit and files the same at the Office of the Prosecutor having jurisdiction.

**GENERAL PROCEDURES:**

**PRE / BEFORE**
1. Upon determination of any of the condition cited above, the Office of the City/Municipal Fire Marshal prepares an Affidavit of Complaint. The affidavit of complaint is to be supported with pertinent documents/pieces of evidence, such as the Summary Inspection Report with the after inspection reports, sketches, pictures, measurements, photographs taken, and other necessary documents or evidences.
2. The City/Municipal Fire Marshal affixes his/her signature on the affidavit.

**ACTUAL / DURING**
3. The affidavit of complaint is then filed before the office of the prosecutor having jurisdiction.

**POST / AFTER**
4. The City/Municipal Fire Marshal complies with all the notices and/or compliances required by the Office of the Prosecutor having jurisdiction.
<table>
<thead>
<tr>
<th>EFFECTIVENESS CRITERIA:</th>
<th>All owners/administrators of buildings, structures or facilities who have willfully or deliberately failed to correct the deficiency or abate the fire hazard are filed with criminal complaints.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCES:</td>
<td>Standard, Law or Regulation</td>
</tr>
<tr>
<td></td>
<td>Rule 13 (Administrative Courses of Action) of the Implementing Rules and Regulations (IRR) of RA 9514 (Fire Code of the Philippines of 2008)</td>
</tr>
<tr>
<td>FORMS / RECORDS:</td>
<td>Record/Form/Activity Name</td>
</tr>
<tr>
<td></td>
<td>Complaint - Affidavit</td>
</tr>
</tbody>
</table>
### 1.23 PROCEDURES TO ADDRESS REFUSAL TO RECEIVE INSPECTION ORDER AND DISALLOWED INSPECTION

**POLICY:**
Section 5 (g) of RA 9514 mandates that every building or structure must be inspected at least once a year.

**PURPOSE:**
To ensure that every building or structure are inspected at least once a year.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
Inspection Order is issued for the following reasons:

1. Conduct of inspection during construction, renovation, modification, or alteration on the basis of issued Fire Safety Clearance;
2. Conduct of business and routine inspection;
3. Conduct of fire safety inspection prior to the issuance of Fire Safety Clearance;
4. Conduct of fire safety inspection prior to the issuance of Installation Clearance;
5. Conduct re-inspection required under Section 13.0.0.4 of the IRR of RA 9514.

**SCOPE:**
This covers procedures in addressing cases of refusal by the building owner / administrator in receiving IO and disallowing conduct of fire safety inspection.

**RESPONSIBILITIES:**
Fire Safety Inspector (FSI) – prepares the notification letter addressed to the owner of the building / establishment who disallowed the conduct of inspection.

City / Municipal Fire Marshal (C/MFM) – issues new IO to the establishment who refused to receive the old IO.

**GENERAL PROCEDURES:**

<table>
<thead>
<tr>
<th>PRE / BEFORE</th>
<th>ACTUAL / DURING</th>
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</thead>
<tbody>
<tr>
<td>1. The Fire Safety Inspector (FSI) whose IO was not accepted and was not allowed to conduct inspection is required to indicate in the AIR the fact that he/she was not allowed to inspect. The AIR must then be submitted to the Chief, FSES.</td>
<td></td>
</tr>
<tr>
<td>2. The Office of the Chief, FSES will then prepare a letter addressed to the owner/administrator of the building, structure or facility notifying that within ten (10) days upon receipt of the letter, an actual inspection of the subject shall be conducted under a new IO, a copy of which shall be attached to the letter.</td>
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</tbody>
</table>
3. The letter and the new IO shall then be indorsed to the C/MFM for signature.
4. The letter, together with the new IO is sent through registered mail.
5. The Office of the Chief, FSES shall keep the proof of service for records purposes.

**EFFECTIVENESS CRITERIA:**

Fire Safety Inspection is conducted within 10 days upon receipt of the letter under a new IO.

**REFERENCES:**

<table>
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<tr>
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<tbody>
<tr>
<td>Inspection Order (IO)</td>
<td>City / Municipal Fire Marshal</td>
</tr>
<tr>
<td>Notification Letter addressed to the building owner</td>
<td>City / Municipal Fire Marshal</td>
</tr>
</tbody>
</table>
NOTICE TO COMPLY

Sir/Madam:

This has reference to the Fire Safety Inspection conducted by _________________
and ______________________ dated ______________________ within your premises located at the above address wherein inspector’s report revealed the existence of the following defects/deficiencies, in violation of Republic Act No. 9514 otherwise known as Fire Code of the Philippines of 2008.

<table>
<thead>
<tr>
<th>Defects / Deficiencies</th>
<th>Grace Period</th>
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In this regard, you are hereby advised to comply/correct the above-mentioned deficiencies within the prescribed grace period otherwise Notice to Correct Violation with corresponding order to pay administrative fine shall be issued by this office.

Very truly yours,

City/Municipal Fire Marshal

Original  (BFP Copy)  
Duplicate  (BO or BPLO, as the case maybe)  
Triplicate  (Applicant/Owner’s Copy)
NOTICE TO CORRECT VIOLATION

Sir/Madam:

This has reference to the Notice to Comply issued by this office on ____________ for compliance of your establishment/building located at the above cited address. Despite the length of time that has elapsed and with re-inspection report under Inspection Order No. ___________ dated ____________ fire safety requirements remain not complied.

In this regard you are hereby imposed an Administrative Fine of ____________ (P__________) pursuant to Section 13.0.0.4 of IRR of RA 9514. Hence, you are given three (3) days to pay the fine at __________________________________.

Hereto attached is the Order of Payment for your compliance.

Further, you are directed to comply with specific fire safety requirements in accordance with the provisions of RA 9514. The following violations/deficiencies are hereby reiterated with its corresponding grace period:

<table>
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</table>

Failure on your part to pay the administrative fine and to correct the deficiencies within the prescribed period, this office shall be constrained to recommend issuance of abatement order for your establishment.

Very truly yours,

___________________________
City/Municipal Fire Marshal
Republic of the Philippines
Department of the Interior and Local Government

BUREAU OF FIRE PROTECTION
(Region)
(STATION)
(Station Address)

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ABATEMENT ORDER

Sir/Madam:

This has reference to the Notice to Correct Violation issued by this office on __________ for compliance of your establishment/building located at the above cited address. Despite the length of time that has elapsed and with re-inspection report under Inspection Order No. _________ dated ___________ fire safety requirements remain not complied.

In this regard you are hereby imposed an Administrative Fine of _________ (P__________) pursuant to Section 13.0.0.4 of IRR of RA 9514. Hence, you are given three (3) days to pay the fine at ____________________________________.

(State name of Government Servicing Bank/Local Treasurer)

Hereto attached is the Order of Payment for your compliance.

Further, you are directed to comply with specific fire safety requirements in accordance with the provisions of RA 9514. The following violations/deficiencies are hereby reiterated with its corresponding grace period:

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Failure on your part to pay the administrative fine and to correct the deficiencies within the prescribed period, this office shall be constrained to recommend issuance of abatement order for your establishment.

Very truly yours,

City/Municipal Fire Marshal

Original (BFP Copy)
Duplicate (BO or BPLO, as the case maybe)
Triplicate (Applicant/Owner’s Copy)
2 | FIREFIGHTING OPERATIONS
## 2.1 ARMORY FIRE/EXPLOSIVE STORAGE

### POLICY:
Republic Act 6975 also known as the DILG Act of 1990, Section 54, *Powers and Function of BFP*. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on buildings, houses and other structures, forest, transportation vehicles and equipment, ships or vessels docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

### PURPOSE:
Effectively and safely respond to fire incidents involving armory and explosive storage and protect the firefighters from harm.

### BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Always maintain an isolation distance of about 300 meters radius.

If the Incident Command Post is not yet established at the time of response and valuable information is not at hand, DO NOT initiate attack. Maintain position at a safe distance (isolation distance of 300 meters) until ICP and experts become available.

Take protective cover if personal safety will be jeopardized.

Fight the fire if explosive is not directly involved to avoid fire spread and if only advised by explosive expert through the IC/ICP.

### SCOPE:
All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

### RESPONSIBILITIES:
Municipal and City Fire Station - first responder responsible for the initial management of the fire scene.

District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.

Regional Offices – responsible for dispatching additional resources region wide.

National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

### DEFINITIONS:
Armory – a place where weapons are made and kept.
1. All responders wear appropriate Personal Protective Equipment (PPE) before proceeding to the scene.

2. The Incident Commander (IC) establishes Incident Command Post (ICP), if not available upon arrival. But, if ICP is already established, the IC joins the existing ICP under Unified Command.

3. The IC who is the Highest Ranking Personnel (HRP) will notify the next higher office of the situation and the needed resources.

4. ICP calls for the presence of Explosive Ordnance Disposal (EOD) experts from the Philippine National Police (PNP) or Armed Forces of the Philippines (AFP).

5. Unified Command (UC) declares isolation distance.

6. The UC directs the cordoning of the area.

7. Responders perform rescue operation if there are trapped victims, only upon advice by the EOD experts.

8. Responders fight fire at a distance to contain/confine the fire.

9. The BFP Component of Unified Command declares “fire under control” when there is no probability for fire to escalate.

10. Responders conduct overhauling upon clearance from the EOD expert.

11. The BFP Component of Unified Command declares “fire out” after determination of total extinguishment.

12. The BFP Component of Unified Command directs the BFP investigator to conduct investigation in coordination with Camp/Facility Officials and in case of private explosive storage for the joint investigation with the PNP.

13. The responding unit returns to the station only after demobilization.

14. The Fire Marshal, together with the fire fighting unit, conducts post fire analysis.

15. The Station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

**EFFECTIVENESS CRITERIA:**

Reduced casualty or injury and minimized damage to properties.

Coordination and collaboration achieved through Incident Command System (ICS).
### REFERENCES:

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## 2.2 BASEMENT FIRE

### POLICY:
Republic Act 6975 also known as the DILG Act of 1990, Section 54. Powers and Function of BFP. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

### PURPOSE:
Effectively and safely respond to fire incidents involving basement and protect the firefighters from harm.

### BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Always protect yourselves by wearing Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA).

Conduct ventilation and immediately extinguish the fire to avoid fire from spreading to adjacent structures.

### SCOPE:
All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

### RESPONSIBILITIES:
**Municipal and City Fire Station** – first responder responsible for raising the alarm.

**District and Provincial Offices** – responsible for coordinating and deploying additional resources district/province wide.

**Regional Offices** – responsible for dispatching additional resources region wide.

**National Headquarters** - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

### DEFINITIONS:
**Company Fire Brigade** – the building fire brigade who first responded to the fire incident.

**Demobilization** – the return of all resources to their respective places of origin.

**High Ranking Personnel** – refers to the most senior personnel/ higher designation that responded to the incident; either
1. All responders wear appropriate Personal Protective Equipment (PPE).

2. The Incident Commander (IC), who is the Highest Ranking Personnel, coordinates with the Company Fire Brigade/Building Administrator to gather information, including Evacuation Plan/Floor plan, the location and extent of fire and the type of fuel involved, and eventually the transfer of Command.

3. The IC assumes command and activates Incident Command System (ICS).

4. The IC activates and deploys Evacuation, Search and Rescue, Emergency Medical Services (EMS) and Hazardous Materials (HAZMAT) response team/s, if needed.

5. The IC directs the conduct of Damage Assessment and Need Analysis (DANA) and reports the same to the next higher office.

6. The IC directs the conduct of fire operations in accordance with the phases of firefighting, whenever applicable.

7. The IC declares “fire under control” when there is no probability of fire to escalate.

8. The BFP Component of Unified Command declares “fire out” after determination of total extinguishment.

9. The IC directs the BFP investigators to continue the conduct of Investigation.

10. The responding unit returns to the station after demobilization only.

11. The Fire Marshal, together with the fire fighting unit, conducts post fire analysis.

12. The Station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

**EFFECTIVENESS CRITERIA:**

Reduced casualty or injury and minimized damage to properties.

Coordination and collaboration achieved through Incident Command System (ICS).

Safely rescued trapped victim/s.
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| OTHER FORMS / RECORDS | |
|-----------------------| |
## 2.3 FIRE IN HIGH-RISE BUILDING

**POLICY:**
Republic Act 6975 also known as the DILG Act of 1990, Section 54. *Powers and Function of BFP.* The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

**PURPOSE:**
Effectively and safely respond to fire incidents involving high-rise building and protect the firefighters from harm.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
Personnel accountability system MUST be in place all throughout the firefighting operation. Members of volunteers shall also be part of the accountability system to ensure that no firefighter shall be left unaccounted before and after the operation.

First responding units should always have a firefighting unit and water tank/supply unit.

Responding personnel determine point of entry and at least two (2) means of egress for the firefighters.

All responding personnel wear Self-Contained Breathing Apparatus (SCBA) and carry additional hose lines to supplement the hoses provided in the Wet Stand Pipe System upon entering the building.

**SCOPE:**
All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

**RESPONSIBILITIES:**
Municipal and City Fire Station – first responder responsible for the initial management of the fire scene.

District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.

Regional Offices – responsible for dispatching additional resources region wide.

National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.
DEFINITONS:

Demobilization – the return of all resources to their respective places of origin.

High Ranking Personnel – refers to the most senior personnel/higher designation that responded to the incident; either Commissioned Officer or Non-Commissioned Officer, who will serve as Incident Commander as part of the Unified Command.

High-Rise Buildings – buildings, structures or facilities fifteen meters or more in height.

Means of Egress – is a continuous and unobstructed route of exit from one point in a building, structure or facility to a public way.

Wet Stand Pipe System – a system of vertical pipes in the building to which fire hoses can be attached, including a system by which water is made available to the outlet as needed.

GENERAL PROCEDURES:

PRE / BEFORE

1. All responding personnel wear appropriate Personal Protective Equipment (PPE).
2. The Incident Commander (IC) coordinates with the management of the building for initial gathering of information and initiates transfer of command.
3. The IC activates and deploys Evacuation, Search and Rescue, Emergency Medical Services (EMS) and Hazardous Materials (HAZMAT) response team/s, if needed.

ACTUAL / DURING

4. The IC conducts Damage Assessment and Need Analysis (DANA) and reports the same to the next higher office.
5. The IC directs the conduct of fire operations in accordance with the phases of firefighting, whenever applicable.
6. The IC declares “fire under control” when there is no probability for fire to escalate.
7. Responding personnel perform overhauling until fire is totally extinguished.

POST / AFTER

8. The IC declares “fire out” after determination of total extinguishment.
9. The IC directs the BFP investigators to continue the conduct of Investigation.
10. The responding unit returns to the station after demobilization only.
11. The Fire Marshal, together with the fire fighting unit, conducts post fire analysis.
12. The Station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

**EFFECTIVENESS CRITERIA:**

- Reduced casualty or injury and minimized damage to properties
- Coordination and collaboration achieved through Incident Command System (ICS)
- Safely rescued trapped victim/s.

**REFERENCES:**

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Effectively and safely respond to fire incidents involving hospital facilities with radioactive materials and protect the firefighters from harm.

Responders must always observe distance, time and shielding during radioactive materials response.

Responders must always protect themselves from radiation through time, distance and shielding.

The Fire Marshal shall ensure that the area is free from radiation before the conduct of overhauling and investigation.

All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

Municipal and City Fire Station – first responder responsible for raising the alarm and establishing contact with SRU and PNRI.

District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.

Regional Offices – responsible for dispatching additional resources region wide.

National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

Demobilization – the return of all resources to their respective places of origin.

High Ranking Personnel – refers to the most senior personnel/higher designation that responded to the incident; either
Responders wear complete Personal Protective Equipment (PPE) before proceeding to the scene.

The Incident Commander (IC) coordinates with the hospital officials and arranges the transfer of command.

The IC assumes command and establishes Incident Command System (ICS).

The IC activates and deploys Evacuation, Search and Rescue, Emergency Medical Services (EMS) and Hazardous Materials (HAZMAT) response team/s, if needed.

The IC directs the conduct of Damage Assessment and Need Analysis (DANA) and reports the same to the next higher office.

The IC establishes isolation distance as per Emergency Response Guidebook (ERG) and Material Safety Data Sheet (MSDS).

Firefighting units cordon the area to deny entry to unauthorized persons.

The IC taps the Hazardous Materials (HAZMAT) / Chemical, Biological, Radiological, and Nuclear Explosives (CBRNE) and Philippine Nuclear Research Institute (PNRI) specialists.

Upon the arrival of PNRI specialists, the IC collaborates with them and adopts Unified Command.

Firefighting unit fights fire at a distance, only if possible and with the guidance of PNRI and/or CBRN specialist.

The BFP component of Unified Command taps an alarm based on prevailing situation.

The BFP component of Unified Command declares “fire under control” when there is no probability for fire to escalate.

Firefighting unit performs overhauling upon the advice of the Unified Command.

The BFP Component of Unified Command declares “fire out” when total extinguishment is accomplished.

The Unified Command directs the conduct of decontamination by the Special Rescue Unit (SRU).

The BFP component of Unified Command directs BFP investigators to coordinate with the PNRI Officials for the

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. Responders wear complete Personal Protective Equipment (PPE) before proceeding to the scene.

2. The Incident Commander (IC) coordinates with the hospital officials and arranges the transfer of command.

3. The IC assumes command and establishes Incident Command System (ICS).

4. The IC activates and deploys Evacuation, Search and Rescue, Emergency Medical Services (EMS) and Hazardous Materials (HAZMAT) response team/s, if needed.

5. The IC directs the conduct of Damage Assessment and Need Analysis (DANA) and reports the same to the next higher office.

6. The IC establishes isolation distance as per Emergency Response Guidebook (ERG) and Material Safety Data Sheet (MSDS).

7. Firefighting units cordon the area to deny entry to unauthorized persons.

8. The IC taps the Hazardous Materials (HAZMAT) / Chemical, Biological, Radiological, and Nuclear Explosives (CBRNE) and Philippine Nuclear Research Institute (PNRI) specialists.

9. Upon the arrival of PNRI specialists, the IC collaborates with them and adopts Unified Command.

**ACTUAL / DURING**

10. Firefighting unit fights fire at a distance, only if possible and with the guidance of PNRI and/or CBRN specialist.

11. The BFP component of Unified Command taps an alarm based on prevailing situation.

12. The BFP component of Unified Command declares “fire under control” when there is no probability for fire to escalate.

13. Firefighting unit performs overhauling upon the advice of the Unified Command.

**POST / AFTER**

14. The BFP Component of Unified Command declares “fire out” when total extinguishment is accomplished.

15. The Unified Command directs the conduct of decontamination by the Special Rescue Unit (SRU).

16. The BFP component of Unified Command directs BFP investigators to coordinate with the PNRI Officials for the
conduct of joint investigation.

17. The responding units return to the station after demobilization only.

18. The Fire Marshal, together with the firefighting unit, conducts post fire analysis.

19. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.
## 2.5 FIRE IN JAILS / CORRECTIONAL INSTITUTIONS

### POLICY:
Republic Act 6975 also known as the DILG Act of 1990, Section 54. *Powers and Function of BFP*. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

### PURPOSE:
Effectively and safely respond to fire incidents involving jails / correctional institutions and protect the firefighters from harm.

### BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Always have proper identification of the personnel involved in the operation and proper accounting of personnel before leaving the premises.

Carefully approach the fire scene in an upwind direction as far as practicable, and perform necessary firefighting techniques and tactics.

### SCOPE:
All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

### RESPONSIBILITIES:
- Municipal and City Fire Station – first responder responsible for raising the alarm.
- District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.
- Regional Offices – responsible for dispatching additional resources region wide.
- National Headquarters – responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

### DEFINITIONS:
- Correctional Institution – a place used for confinement of convicted criminals.
- Demobilization – the return of all resources to their respective places of origin.
- Jail – a place of detention, especially for persons who are accused...
of committing a crime and have not been released on bail or for persons who are serving short sentences after conviction of a misdemeanor.

High Ranking Personnel – refers to the most senior personnel/higher designation that responded to the incident; either Commissioned Officer or Non-Commissioned Officer, who will serve as Incident Commander as part of the Unified Command.

GENERAL PROCEDURES:

**PRE / BEFORE**
1. All responders wear appropriate Personal Protective Equipment (PPE).
2. The Highest Ranking Personnel (HRP) coordinates with the institution officials at the Incident Command Post (ICP)

**ACTUAL / DURING**
3. The Unified Command directs the conduct of fire operation in accordance with the phases of firefighting whenever possible.
4. The UC activates and deploys Evacuation, Search and Rescue and Emergency Medical Services (EMS) response team/s, if needed.

**POST / AFTER**
5. The BFP component of Unified Command declares “fire out” after determination of total extinguishment.
6. Unified Command conducts headcount of all responders.
7. The BFP Component of Unified Command directs the BFP investigators to conduct investigation.
8. The responding units return to the station after demobilization only.
9. The Fire Marshal, together with the firefighting unit, conducts post fire analysis.
10. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

**EFFECTIVENESS CRITERIA:**
Reduced casualty or injury and minimized damage to properties.
Coordination and collaboration achieved through Incident Command System (ICS).

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<td>Municipal Fire Marshal, City Fire Marshal, District Fire Marshal, Provincial Fire Marshal, Deputy Fire Marshal, Regional Director</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
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</table>
### 2.6 FIRE IN LPG INSTALLATION

<table>
<thead>
<tr>
<th>POLICY:</th>
<th>Republic Act 6975 also known as the DILG Act of 1990, Section 54. <em>Powers and Function of BFP</em>. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE:</td>
<td>Effectively and safely respond to fire incidents involving LPG installation and protect the firefighters from harm.</td>
</tr>
<tr>
<td>BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:</td>
<td>Always stay away from tanks engulfed in fire. BLEVE may occur at any moment.</td>
</tr>
<tr>
<td></td>
<td>BLEVE may occur within 10-15 minutes of tank exposure to the fire.</td>
</tr>
<tr>
<td></td>
<td>Withdraw immediately in case of rising sound from venting safety devices or when there is discoloration of tank.</td>
</tr>
<tr>
<td></td>
<td>Do not direct water at source of leak or safety devices.</td>
</tr>
<tr>
<td>SCOPE:</td>
<td>All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.</td>
</tr>
<tr>
<td>RESPONSIBILITIES:</td>
<td>Municipal and City Fire Station – first responder responsible for raising the alarm.</td>
</tr>
<tr>
<td></td>
<td>District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.</td>
</tr>
<tr>
<td></td>
<td>Regional Offices – responsible for dispatching additional resources region wide.</td>
</tr>
<tr>
<td></td>
<td>National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.</td>
</tr>
<tr>
<td>DEFINITIONS:</td>
<td>BLEVE – Boiling Liquid Expanding Vapor Explosion</td>
</tr>
<tr>
<td></td>
<td>Demobilization – the return of all resources to their respective places of origin.</td>
</tr>
</tbody>
</table>
1. All first responders respond to the incident in complete
   Personal Protective Equipment (PPE).
2. Highest Ranking Personnel (HRP) assumes command as
   Incident Commander (IC) and activates Incident Command
   System (ICS).
3. The IC activates and deploys Evacuation, Search and
   Rescue, Emergency Medical Services (EMS) and Hazardous
   Materials (HAZMAT) response team/s, if needed.
4. The IC directs the conduct of Damage Assessment and Need
   Analysis (DANA) and reports the same to the next higher
   office.
5. The IC recognizes and identifies the materials involved and
   its storage or locations for possible BLEVE.
6. The responders stop the leak, if fire is not involved.
7. Firefighting unit observes isolation distance at least 800
   meters radius, if fire is involved.
8. Responders position the equipment and personnel behind
   the structure or any natural barrier.
9. Responders place a monitor nozzle towards the storage tank/
   tank truck.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. All first responders respond to the incident in complete
   Personal Protective Equipment (PPE).
2. Highest Ranking Personnel (HRP) assumes command as
   Incident Commander (IC) and activates Incident Command
   System (ICS).
3. The IC activates and deploys Evacuation, Search and
   Rescue, Emergency Medical Services (EMS) and Hazardous
   Materials (HAZMAT) response team/s, if needed.
4. The IC directs the conduct of Damage Assessment and Need
   Analysis (DANA) and reports the same to the next higher
   office.
5. The IC recognizes and identifies the materials involved and
   its storage or locations for possible BLEVE.
6. The responders stop the leak, if fire is not involved.
7. Firefighting unit observes isolation distance at least 800
   meters radius, if fire is involved.
8. Responders position the equipment and personnel behind
   the structure or any natural barrier.
9. Responders place a monitor nozzle towards the storage tank/
   tank truck.

**ACTUAL / DURING**

10. Firefighting unit fights fire from a distance of at least 800
    meters using unmanned hose stand or monitor nozzle.
11. Firefighting unit floods containers with water until fire is out.
12. The IC declares “fire under control” when there is no
    probability for fire to escalate.
13. Firefighting unit conducts overhauling.

**POST / AFTER**

14. The IC declares “fire out” upon determination of total
    extinguishment.
15. The IC directs the BFP investigators to continue the conduct
    of investigation.
16. The Fire Marshal, together with the firefighting unit, conducts
    post fire analysis.
17. The station’s Chief Operations submits After Fire Operation
    Report to the Fire Marshal for subsequent submission to the
    next higher office.
**EFFECTIVENESS CRITERIA:**

Reduced casualty or injury and minimized damage to properties

Coordination and collaboration achieved through Incident Command System (ICS)

**REFERENCES:**

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<td>MSDS (Material Safety Data Sheet) - a complete reference guide in a particular chemical</td>
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<td>Republic Act 6975 – Department of Interior and Local Government Act of 1990</td>
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2.7 FIRE IN WATER VESSELS DOCKED AT WHARVES OR PIERS

**POLICY:**

Republic Act 6975 also known as the DILG Act of 1990, Section 54. Powers and Function of BFP. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

**PURPOSE:**

Effectively and safely respond to fire incidents involving water vessels docked at wharves or piers and protect the firefighters from harm.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**

In oil tankers docked at wharves, DO NOT initiate firefighting without the instruction of the Ship Captain and/or Jetty-in-Charge. In their absence, NEVER APPROACH OIL TANKERS INVOLVED IN FIRE. IMMEDIATELY LEAVE THE AREA and PREPOSITION AT THE SAFE AREA.

In case of vessels carrying hazardous materials (HAZMAT), contact Bureau of Fire Protection-Special Rescue Unit (SRU) and Chemical, Biological, Radiological and Nuclear Explosives (CBRNE) units. In the absence of experts and specialists in the area, refer to Emergency Response Guidebook (ERG) and Material Safety Data Sheet (MSDS) for proper guidance.

**SCOPE:**

All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

**RESPONSIBILITIES:**

Municipal and City Fire Station – first responder responsible for raising the alarm.

District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.

Regional Offices – responsible for dispatching additional resources region wide.

National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

Philippine National Police (PNP) – responsible for security.
### DEFINITIONS:

- **Demobilization** – the return of all resources to their respective places of origin.
- **Dry Dock** – a dock that can be kept dry for use during the construction or repairing of the ship.
- **Jetty-in-Charge** – a person who is in charge of a long structure that is built out into a water and is used as a place to get on, get off, or tie up of a boat.
- **Oil Tanker** – a vehicle such as a ship, truck, or airplane that is designed to carry organic and inorganic oil products.
- **Ship Captain** – a person who is in charge of a ship.

### GENERAL PROCEDURES:

#### PRE / BEFORE

1. All responders wear appropriate Personal Protective Equipment (PPE).
2. The Highest Ranking Personnel (HRP) coordinates with the Philippine Ports Authority for the adoption of Unified Command.
3. The Unified Command coordinates with the Jetty-in-Charge or Ship Captain to gather all information.
4. The BFP component of Unified Command directs the conduct of Damage Assessment and need Analysis (DANA) and reports the same to the next higher office.
5. The Unified Command directs the immediate coordination with the Philippine Coast Guard, Maritime Police and Philippine Navy who serve as support units.

#### ACTUAL / DURING

6. The BFP component of Unified Command directs the conduct of fire operation in accordance with the phases of firefighting whenever possible.
7. The BFP component of the Unified Command raises an alarm.
8. The firefighting teams attack the fire as they do in structural fire operation.
9. The BFP component of Unified Command declares “fire under control” when there is no probability for fire to escalate.

#### POST / AFTER

10. The BFP component of Unified Command declares “fire out” after determination of total extinguishment.
11. The BFP component of Unified Command directs the BFP investigators to continue the conduct of investigation.
12. The responding units return to the station after demobilization only.
13. The Fire Marshal, together with the firefighting units, conducts
| EFFECTIVENESS CRITERIA: | Reduced casualty or injury and minimized damage to properties  
Coordination and collaboration achieved through Incident Command System (ICS) |
|-------------------------|------------------------------------------------------------------|
| REFERENCES:            | **Standard, Law or Regulation**  
**Other Procedures, Documents, etc.** |
|                        | NFPA – National Fire Protection Association  
ERG (Emergency Response Guidebook) - a document that guides the operating team in responding to an incident |
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**User/Receiver** |
| REQUIRED BY THE PROCESS / PROCEDURE | After Fire Operation Report (AFOR)  
Municipal Fire Marshal, City Fire Marshal, District Fire Marshal, Provincial Fire Marshal, Deputy Fire Marshal, Regional Director |

14. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.
### 2.8 FIRE INVOLVING HYDROCARBON SUBSTANCES IN OIL DEPOT OR REFINERY

**POLICY:**

Republic Act 6975 also known as the DILG Act of 1990, Section 54. *Powers and Function of BFP.* The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

**PURPOSE:**

Effectively and safely respond to fire incidents involving hydrocarbon substances in oil depot or refinery and protect the firefighters from harm.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**

Always remember the hazards associated with hydrocarbon firefighting, such as burns (radiant heat, direct burns, contact burns, chemical burns); inhaling gases (*H*₂*₅*, *Smoke*, *Vapor/Fumes*); heat stress; high pressures; and large and unfamiliar equipment.

Do not forcibly enter an oil refinery/depot. There may be a gas cloud and your fire truck may become the ignition source.

Ensure that the entire crew have their proper and complete Personal Protective Equipment (PPE) and leave all cigarette lighters or any possible source of ignition at the gate.

Always have a safety hose line in place with alert operators.

Always have a Plan “B” (the ESCAPE PLAN).

STOP where there is indication of boiling flammable substance inside the storage tank. IMMEDIATELY LEAVE THE AREA.

Never extinguish the fire with waterpower. This can have a VERY DANGEROUS consequence.

If foam has been used, the crew will need to shuffle or slide their feet as they take the next step.

The crew must be coordinated in their approach.

This procedure during hydrocarbon firefighting can be done simultaneously with other teams, if there is sufficient manpower.
If there is limited manpower and equipment, and/or limited space for manpower movement or escape, then perform the procedure one at a time, starting on the leaked valve near the exit area.

In hydrocarbon firefighting, the responding unit should not extinguish the fire but perform Isolate/Cover Exposure, Contain/Confine, and De-pressure or Isolate/Shut off the valve.

Consider the leapfrog method for maximum safety when confining the fire to its origin.

**SCOPE:**

All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

**RESPONSIBILITIES:**

- Municipal and City Fire Station – first responder responsible for raising the alarm.
- District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.
- Regional Offices – responsible for dispatching additional resources region wide.
- National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

**DEFINITONS:**

- Demobilization – the return of all resources to their respective places of origin.
- High Ranking Personnel – refers to the most senior personnel/higher designation that responded to the incident; either Commissioned Officer or Non-Commissioned Officer, who will serve as Incident Commander as part of the Unified Command.
- Hydrocarbon – a substance that contains only carbon and hydrogen, such as coal and natural gas.
- Incident Command System – a standard, on scene, all-hazard management concept.
- Isolation Distance – a required safe distance to be cleared of personnel and equipment and civilians.
- Staging Area – area where responding personnel and equipment would assemble for assignments.
- Isolate – (in hydrocarbon firefighting) means cover exposure; an act of cooling the surroundings with the first hose line and/or monitor nozzle while starting to have an attack plan.
Leapfrog – a safe movement of one crew at a time as the other crew is holding back the flame, fuel and heat.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. All responders wear appropriate Personal Protective Equipment (PPE).
2. The responding unit proceeds to the designated staging area upon arrival at the scene. Highest ranking personnel (HRP) immediately checks in to the Staging Area manager and coordinates with the Incident Commander for the transfer of command.

**ACTUAL / DURING**

3. The HRP assumes command as Incident Commander (IC) and adopts Incident Command System (ICS).
4. The responding team waits for the guidance from the hydrocarbon experts before initiating any action.
5. The IC directs the immediate coordination with the Philippine Coast Guard (PCG) for chemical spills in the ocean and DENR - EMB for chemical spills in land and other government agencies.
6. Responders check that hose lines are of sufficient length and are laid out properly.

**POST / AFTER**

7. The responders isolate the fuel.
8. The responding unit contains or confines the fire to its source.
9. The responding unit de-pressurizes or SHUTS OFF THE VALVE.
10. The responding unit goes to the other leak and or open pipe valve caught on fire and repeat the process until all fires were extinguished.
11. The IC shouts “clear” or “fire out” and states the valve location after the fire is extinguished only.
12. The IC directs the BFP investigator to continue the conduct of investigation.
13. Responding units return to the station after demobilization only.
14. The Fire Marshal, together with the firefighting unit, conducts post fire analysis.
15. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

**EFFECTIVENESS CRITERIA:**

Reduced casualty or injury and minimized damage to properties

Coordination and collaboration achieved through Incident Command System (ICS)
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### 2.9 FIRE IN VEHICLES, CONSTRUCTION SITES AND PROCESSING PLANTS WITH RADIOLOGICAL SUBSTANCES

| POLICY: | Republic Act 6975 also known as the DILG Act of 1990, Section 54. Powers and Function of BFP. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case. |
| Purpose: | Effectively and safely respond to fire incidents involving vehicles, construction sites and processing plants with radiological substances and protect the firefighters from harm. |
| Basic Concepts, Principles and Guideposts: | DO NOT CONDUCT RESCUE AND FIRE OPERATION in the HOT ZONE and any part of the involved facilities without proper guidance from the experts. |
| Scope: | All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades. |
| Responsibilities: | Municipal and City Fire Station – first responder responsible for raising the alarm. |
| | District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide. |
| | Regional Offices – responsible for dispatching additional resources region wide. |
| | National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region. |
| Definitions: | Decontamination Corridor – area where to remove dirty or dangerous substances such as radioactive materials. |
| | Demobilization – the return of all resources to their respective places of origin. |
| | High Ranking Personnel – refers to the most senior personnel/ higher designation that responded to the incident; either |
1. All responders wear complete Personal Protective Equipment (PPE) before proceeding to the scene.
2. Highest Ranking Personnel (HRP) assumes command and establishes Incident Command Post (ICP).
3. ICP gathers information as to what radioactive material is involved.
4. Incident Commander (IC) establishes initial isolation distance. If there is no radiation meter available, refer to Emergency Response Guidebook (ERG).
5. Firefighting unit cordons the area to deny entry to unauthorized persons.
6. The IC calls BFP Special Rescue Unit (SRU), Emergency Medical Services (EMS) and the Philippines Nuclear Research Institute (PNRI) Emergency Response Team.
7. Firefighting unit performs initial firefighting at upwind position approach at the cold zone. Engage ONLY upon the instruction of the expert through the IC.
8. Firefighting unit performs direct firefighting if radiologic equipment is not involved in fire. In case the radiologic equipment is involved, then fight fire at a safe distance until completely extinguished.
9. The IC taps an alarm based on prevailing situation.
10. The IC coordinates with the PNRI officials upon their arrival and adopts Unified Command.
11. BFP responding personnel assist SRU and PNRI emergency team in setting up a Decontamination Corridor.
12. BFP component of Unified Command declares “fire under control” when there is no probability of fire to escalate.
13. Firefighting unit performs overhauling upon advice by the BFP component of Unified Command.
14. The BFP component of Unified Command declares “fire out” after determination of total extinguishment.
15. The Unified Command directs all the responding personnel to undergo decontamination.
16. The Unified Command directs BFP investigators to coordinate with the PNRI officials for the conduct of joint investigation.
17. The responding units return to the station after demobilization only.

Radiological substance – any substance relating to some form of radiation (such as X-rays).
18. The Fire Marshal, together with the firefighting unit, conducts post fire analysis.
19. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

**EFFECTIVENESS CRITERIA:**

- Reduced casualty or injury and minimized damage to properties.
- Coordination and collaboration achieved through Incident Command System (ICS).

**REFERENCES:**

- **Standard, Law or Regulation**
  - NFPA – National Fire Protection Association
  - IFSTA - International Fire Service Training Association: Essentials of Firefighting 7th Edition
  - Republic Act 6975 – Department of Interior and Local Government Act of 1990

- **Other Procedures, Documents, etc.**
  - ERG (Emergency Response Guidebook) – a document that guides the operating team in responding to an incident

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**REQUIRED BY THE PROCESS / PROCEDURE**
# 2.10 FIRE RESULTING FROM BOMB EXPLOSION

**POLICY:** Republic Act 6975 also known as the DILG Act of 1990, Section 54. *Powers and Function of BFP*. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the fire code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

**PURPOSE:** Effectively and safely respond to fire incidents resulting from bomb explosion and protect the firefighters from harm.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:** Conduct saving of lives and firefighting only upon advice from the Incident Command Post (ICP) established by the Philippine National Police (PNP) or the Armed Forces of the Philippines (AFP).

DO NOT TOUCH ANY SUSPICIOUS ITEM at the explosion site during the firefighting.

If a suspected secondary explosive device is discovered while fighting fire, immediately leave the area; report the discovery of the suspected device to the Incident Commander (IC); stay at a safe distance; and resume firefighting only upon advice by the IC.

DO NOT OVERFLOOD site of explosion to protect pieces of evidence.

All communications during operation should be face-to-face or by telephone. DO NOT use radio or cellular phones.

**SCOPE:** All firefighting units of Municipal or City Fire Station and Volunteer Fire Brigades.

**RESPONSIBILITIES:** Municipal and City Fire Station – first responder responsible for raising the alarm.

District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.

Regional Offices – responsible for dispatching additional resources region wide.
National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

**DEFINITIONS:**

- **Bomb** – a container filled with explosive, incendiary materials, smoke gas or other destructive substances designed to explode.
- **Demobilization** – the return of all resources to their respective places of origin.
- **High Ranking Personnel** – refers to the most senior personnel/higher designation that responded to the incident; either Commissioned Officer or Non-Commissioned Officer, who will serve as Incident Commander as part of the Unified Command.
- **Suspicious Item** – is anything that does not belong to where it is located/found. It may fit into the surroundings or it may be totally out of place.
- **Staging Area** – one of the four functional areas identified at the scene of all disasters; it is where responding personnel and equipment would assemble for assignments.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. All responders wear proper and complete Personal Protective Equipment (PPE) before proceeding to the scene.
2. The Highest Ranking Personnel (HRP) assumes command and activates Incident Command System (ICS) ONLY IF the BFP is the first responder.
3. The BFP Incident Commander (IC) directs the conduct of Damage Assessment and Need Analysis (DANA) and reports the same to the next higher office.
4. The BFP IC directs the responding personnel to isolate and cordon the area.
5. The BFP IC directs firefighting at a safe distance of 300 meters radius.
6. The BFP IC waits for the arrival of the the Philippine National Police-Highest Ranking Personnel (PNP-HRP); immediately briefs him; and arranges the adoption of unified Command.
7. The Unified Command may direct BFP to organize and deploy Search and Rescue Team, Emergency Medical Services (EMS) and Evacuation Team only after declaration of “scene safety”.
8. Firefighting may continue at a closer distance upon advice by the Unified Command.

**ACTUAL / DURING**

9. The BFP component of Unified Command declares “fire under control” when there is no probability of fire to escalate.
10. The Unified Command directs the host firefighting unit to conduct overhauling.
11. The BFP component of Unified Command declares “fire out” upon determination of total extinguishment.
12. The BFP component of Unified Command directs BFP investigators to coordinate with the PNP for the conduct of joint investigation.
13. The responding units return to the station after demobilization only.
14. The Fire Marshal, together with the firefighting unit, conducts post fire analysis.
15. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

### POST / AFTER

**10.** The Unified Command directs the host firefighting unit to conduct overhauling.

**11.** The BFP component of Unified Command declares “fire out” upon determination of total extinguishment.

**12.** The BFP component of Unified Command directs BFP investigators to coordinate with the PNP for the conduct of joint investigation.

**13.** The responding units return to the station after demobilization only.

**14.** The Fire Marshal, together with the firefighting unit, conducts post fire analysis.

**15.** The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

### EFFECTIVENESS CRITERIA:

- Reduced casualty or injury and minimized damage to properties
- Coordination and collaboration achieved through Incident Command System (ICS)

### REFERENCES:

- **Standard, Law or Regulation**
  - NFPA – National Fire Protection Association
  - IFSTA - International Fire Service Training Association: Essentials of Firefighting 7th Edition
  - Republic Act 6975 – Department of Interior and Local Government Act of 1990
- **Other Procedures, Documents, etc.**
  - ERG (Emergency Response Guidebook) – a document that guides the operating team in responding to an incident

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2.11 FIRES INCIDENTAL TO FIREWORKS / PYROTECHNICS EXPLOSION

POLICY:
Republic Act 6975 also known as the DILG Act of 1990, Section 54. Powers and Function of BFP. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

PURPOSE:
Effectively and safely respond to fire incidents involving fireworks/pyrotechnics explosion and protect the firefighters from harm.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Fight fire ONLY IF explosive is not directly involved.
If explosive is involved, fight fire from a safe distance.

SCOPE:
All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

RESPONSIBILITIES:
Municipal and City Fire Station – first responder responsible for raising the alarm.
District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.
Regional Offices – responsible for dispatching additional resources region wide.
National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

DEFINITIONS:
Demobilization – the return of all resources to their respective places of origin.
Firework – a device consisting of a combination of explosives and combustibles set off to generate colored lights, smoke and noise for amusement.
High Ranking Personnel – refers to the most senior personnel/higher designation that responded to the incident; either Commissioned Officer or Non-Commissioned Officer, who will serve as Incident Commander as part of the Unified Command.
Protective Cover – any object or structure, man-made or natural, which would provide protection from fragments associated with explosion.

Pyrotechnics – a combustible substance used in fireworks or any similar devices as for igniting a rocket or producing an explosion.

GENERAL PROCEDURES:

PRE / BEFORE
1. All responders wear appropriate Personal Protective Equipment (PPE).
2. The Incident Commander (IC) assumes command and establishes Incident Command System (ICS).
3. All responders take protective cover if personal safety will be jeopardized.
4. The IC activates and deploys Search and Rescue, Emergency Medical and Evacuation Teams, if needed.

ACTUAL / DURING
5. The IC conducts Damage Assessment and Need Analysis (DANA) and reports the same to the next higher office.
6. The IC directs the conduct of fire operations in accordance with the phases of firefighting whenever possible.
7. The IC declares “fire under control” when there is no probability for fire to escalate.
8. Responding personnel performs overhauling until fire is totally extinguished.

POST / AFTER
9. The IC declares “fire out” after determination of total extinguishment.
10. The IC directs the BFP investigators to coordinate with the Philippine National Police (PNP) for investigation.
11. The responding units return to the station after demobilization only.
12. The Fire Marshal, together with the firefighting unit, conducts post fire analysis.
13. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

EFFECTIVENESS CRITERIA:
Reduced casualty or injury and minimized damage to properties
Coordination and collaboration achieved through Incident Command System (ICS)
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### OTHER FORMS / RECORDS:

- Other Procedures, Documents, etc.
### 2.12 FIRE RESULTING FROM PLANE CRASH OUTSIDE THE AIRPORT/AIRFIELD

#### POLICY:
Republic Act 6975 also known as the DILG Act of 1990, Section 54. *Powers and Function of BFP.* The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

#### PURPOSE:
Effectively and safely respond to fire incidents resulting from plane crash outside the airport / airfield and protect the firefighters from harm.

#### BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
- Always assume that there are survivors of the aircraft crash.
- Be aware of electrical power running through the aircraft electrical lines and the large oxygen cylinder which can explode and/or accelerate the spread of fire.
- Attack the fire as soon as possible without interfering with the escape of the passengers.
- Use Self-Contained Breathing Apparatus when working within 75 feet of the aircraft.
- DO NOT conduct overhaul operations until all investigative agencies (BFP, Civil Aviation Authority of the Philippines) are through, unless needed to suppress the fire.
- If there is a chemical aboard the plane, refer to Emergency Response Guidebook or Material Safety Data Sheet.
- If the accident involves a military aircraft, consider a Hazardous Material (HAZMAT) scenario and immediately contact BFP Special Rescue Unit.
- Upon arrival of the CAAP, adopt Unified Command.

#### SCOPE:
All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

#### RESPONSIBILITIES:
Municipal and City Fire Station – first responder responsible for the suppression of fire and rescue of the victims.
District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.

Regional Offices – responsible for dispatching additional resources region wide.

National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

High Ranking Personnel – refers to the most senior personnel/higher designation that responded to the incident; either Commissioned Officer or Non-Commissioned Officer, who will serve as Incident Commander as part of the Unified Command.

Positive Pressure Ventilation (PPV) – ventilation technique used to remove smoke, heat and other combustion products from a structure.

Airport/Airfield – any area of land or water designed, equipped, set apart or commonly used for affording facilities for the landing and departure of aircrafts. It includes any area or space, whether on the ground or on the roof of a building or elsewhere, which is designed, equipped or set apart for affording facilities for the landing and departure of aircrafts capable of descending or climbing vertically.

**DEFINITIONS:**

1. **All responders wear appropriate Personal Protective Equipment (PPE).**
2. **First responding unit immediately proceeds to the crash site.**
3. **Highest Ranking Personnel (HRP) informs the higher office of the situation.**
4. **HRP assumes command and establishes Incident Command Post (ICP).**
5. **ICP gathers relevant information.**
6. **The IC activates and deploys Evacuation, Search and Rescue, Emergency Medical Services (EMS) and Hazardous Materials (HAZMAT) response team/s, if needed.**
7. **Firefighting unit provides interior ventilation as soon as attack lines are set into operation, using positive pressure ventilation (PPV) fans or fog hose streams.**
8. **Firefighting unit sprays water (cover exposure) to adjacent properties while simultaneously suppressing the fire in the aircraft without interfering with the escape of the passengers.**
9. **Firefighting unit covers all the flammable liquids with foam**
and maintains a blanket of foam on the flammable liquid area to avoid ignition.

**POST / AFTER**

10. Firefighting unit conducts overhauling upon clearance from the Unified Command (UC).
11. The IC declares “fire out” upon determination of total extinguishment.
12. EMS turns-over recovered victims and survivors to CAAP officials, if any.
13. HRP turns over the incident scene to the Civil Aviation Authority of the Philippines (CAAP).
14. BFP investigator coordinates with the CAAP in line with the bureau’s investigation of the incident.
15. The Fire Marshal, together with the firefighting unit, conducts post fire analysis.
16. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

**EFFECTIVENESS CRITERIA:**

Reduced casualty or injury and minimized damage to properties.

Coordination and collaboration achieved through Incident Command System (ICS).

Victim/s are properly turned over to CAAP officials.

**REFERENCES:**

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2.13 FOREST FIRE

POLICY: Republic Act 6975 also known as the DILG Act of 1990, Section 54. *Powers and Function of BFP*. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on all buildings, houses and other structures, forest, transportation vehicles and equipment, ship or vessel docked at piers or wharves or anchored in major seaports, petroleum industry installation, plane crashes or other similar incidents, as well as the enforcement of the Fire Code and other related laws. The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case.

PURPOSE: Effectively and safely respond to fire incidents involving forest fire and protect the firefighters from harm.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: Approach part of fire where you think (before sizing-up) initial attack should be made.

The fire crew shall stay in the fire site until the fire is out.

FORCES ARE NEEDED to make the control line and hold it

Fight fire aggressively but observe safety first.

SCOPE: All firefighting units of the City/Municipal Fire Stations and Volunteer Fire Brigades.

RESPONSIBILITIES: Municipal and City Fire Station – first responder responsible for the initial management of the fire scene.

District and Provincial Offices – responsible for the coordination and deployment of additional resources district/province wide.

Regional Offices – responsible for dispatch of additional resources region wide.

National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region.

DEFINITIONS: Demobilization – the return of all resources to their respective places of origin.

Forest Fire – fire at land cover with trees and bushes.

High Ranking Personnel – refers to the most senior personnel/
1. All responders wear appropriate Personal Protective Equipment (PPE).
2. The responding personnel proceed to the fire scene as fast as possible.
3. High Ranking Personnel assumes command and activates Incident Command system (ICS).
4. The Incident Commander (IC) determines the wind direction; type of fuel burning; type of fuel in the path of fire; slope; natural barriers; and safety of his men.
5. The IC conducts Damage Assessment and Need Analysis (DANA) and reports the same to the next higher office.
6. The IC notifies the Department of Environment and Natural Resources (DENR) and Philippine National Police (PNP).
7. Responding unit confines the fire by using a combination of natural and constructed barriers that will stop the spread of fire.
8. The responding unit controls the critical areas or hot spots to stop the spread.
9. The IC directs the firefighting units to extinguish the fire.
10. The IC declares “fire under control” when there is no possibility for fire to escalate.
11. The IC declares “fire out” after determination of total extinguishment.
12. The IC directs the BFP investigators to coordinate with the DENR and PNP for the conduct of joint investigation.
13. The Fire Marshal, together with the firefighting unit, conducts post fire fighting operation analysis.
14. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

EFFECTIVENESS CRITERIA:
Reduced casualty or injury and minimized damage to properties
Coordination and collaboration achieved through Incident Command System (ICS)
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<tr>
<td>PURPOSE:</td>
<td>Effectively and safely respond to fire incidents involving vehicular fire and protect the firefighters from harm.</td>
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| BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: | Always protect yourselves from incoming vehicles by controlling the flow of traffic.  
For electric vehicle, do not cut into high voltage wire.  
When the vehicle is exposed to some relatively dangerous substance or when the condition is considered a high risk, attack the fire indirectly.  
Attack should be upwind to avoid being exposed to heat and to avoid leaking fuel.  
Position the firefighting team in the uphill position in case of fuel leakage. |
| SCOPE: | All firefighting units of Municipal or City Fire Station and Volunteer Fire Brigades. |
| RESPONSIBILITIES: | Municipal and City Fire Station – first responder responsible for raising the alarm.  
District and Provincial Offices – responsible for coordinating and deploying additional resources district/province wide.  
Regional Offices – responsible for dispatching additional resources region wide.  
National Headquarters - responsible for coordinating and dispatching of additional resources that are beyond the capability of the region. |
### DEFINITIONS:
- **Demobilization** – the return of all resources to their respective places of origin.
- **Electric vehicle** – a vehicle powered by electricity.
- **High Ranking Personnel** – refers to the most senior personnel/higher designation that responded to the incident; either Commissioned Officer or Non-Commissioned Officer, who will serve as Incident Commander as part of the Unified Command.

### GENERAL PROCEDURES:

#### PRE / BEFORE
1. All responders wear appropriate Personal Protective Equipment (PPE).
2. The High Ranking Personnel (HRP) assumes command and adopts Incident Command System (ICS).
3. Responders choke the tires of the burning vehicle to avoid fire to roll away or towards the fire engine.

#### ACTUAL / DURING
4. Firefighting unit sprays water first to the passenger’s compartment if passengers are still inside the vehicle.
5. Responders extricate occupant/s from the vehicle.
6. Firefighting unit extinguishes the fire.
7. The Incident Commander (IC) declares “fire under control” when there is no probability for fire to escalate.
8. Responders disconnect the battery of the vehicle before the overhauling activity.
9. Firefighting unit conducts overhauling.

#### POST / AFTER
10. The IC declares “fire out” after determination of total extinguishment.
11. The IC directs the BFP investigators to continue the conduct of investigation.
12. The responding unit returns to the station after demobilization only.
13. The Fire Marshal, together with the firefighting unit, conducts post firefighting operation analysis.
14. The station’s Chief Operations submits After Fire Operation Report to the Fire Marshal for subsequent submission to the next higher office.

### EFFECTIVENESS CRITERIA:
- Reduced casualty or injury and minimized damage to properties
- Coordination and collaboration achieved through Incident Command System (ICS)
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3
EMERGENCY MEDICAL SERVICES
### 3.1 ASSUMPTION OF DUTIES

**POLICY:** Memorandum Circular No. 2008-011 – Amended Policies, Guidelines and Protocols on BFP EMS Operations

Standard Operating Procedures No. 0501-001 – Daily Station Routines (DSR)

The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

**PURPOSE:** Ensure operational readiness of the EMS team on duty.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**

Incoming team must be in complete EMS uniform upon assumption of duty until the end of the tour of duty.

EMS duty team must be mentally, physically, emotionally and psychologically prepared to perform its tasks.

Assumption of duties starts at 0800H of duty date. Tour of duty starts from assumption of duty until turn-over of duties and responsibilities (24-hour).

Drinking alcoholic beverages, smoking and gambling in any form are STRICTLY PROHIBITED inside the EMS quarters.

**SCOPE:** All BFP EMS personnel.

**RESPONSIBILITIES:**

Team Leaders - assumes the command responsibility in the overall decorum of the team.

Ambulance Drivers - responsible in keeping the ambulances operationally ready during the tour of duty.

Ambulance Crew - maintains the AOR and ambulance equipment clean and in order.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. Ambulance Crew and Drivers ensure the availability of printed endorsement forms.
2. A designated crew prepares the daily journal.
3. Ambulance Crew completes the logbook entries. Entries must be brief, concise and accurate.
4. Ambulance Drivers charge the radios and cellphone.
5. Drivers and Assistant Drivers test and clean the ambulance, service vehicle, ambulance equipment and AOR.

6. Team Leader supervises endorsement and makes sure that incoming duty personnel are wearing prescribed EMS duty uniform during endorsement and the entire tour of duty.

7. Drivers follow endorsement form checklist.

8. Ambulance Crew makes an inventory of all ambulance equipment and supplies, and fills out endorsement forms.

9. Team Leader ensures that the ambulance and all equipment are ready, tested and operational.

10. Drivers, Ambulance Crew and Team Leaders sign specific endorsement forms.

11. Members of outgoing team sign the daily journal.

12. The Team Leader ensures the completeness of all forms and submission of journal to NHQ.

13. Chief, EMS signs all daily journals and logbook.

14. ALL outgoing duty personnel change to civilian attire.

**EFFECTIVENESS CRITERIA:**

Timely response of EMS duty team to any emergency calls.

**REFERENCES:**

- Department Order No. 92-288 dated 22 July 1992 signed by Rafael G. Alunan III, DILG Secretary


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<td>Team Leader and Ambulance Crew</td>
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<td>Patient Care Report</td>
<td>EMS NHQ</td>
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<td>EMS Daily Journal</td>
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3.2 PERSONAL APPEARANCE

POLICY:
Standard Operating Procedures No. 0501-001 – Daily Station Routines (DSR)


The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

PURPOSE:
Ensure the safety of the responding BFP EMS personnel and patients beyond personal decorum.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
The personal appearance of the Bureau of Fire EMS personnel is viewed by the public as an indicator of the personnel's and the bureau's professional attitude and competence.

Safety of personnel and patient shall not be compromised.

Hair Policy:
Female Uniformed Personnel:
• Hair must be pinned up or in ponytail and will not interfere with the wearing of headgear or become an entanglement hazard.
• Hair will not be dyed an unnatural color and will not be worn in an extreme fad like Mohawk, braids, etc.
• Only black colored hair tie is authorized to be used to hold the hair in place.

Male Uniformed Personnel:
• Must be neat, well-trimmed and appropriately groomed at all times. It will not cover more than one half (1/2) of the ear and shall not touch the top edge of the shirt collar at the back of the neck.
• Hair will not be dyed an unnatural color and will not be worn in an extreme fad like Mohawk, braids, etc.
• No facial hair is allowed including sideburns.

Fingernails:
• Must be short and without any colored nail polish, for both male and female.

Jewelry:
• Only stud type earring may be worn while on duty (females only).
• Body piercing, necklaces and bracelet charms will not be worn on duty or when wearing the EMS uniform as these may
cause entanglement.
• Watches and rings may be worn if they are snug fitting and do not compromise the safety of the individual.

EMS Shirt:
• Dark blue shirt with printed EMS logo at the upper left side of the chest.
• With printed unit or regional assignment at the bottom of the EMS logo.
• Approved EMS shirt design will be communicated by the Uniform Committee of the NHQ.

EMS Pants:
• Stryke (model) pants 5-11 black six-pocket is the preferred EMS working /duty pants. The flexibility of the fabric allows unrestricted squatting or leg movement thus enabling the EMS responder to maintain proper body mechanics when lifting patients.

EMS Vest:
• Royale blue EMS vest with four pockets in front and one big pocket at the back (BFP - issued).

Shoes:
• EMS personnel must always wear black safety shoes when on duty.

SCOPE:
All BFP EMS personnel.

RESPONSIBILITIES:
All EMS Officers, and/or team leaders shall be responsible for making sure that all members of the EMS shall adhere to this policy so as not to compromise their safety and that of their patients.

GENERAL PROCEDURES:

PRE / BEFORE
1. The Team Leader checks that all EMS personnel are wearing complete uniform. Shirts should be tucked-in to prevent entanglement during operations.

ACTUAL / DURING
2. All EMS duty personnel wear complete uniform during the entire tour of duty.

POST / AFTER
3. All outgoing EMS personnel change to civilian clothes after endorsement of duties and responsibilities before leaving the EMS station.
**EFFECTIVENESS CRITERIA:**
EMS crew and patients did not incur any untoward/unnecessary injuries during EMS response.

No untoward incident.

**REFERENCES:**

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### 3.3 SCOPE OF PRACTICE DURING RESPONSE

| PURPOSE: | Define the Scope of Practice for the Emergency Medical Technician (EMT) in the BFP EMS. |
| BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: | EMT personnel in the BFP EMS must be trained and tested in the EMT Scope of Practice through a certified EMT Course.  
When EMTs arrive prior to an advanced life support (ALS) unit, they shall assess the patient and make appropriate care and transport decisions.  
If the EMTs encounter a life-threatening situation, they shall exercise their clinical judgement as to whether it is in the patient’s best interest to transport the patient prior to the arrival of an ALS unit if their estimated time of arrival (ETA) exceeds the ETA to most accessible receiving (MAR).  
The rationale for the decision to transport shall be documented on the EMS patient care report.  
BFP EMS will be the unit in-charge of the treatment sectors in incidents where a treatment section is established by BFP Operations.  
The minimum training requirement for BFP EMS ambulance crew is Emergency Medical Technician Course.  
Administering medications other than mentioned in this document should be cleared with and approved by the Medical Control.  
Always ask for the history of patient’s allergies when administering medications and ensure accurate documentation.  
Ask the patient, relative and/or property authority for permission to take photos for documentation. |
Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

**SCOPE:**
All BFP Emergency Medical Technicians (EMT).

**RESPONSIBILITIES:**
Medical Director or Medical Control – is the authority or physician who further defines the scope of practice by developing protocols and standing orders. He /She give the EMS the legal authority to provide care through telephone or radio communication (online) or standing orders and protocols (offline).

**DEFINITIONS:**
Scope of Practice – outlines the care you are able to provide for the patient. It is the description of what a licensed individual legally can and cannot perform.

**GENERAL PROCEDURES:**

1. While at the scene of an emergency, during transport of the sick or injured, or during inter-facility transfer, a certified EMT performs the following:
   1.1. Patient assessment:
      1.1.1. EMT may evaluate the ill or injured person.
      1.1.2. Obtain diagnostic signs to include, but not limited to: bloodpressure, respiratory rate, pulse rate, pupil status, level of consciousness, skin signs, pain and pulse oximetry.
   1.2. Provision of emergency medical care – basic emergency care like management of soft tissue injuries, CPR and AED.
   1.3. Airway management and oxygen administration includes administering oxygen using adjunctive airway breathing aids like oropharyngeal airway (OPA), nasopharyngeal airway (NPA), basic oxygen delivery devices like nasal cannula, oxygen mask, partial rebreather, bag-valve-mask (BVM), humidifier and use suction devices. Ventilate advanced airway adjuncts including but not limited to endotracheal tube and laryngeal mask airway (LMA).
   1.4. Trauma Care: Perform field triage, application of cervical collar, extricate entrapped persons (simple vehicular extrication only), use various types of stretchers, use spinal immobilization devices, provide initial pre-hospital emergency trauma care including, but not limited to: tourniquets for bleeding control, extremity splints and traction splints.
   1.5. Intravenous (IV) administration: Monitor and adjust to maintain a preset rate of flow, or turn off the intravenous fluid if indicated: Glucose solutions, Isotonic balanced salt solutions (Normal Saline) and
1.6. Administration of over-the-counter medications: Oral glucose or sugar, Aspirin – for adults with suspected myocardial chest pain, pain relievers like Paracetamol, etc., antipyretics and OTC cough and colds medications but with extreme caution and with full documentation of patient’s history of allergy.

1.7. Assistance in administration of physician prescribed self-administered emergency medications, if indications are met and there are no contraindications and with appropriate medical oversight. These medications include but are not limited to:

1.7.1 Sublingual nitroglycerin up to maximum of 3 doses (includes patient self-administration) if systolic blood pressure is ≥ 100mm/Hg

1.7.2 Bronchodilator inhaler or nebulizer, if the patient is alert enough to use an inhaler or hand-held nebulizer

1.7.3 Epinephrine device (autoinjector) for signs/symptoms of severe allergic reaction and asthma

1.8. Assistance in normal delivery or childbirth.

2. The Team Leader ensures proper coordination with the Medical Control and complete documentation of the medical oversight in the PCR.

3. EMS Crew includes all entries during the tour of duty in the daily journal in a brief and concise manner.

4. All outgoing personnel sign the daily journals, logbook and other pertinent endorsement forms.

POST / AFTER

EFFECTIVENESS CRITERIA:
A standardized EMS response with the EMS responders following the scope of practice for BFP EMS.

REFERENCES:

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
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<tbody>
<tr>
<td></td>
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<tr>
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<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
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<tr>
<td>EMS Daily Journal</td>
<td>EMS Station</td>
</tr>
<tr>
<td>Patient Care Report</td>
<td>Chief, EMS</td>
</tr>
<tr>
<td></td>
<td>NHQ / Regional Office</td>
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<tr>
<td>OTHER FORMS / RECORDS</td>
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<tr>
<td>EMS Logbook</td>
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<tr>
<td><strong>3.4 INFECTION CONTROL AND EXPOSURE</strong></td>
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<tr>
<td><strong>POLICY:</strong></td>
<td></td>
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<tr>
<td>Standard Operating Procedures No. 0501-001 – Daily Station Routines (DSR)</td>
<td></td>
</tr>
<tr>
<td>The BFP Mission</td>
<td></td>
</tr>
<tr>
<td>To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.</td>
<td></td>
</tr>
<tr>
<td><strong>PURPOSE:</strong></td>
<td></td>
</tr>
<tr>
<td>Ensure the personal health, safety and well-being of all EMS personnel and their patients during EMS operations.</td>
<td></td>
</tr>
<tr>
<td><strong>BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:</strong></td>
<td></td>
</tr>
<tr>
<td>Consider all blood or bodily fluids as infectious.</td>
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</tr>
<tr>
<td>Proper hand washing is the simplest yet most effective way to control disease transmission.</td>
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<tr>
<td>Infection control should be an important part of your daily routine.</td>
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<tr>
<td>Obtain Hepatitis B vaccination and other vaccines as recommended.</td>
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<tr>
<td>Handle “sharps” (needles) carefully – properly disposed in a closed, rigid, marked container.</td>
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<tr>
<td>Ask the patient, relative and/or property authority for permission to take photos for documentation</td>
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</tr>
<tr>
<td>Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.</td>
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<tr>
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</tr>
<tr>
<td><strong>SCOPE:</strong></td>
<td></td>
</tr>
<tr>
<td>All BFP EMS personnel.</td>
<td></td>
</tr>
<tr>
<td><strong>RESPONSIBILITIES:</strong></td>
<td></td>
</tr>
<tr>
<td>The Team Leader - shall ensure that all team members are wearing the PPE properly.</td>
<td></td>
</tr>
</tbody>
</table>
A physically fit EMS crew capable of continuing his/her duties after an EMS response.

**EFFECTIVENESS CRITERIA:**

- Patients safely endorsed to medical facility.

<table>
<thead>
<tr>
<th>GENERAL PROCEDURES:</th>
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<tbody>
<tr>
<td><strong>PRE / BEFORE</strong></td>
</tr>
<tr>
<td><strong>ACTUAL / DURING</strong></td>
</tr>
<tr>
<td>2. Responding team always don the PPEs while en route to respond and especially if there is a possibility of exposure to blood and other body fluids.</td>
</tr>
<tr>
<td>3. Any member of responding team changes to clean, new gloves for every patient contact or when gloves are soiled or torn during patient handling.</td>
</tr>
<tr>
<td>4. Team members may use waterless hand washing substitute / hand sanitizer before and after contact with a patient even if wearing gloves.</td>
</tr>
<tr>
<td>5. Ambulance Crew wears gown, apron or vest when expecting exposure to large amounts of blood or body fluids.</td>
</tr>
<tr>
<td>6. If the patient is suspected to have an airborne disease, Ambulance Crew puts on a surgical mask on the patient if the patient can tolerate it.</td>
</tr>
<tr>
<td>7. Ambulance Crew uses pocket masks or bag valve masks for ventilation.</td>
</tr>
<tr>
<td><strong>POST / AFTER</strong></td>
</tr>
<tr>
<td>8. The Team Leader documents and makes a report to the Medical Control if there is a case of exposure among the responding team members.</td>
</tr>
<tr>
<td>9. The Medical Control provides guidance in cases of exposure incident and follow up.</td>
</tr>
<tr>
<td>10. Ambulance Driver airs out the ambulance for 5-10 minutes, and uses disinfectant aerosol spray before leaving the hospital.</td>
</tr>
<tr>
<td>11. Ambulance Crew places any medical waste in a red bag and disposes them at the hospital’s garbage bin whenever possible.</td>
</tr>
<tr>
<td>12. Ambulance Crew wears proper protective equipment when cleaning contaminated equipment.</td>
</tr>
<tr>
<td>13. Ambulance Driver and Assistant Driver use heavy-duty utility gloves to clean the ambulance using a bleach and water solution, specifically at a 1:10 dilution.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EFFECTIVENESS CRITERIA:</th>
</tr>
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<th>User/Receiver</th>
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<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
<td>Patient Contact Form</td>
<td>EMS Base</td>
</tr>
<tr>
<td></td>
<td>Report of Exposure</td>
<td>Medical Director</td>
</tr>
<tr>
<td></td>
<td>EMS Daily Journal</td>
<td>NHQ</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
<td>EMS Logbook</td>
<td>EMS Team</td>
</tr>
</tbody>
</table>
3.5 EMERGENCY VEHICLE RESPONSE

POLICY:
Standard Operating Procedures No. 0501-001 – Daily Station Routines (DSR)

The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

PURPOSE:
Help prevent vehicle-related injuries, fatalities, and property damage through emergency vehicle safety operation.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Responding to emergency incidents does not in any manner reduce the responsibility to operate vehicles safely.

While prompt response to emergency incidents is an organizational priority, safety is always the highest priority.

The use of cellphones while driving is strictly prohibited.

Always drive defensively.

Speed does not save life, good care does.

Do not assume that other drivers always see your emergency lights and sirens

The use of opposite lane (counter flow) is dangerous and is NOT recommended unless directed or allowed by an on-scene traffic enforcer.

Always travel at a distance and speed that will allow the driver/transport officer to stop safely at all times.

Road and AOR routes and facilities familiarity will save more time during transportation than driving faster than allowed speed.

All passengers and driver must remain seated wear seatbelt when the ambulance is in motion.

The ambulance will NOT be used to transport cadavers.
SCOPE:

All BFP EMS personnel.

RESPONSIBILITIES:

Ambulance Driver - responsible for the safe operation of the vehicle at all times, including compliance with all traffic laws, as well as BFP policies and SOPs.

Team Leader - responsible for supervising the driver and all other assigned members; this includes ensuring that the driver complies with traffic laws, BFP policies, and SOPs. The team leader or front seat passenger shall assist the driver by operating radios and conducting other activities such as map reading.

EMS Crew - required to comply with all safety policies and procedures while operating, riding in or performing any function that involves the ambulance.

DEFINITIONS:

Ambulance - an emergency vehicle that carries, as safely and comfortably as possible, wounded and acutely sick persons to a place where they can receive the emergency medical and/or surgical care they need; it is also where the condition of these patients is stabilized.

GENERAL PROCEDURES:

PRE / BEFORE

1. The BFP Communication and Electronics Center (COMMEL) notifies the EMS upon receipt of a call for assistance.
2. The dispatched EMS Team responds without delay and advises dispatch at all times. The Team may self-dispatch upon receiving direct information at the base however the COMMEL must be notified.
3. The Team Leader ensures that all persons, driving or riding the ambulance wears seatbelts or safety restraints fastened at all times.
4. The Driver moves the vehicle only if all passengers are seated and secured.

ACTUAL / DURING

5. Upon arrival at the scene, the driver ensures that after coming to a full stop, the front wheels of the ambulance are turned away from the scene so that it wont be pushed into other vehicles if the ambulance is hit accidentally.
6. Ambulance Crew shall not loosen or release the seatbelt while en route to dress or don equipment. On the other hand, EMS Crew who is providing direct patient care inside an ambulance, may momentarily release the seat belt while the vehicle is in motion but must refasten seatbelt once care is done.
7. For all hospital transports, the ambulance crew ensures that the patients are properly secured on the stretcher, shoulder
straps are used at all times along with the lap and leg straps.

8. Prior to transport, the ambulance crew secures all loose equipment including bags, oxygen tanks, monitors and drug boxes.

9. The Ambulance Driver or transport officer assists in loading and securing the patient in the wheeled stretcher in the ambulance.

10. The Ambulance Driver ensures all doors are closed before proceeding to the driver’s seat.

11. An Ambulance Crew (Spotter) assists the driver on all backing maneuvers.

12. The Ambulance Driver ensures that the ambulance shall not be parked on actual curbs at all times.

13. The Ambulance Driver checks the condition of the ambulance after every response to know its viability for the next run.

14. The Team Leader ensures that all equipment inside the ambulance remains in working condition.

15. The Ambulance Crew conducts inventory and replenishes used supplies.

POST / AFTER

No untoward incident during the transport of patient to the hospital facility or during any emergency response.

EFFECTIVENESS CRITERIA:

REFERENCES:

Standard, Law or Regulation | Other Procedures, Documents, etc.
-------------------------------|-----------------------------------
Department Order No. 92-288 dated 22 July 1992 signed by Rafael G. Alunan III, DILG Secretary. | Harrison County Fire / EMS Driving Policy
<table>
<thead>
<tr>
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<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
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<tr>
<td>EMS Daily Journal</td>
<td>NHQ</td>
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<tr>
<td>Drivers Endorsement Form</td>
<td>EMS Base</td>
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<tr>
<td>Fuel Consumption Report</td>
<td></td>
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<tr>
<td>OTHER FORMS / RECORDS</td>
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</tbody>
</table>
### 3.6 USE OF LIGHTS AND SIRENS

**POLICY:**


Standard Operating Procedures No. 0501-001 – Daily Station Routines (DSR)

**PURPOSE:**
Ensure the safety of patients, our crew, the public and personnel during emergency response.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
Safety of patients and EMS personnel will be of overriding importance.

Caution will be exercised in using sirens when transporting cardiac patients as it may cause undue stress to the patient. It will be the call of the Medical Control or the team leader on board if siren will be used.

Same caution will likewise be exercised in responding to a hostage-taking incident or suicide attempts as it may cause undue panic to the person.

Drivers are expected to obey rules of the road at all times unless otherwise necessary but still with due regard for safety of all persons.

Emergency vehicle operators shall drive the ambulance with due regard for the safety of all persons.

Ambulance engine must be left running with warning lights on while on scene at any call.

**SCOPE:**
All EMS Ambulance Drivers and Team Leaders.

**RESPONSIBILITIES:**
Team Leader - shall be responsible for the review the policies on ambulance response and other policies relative to it; and shall ensure that the ambulance driver is following the BFP policies in ambulance response.
Ambulance Driver - shall be responsible for the review the policies on ambulance response and other policies relative to it; and shall follow guidelines in ambulance operations.

**GENERAL PROCEDURES:**

<table>
<thead>
<tr>
<th>PRE / BEFORE</th>
<th>1. Ambulance driver checks if the sirens and light bars are functional.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTUAL / DURING</td>
<td>2. Team leader determines if an emergency or non-emergency response is prudent based on dispatch information, weather and road conditions, and his/her discretion. For most emergency dispatches, the use of lights and sirens is expected.</td>
</tr>
<tr>
<td>3. Except in extreme emergency cases, the ambulance comes to a complete stop at all traffic stop signals. Lights and sirens MUST be in use if emergency vehicle proceeds through a red light.</td>
<td></td>
</tr>
<tr>
<td>POST / AFTER</td>
<td>4. The ambulance driver checks the lights and sirens after every run.</td>
</tr>
</tbody>
</table>

**EFFECTIVENESS CRITERIA:**

No untoward incident during the transport of patient to the hospital facility or during any emergency response.

**REFERENCES:**

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<td>Brown University EMS Emergency Vehicle Guidelines</td>
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<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
<td>Driver’s Endorsement Form</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
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</tbody>
</table>
### 3.7 CONSENT AND REFUSAL OF CARE GUIDELINES

**POLICY:**
- Standard Operating Procedures No. 0501-001 – Daily Station Routines (DSR)

**The BFP Mission**
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

**PURPOSE:**
Protect the BFP EMS responders from claims of negligence, abandonment or incompetency.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
Competent adults who are conscious, alert and oriented to person, place, time and event or situation and appear to have a decision-making capacity have the right to refuse treatment or withdraw from treatment or refuse to be transported to the medical facility, even if they are aware that in doing so it may result to death or aggravation of condition or serious injury.

Safety first.

Be vigilant for any untoward incident that may arise during the course of medical intervention.

Ask the patient, relative and/or property authority for permission to take photos for documentation.

Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

**SCOPE:**
All BFP EMS personnel.

**RESPONSIBILITIES:**
Team Leaders must ensure that the patient or his / her relatives are properly informed of the benefits, risks, alternatives to the recommended care and the possible consequences of refusing treatment.
### GENERAL PROCEDURES:

#### PRE / BEFORE

1. The Team Leader or assigned crew gathers all initial Information from Dispatcher. This includes the address/exact location including reference to landmarks such as public infrastructure/building, restaurants, park, school etc., nature and severity of injury, illness or incident, information of possible victims/patients, status and number; and special problems or other pertinent information of the scene (Advanced Cardiac Life Support needed, Police Assistance).

2. Anyone from the team reports to dispatch and confirm response and notes time.

3. Ambulance Crew wears EMS vest and proper Personal Protective Equipment (PPE).

4. Ambulance Crew prepares additional equipment to be carried. (scoop stretcher, portable oxygen tank, Automated External defibrillator, CPR mask/BVM)

5. The Team Leader or Ambulance Crew prepares patient care report.

#### ACTUAL / DURING

6. The Team Leader or Ambulance Crew introduces self and asks for consent before engaging to the patient.

7. The Team Leader or Ambulance Crew conducts proper assessment, and initiates treatment or medical management within the scope of the level of your training and within the standard of care.

8. If patient refuses / declines treatment or transport, the Team Leader:
   8.1. Tries to persuade the patient to receive care and be transported to a hospital.
   8.2. Explains to the patient why it is important to be examined by a physician at the hospital.
   8.3. Makes sure that the patient is an adult or an emancipated minor, able to make an informed decision, and is not under the influence of alcohol or drugs or the effects of an illness or injury.
   8.4. Explains what may happen if the patient is not examined by a physician.
   8.5. Have the patient/ relative talk to the Medical Control who might be able to convince them to accept care / transport.

9. If the patient remains firm on his refusal, the Team Leader:
   9.1. Suggests other means for the patient to obtain care.
   9.2. Explains that you are willing to return.
   9.3. Documents any assessment findings and emergency care given in the patient care report (PCR) and have the patient sign a refusal form (Release from liability form).
   9.4. Documents effort to obtain consent and the responses.
   9.5. Have a family member, a police officer/ brgy official or bystander sign the form as a witness.
<table>
<thead>
<tr>
<th>POST / AFTER</th>
<th>10. If the patient refuses to sign the refusal form, the Team Leader asks a family member, a police officer/ brgy official or bystander to sign the form stating that the patient refused to sign the release from liability form.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11. The Team Leader ensures the completeness of the patient care report, signed by all concerned.</td>
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<tr>
<td></td>
<td>12. Ambulance Crew secures file copy of PCR.</td>
</tr>
<tr>
<td></td>
<td>13. The Team Leader notifies Medical Control of actions taken.</td>
</tr>
<tr>
<td>EFFECTIVENESS CRITERIA:</td>
<td>A complete record that can absolve the EMS responders from legal charges.</td>
</tr>
<tr>
<td>REFERENCES:</td>
<td>Standard, Law or Regulation</td>
</tr>
<tr>
<td></td>
<td>Department Order No. 92-288 dated 22 July 1992 signed by Rafael G. Alunan III, DILG Secretary</td>
</tr>
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</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>Release from Liability Form</td>
</tr>
<tr>
<td></td>
<td>EMS Daily Journal</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
<td>EMS Logbook</td>
</tr>
</tbody>
</table>
### 3.8 PATIENT CARE REPORT (PCR) DOCUMENTATION

**POLICY:**
- Standard Operating Procedures No. 0501-001 – Daily Station Routines (DSR)

**PURPOSE:**
Promote charting accuracy and consistency.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS**
All findings observed in the patient should be written in the patient care report.

The patient care report should be completed as soon as possible after the time of patient encounter.

This report is confidential and may be used as evidence in court proceedings.

Two copies of the patient care report are made (receiving facility and EMS file).

As a rule, what is written in the patient care report should be the only thing administered to the patient; What is not written is not done.

Ask the patient, relative and/or property authority for permission to take photos for documentation.

Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

**SCOPE:**
All BFP EMS personnel.

**RESPONSIBILITIES:**
- EMS Crew/ Team Leader - responsible for preparing the patient care report and transmitting said copy to Medical control and medical facility.
- Medical Control - assumes responsibility for direction and oversight of all patient care.
- Dispatch - is the one who receives calls, informs EMS of all the important information of the call; dispatches EMS unit needed;
**DEFINITIONS:**

Patient Care Report – is the permanent legal medical record that documents all aspects of pre-hospital care or refusal of care. It provides pertinent patient information to other health care providers regarding patient presentation and field care provided.

Patient Contact – any pre-hospital provider offer of assistance or care to a person with a medical complaint or suspicion of a medical or traumatic complaint.

**GENERAL PROCEDURES:**

| PRE / BEFORE | 1. The EMS Crew records all initial dispatch information to include address, nature of call, patient info, status and time.  
2. The Team Leader or assigned crew prepares the patient care report. |
| ACTUAL / DURING | 3. The crew records all interventions and medications given and all instructions given by Medical Control  
4. The Ambulance crew completes the patient care report after every patient contact. All patient interactions are to be recorded on the patient care report form or the disposition form (if patient refuses care)  
5. When an error is made, the Ambulance Crew draws a single line on the word/s and affixes his/her signature before writing the correct one. |
| POST / AFTER | 6. The Team Leader and Crew complete, sign and file the PCR, additional reports and pictures taken (if any).  
7. EMS Team Leader or assigned crew submits a copy of the PCR to the receiving medical facility and maintains a file copy in the EMS station. |

**EFFECTIVENESS CRITERIA:**

A complete file of accurately done PCRs.

**REFERENCES:**

<table>
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</thead>
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</tr>
<tr>
<td></td>
<td>Release from Liability Form</td>
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<td>EMS Journal</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
<td>EMS Logbook</td>
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</tbody>
</table>
### 3.9 INCIDENT REHABILITATION

**POLICY:**
- Standard Operating Procedures No. 0501-001 – Daily Station Routines (DSR)

**PURPOSE:**
Ensure that the physical and mental conditions of personnel operating at the scene of an emergency or training exercise do not deteriorate to a point that affects the safety of each crew member or jeopardizes the safety and integrity of the operation.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
- No employee will operate at an emergency or non-emergency scene beyond a safe level of physical and mental endurance.
- Rehabilitation should be integral to the IMS for fire ground and training exercises.
- Rehabilitation area must be in safe distance from the operation but easily accessible.
- Personnel operating in rehabilitation sector should be at least Basic Life Support (BLS) trained, and ideally Advanced Cardiac Life Support (ACLS) providers.
- Personnel should not be released from rehab until aforementioned assessment parameters are met.
- Work-to-Rest Ratios: Assessment should occur at least every 45 minutes, decrease assessment interval with extreme conditions or exertion.

**SCOPE:**
These guidelines apply to all appropriate emergency incidents and training exercises where physical activity or exposure to extreme environmental conditions exists.

**RESPONSIBILITIES:**
- Incident Commander - considers the circumstances of each incident and makes necessary arrangements early in the incident for the rest and rehabilitation of all personnel operating at the scene.
- Supervisors - maintain an awareness of the condition of each
The Team Leader reports to the Incident Commander or Operations Chief and obtains the rehabilitation requirements.

The Team Leader coordinates with the rehabilitation group supervisor.

The Team Leader identifies the EMS personnel requirements.

The Ambulance Crew checks vital signs and monitors for heat stress and signs of medical issues.

The Ambulance Crew documents medical monitoring.

The Ambulance Crew provides emergency medical care and transportation to medical facilities as required (Reference: Medical Monitoring, Incident Rehabilitation).

The Team Leader informs the Incident Commander and/or the rehabilitation group supervisor when personnel require transportation to and treatment at a medical facility.

EMS Team documents emergency medical care provided.

Firefighters - responsible for advising the supervisor when their level of fatigue or exposure to heat is approaching a level that could affect themselves or their unit in the operation in which they are involved.

EMS Team - prepares all necessary equipment for medical monitoring; assess personnel for possible monitoring, treatment, and transport; and documents the assessment and services rendered in essential to any rehabilitation operation.

Rehabilitation - to restore to a condition of good health, to restore the ability to work, or the like.

When firefighters are in good physical condition and are able to continue to carry out their mandated tasks.

EMS responders’ documentation and thus monitoring the health status and other vital signs of BFP personnel during firefighting operations or training exercises.
<table>
<thead>
<tr>
<th>REFERENCES:</th>
<th>Standard, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
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<tbody>
<tr>
<td></td>
<td>Department Order No. 92-288 dated 22 July 1992 signed by Rafael G. Alunan III, DILG Secretary</td>
<td>Rehabilitation and Medical Monitoring</td>
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<td></td>
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<td>A Guide for Best Practices: NFPA 1584 Standards</td>
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<td>Bryan E. Bledsoe, DO, FACEP</td>
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<td>County of Sta Cruz</td>
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<td>EMS Policies, Protocols and Procedures</td>
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<tr>
<th>FORMS / RECORDS:</th>
<th>Record/Form/Activity Name</th>
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<tbody>
<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
<td>Medical Monitoring</td>
<td>Rehab Officer</td>
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<td>Reference Medical Monitoring, Incident Rehabilitation</td>
<td>EMS Station</td>
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<td>Signs and Symptoms</td>
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<td></td>
<td>EMS Daily Journal</td>
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<tr>
<td>OTHER FORMS / RECORDS</td>
<td>EMS Logbook</td>
<td>EMS</td>
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</table>
POLICY:

PURPOSE:
Provide education/ awareness, support and assistance to BFP personnel and victims of disasters or critical events, to mitigate the impact of an event or cumulative critical incident stress experienced in the performance of their jobs, to facilitate normal recovery processes in normal people who are having normal reactions to an abnormal events and to restore the firefighters to their adaptive function.

Provide a systematic approach to the mitigation of stress responses to BFP personnel having been exposed to, or showing signs of, critical incident stress experience in the line of duty.

"CISM Responds to the Employee’s Response to the Incident, and not to the Incident.”

Critical Incident Stress Management (CISM) activities should always be considered whenever there is an incident or series of highly stressful situations that affect employees.

The CISM session is done with homogenous group only.

Participation by employees in CISM activities should always be voluntary.

If the incident response involves Officers and Non Officer ranks, CISM sessions will be done separately.

When a Critical Incident Debriefing (CISD) is planned, personnel should be allowed to clean up and a night’s rest prior to the meeting.

Firefighters should be provided with water, food (at least a snack), and a way to call home before being asked to attend a session.

Once the session starts it cannot be interrupted.

Cellphones must be in silent mode.

Different interventions tools are used for individuals vs. groups.

Strict confidentiality must be maintained. All information regarding a situation debriefed and issues discussed shall not be divulged before or after a debriefing, except with team members or a part of the CISM team continuing education/quality improvement.

3.10 CRITICAL INCIDENT STRESS MANAGEMENT
process.

The Team Leader will collect only statistical information on the intervention, its location, and/or recommendations. All personal information and responses volunteered by participants regarding the incident shall be held in strict confidence.

Session participants will be asked to adhere to the same confidentiality guidelines.

As required by intervention protocol, no written notes or mechanical recordings shall be kept.

The crisis interventionist must talk less and listen more and must not have an expectation on the people in the debriefing.

It seemed easier to be open and honest with the people you might never see again than with co-workers.

**SCOPE:**

All participants of the session and CISM Team.

**RESPONSIBILITIES:**

CISM Team - shall conduct stress debriefing to volunteer personnel, maintaining the confidentiality of the entire sessions.

**DEFINITIONS:**

Critical Incident - can be any situation which causes a person to experience strong emotional reactions which have the potential to interfere with their ability to function at the scene or later.

Crisis Intervention - a TEMPORARY, but ACTIVE and SUPPORTIVE entry into the life of individuals or groups during a period of extreme distress. It is usually provided by firefighters, emergency medical or search and rescue personnel, police officers, physicians, nurses, soldiers, clergy, hospital workers, communications personnel.

Critical Incident Stress - a state of cognitive, physical, emotional and behavioural arousal that accompanies the crisis reaction. If not managed and resolved appropriately, either by oneself or with assistance, it may lead to several psychological disorders including Acute Stress Disorder, Post Traumatic Stress Disorder, Panic Attacks, Depression, Abuse of Alcohol and Other Drugs, etc.

Critical Incident Stress Management - a comprehensive, systematic and integrated multi-tactic crisis intervention approach to manage critical incident stress after traumatic events. It is a coordinated program of tactics that are linked and blended together to alleviate the reactions to traumatic experiences.
### GENERAL PROCEDURES:

#### PRE / BEFORE

1. Following a critical incident or upon receiving a request, the CISM Team Leader creates or forms his team. This is not psychotherapy, so members must have a special training in CISM.

2. The Team Leader ensures that the group who will undergo crisis intervention is a homogenous group (a group of people exposed to the same significant traumatic event). A separate session will be conducted to all officers only.

3. CISM Team conducts initial meeting to plan their course of action and roles during the session.

4. The CISM Team Leader initiates a practice session with his team.

5. The CISM Team Leader or designated team member coordinates with the requesting officer to inform the latter of the requirements during the session such as:
   - 5.1. The venue should be a closed-door room that can accommodate the team and the participants.
   - 5.2. The separate sessions will be conducted for officers and non-officer rank (never mix).
   - 5.3. Water must be provided to everybody during the session.
   - 5.4. A tissue paper must be ready in case needed.
   - 5.5. Once session starts, it cannot be disrupted.
   - 5.6. Sessions may take an hour or more.
   - 5.7. Confidentiality is a rule in all sessions. No family members or media will be allowed during the session.

#### ACTUAL / DURING

6. Upon arrival at the venue, the CISM Team arranges the room as planned during the initial meeting.

7. The lead facilitator starts the session by introducing himself, as well as the team members introducing themselves. The team leader describes the rules to be followed for the debriefing and emphasize the need for confidentiality. Participants are to be assured that the open discussion of their feelings will be confidential.

8. The CISM lead facilitator continues the session as planned with the team members performing the tasks given by the Team Leader.

#### POST / AFTER

9. The lead facilitator ends the session by giving reminders to the participants to exercise, follow good nutrition, avoid alcohol, have a good rest, and drink plenty of water.

10. The lead facilitator announces that the team will stay for a couple of minutes to accommodate anyone from the group who feels the need to talk to any member.

11. The lead facilitator thanks everyone for their cooperation; congratulates them for taking a big step by attending the session; and reassures them on the confidentiality of the session.
### EFFECTIVENESS CRITERIA:

- Increased awareness on the importance of CISM.
- Increased effectiveness in work, thus, less absenteeism.
- Decrease in stress-related illnesses.
- Less or no suicide attempts among BFP personnel.

### REFERENCES:

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
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</thead>
<tbody>
<tr>
<td>Department Order No. 92-288 dated 22 July 1992 signed by Rafael G. Alunan III, DILG Secretary</td>
<td>Indianapolis CISM Debriefings Crisis Intervention and Critical Incident Stress Management: A defense of the field by Jeffrey T. Mitchell, Ph.D.</td>
</tr>
<tr>
<td>Republic Act No. 10121: Philippine Disaster Risk Reduction and Management Act of 2010</td>
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### FORMS / RECORDS:

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<tr>
<th>Record/Form/Activity Name</th>
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<tr>
<td>Number of Participants</td>
<td>EMS Station</td>
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<td>Location</td>
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Information they shared.
3.11 NON-EMERGENCY PATIENT TRANSPORT


The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

PURPOSE: Ensure that proper coordination with the EMS team and hospital will be done prior to non-emergency patient transport.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: Non-emergency transport is for patients with certain medical condition that needs clinical requirement

Transport can be accompanied by a physician if necessary.

Any continuous medication like Intravenous infusion during transport must be approved by the BFP-EMS medical control.

No new bag of Blood shall be transfused to the patient during transport.

Patient or family member must sign a waiver releasing the EMS of any responsibility in case patient’s condition worsens during the transport.

Ask the patient, relative and/or property authority for permission to take photos for documentation.

Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

SCOPE: All BFP EMS personnel.

RESPONSIBILITIES: Medical Control - assumes the ultimate responsibility for direction and oversight of all patient care.

Dispatch – receives calls for emergency assistance, inform EMS of the nature of call, provide all initial information, dispatch EMS unit needed.

Duty Team Leader – assumes over-all responsibility on the care provided, safety of the entire EMS team.

Ambulance Driver – drives the ambulance in a safe manner. Assist in loading the patient in the ambulance.
1. The Team Leader ensures that the request for non-emergency transport is approved by the Medical Director / Medical Control or the Chief, EMS or by the Fire Chief or Regional Directors for outside NCR / AOR transport.

2. The Ambulance Crew ensures that the request for transport is accompanied by the following documents:
   2.1. Clinical abstract – to guide the transporting ambulance on the condition of the patient.
   2.2. Doctor’s order for certain medical / clinical / laboratory procedures
   2.3. Signed waiver or release from liability in case the patient’s condition worsens during the transport
   2.4. Hospital’s approval for transfer
   2.5. Recipient/ receiving hospital’s acknowledgement or approval of transfer
   2.6. A written request from the requesting party endorsed to the Fire Chief or Regional Directors as the case may be thru the Chief, EMS
   2.7. Bureau Order if the travel is outside the region

3. The designated Ambulance Crew coordinates with the relative of the patient for the following:
   3.1. Completeness of all forms required from requesting party
   3.2. Explanation of the need to sign the waiver
   3.3. Any additional information on the condition of the patient
   3.4. Assurance that there is a prior hospital to hospital coordination with the EMS crew verifying the name of the hospital or medical facility who will receive the patient.
   3.5. Approval of the hospital for the ambulance conduction by the BFP EMS ambulance (Some hospitals do not permit outside ambulances to transport their patients)
   3.6. That an adult person/ relative must accompany the patient during transport
   3.7. Instruction from the hospital that a physician must accompany the patient during transport
   3.8. Special considerations needed for transport (Continuous IV infusion, Blood transfusion, Mechanical Ventilator, etc.)

4. Once everything is in order and transport is imminent, Ambulance Crew informs dispatch of the response, notes the
time and other pertinent data needed.

5. EMS Team observes response protocols to include the wearing of PPE en-route to scene.

6. EMS Crew prepares additional equipment to be carried (scoop stretcher, portable oxygen tank, Automated External defibrillator, CPR mask/BVM).

7. The Team Leader or designated crew prepares Patient Care Report (PCR).

8. Upon arrival at the facility, the driver or the Team Leader informs dispatch of the arrival and notes time.

9. The Team Leader introduces self and team members to the patient’s relative.

10. The Ambulance Crew receives endorsements from the nurse on duty if the attending Physician will not accompany patient for transport to the receiving hospital.

11. Team Leader or crew informs Medical Control of all necessary patient information: case, vital signs, medications, mechanical equipment attached or needed for transport and treatment given from the hospital.

12. Team members safely load the patient in the ambulance.

13. EMS Crew obtains patient’s vital signs, completes the PCR and continues to monitor the patient’s condition while en-route to the medical facility.

14. Upon arrival at the receiving facility, Team Leader or crew endorses the patient to the receiving facility, along with the PCR and other pertinent documents to the physician or nurse on duty.

15. The team then asks permission to leave the hospital or health facility.

16. The Ambulance Crew airs out the ambulance by leaving the doors open for 5-10 minutes before returning to base. Use aerosols / disinfectant spray to sanitize the ambulance.

17. Any member of the EMS Team notifies dispatch that you are the hospital.

18. Any member of the EMS team notifies dispatch of the arrival at EMS Base.

19. The Ambulance Crew cleans, disinfects the ambulance and equipment, and discards all soiled supplies used like gauze, gloves etc.

20. The assigned Ambulance Crew makes an inventory and re-stock supplies.

21. The Team Leader or Crew Member completes and files any additional reports.

22. The Team Leader conducts defusing/ debriefing or post-run evaluation, as needed.
**EFFECTIVENESS CRITERIA:**
Patients safely transported and endorsed to the receiving facility.

**REFERENCES:**
Department Order No. 92-288 dated 22 July 1992 signed by Rafael G. Alunan III, DILG Secretary

<table>
<thead>
<tr>
<th>FORMS / RECORDS: Record/Form/Activity Name</th>
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<tr>
<td>Request for Transport</td>
<td>EMS Team</td>
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<tr>
<td>Clinical Abstract</td>
<td>Hospital / Medical Facility</td>
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<td>Waiver</td>
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<td>Patient Care Report</td>
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<td>EMS Daily Journal</td>
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<td>EMS Logbook</td>
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## 3.12 RESPONSE TO CRIME SCENES

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<td>The BFP</td>
<td>The BFP Mission</td>
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<tr>
<td>Mission</td>
<td>To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.</td>
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### BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:

- **Purpose:** Ensure the safety of the EMS responders during responses to crime scenes.
- **Basic Concepts:**
  - Wait for the advice of authorities before engaging, confirm/ verify scene safety.
  - Do not touch anything at a crime scene unless it is necessary to do so for patient care. If permitted assign an EMS Crew or ask an authority to take pictures before and after any medical procedure, removal of objects.
  - Inform authorities of any actions that will tamper evidence, however do not sacrifice patient care to preserve evidence.
  - Do not cut through clothing holes made by gun shot or stabbing. Cut around the area.
  - Document every action taken, statements made by patient and bystanders, and other responders on the Patient Care Report.
  - Ask the patient, relative and/or property authority for permission to take photos for documentation.
  - Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

### SCOPE:

- All BFP EMS personnel.

### RESPONSIBILITIES:

- **Medical Control:** Assumes the ultimate responsibility for direction and oversight of all patient care.
- **Dispatch:** Receives calls for emergency assistance, informs EMS of the nature of call, provides all initial information, dispatch EMS unit needed.
1. The Team Leader or assigned crew gathers all initial information from the dispatch;
   1.1. Exact location/address to include reference to landmarks such as public infrastructure/building, restaurants, park, school etc;
   1.2. Nature and severity of injury, illness or incident;
   1.3. Information of possible victims/patients, status and number; and
   1.4. Special problems or other pertinent information of the scene (Advance Cardiac Life Support Needed, other Hazards).

2. The Team Leader verifies from dispatch the availability of police authorities on the scene.

3. The Team confirms response and notes time.

4. The Ambulance Crew wears EMS vest and proper Personal Protective Equipment (PPE).

5. The Ambulance Crew readies additional equipment to be carried (scoop stretcher, portable oxygen tank, Automated External Defibrillator, CPR mask/BVM).

6. EMS Crew prepares Patient Care Report (PCR).

7. The Team Leader or driver reports to dispatch their arrival and notes time.

8. The Team Leader conducts scene size-up and ensures the safety of all.

9. The Team Leader introduces self and asks consent from authorities before entering the scene (observe scene safety).

10. All EMS personnel use the same path of entry and exit (avoid walking on fluids on the floor).

11. The Team Leader introduces self and asks consent from the patient before engaging.

12. EMS Crew conducts proper assessment and initiates treatment or medical management within the scope of the level of training and standard of care.

13. Assigned crew documents patient disposition and all interventions given in the PCR to include all instructions given by the Medical Control.

Duty Team Leader – assumes over-all responsibility on the care provided, safety of the entire EMS team.

Ambulance Driver – drives the ambulance in a safe manner. Assist in loading the patient in the ambulance.

Ambulance Crew – assesses the patient and provide care based on assessment findings and based on their level of training. Complete patient care report.

GENERAL PROCEDURES:

PRE / BEFORE

1. The Team Leader or assigned crew gathers all initial information from the dispatch;
   1.1. Exact location/address to include reference to landmarks such as public infrastructure/building, restaurants, park, school etc;
   1.2. Nature and severity of injury, illness or incident;
   1.3. Information of possible victims/patients, status and number; and
   1.4. Special problems or other pertinent information of the scene (Advance Cardiac Life Support Needed, other Hazards).

2. The Team Leader verifies from dispatch the availability of police authorities on the scene.

3. The Team confirms response and notes time.

4. The Ambulance Crew wears EMS vest and proper Personal Protective Equipment (PPE).

5. The Ambulance Crew readies additional equipment to be carried (scoop stretcher, portable oxygen tank, Automated External Defibrillator, CPR mask/BVM).

6. EMS Crew prepares Patient Care Report (PCR).

ACTUAL / DURING

7. The Team Leader or driver reports to dispatch their arrival and notes time.

8. The Team Leader conducts scene size-up and ensures the safety of all.

9. The Team Leader introduces self and asks consent from authorities before entering the scene (observe scene safety).

10. All EMS personnel use the same path of entry and exit (avoid walking on fluids on the floor).

11. The Team Leader introduces self and asks consent from the patient before engaging.

12. EMS Crew conducts proper assessment and initiates treatment or medical management within the scope of the level of training and standard of care.

13. Assigned crew documents patient disposition and all interventions given in the PCR to include all instructions given by the Medical Control.
14. The Team Leader requests for a police officer to accompany the patient during transport, if necessary.

15. The Ambulance Crew coordinates with the Department of Health (DOH) Operation Center for hospital transport and informs staff at the receiving hospital that the patient is from a crime scene.

16. The EMS Team endorses the patient and PCR to emergency room personnel (if transported), and asks permission to leave the hospital or health facility.

17. The Team Leader ensures that all objects that are subject for evidence are submitted to the Investigating Officer.

18. The Team Leader conducts defusing/debriefing as needed.

**EFFECTIVENESS CRITERIA:**
No untoward incident during EMS response to the crime scene.

**REFERENCES:**
- Standard, Law or Regulation
- Other Procedures, Documents, etc.
- Department Order No. 92-288 dated 22 July 1992 signed by Rafael G. Alunan III, DILG Secretary
- Administrative Order No. 36 – Institutionalization of the People’s Action Team Responding On-Line (PATROL) Program and for Other Purposes
- Executive Order No. 226 – Institutionalizing PATROL 117 as A Nationwide Hotline Number

**FORMS / RECORDS:**
- **Record/Form/Activity Name**
  - PCR
  - Daily Journal
- **User/Receiver**
  - EMS Station
3.13 RESPONSE TO FIRE ALARM

POLICY:


The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

PURPOSE:
Provide guidelines to BFP EMS responders when responding to fire incidents.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Always observe scene safety before engaging to the scene.

Responding EMS Team must be in complete EMS uniform; must be mentally, physically, emotionally and psychologically prepared to perform their tasks.

Be vigilant for any untoward incident that may arise during the course of medical intervention.

EMS units will respond to first alarm fires within their AOR, all fire alarms on specific calls: schools, dormitories, orphanages, and hospitals, places of mass assembly (malls, theaters, hotels, restaurants and the like.

EMS units will respond to Task Force Alpha on adjacent districts.

Ask the patient, relative and/or property authority for permission to take photos for documentation.

Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

SCOPE:
All BFP EMS personnel.

RESPONSIBILITIES:
Medical Control - assumes the ultimate responsibility for direction and oversight of all patient care.

Dispatch – receives calls for emergency assistance, inform EMS of the nature of call, provide all initial information, dispatch EMS
The Team Leader or assigned crew gathers all initial information from dispatch.

1. Exact location/address to include reference to landmarks such as public infrastructure/building, restaurants, park, school etc;
2. Nature and severity of injury, illness or incident;
3. Information of possible victims/patients, status and number; and
4. Special problems or other pertinent information of the scene (Advance Cardiac Life Support Needed, Police Assistance Needed).

The Team Leader or crew reports to dispatch, confirms response, and notes time.

The Ambulance Crew wears EMS vest and proper Personal Protective Equipment (PPE).

The Ambulance Crew readies additional equipment to be carried (scoop stretcher, C-collar, splints, portable oxygen tank, Automated External defibrillator, CPR mask/BVM).

The Team Leader or crew member prepares Patient Care Report (PCR).

Team Leader introduces self and asks for consent before engaging to the patient.

The Team Leader or assigned crew conducts proper assessment, initiates treatment or medical management within the scope of the level of training and standard of care.

The Ambulance Crew documents all interventions given in the PCR.

The Team transports the patient, if necessary.

Team Leader or crew coordinates with the Department of Health (DOH) Operation Center for hospital transport.

The EMS Team endorses the patient and PCR to emergency room personnel (if transported), and asks permission to leave the hospital or health facility.
POST / BEFORE

12. The Ambulance Crew airs out the ambulance by leaving the doors open for 5-10 minutes before returning to base. Use aerosols / disinfectant spray to sanitize the ambulance.

13. Any member of the EMS Team notifies dispatch that you are leaving the hospital.

14. Any member of the EMS team notifies dispatch of the arrival at EMS Base.

15. The Ambulance Crew cleans, disinfects the ambulance and equipment, and discards all soiled supplies used like gauze, gloves etc.

16. The assigned Ambulance Crew makes an inventory and re-stock supplies.

17. The Team Leader or Crew Member completes and files any additional reports.

18. The Team Leader conducts defusing/ debriefing or post-run evaluation, as needed.

EFFECTIVENESS CRITERIA:
Complete PCR documenting interventions done and indicating successful endorsement of the patient to the hospital/ medical facility.

REFERENCES:
Standard, Law or Regulation Other Procedures, Documents, etc.

Department Order No. 92-288 dated 22 July 1992 signed by Rafael G. Alunan III, DILG Secretary

FORMS / RECORDS:
Record/Form/Activity Name User/Receiver

REQUIRED BY THE PROCESS / PROCEDURE
Patient Care Report (PCR) NHQ / Regional Office
EMS Daily Journal EMS Station

OTHER FORMS / RECORDS
EMS Logbook
3.14 RESPONSE TO HAZMAT

POLICY:


The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

PURPOSE:
Ensure safety response of the EMS team to Hazmat incidents and to provide proper care/management and prompt transport of patients to the hospital.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Hazardous materials can be any of these forms:

- a. Vehicular crash with substance leaking from the tank
- b. Any fire and leaks from an industrial plant, refinery and warehouses that produce, use or store chemical and explosives
- c. Leak from underground natural gas pipe
- d. Seepage of oil or gasoline in underground tanks and to its surrounding
- e. Build-up of methane or other by-products of waste decomposition in sewers or other sewage-processing plants

Safety of the personnel should be the topmost priority at all times. Staying uphill and upwind is the safest location to put up a treatment area.

The decision to transport even a patient with critical injuries rests with the Incident Commander, who bases his or her decision on recommendations made by the HazMat Team.

Safety considerations at HazMat scenes differ considerably from those other emergency response. This requires a higher degree of alertness than usual to avoid entering a dangerous environment and to help others avoid it. Precautions must be taken to prevent
the spread of contamination to yourself and the ambulance.

Ask the patient, relative and/or property authority for permission to take photos for documentation.

Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

**SCOPE:**

EMS Team, HazMat Team (SRU)

**RESPONSIBILITIES:**

EMS Team - responsible for receiving patients/victims, providing treatment and transport to hospital.

SRU Team - responsible for the retrieval and decontamination of patients/victims before endorsing them to the EMS Team.

HazMat Team - responsible for the management and disposal of hazardous materials.

Incident Commander (IC) - the overall in-charge in the scene. IC formulates action plan, establish goal and strategies. IC may also request for additional resources when necessary.

**DEFINITIONS:**

Hazardous Material – any harmful material that causes injury to persons, damage to properties, surrounding and environment.

**GENERAL PROCEDURES:**

### PRE / BEFORE

1. The Team Leader or crew gathers information from dispatch:
   1.1. Location, address, and landmarks close to the scene
   1.2. Nature of call
   1.3. Information of possible victims/patients, status and number
   1.4. Special problems or other pertinent information of the scene (Advanced Cardiac Life Support needed, police assistance)

2. The EMS Team performs the following en-route to scene:
   2.1. Reports to dispatch- confirm response and record time.
   2.2. Simultaneous flashing of warning lights and sirens.
   2.3. Practices safety and fasten seatbelt.
   2.4. Wears EMS vest and don PPE.
   2.5. Prepares equipment (portable oxygen tank, responder kits, scoop stretcher/backboard, flashlight, C-collar, BVM, CPR mask, AED).
   2.6. Prepares Patient Care Report (PCR).

### ACTUAL / DURING

3. The Team Leader reports to dispatch and notes time upon arrival at the scene.

4. For safety, the ambulance driver ensures that:
a. The ambulance is parked in a safe location (uphill and upwind).
b. To leave the warning lights of the ambulance on.
c. To stay away from fires, explosive hazards, downed wires and structures that might collapse.

5. EMS Team Leader reports to the Incident Commander (IC).
6. The Team Leader requests the dispatch of HazMat Team once the incident is recognized as one involving hazardous materials.

7. While waiting for the HazMat Team to arrive, the EMS Team focuses on activities that will ensure the safety and survival of the greatest number of people.

8. The Team Leader uses the ambulance’s public address system to alert individuals who are near the scene and direct them to move to a location where they will be sufficiently far from danger.

9. IC monitors the situation.
   9.1. HazMat Team reports to IC if hazards are controlled.
   9.2. HazMat Team engages the scene, retrieves and decontaminates the victims/patients.
   9.3. EMS Team assesses and treats decontaminated patients.

10. After receiving patients, the EMS Team Leader/crew assesses patient status, initiates management as per protocols and communicates with Medical Control for additional instructions to be carried out.

11. Most serious injuries and deaths from HazMat result from airway and breathing problems, thus EMS crew must make sure to maintain the airway. If patient appears to be in distress, EMS crew can give oxygen at 12 to 15 L/min with a non-rebreather (NRB) mask.

12. If signs indicate that respiration distress is increasing, EMS crew may provide assisted ventilation with bag valve mask (BVM) device and high-flow oxygen.

13. The Team Leader or crew member will document all interventions in the PCR form.

14. The Ambulance Team prepares to transport the patient if necessary.

15. EMS Team Leader reports to IC the total tally of patients treated.

16. The EMS driver prepares the ambulance en-route to hospital and notifies dispatch that you are leaving the scene.

17. The Team Leader gives instruction to dispatch to inform the receiving hospital that the patient came from a hazmat scene for the hospital to make the necessary preparations.

18. The EMS crew completes the PCR form.

19. Special Care: In Critical patients who may be in respiratory distress or needs immediate transport that time necessary for full decontamination may prove fatal:
   19.1. EMS team increases the amount of protective
clothing: two pairs of gloves taped at all sides to prevent contamination of skin, goggles or a face shield, a protective coat, respiratory protection and a disposable fluid-impervious apron.

19.2. It may be necessary for the EMS Crew to simply cut the patient's clothing and do a rapid rinse to remove the majority of the contaminating matter before transport.

19.3. If decontamination cannot be performed adequately, EMS Crew should make every attempt to prevent the spread of contamination and at the very least, remove patient clothing and wrap the patient in blankets, followed by body bags or plastic or rubber sheets to lessen the likelihood of contamination to equipment and others.

19.4. If wooden backboard is used, EMS Crew should cover it with disposable sheet or it may have to be discarded afterwards. Equipment that comes in contact with the patient should be segregated for disposal or decontamination.

19.5. The EMS crew tapes the cabinet doors shut.

19.6. EMS crew removes any equipment kits, monitors and other items from the patient compartment that will not be used while en-route, and place them in front of the ambulance.

19.7. Before loading the patient, the Ambulance Driver turns on the power vent switch and the patient compartment air-conditioning unit fan.

19.8. Unless the weather is too severe, the Ambulance Driver keeps the windows in the driver’s/ passenger side and the sliding side windows in the patient compartment open.

19.9. If you are leaving the scene, the Team Leader informs the hospital that you are transporting a critically injured patient who has not been fully decontaminated at the scene.

19.10. The Team Leader reports to dispatch upon arrival at the hospital, and note time.

19.11. The Ambulance Driver parks the ambulance in an area away from the emergency room or go directly to a pre-designated decontamination center or area, thereby limiting exposure to hospital facilities.

19.12. Patients should not be brought to emergency department before ambulance personnel receive permission from hospital staff in order to protect them and other patients.

19.13. EMS crew enters the emergency room, informs hospital staff of all the details and waits for further instruction before the patient is unloaded and brought in.
### EFFECTIVENESS CRITERIA:
EMS responders arrived safely back to base from a response to HazMat incidents.
Patients given appropriate pre-hospital treatment and endorsed to a medical facility.

### REFERENCES:
<table>
<thead>
<tr>
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<tr>
<td>AO No 124 Creating a Joint Commission on Street Watch dtd June 2001</td>
<td>Managing Hazardous Materials Incidents Volume 1, Emergency Medical Services</td>
</tr>
<tr>
<td></td>
<td>US Department of Human Services, Public Health Service, Agency for Toxic Substance and Disease Registry</td>
</tr>
</tbody>
</table>

### FORMS / RECORDS:
<table>
<thead>
<tr>
<th>Record/Form/Activity Name</th>
<th>User/Receiver</th>
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<tbody>
<tr>
<td>Patient Care Report</td>
<td>EMS Station</td>
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<td>EMS Journal</td>
<td>Hospital</td>
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<td>EMS Logbook</td>
<td>NHQ / Regional Office</td>
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<tr>
<td></td>
<td>EMS</td>
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</table>

20. Check with the hospital to determine where the ambulance can be decontaminated and the availability of equipment for this purpose.

21. The Ambulance Crew decontaminates exposed personnel.

22. The Team Leader or crew notifies dispatch of the departure from hospital, and if there are enough ambulance on the scene EMS team may proceed to base for proper decontamination of personnel, equipment and ambulance.

23. The Ambulance Crew performs the necessary decontamination and finishes documentations upon arrival at the station.

24. The EMS team leader conducts defusing for the team upon arrival at the station.
### 3.15 RESPONSE TO MASS CASUALTY INCIDENTS (MCI)

**POLICY:** Memorandum Circular No. 2008-011 – Amended Policies, Guidelines and Protocols on BFP EMS Operations

Sec. III SOPR No. 0-001 – Establishment of a Coordinating Response and Procedural Aspects in Fire Operations by All Responding Units of the BFP National Office for the Monitoring and Dispatching Function of the Fire Control Operations Center (FCOC).

Memorandum dated 16 Sept 2001 re: BFP EMS Operational Plans on Mass Casualty Incident (MCI)

The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

**PURPOSE:** Provide a uniform initial response to a Mass Casualty Incident.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:** The triage information (e.g. tag or colored strip) should be attached to the body and the appropriate section removed to indicate priority by the last remaining section.

Triaged patients (except black category) are taken to corresponding treatment area.

The EMS teams will operate in accordance with this standard operating procedure.

Ask the patient, relative and/or property authority for permission to take photos for documentation.

Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

**SCOPE:** Designated Incident Commander and EMS Team

**RESPONSIBILITIES:** Incident Commander - responsible for establishing goals and strategies, request additional resources as needed, defines priority and set organization of the resources/units. Has overall responsibility and command.

EMS Director / Group Supervisor - acts as Medical Control and gives medical directions when needed. Responsible in reporting total count of casualties and injured victims.
### Pre / Before

1. The Team Leader or crew gathers information from dispatch:
   - 1.1. Location, address, and landmarks close to the scene
   - 1.2. Nature and severity of injury, illness or incident
   - 1.3. Information of possible victims/patients, status and number
   - 1.4. Special problems or other pertinent information of the scene (Advanced Cardiac Life Support needed, police assistance)

2. The EMS Team performs the following en-route to scene:
   - 2.1. Reports to dispatch-confirm response and record time.
   - 2.2. Simultaneous flashing of warning lights and sirens.
   - 2.3. Practices safety and fasten seatbelt.
   - 2.4. Wears EMS vest and don PPE.
   - 2.5. Prepares equipment (portable oxygen tank, responder kits, scoop stretcher/backboard, flashlight, C-collar, BVM, CPR mask, AED).

### Actual / During

3. For safety, the Ambulance Driver ensures that:
   - 3.1. The ambulance is parked in a safe location (uphill and upwind).
   - 3.2. To leave the warning lights of the ambulance on.
   - 3.3. To stay away from fires, explosive hazards, downed wires and structures that might collapse.
   - 3.4. Report arrival to dispatch and note time of arrival
   - 3.5. EMS Crew alighting from ambulance brings with them prepared equipment

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**Definitions:**

- **Mass Casualty Incident (MCI)** - is defined as any incident, which because of its physical size, the number and criticality of its victims, or its complexity, is likely to overwhelm those resources, which would typically be available.

- **Triage** - is determining immediate threats and identifying priority in patient treatment.
Scene Management

4. EMS personnel accomplishes the following actions upon arrival:
   4.1. Survey the scene.
   4.2. Confirm incident location.
   4.3. Perform an initial size-up to determine the number of victims and the level of resources needed.
   4.4. Assume and announce command if appropriate.
   4.5. Conduct scene safety assessment
   4.6. Contact dispatch with scene information.
   4.7. Ensure that sufficient resources have been dispatched.

5. Team members establishes Triage and Personnel Accountability and performs the following:
   5.1. Team Leader reports to IC.
   5.2. Advise dispatch who has assumed command
   5.3. Distinguish assigned EMS roles.
   5.4. Report to assigned staging areas.

6. Team Members proceed with Patient Triage and Management and performs the following:
   6.1. Start triage.
   6.2. Identify and manage immediate threats.
   6.3. Identify patients for evacuation to treatment area.
   6.4. Identify patients for transport to Hospital or Health Facility.

7. The Team Leader or assigned crew documents all interventions given in the PCR.

8. The Ambulance Team transports patient if necessary, and coordinates with the Department of Health (DOH) Operation Center for hospital transport.

9. The Ambulance Team transports and endorses patient together with PCR to emergency room personnel. Ask permission prior to leaving the hospital or health facility.

10. The Ambulance Crew airs out the ambulance by leaving the doors open for 5-10 minutes before returning to base. Use aerosols / disinfectant spray to sanitize the ambulance.

11. Any member of the EMS Team notifies dispatch that you are leaving the hospital.

12. Any member of the EMS Team notifies dispatch of the arrival at triage area /staging area.

13. The Ambulance Team conducts another patient transport if needed. The IC determines if the Ambulance Team is no longer needed in the triage area/ staging area.

14. Any member of the EMS Team notifies dispatch of the arrival at EMS Base.

15. The Ambulance Crew cleans, disinfects the ambulance and equipment, and discards all soiled supplies used like gauze, gloves etc.

16. The assigned Ambulance Crew makes an inventory and re-
**EFFECTIVENESS CRITERIA:**

A more precise EMS response following a uniform initial response in the MCI plan.

**REFERENCES:**

- **Standard, Law or Regulation**
  - Department Order No. 92-288 dated 22 July 1992 signed by Rafael G. Alunan III, DILG Secretary
  - Administrative Order No. 36 – Institutionalization of the People’s Action Team Responding On-Line (PATROL) Program and for Other Purposes
  - Executive Order No. 226 – Institutionalizing PATROL 117 as A Nationwide Hotline Number

- **Other Procedures, Documents, etc.**
  - Various EMS MCI plans from other countries

**FORMS / RECORDS:**

- **Record/Form/Activity Name**
  - PCR
  - EMS Daily Journal

- **User/Receiver**
  - EMS Station
  - Hospital
  - NHQ / Regional Office

17. The Team Leader or Crew Member completes and files any additional reports.

18. The Team Leader conducts defusing/ debriefing or post-run evaluation, as needed.
3.16 RESPONSE TO MEDICAL EMERGENCIES


The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

PURPOSE: Provide pre-hospital care to BFP personnel, their dependents and to the general public in cases of medical emergencies.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
No person will be denied treatment, or transport on the basis of age, sex, race, creed, color, origin, economic status, language, sexual preference, disease, or injury.

Any case of medical emergencies observed/witnessed anywhere may be reported immediately (117).

Safety first.

Duty team must wear EMS uniform; must be mentally, physically, emotionally and psychologically prepared to perform their tasks.

Be vigilant for any untoward incident that may arise during the course of medical intervention.

Ask the patient, relative and/or property authority for permission to take photos for documentation.

Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

SCOPE: All BFP EMS personnel.

RESPONSIBILITIES:
Medical Control - assumes the ultimate responsibility for direction and oversight of all patient care.

Dispatch – receives calls for emergency assistance, inform EMS of the nature of call, provide all initial information, dispatch EMS unit needed.

Duty Team Leader – assumes over-all responsibility on the care provided, safety of the entire EMS Team.

Ambulance Driver – drives the ambulance in a safe manner. Assist in loading the patient in the ambulance.
1. The Team Leader or assigned crew gathers all initial information from dispatch.
   1.1. Exact location/address to include reference to landmarks such as public infrastructure/building, restaurants, park, school etc;
   1.2. Nature and severity of injury, illness or incident;
   1.3. Information of possible victims/patients, status and number; and
   1.4. Special problems or other pertinent information of the scene (Advance Cardiac Life Support Needed, Police Assistance Needed).
2. The Team Leader or crew reports to dispatch, confirms response, and notes time.
3. The Ambulance Crew wears EMS vest and proper Personal Protective Equipment (PPE).
4. The Ambulance Crew readies additional equipment to be carried (scoop stretcher, C-collar, splints, portable oxygen tank, Automated External defibrillator, CPR mask/BVM).
5. The Team Leader or crew member prepares Patient Care Report (PCR).
6. Team Leader introduces self and asks for consent before engaging to the patient.
7. The Team Leader or assigned crew conducts proper assessment, initiates treatment or medical management within the scope of the level of training and standard of care.
8. The Ambulance Crew documents all interventions given in the PCR.
9. The Team transports the patient, if necessary.
10. Team Leader or crew coordinates with the Department of Health (DOH) Operation Center for hospital transport.
11. The EMS Team endorses the patient and PCR to emergency room personnel (if transported), and asks permission to leave the hospital or health facility.
12. The Ambulance Crew airs out the ambulance by leaving the doors open for 5-10 minutes before returning to base. Use aerosols / disinfectant spray to sanitize the ambulance.
13. Any member of the EMS Team notifies dispatch that you are leaving the hospital.
14. Any member of the EMS team notifies dispatch of the arrival at EMS Base.
15. The Ambulance Crew cleans, disinfects the ambulance and equipment, and discards all soiled supplies used like gauze, gloves etc.

16. The assigned Ambulance Crew makes an inventory and re-stock supplies.

17. The Team Leader or Crew Member completes and files any additional reports.

18. The Team Leader conducts defusing/ debriefing or post-run evaluation, as needed.

**EFFECTIVENESS CRITERIA:**

Patients given prompt and appropriate pre-hospital care and transported safely to a medical facility.

**REFERENCES:**

<table>
<thead>
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<tbody>
<tr>
<td>PCR</td>
<td>EMS Station</td>
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<tr>
<td>EMS Daily Journal</td>
<td>Hospital</td>
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<td></td>
<td>NHQ / Regional Office</td>
</tr>
</tbody>
</table>

OTHER FORMS / RECORDS
3.17 RESPONSE TO VEHICULAR ACCIDENTS

POLICY:


The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

PURPOSE:
Provide guidelines to BFP EMS responders when responding to vehicular accidents.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Always observe scene safety before engaging to the scene.

Responding EMS team must be in complete EMS uniform; must be mentally, physically, emotionally and psychologically prepared to perform their tasks.

Be vigilant for any untoward incident that may arise during the course of medical intervention

Ask the patient, relative and/or property authority for permission to take photos for documentation.

Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

SCOPE:
All BFP EMS personnel.

RESPONSIBILITIES:
Medical Control - assumes the ultimate responsibility for direction and oversight of all patient care.

Dispatch – receives calls for emergency assistance, inform EMS of the nature of call, provide all initial information, dispatch EMS unit needed.

Duty Team Leader – assumes over-all responsibility on the care provided, safety of the entire EMS Team.

Ambulance Driver – drives the ambulance in a safe manner. Assist in loading the patient in the ambulance.
The Team Leader or assigned crew gathers all initial information from dispatch.

1.1. Exact location/address to include reference to landmarks such as public infrastructure/building, restaurants, park, school etc;
1.2. Nature and severity of injury, illness or incident;
1.3. Information of possible victims/patients, status and number; and
1.4. Special problems or other pertinent information of the scene (Advance Cardiac Life Support Needed, Police Assistance Needed).

2. The Team Leader or crew reports to dispatch, confirms response, and notes time.

3. The Ambulance Crew wears EMS vest and proper Personal Protective Equipment (PPE).

4. The Ambulance Crew readies additional equipment to be carried (scoop stretcher, C-collar, splints, portable oxygen tank, Automated External defibrillator, CPR mask/BVM).

5. The Team Leader or crew member prepares Patient Care Report (PCR).

6. The Team Leader introduces self and asks for consent before engaging to the patient.

7. The Team Leader physically stabilizes the vehicle and checks for leaks, before managing the patient inside an accident vehicle.

8. The Team Leader turns off the ignition key. For automatic transmissions, place the gear shift to PARK and for manual transmission, use hand break.

9. The Team Leader disconnects battery cables (positive and negative).

10. The Team Leader or crew conducts proper assessment, places C-collar if needed, and if patient is pinned down, requests for Special Rescue Unit (SRU) to effect extrication.

11. The Team Leader or assigned crew conducts proper assessment, initiates treatment or medical management within the scope of the level of training and standard of care.

12. The Ambulance Crew documents all interventions given in the PCR.

13. The Team transports the patient, if necessary.

14. Team Leader or crew coordinates with the Department of Health (DOH) Operation Center for hospital transport.
**EFFECTIVENESS CRITERIA:**

- Timely and safe response to a vehicular accident.
- Appropriate pre-hospital care given to vehicular accident patients.

**REFERENCES:**

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<tbody>
<tr>
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<td>EMS Team</td>
</tr>
<tr>
<td>Patient Care Report (PCR)</td>
<td>NHQ / Regional Office</td>
</tr>
<tr>
<td>EMS Logbook</td>
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</tr>
</tbody>
</table>

**POST / AFTER**

15. The EMS Team endorses the patient and PCR to emergency room personnel (if transported), and asks permission to leave the hospital or health facility.

16. The Ambulance Crew airs out the ambulance by leaving the doors open for 5-10 minutes before returning to base. Use aerosols / disinfectant spray to sanitize the ambulance.

17. Any member of the EMS Team notifies dispatch that you are leaving the hospital.

18. Any member of the EMS team notifies dispatch of the arrival at EMS Base.

19. The Ambulance Crew cleans, disinfects the ambulance and equipment, and discards all soiled supplies used like gauze, gloves etc.

20. The assigned Ambulance Crew makes an inventory and re-stock supplies.

21. The Team Leader or Crew Member completes and files any additional reports.

22. The Team Leader conducts defusing/ debriefing or post-run evaluation, as needed.
# 3.18 SPECIAL ACTIVITIES MEDICAL STANDBY

## POLICY:


The BFP Mission
To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

## PURPOSE:
Provide guidance to EMS teams who will serve as medical standby.

## BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Request letter must have a complete detail of the event, date and time, number of participants, contact person, exact location and the number of ambulance units requested.

Request letter must be submitted 1-2 weeks prior to the said event.

Medical Standby must be reported to dispatch (COMMEL).

Ambulance Unit/s are parked in a combat position, ready for a fast exit in case of patient transport.

For an event more than 500 participants, EMS Team Leader conducts a venue ocular or request a site map.

Ask the patient, relative and/or property authority for permission to take photos for documentation.

Edit the photos to be used by placing a black bar over the eyes to hide the identity of the patient or victim.

## SCOPE:
EMS Team.

## RESPONSIBILITIES:
**Medical Control** – gives directives and oversight patient care.

**Team Leader** – Coordinates with the requesting party regarding the event.

**Ambulance Crew** – Prepares medical supplies and equipment needed.

**Ambulance Driver** – Familiarizes with the venue. Identify the nearest Hospital and its route from the area.
<table>
<thead>
<tr>
<th><strong>REQUEST OF UNIT</strong></th>
<th><strong>PRE / BEFORE</strong></th>
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</thead>
<tbody>
<tr>
<td>1. EMS Team receives letter of request addressed to the Chief, EMS of the nearest fire station of the event for medical standby.</td>
<td></td>
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<tr>
<td>2. Receiving EMS personnel verifies the availability of the team on the specified date.</td>
<td></td>
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<tr>
<td>3. EMS Team Leader coordinates with the contact person and prepares appropriate order.</td>
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<tr>
<td>4. Chief, EMS coordinates and approves appropriate order for the legality of the Special Activity.</td>
<td></td>
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</tbody>
</table>

**PREPARATION PHASE**

| 5. EMS Team Leader reviews the area’s evacuation plan prior to the event and orients contact person and the whole team. | **ACTUAL / DURING** |
| 6. EMS Crew prepares the ambulance unit, its equipment and supplies. | ON MEDICAL STANDBY |
| 7. EMS Drivers familiarizes with the venue, identifies the nearest hospitals and orients the whole team. | 9. EMS Team sets up a first-aid station. |
| 8. EMS Team informs dispatch time of out from base and time of arrival. | 10. EMS Team follows Universal Care Protocol and notifies dispatch for additional resources (Police, Fire, HAZMAT, etc.), if any medical incidents arise. |
|  | 11. EMS Team notifies dispatch in order to coordinate with the receiving hospital, if patient transport is needed. |
|  | 12. Team Leader or crew coordinates with the Department of Health (DOH) Operation Center for hospital transport. |
|  | 13. The EMS Team endorses the patient and PCR to emergency room personnel (if transported), and asks permission to leave the hospital or health facility and go back to the venue until the event is done. |
|  | 14. Team Leader informs the contact person before leaving the area, once the event is finished. |

**POST / AFTER**

| 15. Team Leader or any of the crew takes note of time and informs dispatch upon arrival at the base station. | **AFTER ACTIVITY PHASE** |
| 16. EMS Team cleans and disinfects the ambulance, account and replenish supplies. |  |
17. The EMS Team accomplishes an After Activity Report and duly submits the same to Chief, EMS / Medical Control for assessment and coaching.

**EFFECTIVENESS CRITERIA:**

The interventions done and written in the patient care report is in line with the standards.

Organized EMS teams during medical standby activities.

**REFERENCES:**

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<tbody>
<tr>
<td>After Activity Report</td>
<td>EMS TEAM</td>
</tr>
<tr>
<td>EMS Daily Journal</td>
<td>Chief, EMS</td>
</tr>
<tr>
<td>Patient Care Report</td>
<td>NHQ / Regional Office</td>
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<tr>
<td>EMS Logbook</td>
<td></td>
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</table>
4.1 CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR (CBRN) OPERATIONS

POLICY:
The Bureau of Fire Protection in its Special Operation adopts the policy of saving lives and properties.

Executive Order No. 39 dtd 28 Apr 2011 in support with RA 9372 (Human Security Act of 2007)

Section 1. The Anti-Terrorism Council is hereby designated as the Philippine National Authority on Chemical Weapons Convention, hereinafter referred to as PNA-CWC, to be headed by the Executive Secretary as the Chairperson of the ATC. The PNA-CWC shall serve as the National coordinating body for the effective liaison with the Organization for the Prohibition of Chemical Weapons (OPCW) and other State Parties to the Chemical Weapons Convention, and shall be the lead agency in the implementation of the provisions of the convention.

Section 4. Duty to Extend Assistance to the PNA-CWC. All Departments, Bureaus, Offices, Agencies, or instrumentalities of the Government including Government-owned and controlled corporations and government financial institutions are hereby directed to extend such assistance and support to the PNA-CWC, as maybe necessary for the successful implementation of its functions.

PURPOSE:
Provide information to the BFP responders in making preliminary assessment of the situation that they suspect involving criminal or terrorist use of chemical, biological agents, radiological or nuclear materials (CBRN).

Aid in the assessment with a list of observable indicators of the use and/or the presence of Chemical Biological Agents or radioactive materials. It also provides personal safety considerations, approach and response strategies, initial actions and decontamination measures for the first responders.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:

DIFFERENCES BETWEEN A CHEMICAL, BIOLOGICAL AND RADIOLOGICAL AGENT

1. Chemical Biological agents as well as radiological materials can be dispersed in the air we breathe, the water we drink, or on surfaces we physically contact. Dispersion methods may be as simple as opening a container, using conventional garden spray devises, or as elaborate as detonating an improvised explosive device.

2. Chemical Incidents are characterized by the rapid onset of symptoms (minutes to hours) and easily observed signatures
(colored residue, dead foliage, pungent odor, dead insects and animals).

3. Biological Incidents are characterized by the onset of symptoms in hours to days. Typically, there will be no characteristics because biological agents are usually odorless and colorless. Because of the delayed onset of symptoms in a biological incident, the area affected may be greater due to the movement of infected individuals.

4. Radiological Incidents are characterized by the onset of symptoms, if any, in days to weeks or longer. Typically, there will be no characteristic signatures because radioactive materials are usually odorless and colorless. Specialized equipment is required to determine the size of the affected area, and whether the level of radioactivity presents an immediate or long-term health hazard. Because radioactivity is not detectable without special equipment, the affected area may be greater due to the migration of contaminated individuals.

5. At the levels created by most probable sources, not enough radiation would be generated to kill people or cause severe illness. In a radiological incident generated by a “dirty bomb”, or Radiological Dispersal Device (RDD), in which a conventional explosive is detonated to spread radioactive contamination, the primary hazard is from the explosion. However, certain radioactive materials dispersed in the air could contaminate up to several city blocks, creating fear and possible panic, and requiring potentially costly cleanup.

6. INDICATORS OF A POSSIBLE CHEMICAL INCIDENT
   a. Dead animals/birds/fish
   b. Lack of insect life
   c. Unexplained odor
   d. Unusual numbers of dying or sick people (mass casualties)
   e. Pattern of casualties
   f. Blisters/rashes
   g. Illness in confined area
   h. Unusual liquid droplets
   i. Different looking areas
   j. Low lying clouds
   k. Unusual metal debris

7. INDICATORS OF A POSSIBLE BIOLOGICAL INCIDENT
   a. Unusual number of sick or dying people or animals
   b. Unscheduled and unusual spray being disseminated
   c. Abandoned spray devices

8. INDICATORS OF A POSSIBLE RADIOLOGICAL INCIDENT
   a. Radiation Symbols
   b. Unusual metal debris
   c. Heat emitting material
d. Glowing material  
e. Sick people/animals

9. PERSONAL SAFETY CONSIDERATIONS – When approaching a scene of chemical biological agents or radiological materials, the most critical consideration is the safety of oneself and other responders. PROTECTIVE CLOTHING AND RESPIRATORY PROTECTION OF APPROPRIATE LEVEL OF SAFETY MUST BE USED. In incidents where it is suspected where CBRN materials where suspected as weapons, NIOSH-certified respirators with CBRN Protection are highly recommended. Be aware that the presence and identification of CB agents or radioactive materials may not be verifiable, especially in biological or radiological agents. The following actions/measures to be considered are applicable to either a chemical, biological or radiological incident. The guidance is general in nature not all encompassing, and its applicability should be evaluated on case to case basis.

10. APPROACH AND RESPONSE STRATEGIES  
a. Protect yourself and use a safe approach (minimize any exposure time, maximize the distance between you and that item that is likely to harm you, use cover as protection and wear appropriate personal protective equipment and respiratory protection). Identify and estimate the hazards by using indicators as provided above. Isolate the area and secure the scene; potentially contaminated people should be isolated and decontaminated as soon as possible. To the extent possible, take measures to limit the spread of contamination. In the event of chemical incident, the fading of chemical odors is senses giving the false perception that the chemical is no longer present.

b. If there is an indication that an area is contaminated with radioactive materials, including the site of any non-accidental explosion, responder personnel should be equipped with radiation detection equipment that alert them if they are entering a radiological compromised environment, and should have receive adequate training in its use. This equipment should be design in such a way that it can also alert the responders when an unacceptable ambient dose rate has been reached.

11. During the CBRN Incident, the BFP personnel shall assist Law Enforcers or Military Forces.

SCOPE:

The BFP-Special Rescue Unit (CBRN/HAZMAT TEAM), BFP Firefighting Unit, Emergency Medical Services, the City/ Municipality, Provincial/District Fire Stations and BFP-Regional office wherein the Incident has occurred.
RESPONSIBILITIES:
The BFP is a support agency of the Anti-Terrorism Council (ATC). In cases of a terrorist or criminal attack using CBRN, the BFP-Special Rescue is tasked to respond that CBRN incident, it is to conduct reconnaissance and rescue of victims, detection and identification of the CBRN agent or material involved, sampling and if possible analysis of Chemical Biological agents or Radiological materials. If possible, the BFP-Special Rescue Unit shall control the agent or material involved to prevent it from further harming the public, the properties at scene, and the environment. It shall conduct decontamination procedure on affected/contaminated individuals, responders and equipment.

The BFP- Firefighting units shall perform firefighting operations as the need arises but upon direction of the Incident Commander of the CBRN incident. It shall also assist the BFP-SRU in its decontamination procedures.

The emergency medical services shall ensure that all responders entering the CBRN scene are fit and well for operations by conducting a pre and post check-up of all responders entering the scene. It shall provide initial treatment to the victims, and coordinate and transport the victims to the appropriate hospitals.

The local BFP, district/provincial and Regional BFP offices shall assist in the CBRN operations by providing the needed manpower and logistical resources needed at the scene.

DEFINITIONS:
Area of Impact – refers to the area where the CBRN agent/material most probably has been dispersed, disseminated, exploded, etc., It is the area where the CBRN agent/material has caused most of the damage to lives and property and the environment. It also refers to the hot zone.

Secondary Device – a device built aside from a primary device which is intended to harm, disrupt or kill the responders responding to an incident. A secondary device may also be a back-up if the primary device fails. This may be in a form of a CBRN agent/material, an explosive device, an improvised explosive device or other mechanisms that would cause harm, disrupt or kill the responders.

Chemical Agents – refers to chemical warfare agents or any industrial or households chemical that may be used by terrorist groups or criminal elements as a weapon or a means of doing harm, destruction in huge proportion.

Biological Agent – refers to viruses, bacteria, fungi and toxins that have the potential to be used as a means of affecting human health in a variety of ways.
Radioactive Materials – refers to materials that contain unstable atom thus they emit radiation that may cause harm or injury.

GENERAL PROCEDURES:

PRE / BEFORE

1. The first responders to the scene notify the BFP CBRN Team or the SRU, concerned agencies, the local police, Bomb Squad or the military.

2. The BFP responders, if first to arrive at the scene, set up an incident command post upwind and uphill of the area.

3. The BFP responders isolate the contaminated areas and secure the scene by establishing initial isolation zones from the area of impact.
   3.1. The responders should avoid using cellphones, radios, etc. within 100 meters (300 feet) of a suspect device.
   3.2. The responders or anyone involved at the scene should not touch or move suspicious packages/containers to avoid contamination.
   3.3. The responders should be cautious regarding potential presence of secondary devices (e.g. Improvised Explosive Devices). Any scene involving an explosion should first be cleared by the Bomb Squad.

4. The BFP responding team assists in the evacuation of the public at risk and isolate any individual potentially exposed to dangerous goods/hazardous materials.

5. BFP responding team limits access to only those responsible for rescue of victims or assessment of unknown material or devices.

6. The Incident Commander establishes a command post and lines of communication

7. The BFP–Special Rescue Unit (CBRN/ HAZMAT Team) Decontamination (Decon) Team with assistance from BFP Firefighting Units (for water supply) sets up a decontamination corridor and establishes Hot, Warm and Cold Zones.

8. The Team Leader or Safety Officer of the BFP- CBRN/ HAZMAT Team ensures the use of proper Personal Protective Equipment (PPE) prior to the entry to the scene considering the highest level of protection if the agent/ material is unknown. Safety Officer/ Breathing Apparatus Control Officer (BACO) monitors all personnel entering the hot zone.

ACTUAL / DURING

9. The CBRN Rescue Team conducts search and rescue in the area of impact (hot zone) for possible victims.

10. Simultaneously, the CBRN Detection Team conducts reconnaissance of the area of impact with detection equipment as well as marking/tagging paraphernalia in preparation for the Sampling Team.

11. The CBRN Detection Team relays the results of their findings
to the CBRN Sampling Team.

12. The CBRN Sampling Team enters the area of impact (hot zone) and conducts sampling of the agents/materials marked by the Detection Team. Samples taken by the Sampling Team should be done according to internationally accepted procedures to preserve the integrity of the samples taken at the scene.

13. If possible and if equipped with portable equipment for analysis, the Sampling Team conducts analysis of the samples taken on site to have an early identification of material or agent involved.

13.1. Result of the initial analysis is relayed to the Team Leader/Incident Commander/command post for appropriate actions

13.2. Samples taken from the scene is properly endorsed to concerned agencies/laboratories for further in-depth analysis and for safe keeping for future use as evidence in court.

14. The Decontamination Team ensures that all victims, responders, response equipment and samples leaving the hot zone are properly decontaminated according to standard decontamination procedures for chemical biological agent and radioactive materials.

15. The Sampling Team turns over the Hazardous Waste Materials to appropriate agency/company (DENR, PNRI, Private waste management company).

16. CBRN/HAZMAT Team assists the DENR, PNRI and Local Government Unit in the decontamination procedure on site.

17. The Emergency Medical Services (EMS) assesses the health of responding personnel in the hazmat operations.

18. The Incident Commander and Team Leader perform personnel accounting of all responders involved.

19. The BFP-SRU Logistics Officer ensures accounting and recovery of all response equipment.

20. The CBRN/HAZMAT Team returns to station/base.

21. The Incident Commander (IC)/Team Leader conducts post operation critique.

22. IC/Team Leader considers post incident stress debriefing on all responders involved in the operations.

POST / AFTER

EFFECTIVENESS
CRITERIA:

When victims of the CBRN incident are rescued, decontaminated, and transferred to proper health care.

When CBRN agent/material are identified and proper measures are done to minimize and/or counter its effects.

When CBRN incident is controlled, preventing it from further
causing harm to people and the environment.
When responders are safe after the operation.

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</tr>
</tbody>
</table>

OTHER FORMS / RECORDS
4.2 COLLAPSED STRUCTURE RESCUE OPERATIONS

POLICY:
The Bureau of Fire Protection, Special Operation adopts the policy of saving lives and properties.

Related laws:

NDRRMP Outcome Number 14 Lead. by the DND, DILG, DOH, the BFP as one of the implementing partners of the NDRRMC shall have an integrated and coordinated Search, Rescue and Retrieval Capacity as indicated by the number of persons rescued and number of bodies retrieved, identified and turned-over to their respective families.

RA 9514, Section 5 para C/ Revised Fire Code of the Philippines IRR Rule 4. Sec 4.0.0.3 para A, subpara 1 and 2. The Chief, BFP or his duly authorized representative is hereby specifically authorized to support and assist fire volunteers, practitioners, and fire volunteer organizations in the country that shall undergo mandatory fire suppression, inspection, rescue, emergency medical services and related emergency response trainings and competency evaluations to be conducted by the BFP.

Revised Fire Code of 2008 IRR Rule 4, Sec 4.0.0.2 para C. The Chief, BFP with the approval of the Secretary of the DILG, shall enter into long term agreement, either through public biddings or negotiations in accordance with the provisions of RA 9184, otherwise known as the Government Procurement Reform Act of 2003, for the acquisition of fire prevention, fire protection and firefighting investigation, rescue, paramedics, hazardous material handling equipment, supplies, materials, and relate technical services necessary for the fire services.

RA 6975, Sec 12. The BFP with the BJMP along with the PNP shall, upon the direction of the President shall assist the AFP in meeting National Emergency in addition to the performance of their mandated functions as mandated by law.

PURPOSE:
Ensure operational standards in search and rescue operations during structural collapse in order to extricate the victim/s in the earliest possible time without harm to the rescuer.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
The first arriving Senior Officer of the BFP unit/ SRU shall assume command of the incident until it is transferred to a higher authority.

Structural collapse incidents may present rescuers with a confined space situation. Before entering, the atmosphere in that area must be examined by a Hazardous Material Technician using an
appropriate air monitoring device to determine if the space is safe for entry.

The team shall follow ICS standards upon engaging to the scene.

The BFP-Special Rescue Unit, BFP personnel must have sufficient knowledge and skills in Collapse Structure Search and Rescue (CSSR), Urban Search And Rescue (USAR), Mass Casualty Incident Management and other related disciplines.

A technical adviser/specialist on structures and a treatment sector shall be present during the operation.

The IMT shall manage the entire operation with utmost priority on the safety of the responders and the public. The SRU Team Leader shall look after the safety and welfare of his team.

The Special Rescue Unit and BFP personnel trained in CSSR and USAR shall conduct structural collapse rescue operations.

The Technical Adviser/ Specialist shall provide technical facts on the stability of the collapse structure.

The Emergency Medical Services (EMS) shall man the Treatment Sector, and provide initial treatment and transport of victims.

Collapsed Structure – the loss of structural integrity of a building or bridge or any structures that results in significant personal injury, death, or imposing major economy (Wayne Cotterly, 2002).

Collapse Structure Search and Rescue (CSSR) - an operation to conduct safe and effective search and rescue operations at collapsed structure incidents involving the collapse or failure of reinforced and unreinforced masonry, concrete, tilt-up and heavy timber construction (NFPA 1470).

Triage Area – a designated area where victims are brought and sorted according to the severity of their injuries.

Building Triage - a rapid assessment of buildings during CSSR, for selecting those structures in which there is a greater likelihood of rescuing live victims.

**SCOPE:**

**RESPONSIBILITIES:**

**DEFINITIONS:**

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. The Team Leaders ensure resource operability at all times.
2. After the COMMEL receives the distress call, the Team Leader relays the information to his immediate superior.
3. Team Documenter gathers necessary information before leaving the base
4. Team Radio Operator seeks clearance from the dispatch center before proceeding to the location of the emergency.
5. The Team Leader coordinates with the first responders on-site and assumes command when necessary.
6. The Team Leader and Rescue Specialist conduct a scene size-up, identify hazards and critical factors, develop action plans and coordinate with other Search And Rescue (SAR) teams.
7. The Team Leader in consultation with the Technical Adviser prepares operation and tactical plans.
8. The Team Leader and the Safety Officer secures or isolates area/s and ensures safety of the responders and the public at all times by establishing a hazard zone perimeter around the collapse area and making the rescue area safe.

ACTUAL / DURING

9. The Safety Officer ensures personnel’s safety at all times.
10. First Responders/ trained BFP personnel removes surface victims and walking wounded (ambulatory) individuals from the collapsed area to a safer area.
11. The Team Leader chooses only SRU/ trained personnel of the BFP and other sectors on location then proceed with the SAR operations.
12. Personnel assigned at the Building Triage identify and prioritize search operation.
13. After the hazard assessment the Team Leader assigns teams to locate entrapped victims.
14. Once the Team Leader has located trapped victim/s, the Rescue Team extricates the victims from the collapsed area.
15. The Rescue Team determines if structure is safe, and enters ONLY IF appropriate shoring and stabilization measures have been made.
16. Rescue Team considers calling for additional resources.
17. The Structural Engineer or Specialist identifies debris to be removed if the Search Team is not able to locate victims. If confirmed that no other live victim can be found in the collapse area, general debris removal may be started.
18. The Team Leader or Safety Officer conducts a secondary survey and correct any life threatening conditions.
19. Rescue Specialist considers removing the victim from danger prior to providing definitive care.
20. The Rescue Specialist turns over the victim to the EMS.

POST / AFTER

21. Team Leader ensures personnel accountability and decontamination of rescuers.
22. Logistics Officer recovers all tools and equipment used in the rescue/recovery. In case of fatality, consider leaving everything in place until the investigative process is completed.
23. Team Leader considers a Post Incident Critique (may be more appropriate at a later date).

24. The BFP responders return to their respective units after accounting of all equipment and apparatuses.

## EFFECTIVENESS CRITERIA:

When victims are safe and are given initial treatment of their injuries.

When all the BFP responders are safe after the operation.

## REFERENCES:

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<td>UN General Assembly Resolution 57/150 16 Dec 2012 (INSARAG) Strengthening the effectiveness and coordination of International Urban Search and Rescue Assistance NFPA INSARAG Hyogo Declaration from the First Global Meeting of the International Search and Rescue Advisory Group (INSARAG), Kobe, Japan 14-16 Sept 2010. Recognition and Strengthening of International Urban Search and Rescue Operational Standards INSARAG GUIDELINES B1 Purpose of the INSARAG Guidelines para 2 As affirmed in the United Nations GA Resolution 57/150 of 16 December 2002, countries prone to earthquakes or disasters with the potential to cause structure collapse are strongly advised to include the INSARAG methodology in their National Emergency Management Plans</td>
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## 4.3 CONFINED SPACE RESCUE OPERATIONS

**POLICY:**

NDRRMP Outcome Number 14. Lead by the DND, DILG, DOH, the BFP as one of the implementing partners of the NDRRMC shall have an integrated and coordinated Search, Rescue and Retrieval Capacity as indicated by the number of persons rescued and number of bodies retrieved, identified and turned-over to their respective families.

RA 6975 Sec 12. The BFP with the BJMP along with the PNP shall, upon the direction of the President shall assist the AFP in meeting National Emergency in addition to the performance of their mandated functions as mandated by law.

**PURPOSE:**

Ensure operational standards in Confined Space Rescue Operation are practiced and victims trapped in a confined space are saved.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**

Confined space includes caverns, tunnels, pipes, tanks/ silos, mine shafts, utility vaults and any other location where ventilation and access are restricted by the configuration of the space.

Because of the inherent danger on this type of operations, BFP Response Team is required to possess advanced knowledge and training in Self Contained Breathing Apparatus (SCBA), technical rope rescue and confined space rescue operations.

SCBA shall be in full capacity before responder engagement.

A line breathing apparatus, or a re-breather/ Close-circuit Breathing Apparatus is highly recommended for this type of operation.

Pre-entry operation shall make the area safe, conduct hazard assessment and consider ventilation.

**SCOPE:**

The BFP–Special Rescue Unit shall conduct confined space operations following the prescribed procedures.

**RESPONSIBILITIES:**

A Technical Advisor/Specialist may provide assistance to the Special Rescue Unit.

The EMS shall provide medical/ pre-hospital care for the responders and the victims.
### DEFINITIONS:
- **Confined Space** - a space which has limited entry, enough or limited space to work on for rescue operation, not designed for personal occupancy because of limited oxygen and limited egress.
- **BACO** - Breathing Apparatus Control Officer
- **SCBA** - Self-Contained Breathing Apparatus

### GENERAL PROCEDURES:

#### PRE / BEFORE
1. The Team Leader ensures resource operability at all times.
2. After the COMMEL receives the distress call, the Team Leader relays the information to his immediate supervisor.
3. Team Documenter gathers necessary information from the dispatch center before the response team leaves the base.
4. The Radio Operator seeks clearance from the dispatch center before sending the responders to the location of the incident.
5. The First Team to arrive coordinates with the first responders. If not yet established, the most Senior Officer of the responding team assumes command.
6. Rescue Team Leader acquires real-time information regarding trapped victims, and determines if this will be a RESCUE or a RECOVERY operation based on the survivability profile of the victim(s) (this includes factors such as the location of the victim(s), and elapsed time since the incident occurred).

#### ACTUAL / DURING
7. The SRU Team enters the confined space as directed by the BACO.
8. The Entry Team establishes coordination through constant communication with the Team Leader.
9. Entry Team monitors atmospheric condition and other hazards inside the confined space.
10. The Entry Team locates, checks, packages, and moves the victim to a safer place.
11. The Technical Rescue Specialist provides lifelines/ tag lines, belay and hauling techniques to ensure safe removal of rescuers and victims inside a confined space.
12. Once the victim(s) has been extricated, rescuers turn over the victim(s) to the EMS for pre-hospital care.

#### POST / AFTER
13. Team Leader ensures personnel accountability.
14. The Logistics Officer recovers rescue tools and equipment. In case of fatality consider leaving everything in place for purpose of investigation.
15. Decontamination Team observes proper decontamination for involved personnel and equipment.
| EFFECTIVENESS CRITERIA: | 16. Team Leader considers post incident critique.  
17. BFP Responders returns to unit after ensuring the scene is safe. |
| REFERENCES: | When victims are rescued and provided initial health care.  
When responders are all safe after the operations. |
<p>| Standard, Law or Regulation | Other Procedures, Documents, etc. |
| NFPA 1006. Standard for Rescue Technician Professional Qualification - This standard establishes the minimum job performance requirements necessary for fire service and other emergency response personnel who perform technical rescue operations. |
| NFPA 1670. Standard on Operations and training for Technical Search And Rescue Incident, 2009 Edition - This standard identifies and establishes levels of functional capability for safely and effectively conducting operations at technical rescue incidents |
| NFPA 1600. Standard on Disaster/ Emergency Management and Business Continuity Programs - A standard establishes a common criteria for disaster management, emergency management and business continuity programs |</p>
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4.4 CIVIL DISTURBANCE MANAGEMENT (CDM)

**POLICY:**
Republic Act 8551, Section 3 otherwise known as PNP Reform and Reorganization Act of 1998, provides that in times of national emergency, the BFP and the BJMP along with the Philippine National Police shall, upon the direction of the President, assist the Armed Forces of the Philippines in meeting the national emergency, in addition to the performance of their inherent functions as mandated by law.


**PURPOSE:**
Ensure public and personnel safety when attending and assisting crowd dispersal units of the PNP/AFP.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
The Bureau of Fire Protection recognize the constitutional rights of the people to peaceably assemble and petition the government for redress and grievances and to exercise these rights without prejudice to the rights of others to life, liberty and equal protection of the law.

The Bureau of Fire Protection shall exercise highest degree of restraint during public assembly or in the dispersal of the same.

The Role of the Bureau of Fire Protection during Crowd Dispersal Management operation is only limited as a support unit to the Philippine National Police.

The protesters shall not be hit directly with water in salient body parts.

Members of the Bureau of Fire Protection augmentation force shall not carry any kind of firearms or deadly weapons during actual Crowd Dispersal Management operation.

Maximum tolerance shall always be properly observed.

For dispersal involving a local chief executive, Fire Stations in adjacent Local Government Units shall be deployed.

BFP augmentation force must use shields or body protection.

**SCOPE:**
All firefighting units of Municipal or City Fire Station.

All District, Provincial and Regional Offices
Emergency Medical Service (EMS), Special Rescue Unit (SRU)

**RESPONSIBILITIES:**

Municipal and City Fire Station shall respond as support to PNP CDM Team.

District and Provincial Offices shall approve written request from the PNP and dispatch additional resources within the district level when needed.

Regional Offices shall approve deployment of personnel and equipment within the regional level.

EMS and SRU shall assist and support the team being deployed.

**DEFINITIONS:**

Civil disturbance – acts of violence and disorder prejudicial to the public law and order. It includes acts such as riots, acts of violence, insurrections, unlawful obstructions or assemblages, or other disorders prejudicial to public law and order. It also includes all domestic conditions requiring or likely to require the use of federal armed forces.

Crowd Control – law enforcement response to a pre-planned or spontaneous event, activity, or occurrence that has become unlawful or violent and may require arrests and/or the dispersal of the crowd.

Crowd Management – encompasses law enforcement management, intervention, and control strategies when responding to all forms of public assemblies and gatherings. Also refers specifically to strategies and tactics employed before, during, and after a gathering for the purpose of maintaining the event’s lawful activities.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. The Municipal/City Fire Station receives a written request from the Philippine National Police or other law enforcement agency.
2. The CFM/MFM endorses the request of the PNP to the District/Provincial Marshal (D/PFM) who has jurisdiction on the location where the assembly or rally will be held.
3. The D/PFM forwards the request of the PNP to the Regional Director for approval when the scope of the rally goes beyond his jurisdiction.
4. Upon approval of the written request from the PNP, the Deputy Regional Director for Operation (DRDO)/District/Provincial Operations Officer (D/POO)/Station’s Operation Officer (SOO) coordinates with the PNP and prepares the Operational Plan.
5. The Deputy Regional Director for Administration/District/Provincial Administrative Officer/ Stations Administrative Officer prepares the deployment order of BFP CDM contingents.

6. DRDO/D/POO/SOO briefs the units/personnel involved in the CDM operation.

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<tr>
<td>7. Upon arrival, BFP Augmentation Team Leader coordinates with the PNP Ground Commander.</td>
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<td>8. The BFP Team Leader takes command from the PNP Ground Commander in the area.</td>
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<tr>
<td>9. The BFP Team Leader pre-positions the fire truck, behind the PNP CDM force, facing opposite the crowd for easy maneuverability. The EMS ambulance and the Rescue Team are to be positioned at the cold zone.</td>
</tr>
<tr>
<td>10. The Pump Operator sets engine pressure enough to disperse crowd and upon the direction of the PNP Ground Commander.</td>
</tr>
<tr>
<td>11. Once the PNP CDM force is overrun by the protesters, the BFP Augmentation Team retreats along with the PNP CDM force and returns only to proper position when the latter have already re-positioned themselves.</td>
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<tr>
<td>12. The BFP Augmentation Team seeks clearance from the PNP Ground Commander to leave the area</td>
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<td>When responders safely dispersed the crowd without further injuries.</td>
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<tr>
<td>When responders are safe after the operation.</td>
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### OTHER FORMS / RECORDS

- Victim's profile, Historical Data; Event's Historical Background, Logistical Data, Hazards and Safety Procedures, Activity Log
### 4.5 DISASTER RESPONSE

#### POLICY:
NDRRMP Outcome Number 14 Lead by the DND, DILG, DOH, the BFP as one of the implementing partners of the NDRRMC shall have an integrated and coordinated Search, Rescue and Retrieval Capacity as indicated by the number of persons rescued and number of bodies retrieved, identified and turned-over to their respective families.

RA 6975 Sec 12. The BFP with the BJMP along with the PNP shall, upon the direction of the President shall assist the AFP in meeting National Emergency in addition to the performance of their mandated functions as mandated by law.

RA 10121 - Philippine Disaster Risk Reduction and Management Act of 2010. An Act directing the BFP to assist the LGu’s in times of disaster.

#### PURPOSE:
Search and save lives of victims of disasters and calamities.

#### BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Tactical considerations are given due weight through the command structure. The first arriving BFP unit shall assume command of the incident if not yet established until it is transferred to a higher authority.

Response personnel are required to possess knowledge in ICS, USAR or CSSR response.

No responder shall participate in this operation without wearing proper uniform and PPE.

All response personnel shall be properly immunized before engagement.

Consider Critical Stress Debriefing after every Operational Period as possible.

Consider decontamination of personnel, tools and equipment after each search and retrieval operations

If RDC and OSOCC are not yet established, teams shall establish one prior to UNDAC team’s arrival.

#### SCOPE:
All BFP Units.

#### RESPONSIBILITIES:
The first Senior Officer of the BFP team to arrive shall assume command and control of the situation. He shall identify critical factors, hazards, develop back-up plans.
The SRU Team Leader shall always coordinate with the BFP Operations Officer to identify specific search areas.

The SRU Logistics Officer shall ensure that all the necessary resources are readily available.

Emergency Medical Services (EMS) shall man the Treatment Sector and provide pre-hospital care and critical stress debriefing to response personnel.

**DEFINITION:**

Disaster – a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation. (NDRRMC Definition).

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. The Team Leader ensures resource operability at all times.
2. The Team Admin conducts logistics inventory, personnel training and medical profile.
3. After the COMMEL receives the distress call, the Team Leader relays the information to his immediate supervisor.
4. The Team Documenter gathers necessary information from the dispatch center before the Response Team leaves the base.
5. Team Radio Operator seeks clearance from the dispatch center before proceeding to the location of incident.

**ACTUAL / DURING**

6. The first BFP Responding Team establishes Incident Command Post (ICP) and coordinates with the Regional Director concerned.
7. If responding to other countries, BFP responding teams report to the Reception Departure Center (RDC), at the On Site Operational Coordination Center (OSOCC).
8. The Team Leader briefs his team after OSOCC briefing.
9. The Logistics Team establishes camp and prepares needed resources.
10. The BFP responding teams conduct reconnaissance to designated operational area.
11. The BFP responding teams conduct search operation using dogs (if available) and technical search techniques (optical,
thermal, acoustic/ seismic etc.).

12. BFP responding teams observe INSARAG guidelines and methodologies.

13. The BFP responding teams ensure scene safety through Safety Officer and HAZMAT Specialist/ Team.

14. The BFP responding teams conduct rescue of victim/s in confined spaces, collapsed structures, and other type of occurrences due to disaster.

15. Once the victim(s) has been extricated, the rescuer turns over the victim(s) to the EMS for pre-hospital care.

16. After the operational period, the Team Leader notifies immediate superior on the updates of the operations.

17. The Logistics Team accounts all the resources before proceeding back to the base.

18. The Team Leader ensures that all personnel have enough rest before the next operational period.

19. The Team Leader attends the operational briefing on the next operational period.

20. After the required number of operation days, the team prepares for demobilization.

21. The Team Leader ensures personnel accountability.

22. The Logistics Officer/ Team recovers all tools and equipment.

23. All response teams return to base with all the equipment.

24. The Team Leader considers a Post Incident Critique (may be appropriate at a later date).

**POST / AFTER**

When victims are rescued and are provided initial health care.

When all responders are safe after the operation.

**REFERENCES:**

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
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<tbody>
<tr>
<td>Pan American Health Organization (PAHO) and the International Committee of the Red Cross (ICRC), together with the World Health Organization (WHO) and the International Federation of Red Cross and Red Crescent Societies (IFRC), published guidelines for the management of the dead, to help improve the management of the dead after catastrophes.</td>
<td>FEMA, NFPA 1670, Standard on Operations and training for Technical Search And Rescue Incident, 2009 Edition. This standard identifies and establishes levels of functional capability for safely and effectively conducting operations at technical rescue incidents</td>
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UN General Assembly Resolution 57/150 16 Dec 2012
(INSARAG): Strengthening the effectiveness and coordination of International Urban Search and Rescue Assistance, NFPA


INSARAG GUIDELINES B1
Purpose of the INSARAG Guidelines para 2As affirmed in the United Nations GA Resolution 57/150 of 16 December 2002, countries prone to earthquakes or disasters with the potential to cause structure collapse are strongly advised to include the INSARAG methodology in their National Emergency Management plans

NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs- A standard establishes a common criteria for disaster management, emergency management and business continuity programs

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4.6 ELECTROCUTION RESCUE OPERATIONS

POLICY:

The Bureau of Fire Protection Special Operations adopts the policy of saving lives and properties.

RA 9514, Section 5 para C / Revised Fire Code of the Philippines IRR Rule 4. Sec 4.0.0.3 para A, subpara 1 and 2. The BFP Chief or his duly authorized representative is hereby specifically authorized to support and assist fire volunteers, practitioners, and fire volunteer organizations in the country that shall undergo mandatory fire suppression, inspection, rescue, emergency medical services and related emergency response trainings and competency evaluations to be conducted by the BFP.

Revised Fire Code of 2008 IRR Rule 4, Sec 4.0.0.2 para C. The Chief BFP with the approval of the Secretary of the DILG, shall enter into long term agreement, either through public biddings or negotiations in accordance with the provisions of RA 9184, otherwise known as the Government Procurement Reform Act of 2003, for the acquisition of fire prevention, fire protection and fire fighting investigation, rescue, paramedics, hazardous material handling equipment, supplies, materials, and relate technical services necessary for the fire services.

RA 6975, Sec 12. The BFP with the BJMP along with the PNP shall, upon the direction of the President shall assist the AFP in meeting National Emergency in addition to the performance of their mandated functions as mandated by law.

PURPOSE:

Ensure operational standards in the rescue of electrocuted victim and to prolong the life/ lives of victim/s after an electrocution incident.

Tactical considerations are given due weight through the command structure.

The SRU team or the first BFP unit to arrive shall assume command of the incident until it is transferred to a higher authority. Consider the effects of weather and geographic location on the hazard profile.

Untrained personnel is advised NOT to engage unless necessary.

Electrocution rescue incidents attract the news media hence consider assigning a Public Information Officer (PIO).

Approach the victim with caution.
Consider having a lighting apparatus to illuminate the scene.

Consider Critical Stress Debriefing for personnel after the operation.

**SCOPE:**

Incident Management Team (IMT), SRU personnel, BFP Responders, EMS

**RESPONSIBILITIES:**

The most Senior Officer of the first BFP team to arrive or the SRU Team Leader shall assume command and control of the situation. He shall identify critical factors, hazards, develop back-up plans and coordinate with other responders and other stakeholders.

The utility (electrical) workers shall establish safety of the area upon notification of the responding team.

The EMS shall man the Treatment Sector and provide pre-hospital care to the victim/s

**DEFINITIONS:**

Electrocution – an emergency situation where there is a risk of electrical shock that should consider an appropriate action plan to make sure the victim gets to help as quickly as possible without endangering the life and health of rescuers. (Safety Services Company)

Immediate Superiors – pertains to officer/s higher in authority or rank than the concerned officer.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. The Team Leader ensures resource operability at all times.
2. After the COMMEL receives the distress call, Team Leader relays the information to his immediate supervisor.
3. Team Documenter gathers necessary information from the dispatch center before the response team leaves the base.
4. Team Radio Operator seeks clearance from the dispatch center before proceeding to the location of incident.
5. The first team to arrive assumes command and establishes safety zones.
6. Team Leader coordinates with the power companies to de-energize the power lines.
7. Rescue Team secures the scene and denies entry for all non-rescue personnel.
8. The Team Leader identifies the best approach to extricate, retrieve or rescue the casualty.
9. Team Logistics Officer gathers resources needed to remove the victim from current location.
10. The Team Leader requests for additional resources from other SRU teams or BFP units near the incident as necessary.
<table>
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<tr>
<th>ACTUAL / DURING</th>
<th>POST / AFTER</th>
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<tr>
<td>11. The Team Leader coordinates with the EMS for treatment or pre-hospital care.</td>
<td>19. The Team Leader ensures personnel accountability.</td>
</tr>
<tr>
<td>12. The Team Leader ensures personnel safety at all times or he assigns a Safety Officer when necessary.</td>
<td>20. The Team Logistics Officer recovers all tools and equipment used in the rescue/recovery operation. In cases of a fatality, consider leaving everything in place until the investigative process has been completed.</td>
</tr>
<tr>
<td>13. Once the electrical lines have been shut off, Rescuer approaches the victim cautiously.</td>
<td>21. The Response Team returns to base with all the equipment.</td>
</tr>
<tr>
<td>14. Rescuer checks for signs of life (victims usually suffer burns all over his body which make him prone to infections) and takes the victim to a safer area.</td>
<td>22. The Team Leader considers a Post Incident Critique (may be more appropriate at a later date).</td>
</tr>
<tr>
<td>15. If lines cannot be shut off, Rescuer uses available non-conductor poles to set live wires aside and to access the victim.</td>
<td></td>
</tr>
<tr>
<td>16. If the victim’s clothing are not burned, the Rescuer pulls the victim carefully using the pike pole and drags the victim away from the energized line.</td>
<td></td>
</tr>
<tr>
<td>17. If the victim is hanging in high rise structure, Technical Rope Rescue Personnel pack and lower the victim cautiously. In cases of a fatality, consider leaving everything in place.</td>
<td></td>
</tr>
<tr>
<td>18. The Team Leader turns over the victim to EMS personnel once the victim is lowered and brought to the safe zone.</td>
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</table>

**EFFECTIVENESS CRITERIA:**
- When victims are transferred to a safer place.
- When personnel are safe after the operation.

**REFERENCES:**
- **Standard, Law or Regulation**
  - NFPA 1006. Standard for Rescue Technician Professional Qualification. This standard establishes the minimum job performance requirements necessary for fire service and other emergency response personnel who perform technical rescue operations.
- **Other Procedures, Documents, etc.**
  - FEMA, NFPA 1670, Standard on Operations and training for Technical Search And Rescue Incident, 2009 Edition. This standard identifies and establishes levels of functional capability for safely and effectively conducting operations at technical rescue incidents.
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NFPA 1600, Standard on Disaster/ Emergency Management and Business Continuity Programs- A standard establishes a common criteria for disaster management, emergency management and business continuity programs.

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4.7 ELEVATOR RESCUE OPERATIONS

POLICY:
The Bureau of Fire Protection, Special Operations adopts the policy of saving lives and properties.

RA 9514, Section 5 para C / Revised Fire Code of the Philippines IRR Rule 4. Sec 4.0.0.3 para A, subpara 1 and 2. The Chief, BFP or his duly authorized representative is hereby specifically authorized to support and assist fire volunteers, practitioners, and fire volunteer organizations in the country that shall undergo mandatory fire suppression, inspection, rescue, emergency medical services and related emergency response trainings and competency evaluations to be conducted by the BFP.

Revised Fire Code of 2008 IRR Rule 4, Sec 4.0.0.2 para C. The Chief, BFP with the approval of the Secretary of the DILG, shall enter into long term agreement, either through public biddings or negotiations in accordance with the provisions of RA 9184, otherwise known as the Government Procurement Reform Act of 2003, for the acquisition of fire prevention, fire protection and fire fighting investigation, rescue, paramedics, hazardous material handling equipment, supplies, materials, and relate technical services necessary for the fire services.

RA 6975, Sec 12. The BFP with the BJMP along with the PNP shall, upon the direction of the President shall assist the AFP in meeting National Emergency in addition to the performance of their mandated functions as mandated by law.

PURPOSE:
Save the lives of individuals trapped inside the elevator car.

The first arriving BFP unit shall assume command of the incident until it is transferred to a higher authority.

Coordinate with the Building Safety Officer and ask for elevator key.

Increase Situational Awareness at all times to avoid further injuries.

Consider the psychological and environmental effects to the trapped victim through constant communication and check oxygen levels inside the elevator car.

Elevator rescue incidents attract the news media hence consider assigning a Public Information Officer.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:

"Save the lives of individuals trapped inside the elevator car."
### SCOPE:
Incident Management Team (IMT), Special Rescue Team, and the Emergency Medical Services Team.

### RESPONSIBILITIES:
The SRU Team Leader shall assume command and control of the situation if not yet established. He shall identify critical factors, hazards, develop back-up plans and coordinate with other responders and other service providers.

The elevator provider/operator shall establish safety of the area upon notification of the responding team.

The EMS shall man the Treatment Sector and provide pre-hospital care to the victim/s as necessary.

### DEFINITIONS:
**Elevator Rescue** – is a rescue operation done to evacuate trapped passengers trapped inside an elevator car that accidentally failed to move.

**Immediate Superiors** – pertain to officer/s higher in authority or rank than the concerned officer.

### GENERAL PROCEDURES:

#### PRE / BEFORE
1. The Team Leader ensures resource operability at all times.
2. After the COMMEL receives the distress call, Team Leader relays the information to his immediate supervisor.
3. Team Documenter gathers necessary information from the dispatch center before the response team leaves the base.
4. Team Radio Operator seeks clearance from the dispatch center before proceeding to the location of the incident.
5. The first team to arrive assumes command.
6. The SRU Team Leader coordinates with the building engineer, safety engineer, elevator operator and/or service providers.
7. The SRU Team secures the scene and denies entry of all non-rescue personnel.
8. The Team Leader identifies the best approach to extricate, retrieve or rescue the trapped victims.
9. The Team Documenter gathers specific information in relation to the exact location of the elevator car, and ways of communication.
10. The SRU Team assesses their resource capability and brings resources to the location of the elevator car. All personnel must wear appropriate PPE before entry.

#### ACTUAL / DURING
11. The SRU Team Leader ensures personnel safety at all times.
12. The SRU Team secures the stability of the elevator, and performs the rescue operation cautiously.
### POST / AFTER

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<tr>
<td>13.</td>
<td>The SRU Team communicates with the victims while opening the elevator door. (Check if elevator keys are working)</td>
</tr>
<tr>
<td>14.</td>
<td>The SRU Team Leader assesses how to remove trapped victims safely while monitoring the oxygen level of the car.</td>
</tr>
<tr>
<td>15.</td>
<td>The SRU Team removes conscious victims first, particularly the young, pregnant and the elderly.</td>
</tr>
<tr>
<td>16.</td>
<td>The SRU Team packs unconscious victims, and removes them from the car. In case of fatality, consider leaving everything in place until the investigative process is completed.</td>
</tr>
<tr>
<td>17.</td>
<td>The Team Leader turns over the victim to EMS personnel.</td>
</tr>
<tr>
<td>18.</td>
<td>The Team Leader ensures personnel accountability.</td>
</tr>
<tr>
<td>19.</td>
<td>The Team Logistics Officer recovers all tools and equipment. In case of fatality, consider leaving everything in place until the investigative process has been completed.</td>
</tr>
<tr>
<td>20.</td>
<td>The Response Team returns to base with all the equipment.</td>
</tr>
<tr>
<td>21.</td>
<td>The Team Leader considers a Post Incident Critique (may be more appropriate at a later date).</td>
</tr>
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</table>

### EFFECTIVENESS CRITERIA:

If all trapped victims are securely taken out of the elevator car.

### REFERENCES:

- Standard, Law or Regulation
- Other Procedures, Documents, etc.

NFPA 1006. Standard for Rescue Technician Professional Qualification. This standard establishes the minimum job performance requirements necessary for fire service and other emergency response personnel who perform technical rescue operations.

FEMA, NFPA 1670, Standard on Operations and training for Technical Search And Rescue Incident, 2009 Edition. This standard identifies and establishes levels of functional capability for safely and effectively conducting operations at technical rescue incidents.
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</table>
4.8 FIRE GROUND RESCUE OPERATION

**POLICY:**
RA 6975, Section 54. Powers and Functions. The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on buildings, houses and other structures, forest, land transportation vehicles and equipment, ships or vessels docked at piers or wharves or anchored in major seaports, petroleum industry installations, plane crashes and other similar incidents, as well as the enforcement of the Fire Code and other related laws.

RA 9514, Sec 5. Para C. Support and assist Fire volunteers, practitioners and fire volunteers organizations in the country who shall undergo mandatory fire suppression, inspection, rescue, EMS and related response trainings and competency evaluation to be conducted by the BFP.

**PURPOSE:**
Locate and save the life / lives of a victim/s lost or trapped inside a burning structure or area, and bring them to safety.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
Do not enter a building in which the fire has progressed to a point where viable victims are not likely to be found.

SAR procedures shall only be done if victims are likely trapped inside the burning structure and as fast as the team can possibly can.

Use appropriate PPE as possible.

Attempt entry only after ventilation is accomplished.

Work within the Incident Action Plan (IAP). Do NOT freelance.

Maintain communication with Incident Commander (IC) / Operation Officer, who is in control over search/rescue teams. Be aware of additional search team locations and area of responsibility.

Monitor fire conditions that might affect individual firefighters and search teams.

Work in teams of two or more and stay in physical, visual, or voice contact with each other.

Search systematically to increase efficiency and to reduce the possibility of becoming disoriented.

Stay below level of thermal layer and move cautiously while
searching.

Monitor the structure’s integrity.

Use thermal imaging camera in locating the victim/s and seat of fire.

Feel doors for excessive heat before opening them.

Look for bars or other security measures that could impede escape or victim removal.

Mark or identify any locked or unlocked interior doors into rooms and remember the direction of travel when entering the room.

To exit the room and the building, proceed in the opposite direction. Any sign of forced entry will alert secondary search teams that primary search was completed.

Maintain contact with anchor points (wall, search rope or fire hose), when visibility is obscured. Working together, search team members can extend their reach by using ropes, straps or tools.

Keep a charged hose line at hand whenever possible while working on the fire floor (or the floor immediately below or above the fire) as it may be used as a guide for egress as well as for fighting fire.

Coordinate with ventilation teams before opening windows to relieve heat and smoke during search.

Close the door, report on current and expected conditions, and adhere to the search group supervisor’s orders if fire is encountered during a search.

Advise operations and/ or team leaders immediately of any room that could not be searched for whatever reason.

Report promptly to the supervisor/ Incident Commander once the search is completed. In addition to giving an “All Clear,” report the progress of the fire and the condition of the building.

**SCOPE:**

Incident Commander (IC), SRU Team Leader, Safety Officer, Fire Behaviorist or Specialist

**RESPONSIBILITIES:**

The first BFP Team to arrive shall assume command and control of the situation. The IC with SRU Team Leader shall identify critical factors, hazards, develop back-up plans and coordinate with other responders and other service providers.
The SRU Team shall work hand in hand with the IC and shall serve as the team’s safety officer and Rapid Intervention Team.

BACO shall observe SCBA ingress and egress protocols at all times.

The EMS shall man the Treatment Sector and provide pre-hospital care to the victim/s as necessary.

Fire Ground Search and Rescue – is a preplanned, systematic method of locating and removing victims from a structure fire environment. (North zone Training Manual 2006)

Distress – a search and rescue incident where there is a reasonable certainty that one or more individuals are threatened by grave and imminent danger and require immediate assistance.

BACO – Breathing Apparatus Control Officer

Rapid Intervention Team/Crew (RIT/RIC) – is a team of two or more firefighters dedicated solely to the search and rescue of other firefighters in distress, shall have no other operational assignment during an incident.

GENERAL PROCEDURES:

PRE / BEFORE

1. The Team Leader ensures resource operability at all times.
2. After the COMMEL receives the distress call, the SRU Team Leader relays the information to his immediate supervisor.
3. Team Documenter gathers necessary information from the dispatch center before the response team leaves the base.
4. The Team Radio Operator seeks clearance from the dispatch center before proceeding to the location of incident.
5. The first team to arrive coordinates with the Incident Commander.
6. The SRU Team Leader acquires real-time information regarding trapped victims, and determines the mode of operation (Rescue or Recovery) based on the survivability profile of the victim/s (This includes factors such as the location of the victim(s) and elapsed time since the fire started incident occurred).

ACTUAL / DURING

7. The SRU Team Leader/Safety Officer ensures that all personnel are wearing appropriate PPE.
8. The SRU Team Logistics prepares all the needed equipment for Fire Ground SAR Operations.
9. The SRU Team Leader sizes up and gathers necessary data such as floor plans and other information relevant to the location of the victim/s.
10. The SRU Team Leader briefs entry teams (includes exterior size-up, exit routes, burned areas, and victim/s exact or probable locations).

11. The BACO ensures the team’s safe entry at all times.

12. The SRU Team Leader orders entry in pairs.

13. Entry Team provides anchor point for easy egress if possible.

14. The SRU Team Leader establishes search priorities.

15. The SRU Team Leader assigns RIT for immediate pull-out or rescue of entry teams.

16. The Entry Team locates the victim and obtains information about the extent of fire.

17. Other members of the team create ventilations and check structural safety.

18. Entry Team checks and marks all searched area and gives updates to the Team Leader.

19. If a victim is found, Entry Team checks for signs of life, provides respiratory protection if available and brings the victim to a safer area.

20. The team immediately turns over the victim to the EMS.

21. If the victim is already dead, the team follows Management of the Dead and the Missing Protocol.

22. The Team Leader gives updates to the IC and assists in fire suppression operation when needed.

23. The Team Leader seeks Incident Commander’s or Operations Chief’s advice for team check-out.

24. The Team Leader ensures personnel accountability.

25. The Team Logistics Officer recovers all tools and equipment used in the rescue operation.

26. The response team returns to base with all the equipment.

27. The Team Leader considers a Post Incident Critique (may be more appropriate at a later date).

POST / AFTER

24. The Team Leader ensures personnel accountability.

25. The Team Logistics Officer recovers all tools and equipment used in the rescue operation.

26. The response team returns to base with all the equipment.

27. The Team Leader considers a Post Incident Critique (may be more appropriate at a later date).

EFFECTIVENESS CRITERIA:

When victims are found and transported to the hospital safely.

REFERENCES:

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### 4.9 HAZARDOUS MATERIALS OPERATIONS

| POLICY: | The Bureau of Fire Protection in its Special Operation adopts the policy of saving lives and properties. Revised Fire Code of 2008 IRR Rule 4, Sec 4.0.0.2 para C. The Chief BFP with the approval of the Secretary of the DILG, shall enter into long term agreement, either through public biddings or negotiations in accordance with the provisions of RA 9184, otherwise known as the Government Procurement Reform Act of 2003, for the acquisition of fire prevention, fire protection and fire fighting investigation, rescue, paramedics, hazardous material handling equipment, supplies, materials, and relate technical services necessary for the fire services. Republic Act No. (RA) 6969, also known as the Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990 – This empowers the Department of Environment and Natural Resources (DENR), among others, to regulate, restrict, or prohibit the importation, manufacture, processing, sale, distribution, use, and disposal of such materials. The DENR is also authorized to call on any department, bureau, office, agency, state university or college, and other instrumentalities of the Government for assistance in the discharge of functions. |
| PURPOSE: | Assist responders in making initial decisions upon arrival at the scene of a hazardous materials incident which covers the identification or the presence of dangerous goods, and the protective actions to be done, the securement of the area and the request for assistance from qualified personnel. It also covers the response phase that would guide the responders in their actions as they approach and enter the scene of a hazardous materials incident and there final actions as they leave the scene. A hazardous materials incident differs from routine incidents like firefighting because it may pose a significant risk to the responders who are not trained to deal with the problem. It usually requires different operational approaches from “normal” or “routine” duties and requires different skills and attitude. Specialized personal protective equipment which may not readily be available is required when dealing with the incident. Section 10.3.1.2, Div.1, Chapter 3, IRR, RA 9514 states that “Hazardous Materials and Chemical shall include, but not limited to: 1. Flammable solids; 2. Corrosive liquids; 3. Radioactive materials; 4. Oxidizing materials; 5. Potentially explosive chemicals; 6. Highly toxic materials; and 7. Poisonous gases.” |
Safety is every responders concern. The Incident Commander, the Team Leader and safety officer must see to it that any safety violations or concern shall be dealt with immediately to avoid problems during the hazardous materials operations.

**SCOPE:**

Incident Commander, BFP Hazmat Team Leader, Hazmat Entry Team, Decontamination Team, BFP Firefighting Unit, Emergency Medical Services, the City/Municipality, Provincial / District Fire Stations

**RESPONSIBILITIES:**

The Incident Commander shall oversee the whole movement of the operations making sure that it goes well as planned. Adjustments and contingency plans must be at hand to ensure the success of the operations.

The Hazardous Materials Team Leader shall see to it that every action taken by the hazmat entry team (rescue, recon, sampling team), the decontamination team goes as planned and taking note on the proper procedures on the performance of their task.

The EMS shall see to it that all hazmat team members are well and fit prior to entering the hazmat scene as well as after the hazardous materials operations.

The BFP-Firefighting units shall perform firefighting operations as the need arises but upon direction of the Incident Commander of the Hazmat incident. It shall also assist the BFP-SRU in its decontamination procedures.

**DEFINITIONS:**

Hazardous Materials – is defined by the US Environmental Protection Agency and Occupational Safety and Health Administration (U.S. E.P.A/ OSHA) as “any substance that can produce an adverse effect on the health and the safety of the persons exposed”. “Any substance or materials that when release from its container may hurt or harm the thing it contact with or it can be any substance (solid, liquid, or gas capable of causing harm to people property and environment.”

Hazardous Materials Incident – can be defined as an emergency created by the release or potential release of hazardous materials. Or hazardous materials incident is any release or potential release of a hazardous substance in an unplanned or unexpected manner.

Decontamination Corridor – The area usually located within the warm zone where decontamination procedure takes place.
GENERAL PROCEDURES:

PRE / BEFORE

1. The HAZMAT Team approaches the incident from upwind, uphill or upstream staying clear of all spills, vapors, fumes, smokes and suspicious sources. (The HAZMAT Team must avoid rushing in to the incident site.)

2. Team secures the scene and isolates the area by denying entry to all unauthorized personnel in the scene.

3. The Team tries to identify or recognize the material through various means as indicated in the Emergency Response Guidebook (ERG) or any other hazmat field guides.

4. The Team sets up the initial isolation and protective action distance and if necessary begin protective action immediately.

5. The Incident Commander or the HAZMAT Team Leader assesses the situation considering the volume of the leak/spill, weather conditions, terrain, who is at risk, protective actions to be taken, resources needed and what can be done immediately.

6. The Incident Commander or HAZMAT Team Leader notifies responsible agencies and calls for assistance from qualified personnel.

7. The Incident Commander establishes a command post and lines of communication.

8. The responding team with assistance from BFP firefighting units (for water supply) sets up a decontamination corridor.

ACTUAL / DURING

9. The responders enter only when wearing appropriate personal protective equipment.

10. The HAZMAT Team Leader weighs rescue attempts and property protection against becoming part of the problem.

11. If necessary, the Decontamination Team follows the standard decontamination procedures (flush-flush-strip-flush) on all victims.

12. The firefighting and hazmat team cautiously use of water to control fire event, taking into consideration the reactivity of water with the hazardous materials.

13. The Incident Commander continuously reassesses the situation and modifies response accordingly.

14. The Incident Commander considers safety of people in the immediate area first, including the responding teams.

POST / AFTER

15. The Decontamination Team performs decontamination procedures on all responders and equipment coming out from the site of impact of the hazardous materials incidents.

16. If possible, the Decontamination Team performs decontamination procedure on the site of impact.

17. The EMS assesses the health of all responding personnel in the hazmat operations.

18. The Incident Commander and Team Leader perform
personnel accounting of all responders involved.

19. The Hazmat Team Logistics Officer ensures accounting and recovery of all response equipment.

20. The Responding Teams return to unit.

21. The Incident Commander / Responding Team Leaders conduct post operation critique.

22. The Responding Team Leaders consider post incident stress debriefing on all responders involved in the operations.

EFFECTIVENESS CRITERIA:

When victims of the hazmat incident are rescued, decontaminated and given proper health care.

When Hazmat incident is controlled and prevented it from causing harm to people and the environment.

When all responders are safe after the operation.

REFERENCES:

Standard, Law or Regulation

NFPA 1600, Standard on Disaster/ Emergency Management and Business Continuity Programs - A standard establishes a common criteria for disaster management, emergency management and business continuity programs

Other Procedures, Documents, etc.

Emergency Response Guidebook

FORMS / RECORDS:

Record/Form/Activity Name

After Operation Report

User/Receiver

Chief, Special Rescue Unit, City / Municipal Fire Marshal, Provincial / District Fire Marshal, Regional Director, Chief, BFP
4.10 HIGH ELEVATION / HIGH RISE STRUCTURE / HIGH ANGLE RESCUE OPERATIONS

POLICY:
RA 9514, Section 5 para C/ Revised Fire Code of the Philippines
IRR Rule 4, Sec 4.0.0.3 para A, subpara 1 and 2. The BFP Chief or his duly authorized representative is hereby specifically authorized to support and assist fire volunteers, practitioners, and fire volunteer organizations in the country that shall undergo mandatory fire suppression, inspection, rescue, emergency medical services and related emergency response trainings and competency evaluations to be conducted by the BFP.
IRR Rule 4, Sec 4.0.0.2 para C. The Chief, BFP with the approval of the Secretary of the DILG, shall enter into long term agreement, either through public biddings or negotiations in accordance with the provisions of RA 9184, otherwise known as the Government Procurement Reform Act of 2003, for the acquisition of fire prevention, fire protection and fire fighting investigation, rescue, paramedics, hazardous material handling equipment, supplies, materials, and relate technical services necessary for the fire services.
RA 6975, Sec 12. The BFP with the BJMP along with the PNP shall, upon the direction of the President shall assist the AFP in meeting National Emergency in addition to the performance of their mandated functions as mandated by law.

PURPOSE:
Save the life / lives of victims from a high rise structure, either accidental or intentional.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Tactical considerations are given due weight through the command structure. The first arriving Senior Officer of the BFP unit/ SRU shall assume command of the incident until it is transferred to a higher authority or Senior Officer.
High Angle Rescue is a hazardous operation which is considered only when other safer means of bringing down the patient is not possible.
Approach the scene with caution. Put off siren and blinking lights 400 meters away from the response site to prevent panic (for suicide jumpers).
Do not attempt to approach the subject in uncontrolled environment (subject holding a deadly weapon).
Technical rescue operations shall be conducted under the direction of SRU trained Rescue Technicians.
Consider having a lighting apparatus to illuminate the scene at night.

Do not attempt to cross over an electrical high tension wires and be cautious with sharp edges.

Consider Critical Stress Debriefing for personnel after the operation.

**SCOPE:**

Incident Management Team, Special Rescue Unit Team, BFP Aerial Ladder Team, EMS and Law Enforcers.

**RESPONSIBILITIES:**

The first BFP Responding Team to arrive or the SRU Team Leader shall assume command and control of the situation. He shall identify critical factors, hazards, develop back-up plans and coordinate with other responders and other stakeholders.

The Law Enforcers shall barricade the area of the incident to prevent non-responders’ entry.

The Rope Technician shall identify the proper rope rescue techniques to save the victim and ensure safety of all personnel working in the high structure.

EMS shall provide pre-hospital care to the victim/s as necessary.

**DEFINITIONS:**

High Angle – is considered to be terrain or structure that has 60 degree slope and higher. Rescuers are totally dependent upon the ropes used to keep them and the victims from falling and to gain access to and egress from the rescue locations such as pipe racks, ledges, catwalks, top of buildings or vessels, towers and cranes, etc. It also refers to an environment in which the load is predominately supported by the rope rescue system.

Rope Rescue Equipment – components used to build rope rescue systems including life safety rope, life safety harnesses, and auxiliary rope rescue equipment.

Rope Rescue System – a system comprised of rope rescue equipment and an appropriate anchor system intended for use in the rescue of a subject.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. The Team Leader ensures resource operability at all times.
2. After the COMMEEL receives the distress call, SRU Team Leader relays the information to his immediate supervisor.
3. Team Documenter gather necessary information from the
4. SRU Radio Operator seeks clearance from the dispatch center before proceeding to the location of Incident.
5. The first team to arrive assumes command and establishes safety zones.
6. SRU Team Leader coordinates with the building engineer, safety engineer, elevator operator and/or providers.
7. SRU Team secures the scene and deny entry for all non-rescue personnel.

**ACTUAL / DURING**

8. The Team Leader identifies the best approach to extricate, retrieve or rescue the trapped victims or suicide jumper.
9. The Team Leader prepares operation and tactical plans.
10. The SRU Team secures or isolates area/s, and ensures safety of the responders and the public at all times.
11. The SRU Team makes General Area and Rescue Area safe.
12. The Team Leader develops and implements the rescue plan.
13. The Team Leader convinces the victim to cooperate and tries to negotiate to lower him down or raise him up to the safe area. The team may use Aerial Platform or Ladder or Rope rescue techniques to reach victim’s location.
14. If ladder is not possible, rescuers climb the structure cautiously.
15. For suicide jumpers, Team Leader negotiates patiently and directs the rescuers to approach the victim as cautiously as possible.
16. The Team Leader ensures suicide jumpers’ safety at all times. In case of fatality, consider leaving everything in place until the investigative process is completed.

**POST / AFTER**

17. Rope Rescue Technicians secure the victim and bring him to the safer ground.
18. The Team Leader turns over the victim to the EMS for appropriate care or the appropriate authority (suicide jumpers).
19. The Team Leader ensures personnel accountability.
20. The Team Logistics Officer recovers all tools and equipment used in the rescue operation.
21. The Response Team returns to base with all the equipment.
22. The Team Leader considers a Post Incident Critique (may be more appropriate at a later date).

**EFFECTIVENESS CRITERIA:**

When the victim is brought to or is convinced to cooperate to move to a safer ground and given pre-hospital care or turned over to appropriate authority for appropriate management.
### REFERENCES:

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
</tr>
</thead>
<tbody>
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### FORMS / RECORDS:

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<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
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<tr>
<td>OTHER FORMS / RECORDS</td>
<td>Victim’s Personal Profile</td>
</tr>
<tr>
<td></td>
<td>Historical Data</td>
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</tbody>
</table>
4.11 MOUNTAIN RESCUE OPERATIONS

POLICY:
RA 9514, Section 5 para C / Revised Fire Code of the Philippines IRR Rule 4, Sec 4.0.0.3 para A, subpara 1 and 2. The BFP Chief or his duly authorized representative is hereby specifically authorized to support and assist fire volunteers, practitioners, and fire volunteer organizations in the country that shall undergo mandatory fire suppression, inspection, rescue, emergency medical services and related emergency response trainings and competency evaluations to be conducted by the BFP...

Revised Fire Code of 2008 IRR Rule 4, Sec 4.0.0.2 para C. The Chief BFP with the approval of the Secretary of the DILG, shall enter into long term agreement, either through public biddings or negotiations in accordance with the provisions of RA 9184, otherwise known as the Government Procurement Reform Act of 2003, for the acquisition of fire prevention, fire protection and fire fighting investigation, rescue, paramedics, hazardous material handling equipment, supplies, materials, and relate technical services necessary for the fire services.

PURPOSE:
Locate and save the life/ lives of a victim/s lost, trapped or accidentally injured, in the mountain ridges or wilderness.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:
Tactical Considerations are given due weight through the command structure.

The first arriving BFP unit shall assume command of the incident until it is transferred to a higher authority.

Teams shall Communicate, Coordinate and Collaborate with other agencies responding to the incident.

Response personnel are required to possess knowledge in technical rope rescue, map reading, GPS and communication. Untrained individuals are highly discouraged on the site particularly those who may interfere with the operations.

Non-responders are not allowed to enter search zones.

Technical rescue operations shall be conducted under the direction of SRU trained Rescue Technicians.

SCOPE:
Incident Management Team, Rescue Technician, Special Rescue Unit Team, the BFP Personnel, and the EMS Team.

RESPONSIBILITIES:
The first BFP Responding team to arrive or the SRU Team Leader shall assume command and control of the situation. He
shall identify critical factors, hazards, develop back-up plans and coordinate with other responders and other service providers.

The Rope Technician shall identify the proper rope rescue techniques to save the victim and ensure safety of all personnel working risky environment.

The BFP EMS shall provide pre-hospital care to the victim/s.

**DEFINITIONS:**

Mountain SAR – refers to rescue activities that occur in a mountainous environment. The difficult and remote nature of the terrain in which mountain rescue often occurs has resulted in the development of a number of specific equipment and techniques.

High Angle – refers to an environment in which the load is predominately supported by the rope rescue system.

Highline System – a system of using rope suspended between two points for movement of persons or equipment over an area that is a barrier to the rescue operation, including systems capable of movement between points of equal or unequal height.

**GENERAL PROCEDURES:**

<table>
<thead>
<tr>
<th>PRE / BEFORE</th>
<th>ACTUAL / DURING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Team Leader ensures resource operability at all times.</td>
<td>9. The Team Leader / Safety Officer ensures that all personnel operating in Rescue Sector are accounted for and wearing appropriate PPE.</td>
</tr>
<tr>
<td>2. After the COMMEL receives the distress call, the SRU Team Leader relays the information to his immediate supervisor.</td>
<td>10. The SRU Team Leader develops a rescue plan and back-up plan. Note: Always consider presence of rebel groups or other friendly forces on the ground that may hamper or assist</td>
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<tr>
<td>3. Team Documenter gathers necessary information from the dispatch center before the response team leaves the base.</td>
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<tr>
<td>4. The SRU Team Radio Operator seeks clearance from the dispatch center before proceeding to the location of Incident.</td>
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<tr>
<td>5. The first team to arrive assumes command and establishes safety zones.</td>
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<tr>
<td>6. SRU Team Leader coordinates with the safety officer and local guides.</td>
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<tr>
<td>7. The Team Leader determines if this will be a RESCUE or a RECOVERY operation based on the survivability profile of the victim/s (This include factors such as the location and condition of the victim(s), and elapsed time since the accident occurred).</td>
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<tr>
<td>8. The Team Leader controls foot traffic on the trail and assembles resources.</td>
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</table>
in the rescue operation.

11. The Team Leader seeks air assistance/helicopter operations, if necessary and available.

12. If helicopter is available, SRU Team establishes Base Landing Zone/s in an appropriate location and mountain Landing Zones in designated mountain locations.

13. The Rescue Team secures the victim and provides necessary treatment/first aid.

14. The Team transports the victim through a stretcher to the safest zone.

15. The SRU Team Leader turns over the victim to the EMS.

POST / AFTER

16. The Team Leader ensures personnel accountability.

17. The Logistics Officer recovers all tools and equipment used in the rescue operation

18. The Response Team returns to base with all the equipment and personnel.

19. The Team Leader considers a Post Incident Critique (may be more appropriate at a later date).

EFFECTIVENESS CRITERIA:

When victim/s is/are found, given appropriate pre-hospital care and transported to the hospital safely.

REFERENCES:

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</tbody>
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OTHER FORMS / RECORDS

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4.12 WATER RESCUE OPERATIONS

POLICY: The Bureau of Fire Protection, Special Operation adopts the policy of saving lives and properties.

RA 9514, Section 5 para C / Revised Fire Code of the Philippines IRR Rule 4. Sec 4.0.0.3 para A, sub para 1 and 2. The BFP Chief or his duly authorized representative is hereby specifically authorized to support and assist fire volunteers, practitioners, and fire volunteer organizations in the country that shall undergo mandatory fire suppression, inspection, rescue, emergency medical services and related emergency response trainings and competency evaluations to be conducted by the BFP.

Revised Fire Code of 2008 IRR Rule 4, Sec 4.0.0.2 para C: The Chief, BFP with the approval of the Secretary of the DILG, shall enter into long term agreement, either through public biddings or negotiations in accordance with the provisions of RA 9184, otherwise known as the Government Procurement Reform Act of 2003, for the acquisition of fire prevention, fire protection and fire fighting investigation, rescue, paramedics, hazardous material handling equipment, supplies, materials, and relate technical services necessary for the fire services.

PURPOSE: Ensure operational standards in rescue operations during water rescue operations.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: Water rescue operations are dangerous thus training, drills and equipage are necessary. Likewise, no untrained BFP personnel shall take part in this SAR operation due to its inherent risks. Constant situational awareness shall be observed.

The first arriving unit shall assume command of the incident. This unit shall remain in command until command is transferred to a higher authority.

SCOPE: Special Rescue Unit, the Special Operations and the Responding BFP Units.

RESPONSIBILITIES: Special Rescue Unit, command officers, first responders and other personnel responding to this particular incident shall perform specific task.

DEFINITIONS: Water Rescue – a subset of technical rescue dealing in still or running water conditions which involves the use of specialized trained personnel, ropes, and mechanical advantage system to assist in the rescue of the endangered persons.
GENERAL PROCEDURES:

PRE / BEFORE

1. Team Leader ensures resource operability at all times.
2. After the COMMEL receives the distress call, relays it to the hierarchical positions of the Special Operations.
3. Team documenter gathers necessary information before leaving the base.
4. The Team Radio Operator seeks clearance from the dispatch center before proceeding to the location of emergency.
5. The Team Leader coordinates with the first responders, and assumes command when necessary and performs scene size up.
6. The Team Leader prepares operation, tactical plans, and assigns teams up and down streams.

ACTUAL / DURING

7. The Team Leader ensures personnel safety all the time. (Use Personal Floatation Device or PFD at all times within 15 ft (5 m) of a water hazard or when on a boat or bridge.)
8. Rescue Team conducts operation with minimal risk by doing the following:
   8.1. TALK – if water is calm or slow moving, talk to the victim for self-rescue if possible.
   8.2. REACH – reach the victim using tools and pull him out from the water.
   8.3. THROW – throw rescue throw bag/floatation device to the victim “haul” the victim(s) to the bank.
   8.4. ROW – a boat-based operation shall be utilized, assign a company on the opposite bank to assist in establishing an anchor for an approved rope system.
   8.5. GO – have a rescue swimmer approach the victim.
   Note: Rescue personnel shall never be attached to a lifeline without the benefit of a quick-release mechanism approved for water rescue. Rescue personnel shall never do a “breath-hold” surface dive in an attempt to locate a victim beneath the surface of the water.
   8.6. HELO (If Available) – helicopter operations are considered high-risk and shall be deciding upon through consultation with Rescue Sector, Safety, Command, and the Technical Advisor. Prior to considering the use of a helicopter for rescue operation. If so, the Pilot In Command (PIC) shall have the final say on if and how the helicopter will be used in the rescue operation.
9. The Team Leader turns over the victim to the EMS for appropriate care.

POST / AFTER

10. The Team Leader ensures personnel accountability.
11. The Team Leader considers decontamination of rescuers.
12. The Logistic Officers recovers all tools and equipment used.
in the rescue. In case of fatality, consider leaving everything in place until the investigative process is completed.

13. The Team Leader considers a Post Incident Critique (may be more appropriate at a later date).
14. The Response Team returns to unit after returning all equipment.

**EFFECTIVENESS CRITERIA:**

- When the victim is out of danger and given initial health care.
- When all responders are safe and without injuries after the operations.

**REFERENCES:**

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### 4.13 TURN OVER OF DUTIES AND SPECIAL OPERATIONS PERSONNEL DAILY ROUTINE

**POLICY:**

The Bureau of Fire Protection, Special Operation adopts the policy of saving lives and properties

RA 9514, Section 5 para C / Revised Fire Code of the Philippines IRR Rule 4. Sec 4.0.0.3 para A, subpara 1 and 2. The BFP Chief or his duly authorized representative is hereby specifically authorized to support and assist fire volunteers, practitioners, and fire volunteer organizations in the country that shall undergo mandatory fire suppression, inspection, rescue, emergency medical services and related emergency response trainings and competency evaluations to be conducted by the BFP.

Revised Fire Code of 2008 IRR Rule 4, Sec 4.0.0.2 para C. The Chief, BFP with the approval of the Secretary of the DILG, shall enter into long term agreement, either through public biddings or negotiations in accordance with the provisions of RA 9184, otherwise known as the Government Procurement Reform Act of 2003, for the acquisition of fire prevention, fire protection and fire fighting investigation, rescue, paramedics, hazardous material handling equipment, supplies, materials, and related technical services necessary for the fire services.

**PURPOSE:**

Ensure resource operability/operational availability round the clock.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**

Right practices makes perfect.

Operational readiness requires technically and physically well individuals with reliable capabilities.

All personnel shall ensure proper decorum, discipline, respect, honour and integrity among the team.

Work as a team.

**SCOPE:**

BFP-SRU.

**RESPONSIBILITIES:**

The Team Leaders shall ensure that all schedules are accomplished every day.

Assistant Team Leader shall support the Team Leader in daily activities.

All members of the team shall do their specific activities on the record.
DEFINITIONS:

Daily Routine – is a customary or regular course of procedure commonly known as office routine.

Turn-Over of Command – is a uniformed personnel tradition that represents a formal transfer of authority and responsibility for a unit from one commanding officer to another.

TEA – tools, equipment and accessories.

GENERAL PROCEDURES:

PRE / BEFORE

1. The SRU Team Leaders ensure that all incoming and outgoing personnel are present before the turn-over of duties.
2. The assistant Team Leader checks personnel appearance and uniform.
3. The team shall be in line formation during the turn-over of duties.
4. The Assistant Team Leader ensures that all personnel are in attendance before the Team Leader arrives.
5. Team members shall be in proper uniform depending on the activity.

ACTUAL / DURING

6. The Team Leaders observe proper turn-over protocols.
7. Team Admin checks personnel attendance
8. The incoming and outgoing personnel properly logs all turned-over resources.
9. Incoming team assumes responsibility and checks turned over resources.
10. Outgoing team leaves the office after being cleared from responsibility.
11. The assistant Team Leader conducts morning accounting and physical fitness.
12. After breakfast, the Team Leader conducts team briefing.
13. Team Driver checks, cleans, and logs operability of the vehicle/s.
14. Team Logistics check, clean, and log operability of all TEAs.
15. Assistant Team Leader shall assign team members to deliver lectures on specific topics being pre-assigned.
16. After lunch, Team Leaders or assigned rescue crews shall create series of exercises on equipment utilization.
17. The Assistant Team Leader may conduct physical fitness before dinner.
18. After dinner, Team Leader debriefs all personnel.

POST / AFTER

19. The team members may have their personal necessities and other personal activities within the premises of the Office.
| EFFECTIVENESS CRITERIA: | Victim is safe and treated.  
 | | All responders are safe and are not injured. |
| REFERENCES: | Standard, Law or Regulation  
 | Other Procedures, Documents, etc. |
| | NFPA 1006. Standard for Rescue Technician Professional Qualification. This standard establishes the minimum job performance requirements necessary for fire service and other emergency response personnel who perform technical rescue operations. |
| FORMS / RECORDS: | Record/Form/Activity Name  
 | User/Receiver |
| REQUIRED BY THE PROCESS / PROCEDURE | After Operation Report  
 | Chief, Special Rescue Unit, City / Municipal Fire Marshal, Provincial / District Fire Marshal, Regional Director, Chief, BFP |
| OTHER FORMS / RECORDS |
4.14 VEHICULAR ACCIDENT RESCUE OPERATIONS

**POLICY:**
The Bureau of Fire Protection, Special Operations adopts the policy of saving lives and properties.

RA 9514, Section 5 para C / Revised Fire Code of the Philippines IRR Rule 4. Sec 4.0.0.3 para A, sub para 1 and 2. The BFP Chief or his duly authorized representative is hereby specifically authorized to support and assist fire volunteers, practitioners, and fire volunteer organizations in the country that shall undergo mandatory fire suppression, inspection, rescue, emergency medical services and related emergency response trainings and competency evaluations to be conducted by the BFP.

Revised Fire Code of 2008 IRR Rule 4, Sec 4.0.0.2 para C. The Chief, BFP with the approval of the Secretary of the DILG, shall enter into long term agreement, either through public biddings or negotiations in accordance with the provisions of RA 9184, otherwise known as the Government Procurement Reform Act of 2003, for the acquisition of fire prevention, fire protection and fire fighting investigation, rescue, paramedics, hazardous material handling equipment, supplies, materials, and relate technical services necessary for the fire services.

**PURPOSE:**
Remove and save the life/lives of the victim/s trapped inside a wrecked vehicle resulting from an accident and bring them into safety.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
Tactical considerations are given due weight through the command structure. The first arriving BFP unit shall assume command of the incident until it is transferred to a higher authority.

Procedures in the operation includes before, during and after rescue operations.

Response personnel are required to possess knowledge in vehicular extrication, trauma care and victim packaging. Untrained individuals are highly discouraged on the site particularly those who may interfere with the operations.

Technical rescue operations shall be conducted under the direction of SRU trained Rescue Technicians.

Consider the use of extrication equipment which produce spark.

The combination of fuel, oil and electrical systems of vehicle poses a fire hazard to the victim and responding team. Fire truck should be dispatched along with Rescue Team to ensure fire
safety during extrication of the victim.

During night operation never use flare as an early warning device.

Consider having a lighting apparatus to illuminate the scene.

Consider Critical Stress Debriefing for personnel after the operation.

**SCOPE:**

Extrication team includes the Team Leader and his team.

Fire Fighting team.

**RESPONSIBILITIES:**

The first BFP team to arrive or the SRU Team Leader shall assume command and control of the situation. He shall identify critical factors, hazards, develop back-up plans.

The Firefighting Team shall be responsible for extinguishing fire.

The Team Leader shall ensure that the vehicle is properly stabilized or safe for work.

EMS shall provide pre-hospital care to the victim.

**DEFINITIONS:**

Vehicular Rescue – is the process of removing a vehicle from around a person involved in a vehicular/motor accident when conventional means of exit are impossible.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. The Team Leader ensures resource operability at all times.

2. After the COMMEL receives the distress call, the Team Leader relays the information to his immediate supervisor.

3. Team Documenter gathers necessary information from the dispatch center before the response team leaves the base.

4. The Team Radio Operator seeks clearance from the dispatch center before proceeding to the location of Incident.

**ACTUAL / DURING**

5. The first arriving BFP team conducts scene size-up; gathers all information related to the incident. This will assess team’s capability and decision for calling reinforcement or more skilled team.

6. The Team Leader/ Safety Officer ensures that all personnel in operating units are accounted for and are wearing appropriate PPE.

7. The Rescue Team establishes command and control of the scene by cordonning, putting of early warning devices to avoid the dangers of another collision and preventing bystanders’ entry.
8. The SRU Team Leader develops a rescue plan and back-up plan.
9. The Rescuer turns the vehicle’s engine off, disconnects the battery, activates the hand break, and shifts the gear to park.
10. A Rescuer places absorbent material on oil and gasoline spills and keeps Firefighting Team on standby.
11. Other members of the Rescue Team stabilize the vehicle before starting to work using cribbing, shores, shims, and other means.
12. Other members of the Rescue Team protect the patient from any debris during cutting process.
13. Other members of the Rescue Team remove the casualty from the inside by cutting sections of the vehicle to allow safe extrication of the patient.
14. Other members of the Rescue Team protect the head, neck and spine of the injured patient at all times.
15. For motorcycle incidents, the rescuer secures the victim cautiously so as not to further injure the spinal column.
16. The Rescue Team packages the victim properly before turning them over to the EMS.
17. The Team Leader turns over the scene to the PNP or traffic enforcers.

POST / AFTER

18. The Team Leader ensures personnel accountability.
19. The Logistics Officer recovers all tools and equipment used in the rescue, firefighting and / or EMS operations.
20. The Response Teams return to base with all the equipment.
21. The Team Leaders consider a Post Incident Critique (may be more appropriate at a later date).

EFFECTIVENESS CRITERIA:

When the victim is safely extricated from the vehicle, given appropriate pre-hospital care and brought to the hospital.

REFERENCES:

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NFPA 1670, Standard on Operations and training for Technical Search And Rescue Incident, 2009 Edition. This standard identifies and establishes levels of functional capability for safely and effectively conducting operations at technical rescue incidents.

NFPA 1561, Standard on Emergency Services Incident Management System. This standard shall contain the minimum requirements for an incident management system to be used by emergency services to manage all emergency incidents.

NFPA 1600, Standard on Disaster / Emergency Management and Business Continuity Programs - A standard establishes a common criteria for disaster management, emergency management and business continuity programs.

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<td>Chief, Special Rescue Unit, City / Municipal Fire Marshal, Provincial / District Fire Marshal, Regional Director, Chief, BFP</td>
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### 4.15 TRENCH RESCUE OPERATIONS

**POLICY:**

NDRRMP Outcome Number 14. Lead by the DND, DILG, DOH, the BFP as one of the implementing partners of the NDRRMC shall have an integrated and coordinated Search, Rescue and Retrieval Capacity as indicated by the number of persons rescued and number of bodies retrieved, identified and turned-over to their respective families.

RA 6975 Sec 12. The BFP with the BJMP along with the PNP shall, upon the direction of the President shall assist the AFP in meeting National Emergency in addition to the performance of their mandated functions as mandated by law.

**PURPOSE:**

Ensure operational standards in Trench Rescue Operation are practiced and trapped victims in trenches are saved.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**

Cave-ins pose the greatest risk and are much more likely than other excavation-related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, hazardous atmospheres, and incidents involving mobile equipment.

Because of the inherent danger on this type of operations, BFP Response Team is required to possess advanced knowledge and training in atmospheric monitoring, shoring, technical rope rescue and confined space rescue operations.

- Keep heavy equipment away from trench edges.
- Know where underground utilities are located before digging.
- Test for atmospheric hazards such as low oxygen, hazardous fumes and toxic gases when trenches deeper than 4 feet.

**SCOPE:**

BFP-Special Rescue Unit, BFP Personnel, Technical Advisor/Specialist, BFP EMS.

**RESPONSIBILITIES:**

The BFP Special Rescue Unit shall conduct confined space operations following the prescribed procedures.

A Technical Advisor/Specialist may provide assistance to the Special Rescue Unit.

The EMS shall provide medical/ pre-hospital care for the responders and the victims.

**DEFINITIONS:**

An excavation - any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal.
Trench - a narrow excavation made below the surface of the ground where the depth is greater than the width, but the width is not greater than 15 feet.

Cave-in - usually happens almost instantaneously with or without warning and usually results in injury or death (Salt River Fire Department & NFPA 1670).

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. Team Leaders ensure resource operability at all times.
2. After the COMMEL receives the distress call, the Team Leader relays the information to his immediate supervisor.
3. Team Documenter gathers necessary information from the dispatch center before the response team leaves the base.
4. Team Radio Operator shall seek clearance from the dispatch center before sending the responders to the location of the incident.
5. The first team to arrive coordinates with the first responders. If not yet established, the most Senior Officer of the responding team assumes command.
6. Rescue Team Leader acquires real-time information regarding trapped victims, and determines if this will be a RESCUE or a RECOVERY operation based on the survivability profile of the victim/s (this includes factors such as the location of the victim/s, and elapsed time since the incident occurred).
7. The SRU Team Leader coordinates with the building engineer, safety engineer and/or service providers.
8. The SRU Team secures and isolates the scene and denies entry of all non-rescue personnel.
9. The Incident Commander, with the Team Leader, develops action and back-up plans, identifies the best approach to extricate, retrieve or rescue the trapped victims.
10. The SRU Team assesses their resource capability and brings resources to the location of the trench and protect from further cave-in. All personnel must wear appropriate PPE before entry.

**ACTUAL / DURING**

11. The SRU Team Leader ensures personnel safety all the times.
12. The Rescue Team installs ground pads, constructs shoring and makes the trench safe. Place ingress and egress ladders into the trench 50 feet apart.
13. Other BFP units can remove victims in the non-collapsed area.
14. The Rescue Team will remove debris and objects trapping the victim.
15. The Rescuer/EMS will provide oxygen, intravenous fluid
therapy and first aid before moving the victim, observe proper procedure for compartment/crush syndrome management. Properly package the patient before removing from the trench.

16. Once the victim(s) has been extricated, rescuers turn over the victim(s) to the EMS for pre-hospital care.

POST / AFTER

17. Team Leader ensures personnel accountability.
18. The Logistics Officer recovers rescue tools and equipment. In case of fatality, consider leaving everything in place for purpose of investigation.
19. Decontamination Team observes proper decontamination of involved personnel and equipment.
20. Team Leader considers post incident critique.
21. BFP Responders return to respective units after ensuring the scene is safe.

EFFECTIVENESS CRITERIA:

Victims are rescued and provided initial health care.

Responders are all safe after the operations.

REFERENCES:

Standard, Law or Regulation Other Procedures, Documents, etc.

NFPA 1006. Standard for Rescue Technician Professional Qualification. This standard establishes the minimum job performance requirements necessary for fire service and other emergency response personnel who perform technical rescue operations.

NFPA 1670. Standard on Operations and training for Technical Search And Rescue Incident, 2009 Edition. This standard identifies and establishes levels of functional capability for safely and effectively conducting operations at technical rescue incidents.
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<tr>
<td>OTHER FORMS / RECORDS</td>
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</table>
MEMORANDUM

FOR:

SUBJECT: AFTER HAZMAT / CBR OPERATION REPORT

DATE:

1. References:

2. Information

   Hazmat Type
   Chemical     Biological     Radiological     Nuclear
   UN ID Number ___________________________________________________
   Type of Substance _______________________________________________
   Confirmed by ____________________________________________________
   Location ________________________________________________________
   Caller __________________________________________________________
   Tel No. of Caller _________________________________________________
   Receiver ________________________________________________________
   Dispatch Authority _______________________________________________

3. Duty

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<th>No.</th>
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<td>Decon Team Leader</td>
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4. Activities / Time

   Dispatch time: _____________________ Time of Arrival:  _____________  Cordon: ___________________
   Coordinated with: __________________________________________________________
   Gather Information: _____________ Briefing: _____________ Engage: _____________ extracted victims: _____________
   Start of Operation: _____________ End of Operation: _____________ Account Resources: _____________
   Debriefing: _____________ Left the scene: _____________ Arrived on Base: _____________

   Ground Commander: _______________________________________________________
   Decon Leader: ___________________________________________________________,
   EMS Leader: _____________________________________________________________
   PNP team leader: _________________________________________________________
5. Victims Data

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6. Sketch / Map (TOP VIEW NOT TO SCALE)
7. Activity Log

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8. Problems Encountered and Actions Taken

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9. Recommendations

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

10. For information.

Name MI Family Name

Rank BFP

“*”Team Leader
MEMORANDUM
FOR : 
SUBJECT : AFTER OPERATION REPORT 
DATE :

1. References:

2. Information
   Time __________________ Date ____________________________
   Type of rescue operation
   - High Angle
   - Confined Space
   - Collapsed Structure
   - Elevator Rescue
   - Flood Water
   - Swift Water
   - Vehicle Ext
   - Electrocution
   - Trauma
   Others: ___________________________________________________________

   Location : ________________________________________________________

   Caller: ___________________________________________________________
   Tel No of Caller: ____________________________________________________
   Receiver: _________________________________________________________
   Dispatch Authority: ________________________________________________

3. Duties

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   - Coordinated with: _______________________________________________________
   - Gather Information: ______ Briefing: ______ Engage: ______ Extracted Victims: ______
   - Start of Operation: ______ End of Operation: ______ Account Resources ______
   - Debriefing: ______ Left the Scene: ______ Arrived on Base: ______
   - Ground Commander: ______________________________________________________
   - Negotiator: _____________________________________________________________
   - Recon Team: _____________________________________________________________
   - Safety Officer: _________________________________________________________
   - Decon Leader: ___________________________________________________________
   - PNP Team Leader: ________________________________________________________

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9. Recommendations

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

10. For information

Name MI Family Name
Rank BFP
“*”Team Leader
### 5.1 Determining Fire Origin

#### Policy:

The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaints with the city or provincial prosecutor who has jurisdiction over the case. (Section 54, RA 6975)

#### Purpose:

Identify the Origin of Fire.

#### Basic Concepts, Principles and Guideposts:

The origin of a fire is one of the most important hypotheses that the investigator needs to develop and test during the investigation. Generally, if the origin cannot be determined, the cause cannot be determined and if the correct origin is not identified, the subsequent cause determination will also be incorrect.

In the event that hazardous materials/suspected illegal or regulated chemicals and/or contraband are found in the fire scene, immediately report to proper office/authority concerned (e.g. HAZMAT, PDEA). Make an inventory of the confiscated items.

#### Scope:

Fire Arson Investigation Team

#### Responsibilities:

**Composition of Investigation Team and Their Designated Responsibilities:**

- Team Leader – assumes overall control of the fire scene.
- Lead Fire Arson Investigator – coordinates with the Team Leader regarding appropriate investigation approach.
- Fire Scene Photographer – photographs the fire scene prior entry of the investigation team and during walk-through.
- Fire Scene Sketch Preparer – diagrams and illustrates the immediate area of the fire scene.
- Evidence Recovery Personnel and Custodian – conducts actual exhaustive search of probable pieces of evidence with the direct guidance of the Team Leader and Lead FAI at the fire scene.
- Team Security Personnel – ensures the overall security/safety of the investigating team.

#### Definitions:

Incident Command Post (ICP) – the designated area for planning and communication point for members of the Fire Arson Investigation.
Fire Spread – the movement of fire from one place to another.
Fire Pattern - the visible or measurable physical changes, or identifiable shapes, formed by a fire effect or group of fire effects.

Point of Fire Origin / Base of Fire – exact physical location where a heat source and a fuel came in contact with each other and where the fire begins.

Methodical Examination – the systematic approach in all relevant details found at the fire scene during the actual conduct of investigation.

Scientific Method – the analytical process necessary in a successful conduct of investigation.

Evidence Spoliation – loss, destruction or material alteration of an object or document which can be used in a legal proceeding by a person who has the responsibility for its preservation.

GENERAL PROCEDURES:

FIRST RESPONDER PERFORMS INITIAL ACTIONS

1. Fire Arson Investigator (FAI) receives assignment from the unit commander.
2. Fire Arson Investigation Team responds immediately and proceeds to the fire scene.
   2.1 Size up / assess fire scene.
   2.2 Cordon and secure the fire scene to prevent entry of any unauthorized person.
   2.3 Conduct initial interview to available witnesses within the immediate vicinity of the fire scene.
3. Fire Scene Photographer documents the fire scene using camera / video.
4. FAI preserves and protects the evidential value of the identified focal point of fire (evidence spoliation), and prepares inventory of the items.
5. FAI prepares the Fire Investigation Response Form (FIRP).
6. Team Leader / Lead Fire Arson Investigator reports to superior or higher investigating unit officer about the incident, and if necessary, turn over the conduct of investigation according to the Level of Authority.

CONDUCT ON-SCENE / ON-SITE INVESTIGATION

7. Team Leader / Lead Fire Arson Investigator establishes Incident Command Post (ICP).
8. Fire Arson Investigation Team performs preliminary survey
by conducting walkthrough to have an initial assessment of the fire scene.

9. FAI establishes the pre-fire condition of the fire scene by theoretically reconstructing the burned structure.

10. FAI determines the external and internal degree of damages caused by the fire.

11. FAI conducts thorough analysis of the Fire Spread Patterns to identify the Point of Fire Origin.

12. Fire Scene Photographer documents the fire area by the use of any verifiable means or source of recording.

13. Fire Scene Sketch Preparer diagrams or sketches the immediate area of the fire scene.

POST / AFTER

SUBMIT MANDATORY REPORT

14. Fire Arson Investigation Team submits Spot Investigation Report (SIR) within 24 hours to MFM/CFM copy furnished DFM, PFM, RD, Chief, BFP thru IID, BFP-NHQ.

EFFECTIVENESS CRITERIA:

- Point of origin properly identified.
- Fatality / Casualty (if any) duly accounted.
- Fire scene properly secured and preserved.
- Spot Investigation Report (SIR) submitted within the reglementary period.

REFERENCES:

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
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<tbody>
<tr>
<td>SOP NR: IID 2008-01 (Operational Standards on Comprehensive Fire and Arson Investigation and Filing of Criminal Complaint Procedures)</td>
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<tr>
<td>Criminal Investigation Philippine Edition 2011 (Karen M. Hess, Ph. D, Christine Hess Orthmann, M.S.)</td>
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<td>PNP Investigative Manual</td>
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<td>CFM / MFM / DFM / PFM / Office of the Regional Director / Chief, BFP thru IID BFP-NHQ</td>
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<td>Spot Investigation Report (SIR)</td>
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5.2 DETERMINING FIRE CAUSE

POLICY: The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaints with the city or provincial prosecutor who has jurisdiction over the case (Section 54, RA 6975).

PURPOSE: Accurately determine the cause of fire that will form part of the basis of fire prevention activities and filing of appropriate action in court.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: The determination of the cause of the fire requires the identification of materials, circumstances and factors that were necessary for the fire to have occurred. Likewise, the determination of the cause of fire will expose whether or not a certain person or entity must be held legally accountable for the occurrence of the fire.

Fire Arson Investigator (FAI) handling the case may require other documents necessary in the conduct of the investigation. And should also consider and delve into other possible sources of information. (Local neighborhood inquiry, available public records, concerned insurance company/ies and other reliable sources).

Fire Arson Investigator (FAI) must follow the instructions pertaining to evidence collection and handling of evidence as provided for in MEMORANDUM CIRCULAR NO. 2010-LAB-01: Guidelines in the Collection, Labeling, Preservation, Chain of Custody and Submission of Physical Evidence to BFP Laboratory.

SCOPE: Fire Arson Investigation Team / Chief, Arson

RESPONSIBILITIES: Team Leader – assumes overall control of the fire scene.

Lead Fire Arson Investigator – coordinates with the Team Leader regarding appropriate investigation approach.

Fire Scene Photographer – photographs the fire scene prior entry of the investigation team and during walk-through.

Fire Scene Sketch Preparer – diagrams and illustrates the immediate area of the fire scene.

Evidence Recovery Personnel and Custodian – conducts actual exhaustive search of probable pieces of evidence with the direct guidance of the Team Leader and Lead FAI at the fire scene.

Team Security Personnel – ensures the overall security/safety of
the investigating team.

Arson Laboratory Section (ALS) – BFP team that subjects/tests the pieces of evidence for laboratory examination.

**DEFINITIONS:**

Area of Fire Origin – the room or area where the fire began.

Inductive Reasoning – the process by which a person starts from a particular experience and proceeds to generalizations. The process by which hypothesis are developed based upon observable or knows facts and the training, experience, knowledge, and expertise of the observer.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

FIRE SCENE DOCUMENTATION

1. Fire Scene Sketch Preparer and Fire Scene Photographer ensures the availability of all tools and equipment they need for the investigation.
2. Fire Scene Sketch Preparer prepares a detailed illustration of the interior and exterior portion of the fire scene, illustration of the Area of Fire Origin and the Point of Fire Origin, Fire Spread Pattern, affected and unaffected areas at the fire scene.
3. Fire Scene Photographer photographs the fire scene in wide and close-up angles for detailed and sequential presentation.

**SUBMISSION OF PERTINENT DOCUMENTS FOR INVESTIGATION**

4. Fire Arson Investigator (FAI) prepares the LIST OF DOCUMENTS needed to be accomplished / submitted by the fire victim/s, building occupant/s and other parties affected by the fire. The required documents are listed in Form FAI-02: Required Documents for Investigation. Documents to be obtained from the fire victim vary based on the TYPE OF OCCUPANCY or the INVOLVED STRUCTURE gutted by fire.
5. FAI prepares and submits the mandatory reports within the reglementary period of submission.

**ACTUAL / DURING**

COLLECTION AND PRESERVATION OF EVIDENCE

6. FAI prepares the apparatus to be used for the collection of evidences.
7. FAI identifies and collects physical evidences found at the fire scene that have Evidentiary Value in the conduct of fire investigation.
8. Evidence Recovery Personnel and Custodian coordinates with Fire Scene Sketch Preparer for the illustrations of the position and location of all pieces of evidence collected.

9. Fire Arson Investigator photographs the pieces of evidences to be collected before lifting and should be in the presence of a witness independent from the Fire Arson Investigation Team.

10. FAI properly documents, packs, seals and labels the pieces of evidence recovered prior to transportation and submission to Arson Laboratory Section BFP-NHQ, within 72 hours upon lifting from the fire scene, for laboratory examination.

11. FAI fully records/documents, collect, and itemize in detailed format all the recovered pieces of evidence using the Evidence Collection and Recovery Record (ECRR).

12. FAI attaches the copy of the Evidence Collection and Recovery Record (ECRR) to the Evidence Chain of Custody (ECC) form.

INTERVIEW AND QUESTIONING OF WITNESSES

13. FAI issues Invitation Letter to all witnesses to appear before the Office of the Investigation and Intelligence concerned for a formal interview.

14. FAI requires the witness to execute and sign his/her Sworn Statement under oath, and have the same duly subscribed and sworn to before a person legally authorized to administer oath (Notary Public, Prosecutor, Clerk of Courts and Judges) or at least a member of the BFP investigation team with the rank of Fire Inspector.

15. FAI conducts interview and questioning to other experts / professionals who can provide relevant information about the occurrence of the fire.

CONDUCT FIRE CAUSE DETERMINATION PROCEDURE

16. FAI collects data by observation or other direct data gathering means.

17. FAI analyzes collected data based on acquired knowledge through training, experience, and expertise.

18. FAI develops hypothesis from collected data using inductive reasoning.

19. FAI tests the hypothesis if it can stand the test of careful and serious challenge.

20. FAI selects final hypothesis.

SUBMIT MANDATORY REPORT

21. Fire Arson Investigation Team submits Progress Investigation Report (PIR) within 7 days from the inception of the investigation to MFM / CFM copy furnished DFM, PFM, RD, Chief, BFP thru IID, BFP-NHQ.
<table>
<thead>
<tr>
<th>EFFECTIVENESS CRITERIA:</th>
<th>22. Fire Arson Investigation Team submits Final Investigation Report (FIR) within 45 days from the inception of the investigation to MFM / CFM copy furnished DFM, PFM, RD, Chief, BFP thru IID, BFP-NHQ.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCES:</td>
<td>Proper documentation of fire scene investigation by means of sketch and photographs. Information relevant in the determination of the cause of fire obtained.</td>
</tr>
<tr>
<td>Standard, Law or Regulation</td>
<td>MEMORANDUM CIRCULAR NR: 2010-LAB-01: Guidelines in the Collection, Labeling, Preservation, Chain of Custody and Submission of Physical Evidence to BFP Laboratory</td>
</tr>
<tr>
<td></td>
<td>SOP NR: IID 2008-01 (Operational Standards on Comprehensive Fire and Arson Investigation and Filing of Criminal Complaint Procedures)</td>
</tr>
<tr>
<td></td>
<td>Criminal Investigation Philippine Edition 2011 (Karen M. Hess, Ph. D, Christine Hess Orthmann, M.S.)</td>
</tr>
<tr>
<td>Other Procedures, Documents, etc.</td>
<td>Formal Letter of Invitation for interview of witnesses</td>
</tr>
<tr>
<td></td>
<td>Letter of Cognizance to investigate</td>
</tr>
<tr>
<td></td>
<td>Property Recovery and Clearing Permit (PRCP)</td>
</tr>
<tr>
<td></td>
<td>Release of Fire Scene (RFS)</td>
</tr>
<tr>
<td></td>
<td>Fire Clearance Certificate (FCC)</td>
</tr>
<tr>
<td>FORMS / RECORDS:</td>
<td>252</td>
</tr>
<tr>
<td>Record/Form/Activity Name</td>
<td>User/Receiver</td>
</tr>
<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
<td>Photographs and photographic log</td>
</tr>
<tr>
<td></td>
<td>CFM/MFM / DFM/PFM / Office of the Regional Director/ Chief, BFP thru IID BFP-NHQ</td>
</tr>
<tr>
<td></td>
<td>Evidence Collection and Recovery Record (ECRR)</td>
</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
<td>Evidence Chain of Custody (ECC)</td>
</tr>
</tbody>
</table>

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Form FAI-02: Required Documents for Investigation

Affidavit and Sworn Statement of Witnesses duly subscribed and sworn to before a person authorized to administer oath

Evidence Submission Form (Form Nr 05-01, Nr 06-04 and Nr 06-06) properly accomplished

Progress / Final Investigation Report
5.3 DETERMINING RESPONSIBILITY AND LIABILITY

POLICY: The Fire Bureau shall have the power to investigate all causes of fires and, if necessary, file the proper complaints with the city or provincial prosecutor who has jurisdiction over the case. (Section 54, RA 6975)

PURPOSE: Determine the responsibility and liability of any person involved in a particular fire incident.

Determine which BFP investigation unit has jurisdiction to conduct investigation.

BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: The notion of any particular fire investigation is to come up with a correct conclusion about what transpired on a particular fire incident that resulted to the death and injury of a person, damage to property and other unwanted aftermath of the fire.

Prior to the actual detention of an arrested Arson suspect, he/she shall first be subjected to medical examination, preferably in a government hospital or other accredited medical facility. The same procedure shall be observed prior to the actual turnover of the arrested suspect to the custody of the BJMP or the PNP, as the case may be.

Standard Guide in Computing Fire Damages Initial Assessment of Fire Damages:

<table>
<thead>
<tr>
<th>Construction Class</th>
<th>Occupancy Description</th>
<th>Amount per Square Meter (PhP/m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class: A+</td>
<td>High Rise and Low Rise Condominiums, Apartment Buildings and Hotels in highly urbanized towns and cities</td>
<td>PhP 80,000.00</td>
</tr>
<tr>
<td></td>
<td>Shopping Malls, Grocery (Mercantile) Stores and Commercial Establishments in highly urbanized towns and cities</td>
<td>PhP 80,000.00</td>
</tr>
</tbody>
</table>
### Residential Houses in posh exclusive subdivisions

| Class: A | Regular Condominiums, Hotels, Apartment Buildings, Lodging Houses and Dormitories | PhP 80,000.00 |
| Class: A | Warehouse Structure for Storage and Industrial Occupancies, made of industrial iron beams and trusses | PhP 35,000.00 |
| Class: A | Shopping Malls and Shopping Center in provinces | PhP 50,000.00 |

### Town Houses

| Class: A | PhP 35,000.00 |

### Class: A

| Residential Houses in posh exclusive subdivisions | PhP 80,000.00 |
| Town Houses | PhP 35,000.00 |

### Class: B

| Regular Residential Houses, concrete and fully finished | PhP 40,000.00 |
| Regular Residential Houses, concrete and fully finished | PhP 15,000.00 |

### Class: C

| Low Cost Row Houses, Low Rise Tenements (Public Housing) | PhP 12,000.00 |
| Public Markets and Public Schools | PhP 12,000.00 |

### Class: D

| Old Wooden Houses and Wooden Storerooms, Makeshift Houses (Informal Settlers) usually made of easily combustible materials | PhP 1,500.00 |
| Makeshift Houses (Informal Settlers) usually made of easily combustible materials | PhP 250.00 |
| Native Houses (Nipa Hut) usually made of Bamboo and Straw | PhP 350.00 |

### Level of Authority to Conduct Investigation

1. Municipal Investigation and Intelligence Unit (MIIU) shall have the authority to conduct investigation on fire incident cases with an incurred damage in the aggregate amount of not exceeding Twenty Million Pesos (PhP 20,000,000.00).
2. City Investigation and Intelligence Section (CIIS) shall have the authority to investigate fire incident cases with an
incurred damages in the aggregate amount of not exceeding Thirty Million Pesos (PhP 30,000,000.00).

3. Provincial/District Investigation and Intelligence Branch (PIIB/DIIB) shall have the authority to conduct investigation on fire incident cases with an incurred damage in the aggregate amount of above Thirty Million Pesos (Php 30,000,000.00) but not exceeding Forty Million Pesos (PhP 40,000,000.00).

4. Regional Investigation and Intelligence Branch (RIIB) shall have the authority to conduct investigation on fire incident cases with an incurred damage in the aggregate amount of above Forty Million Pesos (Php 40,000,000.00) but not exceeding Sixty Million Pesos (PhP 60,000,000.00).

5. Investigation and Intelligence Division of BFP National Headquarters shall have the authority to investigate fire incident cases with incurred damages in the aggregate amount of Sixty Million Pesos (PhP 60,000,000.00) and above.

Special Provisions on Fire Arson Investigation

a. Marine Transportation: In case of occurrence of fire involving a ship or vessel docked at sea ports/wharves, the BFP investigation unit who has jurisdiction over such sea port or wharf shall proceed to investigate the fire incident in coordination with the Maritime Industry Authority (MARINA) or the Maritime Police.

b. Air Transportation: In case of occurrence of fire involving an aircraft on the ground, the BFP investigation unit who has jurisdiction over the area where the fire incident involving an aircraft occurred shall proceed to investigate the said fire incident in coordination with Civil Aviation Authority of the Philippines (CAAP) or the Airport Police.

c. Forest Fires: In case of occurrence of a forest fire, the BFP investigation unit who has jurisdiction over the area where the forest fire occurred, shall proceed to investigate the said fire incident in coordination with the Department of Environment and Natural Resources (DENR), the Philippine National Police (PNP) and such other government agency/entity who may have interest in the said fire incident.

d. Gas Leaks and Explosions: In case of occurrence of fire caused by gas leak or explosion, the BFP investigation unit who has jurisdiction over the area where the gas leaks or explosion occurred shall proceed to investigate the matter in coordination with Philippine National Police (PNP), National Bureau of Investigation (NBI), or any investigation unit of the Armed Forces of the Philippines (AFP).

e. Fire Incidents within Economic Zones: In case of occurrence of fire within an area under the Philippine Economic Zone Authority (PEZA), the BFP Investigation unit who has jurisdiction over the area where the economic zone is located
shall proceed to investigate in coordination with the Zone Manager.

f. Investigating Fire incidents with Casualties: Investigation of this nature involves the visual examination of the body/cadaver; determination of identity and other personal circumstances; proper documentation (in situ – sketch and photographs) and lifting of the cadaver with the assistance of the Philippine National Police – Scene of the Crime Operatives (PNP-SOCO) in order to determine whether the crime committed is plain Arson or that Arson has been committed to conceal the commission of other crimes, such as murder or homicide.

**SCOPE:**

Fire Arson Investigation Team / Chief, Arson

Chief, BFP

**RESPONSIBILITIES:**

Team Leader – assumes overall control of the fire scene

Lead Fire Arson Investigator – coordinates with the Team Leader regarding appropriate investigation approach.

Fire Scene Photographer – photographs the fire scene prior entry of the investigation team and during walk-through.

Fire Scene Sketch Preparer – diagrams and illustrates the immediate area of the fire scene.

Evidence Recovery Personnel and Custodian – conducts actual exhaustive search of probable pieces of evidence with the direct guidance of the Team Leader and Lead FAI at the fire scene.

Team Security Personnel – ensures the overall security/safety of the investigating team.

**DEFINITIONS:**

Custodial Investigation – involves any questioning by law enforcement people after a person is taken into custody or deprived of his freedom in any significant manner (refer to RA 7438).

High profile cases – cases considered to invite too much public attention in view of the magnitude of its casualties and fatalities and unconscionable amount of insurance coverage, or that public clamor calls for such reinvestigation.
1. Chief, Investigation and Intelligence Section thru the Fire Arson Investigator (FAI) determines the total amount of damages of the fire incident (refer to Standard Guide in Computing Fire Damages Initial Assessment of Fire Damages).

2. Chief, Investigation and Intelligence Section, thru the FAI, determines level of authority to conduct the investigation (refer to Level of Authority to Conduct Investigation under standard guide).

DETERMINING LEGAL RESPONSIBILITY

3. Fire Arson Investigation Team collects and processes all the pieces of evidence within the fire scene.

4. Fire Arson Investigator (FAI) prepares the inventory of evidence collected and submits it to Arson Laboratory Section within 72 hours upon lifting from the fire scene.

5. FAI discusses preliminary scene findings with the team.

6. FAI discusses post scene issues including forensic testing, insurance inquiries, interview results and criminal histories.

7. FAI proceeds to address legal considerations.

8. FAI ensures that all scene documentation has been completed.

9. FAI appropriately addresses the structural, environmental, health and safety issues.

10. FAI completes the investigation process. Should the fire incident being investigated is highly suspected to be intentional in nature, issuance of Property Recovery and Clearing Permit (PRCP) must be temporarily withheld until proven otherwise.

10.1. If the fire incident is found to be intentional in nature, a criminal complaint must be filed in the prosecutor’s office and the issuance of the appropriate authority pertaining to clearing, cleaning and/or demolition of the burned premises shall depend on the discretion of the prosecutor investigating the case.

10.2. If the investigation of the fire incident was completed and found out to be accidental in nature, the Fire Arson Investigator shall issue the ‘Release of Fire Scene’ to the Property/Building Owner.

11. Fire Arson Investigation Team removes all the investigative equipment and materials in the fire scene.
ARREST AND CUSTODY OVER ARSON SUSPECT

12. In cases where the FAI makes an arrest, from the start of the custodial investigation, he informs the person arrested of his rights in accordance with Section 12, Para 1 of the 1987 Constitution. The person arrested is entitled to the following rights:

   12.1. The right to remain silent.

   12.2. The right to have a competent and independent counsel preferably of his own choice and if he cannot afford the services of a counsel, he must be provided with one.

13. FAI informs the person arrested that these rights cannot be waived except in writing and in the presence of a counsel. (Counsel of the Suspect reads and clearly explains the sworn statement to the person arrested, detained or under custodial investigation in the language or dialect known to him.)

14. Fire Arson Investigation Team subjects the arrested Arson suspect, prior to actual detention, to medical examination, preferably in a government hospital or other accredited medical facility.

15. FAI subjects the suspect for Inquest Proceedings before the Office of the Prosecutor within thirty six (36) hours after the arrest, or in case of municipalities where no government prosecutor is assigned, the FAI subjects the suspect for inquest at the office of the Provincial Prosecutor’s Office.

16. FAI continuously monitors the case up to its final resolution.

ATTENDING TO COURT DUTY

(FAI must always be ready ready with his credentials for the perusal of the court)

17. FAI dutifully attends and gives preferential attention to Subpoena or Order from the courts.

18. FAI immediately notifies the court in writing if he cannot attend a particular court hearing due to conflict of schedule.

19. FAI / BFP Officer / Personnel who will attend to a Court Duty must wear complete General Office Attire (GOA).

20. FAI / BFP Officer / Personnel is only required to bring original or authenticated photocopy of the investigation reports and other case records if so directed by the court.

21. As proof of attendance to court duty, FAI / BFP Officer / Personnel secures Certificate of Appearance from the Clerk of Court.
REINVESTIGATION (WHEN NECESSARY)

22. In any event that a fire case is requested to be reopened/reinvestigated, the FAI who conducted the investigation turns over the complete case folder within five (5) working days to the Office of the Chief, BFP upon notice from the Investigation and Intelligence Division, BFP-NHQ of such request, subject to the following conditions:

22.1. New evidence has been discovered that would warrant the reinvestigation of the fire case.

22.2. New witness/es appeared and attested to the veracity of significant facts pertaining to the fire incident.

22.3. High profile cases.

22.4. A formal request for reinvestigation should be filed at the Office of the Chief BFP, thru the Office of the Investigation and Intelligence Division, BFP-NHQ by the party requesting for such reinvestigation, stating therein the grounds/justification relied upon by the party who filed such request.

22.5. Upon the approval by the Chief, BFP of the request for reinvestigation, the investigation unit directed by the Chief, BFP to conduct the reinvestigation immediately assumes jurisdiction over the fire case.

22.6. The Higher Investigation Office tasked by the Chief, BFP to conduct reinvestigation shall temporarily invalidate all the issued clearances/certificates by the lower BFP investigation until the final result of the reinvestigation.

22.7. The Higher Investigation Office tasked by the Chief, BFP to conduct reinvestigation shall strictly observe that the conduct of reinvestigation shall not exceed thirty (30) working days from the date the case was approved for reinvestigation.

22.8. The Higher Investigation Office tasked by the Chief, BFP to conduct reinvestigation shall immediately report to the Chief, BFP the result of such reinvestigation immediately upon the completion thereof.

EFFECTIVENESS

CRITERIA:

Identification of the person liable for the fire incident.

Filing of appropriate legal action against the person liable for the fire incident.

Conviction of the person accused of the crime of Arson.
<table>
<thead>
<tr>
<th>REFERENCES:</th>
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<td>PNP Investigative Manual</td>
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<tr>
<td>OTHER FORMS / RECORDS</td>
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</tr>
</tbody>
</table>
6 DISASTER MANAGEMENT
### 6.1 RESPONSE TO EARTHQUAKE

**POLICY:** Republic Act 6975

Section 12. In times of national emergency, all elements of the PNP, the Bureau of Fire Protection, and the Bureau of Jail Management and Penology shall, upon direction of the President, assist the Armed Forces of the Philippines in meeting the national emergency.

The BFP Mission: To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

**PURPOSE:** Attain “Zero Casualty” during earthquakes through the effective and efficient use of a systematic approach by the BFP Disaster Response Team.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:** The BFP ensures operational readiness for disaster management response operations by maintaining personnel efficiency level through trainings and capability enhancement activities, and provision of adequate and effective response tools and equipment.

**SCOPE:** Disaster Response Team (DRT) of every fire station.

**RESPONSIBILITIES:** Disaster Response Teams of all fire stations - perform the required actions to be done before, during, and after an earthquake.

Volunteer Fire Brigades and other force multipliers - support the BFP DRT in the conduct of disaster response.

**DEFINITIONS:**

- **Earthquake** – is a sudden, rapid shaking of the earth caused by the breaking and shifting of rocks beneath the earth’s surface.

- **After Operation Report** – reports after a response conducted other than firefighting operation (e.g. response to vehicular accidents, response to landslides, etc).

- **Contingency Plan** - forward planning approach in a state of uncertainty, in which scenarios and objectives are agreed, managerial and technical actions defined, and potential response system put in place in order to prevent, or better respond to catastrophe.

- **Duly Authorized Representative** – refers to the most ranking personnel next to the Fire Marshal.

- **Force Multiplier** – An additional force of volunteers that will work...
1. The Fire Marshal or his duly authorized representative formulates Contingency Plan for earthquake.

2. The Fire Marshal or his duly authorized representative orients the personnel of the contingency plan.

3. DRT simulates contingency plan through exercises/drills.

4. All personnel execute DUCK, COVER AND HOLD and secure an exit. (This response shall be conducted regardless of the intensity of the earthquake.)

5. In the presence of clients, duty personnel direct them to perform DUCK, COVER AND HOLD.

6. All personnel and clients evacuate together with the fire truck, PPE and rescue equipment, if necessary.

7. The Fire Marshal or his duly authorized representative activates ICS, if necessary.

8. The EMS team assesses personnel and clients for any injuries.

9. The operation officer/shift-in-charge checks for power and shuts off utilities if posing a danger.


11. The operation officer or the shift-in-charge conducts headcount of personnel and reports the result to the Fire Marshal.

12. The operation officer/shift-in-charge assesses the situation and reports to the Fire Marshal or his duly authorized representative.

13. The Fire Marshal or his duly authorized representative provides updates of the situation to the Mayor/LDRRMO/IC.

14. The operation officer/the shift-in-charge activates team for clearing operation to make the access road passable for possible firefighting and SRR operations.

15. The Fire Marshal or his duly authorized representative activates team to check for the fallen electrical posts where electric power has not been cut off; secure the area and post warning device for the public by any means; call the attention of the electric service provider regarding the live electrical wire/s discovered.

16. The Fire Marshal or his duly authorized representative hand in hand with the personnel of fire stations to respond in any disastrous event that arises in their AOR.

Lifelines – refer to electricity, water sources, telecommunication, access roads, major government facilities, hospitals, that if affected may hamper efforts for response.

GENERAL PROCEDURES:

<table>
<thead>
<tr>
<th>PRE / BEFORE</th>
<th>ACTUAL / DURING</th>
<th>POST / AFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Fire Marshal or his duly authorized representative formulates Contingency Plan for earthquake.</td>
<td>4. All personnel execute DUCK, COVER AND HOLD and secure an exit. (This response shall be conducted regardless of the intensity of the earthquake.)</td>
<td>6. All personnel and clients evacuate together with the fire truck, PPE and rescue equipment, if necessary.</td>
</tr>
<tr>
<td>2. The Fire Marshal or his duly authorized representative orients the personnel of the contingency plan.</td>
<td>5. In the presence of clients, duty personnel direct them to perform DUCK, COVER AND HOLD.</td>
<td>7. The Fire Marshal or his duly authorized representative activates ICS, if necessary.</td>
</tr>
<tr>
<td>3. DRT simulates contingency plan through exercises/drills.</td>
<td></td>
<td>8. The EMS team assesses personnel and clients for any injuries.</td>
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</table>


11. The operation officer or the shift-in-charge conducts headcount of personnel and reports the result to the Fire Marshal.

12. The operation officer/shift-in-charge assesses the situation and reports to the Fire Marshal or his duly authorized representative.

13. The Fire Marshal or his duly authorized representative provides updates of the situation to the Mayor/LDRRMO/IC.

14. The operation officer/the shift-in-charge activates team for clearing operation to make the access road passable for possible firefighting and SRR operations.

15. The Fire Marshal or his duly authorized representative activates team to check for the fallen electrical posts where electric power has not been cut off; secure the area and post warning device for the public by any means; call the attention of the electric service provider regarding the live electrical wire/s discovered.

16. The Fire Marshal or his duly authorized representative hand in hand with the personnel of fire stations to respond in any disastrous event that arises in their AOR.

Lifelines – refer to electricity, water sources, telecommunication, access roads, major government facilities, hospitals, that if affected may hamper efforts for response.
activates team to check hydrants and other alternative sources of water and coordinate with local water district.

17. The Fire Marshal or his duly authorized representative activates team to conduct Search, Rescue, and Retrieval operations, if necessary.

18. The operation officer/shift-in-charge directs duty personnel to assist in rationing water at evacuation centers.

19. The operation officer/shift-in-charge directs duty personnel to assist in the distribution of relief.

20. The operation officer/shift-in-charge directs duty personnel to assist in the restoration of lifelines.

21. The Fire Marshal or his duly authorized representative submits Situation Report.

22. The Fire Marshal or his duly authorized representative activates Incident Command System.

23. The Fire Marshal or his duly authorized representative submits After Operation Report to the HHQ by accomplishing Annex A.

IF earthquake impact is beyond the capacity of Fire Station (Fire Station is totally destroyed and there are personnel/client trapped and buried):

24. The Fire Marshal or his duly authorized representative requests for immediate support and assistance.

25. The Fire Marshal or his duly authorized representative directs all available and unharmed personnel to conduct immediate rescue and retrieval operations within the collapsed fire station building.

26. The Fire Marshal or his duly authorized representative informs the Mayor/LDRRMO/IC and other concerned agencies of the critical situation.

27. All available and unharmed personnel bring rescued individuals to the safe area, provide first aid, and transport to nearest hospital.

28. The Fire Marshal or his duly authorized representative directs admin personnel to secure the station’s documents and office equipment.

29. The operation officer/shift-in-charge ensures 24/7 guard mounting in the premises.

30. The Fire Marshal or his duly authorized representative submits Situation Report and After Operation Report to HHQ by accomplishing Annex A.

EFFECTIVENESS CRITERIA:

Active community participation to drills and simulation exercises resulting to zero casualty during the actual occurrence of an earthquake.
**REFERENCES:**

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA 10121 otherwise known as “Philippine Disaster Risk Reduction and Management Act of 2010”. – An act strengthening the Philippine disaster risk reduction and management system, providing for the national disaster risk reduction and management framework and institutionalizing the national disaster risk reduction and management plan.</td>
</tr>
<tr>
<td>Other Procedures, Documents, etc.</td>
</tr>
<tr>
<td>OPLAN PAGHALASA (PAGHAHANDA LABAN SA SAKUNA) – A contingency plan issued by the Chief, BFP on October 20, 2010, in consonance with RA 10121, in response to a disaster/calamity or any kind of emergency.</td>
</tr>
</tbody>
</table>

**FORMS / RECORDS:**

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<td></td>
</tr>
<tr>
<td>Situation Reports</td>
<td>Fire Marshal/HHQ</td>
</tr>
<tr>
<td>Annex A - After Operation Report</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER FORMS / RECORDS</strong></td>
<td></td>
</tr>
<tr>
<td>Daily Activity Logbook</td>
<td>Fire Marshal/Operation Officer/ Shift-in-charge</td>
</tr>
</tbody>
</table>
### 6.2 RESPONSE TO LANDSLIDE

**POLICY:**
Republic Act 6975
Section 12. In times of national emergency, all elements of the PNP, the Bureau of Fire Protection, and the Bureau of Jail Management and Penology shall, upon direction of the President, assist the Armed Forces of the Philippines in meeting the national emergency.

The BFP Mission: To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

**PURPOSE:**
Attain zero casualty during landslides through the effective and efficient use of a systematic approach by the BFP Disaster Response Team.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
The BFP ensures operational readiness for disaster management response operations by maintaining personnel efficiency level through trainings and capability enhancement activities, and provision of adequate and effective response tools and equipment.

**SCOPE:**
Disaster Response Team of every fire station.

**RESPONSIBILITIES:**
Disaster Response Teams of all fire stations - respond to the damaging effects of landslides.

Volunteer Fire Brigades and other force multipliers - support the BFP DRT in the conduct of disaster response.

**DEFINITIONS:**
Landslide – Bulk transfer of earth materials down the slope as a result of gravity due to heavy rains or abrupt movement of soil and bedrock downhill in response to gravity. Landslide can be triggered by an earthquake or other natural causes.

After Operation Report – reports after a response conducted other than firefighting operation (e.g. response to a vehicular accidents, response to landslides, etc).

Contingency Plan - forward planning approach in a state of uncertainty, in which scenarios and objectives are agreed, managerial and technical actions defined, and potentials response system put in place in order to prevent, or better respond to catastrophe.

Duly Authorized Representative – refers to the most ranking personnel next to the Fire Marshal.
### GENERAL PROCEDURES:

#### PRE / BEFORE

1. The Fire Marshal or his duly authorized representative formulates Contingency Plan for landslides and orient his personnel about the said plan.

2. The Fire Marshal or his duly authorized representative secures copy of landslide-prone areas within AOR from Mines and Geosciences Bureau (MGB) or National Mapping Resource Information Authority (NAMRIA).

3. The operation officer/shift-in-charge assists in informing and alerting residents on landslide-prone areas.

4. The Fire Marshal or his duly authorized representative prepares personnel and equipment.

#### ACTUAL / DURING

5. The Fire Marshal or his duly authorized representative prepares Disaster Response Teams for immediate mobilization.

#### POST / AFTER

6. The Fire Marshal or his duly authorized representative coordinates with the Mayor/LDRRMO/IC.

7. The Fire Marshal or his duly authorized representative activates SRR team and equipment to respond immediately upon receipt of report on landslide affected area.

8. The Fire Marshal or his duly authorized representative mobilizes volunteer fire brigades and other force multipliers, if necessary.

9. The EMS team provides first aid to rescued victims and transport them to the nearest hospital.

10. The Fire Marshal or his duly authorized representative requests assistance or seek outside help from unaffected fire station, if necessary.

11. The Fire Marshal or his duly authorized representative notifies HHQ through Situation Report.

12. The Fire Marshal or his duly authorized representative submits After Operation Report to HHQ by accomplishing Annex “A”.

### EFFECTIVENESS CRITERIA:

Voluntary relocation of the elements at risk (community) from the landslide prone area.

### REFERENCES:

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strengthening the Philippine disaster risk reduction and management system, providing for the national disaster risk reduction and management framework and institutionalizing the national disaster risk reduction and management plan.

BFP on October 20, 2010, in consonance with RA 10121, in response to a disaster/calamity or any kind of emergency.

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<tr>
<th>FORMS / RECORDS: Record/Form/Activity Name</th>
<th>User/Receiver</th>
</tr>
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<tbody>
<tr>
<td>REQUIRED BY THE PROCESS / PROCEDURE</td>
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<tr>
<td>Situation Reports</td>
<td>Fire Marshal/HHQ</td>
</tr>
<tr>
<td>Annex A - After Operation Report</td>
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</tr>
<tr>
<td>OTHER FORMS / RECORDS</td>
<td></td>
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<tr>
<td>Daily Activity Logbook</td>
<td>Fire Marshal/Operation Officer/Shift-in-charge</td>
</tr>
</tbody>
</table>
### 6.3 RESPONSE TO TSUNAMI

| POLICY: | Republic Act 6975  
|         | Section 12. In times of national emergency, all elements of the PNP, the Bureau of Fire Protection, and the Bureau of Jail Management and Penology shall, upon direction of the President, assist the Armed Forces of the Philippines in meeting the national emergency.  
| PURPOSE: | The BFP Mission: To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.  
| BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS: | The BFP ensures operational readiness for disaster management response operations by maintaining personnel efficiency level through trainings and capability enhancement activities, and provision of adequate and effective response tools and equipment.  
| SCOPE: | Disaster Response Team (DRT) of every fire station whose AOR includes sea coast.  
| RESPONSIBILITIES: | Disaster Response Teams of all fire stations - respond to the damaging effects of tsunami.  
| VOLUNTEER BRIGADES: | Volunteer Fire Brigades and other force multipliers - support the BFP DRT in the conduct of disaster response.  
| DEFINITIONS: | Tsunami – giant sea waves resulting from the disturbance of the ocean floor by an earthquake.  
| After Operation Report | reports after a response conducted other than firefighting operation (e.g. response to a vehicular accidents, response to landslides, etc).  
| Contingency Plan | forward planning approach in a state of uncertainty, in which scenarios and objectives are agreed, managerial and technical actions defined, and potentials response system put in place in order to prevent, or better respond to catastrophe.  
| Duly Authorized Representative | refers to the most ranking personnel next to the Fire Marshal.  

270
### GENERAL PROCEDURES:

#### PRE / BEFORE

1. The Fire Marshal or his duly authorized representative formulates Contingency Plan for tsunami and orients his personnel about the said plan. (Applies to fire stations whose AOR includes sea coast.)

2. The operation officer/shift-in-charge assists in informing the residents in the coastal areas to monitor early warnings from the sea.

3. The Fire Marshal or his duly authorized representative coordinates with the Mayor/LDRRMO and other concerned agencies regarding the Contingency Plan for tsunami.

4. The operation officer/shift-in-charge and the DRT assist in the immediate evacuation of residents to the higher ground.

#### ACTUAL / DURING

5. The Fire Marshal or his duly authorized representative coordinates with the Mayor/LDRRMO/IC.

6. The Fire Marshal or his duly authorized representative advises DRT to standby.

7. The Fire Marshal or his duly authorized representative advises DRT to secure themselves from the clear and present danger of the tsunami.

8. The Fire Marshal or his duly authorized representative withdraws operating teams upon imminent danger and directs them on standby at EOC or seek shelter at a safe area in their area of operations.

9. IF POSSIBLE, the SRR team conducts search, rescue and retrieval operation.

10. The Fire Marshal or his duly authorized representative notifies the HHQ through Situation Report.

#### POST / AFTER

11. The Fire Marshal or his duly authorized representative mobilizes SRR team and equipment.

12. The Fire Marshal or his duly authorized representative mobilizes volunteer fire brigades and other force multipliers.

13. The Fire Marshal or his duly authorized representative coordinates with other teams for operations (security, medical and clearing operations teams).

14. The Fire Marshal or his duly authorized representative submits After Operation Report to HHQ by accomplishing Annex “A”.

### EFFECTIVENESS CRITERIA:

Immediate evacuation of the residents to high ground / safe evacuation facilities.
OPLAN PAGHALASA (PAGHAHANDA LABAN SA SAKUNA) – A contingency plan issued by the Chief, BFP on October 20, 2010, in consonance with RA 10121, in response to a disaster/calamity or any kind of emergency.

RA 10121 otherwise known as “Philippine Disaster Risk Reduction and Management Act of 2010”. – An act strengthening the Philippine disaster risk reduction and management system, providing for the national disaster risk reduction and management framework and institutionalizing the national disaster risk reduction and management plan.

REFERENCES: Standard, law or regulation

Other Procedures, Documents, etc.

FORMS / RECORDS: Record/Form/Activity Name

User/Receiver

REQUIRED BY THE PROCESS / PROCEDURE

Situation Reports

Fire Marshal/HHQ

Annex A - After Operation Report

OTHER FORMS / RECORDS

Daily Activity Logbook

Fire Marshal/Operation Officer/Shift-in-charge
### 6.4 RESPONSE TO TYPHOON AND FLOOD

**POLICY:**

Republic Act 6975

Section 12. In times of national emergency, all elements of the PNP, the Bureau of Fire Protection, and the Bureau of Jail Management and Penology shall, upon direction of the President, assist the Armed Forces of the Philippines in meeting the national emergency.

The BFP Mission: To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

**PURPOSE:**

Attain zero casualty during typhoons and floods through the effective and efficient use of a systematic approach by the BFP Disaster Response Team.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**

The BFP ensures operational readiness for disaster management response operations by maintaining personnel efficiency level through trainings and capability enhancement activities, and provision of adequate and effective response tools and equipment.

**SCOPE:**

Disaster Response Team of every fire station.

**RESPONSIBILITIES:**

Disaster Response Teams of all fire stations - perform the required actions to be done before, during, and after typhoons and floods.

Volunteer Fire Brigades and other force multipliers - support the BFP DRT in the conduct of disaster response.

**DEFINITIONS:**

Typhoon – an extremely large, powerful and destructive storm or weather disturbance that occurs in the country.

Flood – sudden water rising brought by torrential rains that cover an area of land.

After Operation Report – reports after a response conducted other than firefighting operation (e.g. response to a vehicular accidents, response to landslides, etc).

Contingency Plan - forward planning approach in a state of uncertainty, in which scenarios and objectives are agreed, managerial and technical actions defined, and potentials response system put in place in order to prevent, or better respond to catastrophe.

Higher Headquarters (HHQ) - means Provincial / District,
Regional, and National Headquarters (on the case of those in the sub-stations include Municipal / City Fire Stations who has jurisdiction over said sub-stations).

Duly Authorized Representative – refers to the most ranking personnel next to the Fire Marshal.

Incident Commander (IC) – provides over-all leadership for on scene response operation.

**GENERAL PROCEDURES:**

**PRE / BEFORE**

1. The Fire Marshal or his duly authorized representative formulates Contingency Plan for typhoons and floods and orients his personnel about the said plan.
2. The Fire Marshal or his duly authorized representative advises disaster response team with its equipment to standby.
3. The Fire Marshal or his duly authorized representative attends the LDRRMC meeting.
4. The Fire Marshal or his duly authorized representative coordinates with other government agencies in the conduct of disaster response operation/support needed.
5. The Fire Marshal or his duly authorized representative alerts first responders to secure their own families.
6. The Fire Marshal or his duly authorized representative activates Search, Rescue and Retrieval (SRR) teams.
7. The Fire Marshal or his duly authorized representative updates the Mayor/LDRRMO/IC on the availability of resources (personnel and equipment) for response or SAR operations.
8. The Fire Marshal or his duly authorized representative raises the alert based on the prevailing situation in their respective Fire Stations.
9. The Fire Marshal or his duly authorized representative issues recall order to all on leave and off duty personnel.
10. The Fire Marshal or his duly authorized representative accounts all personnel who reported to the station.
11. The Fire Marshal or his duly authorized representative mobilizes volunteer fire brigades and other force multipliers.
12. The Fire Marshal or his duly authorized representative designates personnel who will assist in the medical, clearing, evacuation, and information dissemination operations.
13. The Fire Marshal or his duly authorized representative directs his/her operation officer to assist in providing vehicular and personnel support (if necessary) for pre-emptive and force evacuation of communities/families.
14. The Fire Marshal or his duly authorized representative pre-positions personnel to assist in the clearing, evacuation, and information dissemination.
15. The Fire Marshal or his duly authorized representative directs duty personnel to assist in the delivery of water to the evacuation centers.

16. The Fire Marshal or his duly authorized representative directs duty personnel to assist in clearing routes to ensure faster delivery of relief goods/supplies/equipment through cleaning/flushing of vital structures and by taking down billboards, pruning trees, and clearing of canals.

17. The Fire Marshal or his duly authorized representative assists in the assessment of other structures or places as additional to the pre-identified evacuation centers.

18. The Fire Marshal or his duly authorized representative notifies the HHQ through Situation Report.

19. The Fire Marshal or his duly authorized representative alerts Disaster Response Team (DRT)

20. The Fire Marshal or his duly authorized representative advises DRT to secure themselves from the clear and present danger brought by the landfall of the typhoon.

21. The Fire Marshal or his duly authorized representative withdraws his/her operating teams upon imminent danger and direct them on standby at EOC or seek shelter at safe area in their area of operations.

22. The Fire Marshal or his duly authorized representative directs the SRR team to conduct Search, Rescue and Retrieval, and Evacuation Operations in the event of ongoing devastation in the area of responsibility, IF POSSIBLE.

23. The Fire Marshal or his duly authorized representative notifies HHQ through Situation Report.

24. The Fire Marshal or his duly authorized representative continues to provide HHQ with updates through Situation Report.

25. The Fire Marshal or his duly authorized representative continues to mobilize volunteer fire brigades and other force multipliers.

26. The Fire Marshal or his duly authorized representative mobilizes the SRR team.

27. The Fire Marshal or his duly authorized representative directs duty personnel to assist in cutting-off power/electric supply in the identified/affected areas.

28. The Fire Marshal or his duly authorized representative directs duty personnel to assist in the delivery of water to the evacuation centers.

29. The Fire Marshal or his duly authorized representative directs duty personnel to assist in cutting uprooted trees causing road obstruction.

30. The Fire Marshal or his duly authorized representative directs duty personnel to assist in clearing roads.
31. The Fire Marshal or his duly authorized representative directs his/her operation officer to report to the electric and water cooperatives for the repair of damaged water and power lines.

32. The Fire Marshal or his duly authorized representative coordinates with the Mayor/LDRRMO/IC on the availability of BFP personnel for possible deployment.

33. The Fire Marshal or his duly authorized representative directs his/her operation officer to check serviceability of lifelines in the evacuation centers for subsequent reporting to offices concerned.

34. The Fire Marshal or his duly authorized representative submits After Operation Report to the HHQ by accomplishing Annexes “A”, “B”, and “C”.

**EFFECTIVENESS CRITERIA:**
Communities are safely and orderly evacuated through timely response thereby attaining zero casualty.

**REFERENCES:**

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
<th>Other Procedures, Documents, etc.</th>
</tr>
</thead>
</table>
| RA 10121 otherwise known as “Philippine Disaster Risk Reduction and Management Act of 2010”. – An act strengthening the Philippine disaster risk reduction and management system, providing for the national disaster risk reduction and management framework and institutionalizing the national disaster risk reduction and management plan. | OPLAN PAGHALASA (PAGHAHANDA LABAN SA SAKUNA) – A contingency plan issued by the Chief, BFP on October 20, 2010, in consonance with RA 10121, in response to a disaster/calamity or any kind of emergency. 
 Disater Preparedness Manual (OPERATION LISTO) - This manual serves as a guide for the Fire Marshals in supporting the Local Chief Executives on their disaster preparedness actions. |
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<th>Record/Form/Activity Name</th>
<th>User/Receiver</th>
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<td>Situation Reports</td>
<td>Fire Marshals/HHQ</td>
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<td>Annex A - After Operation Report</td>
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<td>OPLAN</td>
<td>Regional/Provincial/District/ City/Municipal Fire Marshals</td>
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<td>IMPLAN</td>
<td>Fire Marshal/Operation Officer/ Shift-in-charge</td>
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<td>Contingency Plan</td>
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<td>Daily Activity Logbook</td>
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<td>Annex B – Forms 1 to 5</td>
<td>HHQ</td>
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<td>• Form 1 – Partial Recapitulation of Responses</td>
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<td>• Form 2 - PARTIAL Recapitulation of Responses (RESPONDING UNITS) Fire Truck / Ambulances / Rescue Trucks</td>
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<td>• Form 3 - PARTIAL Recapitulation of Responses (EVACUATION CENTER)</td>
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<td>• Form 4 - PARTIAL Recapitulation of Responses (FLOODED AREAS)</td>
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<td>• Form 5 - PARTIAL Recapitulation of Responses (RESCUED/ASSISTED INDIVIDUALS)</td>
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<td>Annex C – Forms 1 &amp; 2</td>
<td>HHQ</td>
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<td></td>
<td>• Form 1 – Status Report</td>
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<td></td>
<td>• Form 2 – Damage to Infrastructures/Status of Lifelines</td>
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</table>
6.5 RESPONSE TO VOLCANIC ERUPTION

**POLICY:**
Republic Act 6975
Section 54. Powers and Functions. – The Fire Bureau shall be responsible for the prevention and suppression of all destructive fires on buildings, houses and other structures, forest, land transportation vehicles and equipment, ships or vessels docked at piers or wharves or anchored in major seaports, petroleum industry installations, plane crashes and other similar incidents, as well as the enforcement of the Fire Code and other related laws.

The BFP Mission: To prevent and suppress destructive fires, investigate its causes, provide emergency medical and rescue services, and enforce other fire related laws with active involvement of the community.

**PURPOSE:**
Attain zero casualty during volcanic eruptions through the effective and efficient use of a systematic approach by the BFP Disaster Response Team.

**BASIC CONCEPTS, PRINCIPLES AND GUIDEPOSTS:**
The BFP ensures operational readiness for disaster management response operations by maintaining personnel efficiency level through trainings and capability enhancement activities, and provision of adequate and effective response tools and equipment.

**SCOPE:**
Disaster Response Team of every fire station whose AOR includes active volcano.

**RESPONSIBILITIES:**
Disaster Response Teams of all fire stations - respond to damaging effects of volcanic eruption.

Volunteer Fire Brigades and other force multipliers - support the BFP DRT in the conduct of disaster response.

**DEFINITIONS:**
Volcanic eruption – Sudden occurrence of a violent discharge of steam and volcanic materials.

After Operation Report – reports after a response conducted other than firefighting operation (e.g. response to a vehicular accidents, response to landslides, etc).

Contingency Plan - forward planning approach in a state of uncertainty, in which scenarios and objectives are agreed, managerial and technical actions defined, and potentials response system put in place in order to prevent, or better respond to catastrophe.
The Fire Marshal or his duly authorized representative formulates Contingency Plan for volcanic eruptions and orients his personnel about the said plan.

The Fire Marshal or his duly authorized representative coordinates with Incident Commander.

The operation officer/shift-in-charge prepares fire trucks and equipment for water rationing and flushing operation.

Fire safety inspectors conduct ocular inspection at the affected barangays and evacuation centers.

The Fire Marshal or his duly authorized representative directs DRT to assist in preemptive and force evacuation.

The Fire Marshal or his duly authorized representative directs DRT to assist in water rationing at the evacuation area.

The Fire Marshal or his duly authorized representative undertakes lateral coordination with LDRRMC and other concerned agencies regarding volcanic eruption contingency plan.

The Fire Marshal or his duly authorized representative notifies HHQ through Situation Reports.

The Fire Marshal or his duly authorized representative directs the DRT to conduct flushing operation (upon request).

The Fire Marshal or his duly authorized representative submits After Operation Report to the HHQ by accomplishing Annex A.

Early evacuation of the residents towards the identified evacuation centers.
**REFERENCES:**

<table>
<thead>
<tr>
<th>Standard, Law or Regulation</th>
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<tbody>
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<tr>
<td>Situation Reports</td>
<td>Fire Marshal/HHQ</td>
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<tr>
<td>Annex A - After Operation Report</td>
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<tr>
<td>OTHER FORMS/RECORDS</td>
<td></td>
</tr>
<tr>
<td>Daily Activity Logbook</td>
<td>Fire Marshal/Operation Officer/Shift-in-charge</td>
</tr>
<tr>
<td><strong>I. DATE/TIME:</strong> (Making of the report)</td>
<td></td>
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<td>-----------------------------------------</td>
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<tr>
<td><strong>II. OPERATION:</strong> (Type/kind of OPERATION undertaken)</td>
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<td>---------------------------------------------</td>
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<td><strong>III. REFERENCE:</strong> (Memo order, verbal order, office order etc.)</td>
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<tr>
<td><strong>IV. OBJECTIVE:</strong> (the purpose)</td>
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<tr>
<td><strong>V. PERSONNEL DISPATCHED:</strong> (Names and designation of personnel ordered to undertake the operation)</td>
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<tr>
<td>1. SFO4 Juan de la Cruz – Shift-in-charge</td>
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<td>2.</td>
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<td>3.</td>
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<td><strong>VI. EQUIPMENT USED</strong> (Identify the equipment utilized in the performance of the operation)</td>
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<tr>
<td>1. Fire Engine # 30</td>
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<td>2. shovel</td>
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<td>3. PPE</td>
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<td>4. etc…</td>
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<tr>
<td><strong>VII. AREA OF OPERATION</strong> (specific area where operation was conducted)</td>
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</tr>
<tr>
<td>1. Zone 3 Brgy. San Jose, Daet, Cam. Norte, R5</td>
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<tr>
<td><strong>VIII. DURATION</strong> (time of operation from and to = total time)</td>
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<tr>
<td>1. 1230H to 1725H = 5 hours and 25 minutes</td>
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<tr>
<td><strong>IX. ATTACHMENTS</strong> (proof that the operation was undertaken)</td>
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<tr>
<td>1. Pictures</td>
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<td>2. Certificate of Appearance</td>
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<td>3. Affidavits</td>
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<td>4. etc.</td>
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</table>
### X. INJURED (civilian and BFP personnel)

**CIVILIAN**
1. Jose Joe
2. Juan Doe

**BFP personnel**
1. SFO1 Jose Lau
2. FO3 Lau Jose

### XI. CASUALTY/IES (dead)

**CIVILIAN**
1. Pedro Penduko
2. 

**BFP personnel**
1. FO2 Peter Pan
2. 

### XII. NARRATION OF OPERATION UNDERTAKEN

(5Ws and 1 H, manner how the operation was undertaken, the extent of injuries sustained)

### XIII. PROBLEMS ENCOUNTERED DURING THE OPERATION

1. Lack of equipment such as…..
2. Uncooperative LGU officials
3. etc…..

### XIV. FINDINGS:

(conduct Post Incident Analysis to determine the lapses and good practices during the activity)

### XV. RECOMMENDATION:

(Best practices to be adopted to overcome the lapses and to improve the services extended)

### XVI. PREPARED BY: (signature over printed name)

(Team Leader, Shift in Charge)

### XVII. VERIFIED CORRECT: (signature over printed name)

C, Operation Officer

### XVIII. NOTED: (signature over printed name)

C/MFM
# Partial Recapitulation of Responses

**Evacuation Center**

Period Covering: __________________________

<table>
<thead>
<tr>
<th>OFFICE NO.</th>
<th>STATUS DATE</th>
<th>DISTRICT</th>
<th>CITY</th>
<th>Name of Evacuation Center</th>
<th>Location of Evacuation Center</th>
<th>Number of Families</th>
<th>Action Taken</th>
<th>Number of Gallons (if conducted water rationing)</th>
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Legend: ( - ) = 0

**Prepared by:**

Regional Chief, Operations Division

**Noted by:**

Regional Director
### PARTIAL RECAPITULATION OF RESPONSES (FLOODED AREAS)

**Period Covering:**

<table>
<thead>
<tr>
<th>Office No.</th>
<th>Status</th>
<th>Date</th>
<th>District</th>
<th>City</th>
<th>Name of Barangay / Street</th>
<th>Flood Water Level</th>
<th>Estimated Number of Families Affected</th>
</tr>
</thead>
</table>

**Legend:** ( - ) = 0

**Noted by:**

**Prepared by:**

---

**BUREAU OF FIRE PROTECTION**

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

**Republic of the Philippines**

Annex B Form 2
## Partial Recapitulation of Responses
(Rescued/Assisted Individuals)

Period Covering: _22 0800H August 2013_

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NO.</th>
<th>DATE</th>
<th>DISTRICT</th>
<th>CITY</th>
<th>RESPONDING UNIT</th>
<th>Number of Individuals Assisted / Rescued</th>
<th>Remarks</th>
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</thead>
<tbody>
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Legend: ( - ) = 0

Prepared by: GARY R ALTO  
CINSB BFP  
Regional Chief, Operations Division
<table>
<thead>
<tr>
<th>Office No.</th>
<th>District</th>
<th>City</th>
<th>City</th>
<th>Responding Engine Number</th>
<th>Station</th>
<th>Responding to</th>
<th>Nature of Responding</th>
<th>Responding to</th>
<th>Number of Personnel</th>
<th>Time Patched (Time Arrived)</th>
<th>Dis.</th>
<th>Time Part-Head</th>
<th>Team Leader</th>
<th>Sonnel</th>
<th>Time Patched (Time Arrived)</th>
<th>Mar. Statis-</th>
<th>Status</th>
<th>Marks</th>
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<tbody>
<tr>
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Period Covering: (Responding Units: Fire Trucks / Ambulances / Rescue Trucks)

Partial Recapitulation of Responses

BUREAU OF FIRE PROTECTION
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Republic of the Philippines
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**STATUS OF LOCAL GOVERNMENT FACILITIES**

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<th>Capitol/ City/ Municipal Hall</th>
<th>Brgy Halls</th>
<th>Public Market</th>
<th>Local BFP</th>
<th>Provincial/City Hospital</th>
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**STATUS OF LIFELINES**

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<th>Road</th>
<th>Accessibility</th>
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### DAMAGE TO INFRASTRUCTURE

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### STATUS OF LIFELINES

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VISION

A modern fire protection agency working towards a safe and progressive society.

MISSION

To prevent and suppress destructive fires; investigate its causes; provide emergency, medical and rescue services; and enforce other fire-related laws with the active involvement of the community.
Kahit saan tawagin ng tungkulin
Kami’y maaasahang tutugon pa rin
Kahit saan man ang apoy ay lilipulin
Sinumpaan ay aming tutuparin

Kahit kailan inyong maaasahan
Kami’y laging handang apoy ay labanan
Apoy na panganib sa kapaligiran
Apoy na salot sa kaunlaran

**KORO:**

Kahit saan, kahit kailan
Handa kami na kayo’y ipaglaban
Ipagtangol ang inyong kinabukasan
Kahit buhay ay ipagsasapalaran

Sa diwa ay mayroong isang pangarap
Sa puso ay mayroong isang hinahangad
Nasa harap ng apoy na nag-aalab
Magampanan and tungkulin ng tapat

**(ULITIN ANG KORO)**