



COA Regional Office No. IX

Disaster Risk Reduction and Management Plan

2024 Edition



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I. ACKNOWLEDGEMENT


The Commission on Audit Regional Office No. IX (COA RO IX) Disaster Risk Reduction and Management (DRRM) Plan consolidates the plans and procedures prepared by the different DRRM Sub-Committees as reconstituted under COA RO IX Office Order No. 2023-088 dated May 2, 2023,¹ which are as follows:

1. Security;
2. Communication;
3. Transportation;
4. First Aid Team;
5. Search and Rescue Team; and
6. Fire Suppression Team.

Thus, my heartfelt gratitude to the Heads, Co-Heads, and Members of the Sub-Committees for their thoughtful contributions to this Plan as well as their commitment to perform their respective functions and tasks before, during, and after any emergency. While we hope to never have to implement disaster response procedures, your plans for pre-disaster activities make us confident that we shall not be caught unprepared should any unforeseen event strike.

My sincerest appreciation also to the Secretariat, who took the enormous and remarkable task of consolidating the Sub-Committee outputs and who made the completion of this project possible and to Team 7, National Government Audit Sector 3 and its Regional Supervising Auditor, for the reminder and the inspiration to finish the task.

Most of all, we thank the Almighty God for giving us the opportunity to serve our country and community and for the grace of wisdom and strength to overcome the most difficult challenge.


ATTY. MARISOL D. LEGASPI
OIC – Director IV
Regional Director

¹ Appendix A

II. INTRODUCTION

On May 27, 2010, Republic Act No. 10121 or the Philippine DRRM Act of 2010 was passed into law, declaring that it shall be a State policy to “adopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated, and proactive in lessening the socioeconomic and environmental impacts of disasters including climate change, and promote the involvement and participation of all sectors and all stakeholders concerned, at all levels, especially the local community.”²

The law shifted the emphasis in the way the country deals with disasters from preparedness and response to disaster risk reduction and management. The National DRRM Framework, approved on June 16, 2011, emphasized that the goal is to move from reactive to proactive DRRM, with a shared understanding that DRRM is (a) about lessening the vulnerability and increasing capacities of men and women in communities and governments; (b) about mainstreaming efforts in national and local development plans; (c) achieved through multistakeholder partnerships; and (d) linked to climate change adaptation. Particularly with regard to public sector employees, Section 14 of RA No. 10121 requires that they be trained in emergency response and preparedness.

In line with the program of the government, COA RO IX created its DRRM Committee and Sub-Committees as well as held activities on disaster preparedness and response. Most recently, COA RO IX Office Order No. 2023-088³ was issued reconstituting the DRRM Sub-Committees, with instruction to prepare their respective updated plans, which shall include their functions and detailed plans/measures/procedures on prevention, response, and post-disaster activities, as well as provide an emergency evacuation plan. Hence this COA RO IX DRRM Plan.

² RA No. 10121, Section 2(d).

³ Appendix A

III. SECURITY

A. OBJECTIVES

1. To enhance measures in preventing breach of security and loss of money or property.
2. To safeguard documents, records and information from loss, unauthorized use and dissemination.
3. To assure protection of COA employees and non-COA employees within the premises of the Regional Office and the three (3) Provincial Satellite Auditing Offices (PSAOs).

B. GENERAL GUIDELINES

1. All COA employees will be required to wear their COA Identification Cards (IDs) conspicuously at all times while inside the COA premises. The Security Guards will be instructed to check the COA IDs of the employees upon entry at the gate.
2. For those who fail to bring their COA ID, the concerned employee may still enter the COA premises by presenting any valid government-issued ID as a form of identity.
3. Employees are only allowed to access the COA premises during office hours; no person shall be allowed access during Saturdays, Sundays, holidays or days without work. The guard-on-duty shall record the names and verify the identity of those employees staying at or entering the office premises beyond office hours.

Employees who intend to come to the office during Saturdays, Sundays or holidays are requested to submit a Request for Authority to Report to Regional Office/PSAO, in compliance with COA RO IX Memorandum dated June 1, 2021.

Non-COAns are not allowed to enter the COA RO IX premises during holidays and weekends, as well as on days when employees are on Work From Home (WFH) arrangement.

4. Security Guards are authorized to inspect all incoming and outgoing baggage and packages of guests/visitors.
5. RO/PSAO employees are requested to refrain from visiting other divisions/sections during office hours, unless authorized and for official purposes.
6. All COA employees must be mindful of their own belongings/possessions. The RO/PSAO shall not be liable for any loss of or damage to personal properties or belongings.
7. Funds and properties of the RO and PSAOs must be properly secured and access/custody be restricted to authorized personnel.

C. SPECIFIC GUIDELINES

1. Access Point

- All persons entering or exiting the RO/PSAO shall pass only through the main gate of the office premises.
- All vehicles, whether government or privately owned, shall pass only through the main gate of the office premises. Vehicles entering the RO may also enter/exit through the COA RO IX Regional Training Center gate.
- Security Guards assigned at the main entrance of the RO/PSAO and COA RO IX Regional Training Center shall monitor the vehicles entering the office premises through recording in their logbooks.

2. Access of Visitors/Guests

All visitors/guests seeking access to the RO/PSAO shall comply with the following security procedures:

- The guest/visitor shall be required to register in the visitor's logbook and present any valid proof of identity to the Security Guard at the main entrance of the RO/PSAO.
- The Security Guard on duty shall confirm the appointment of the visitor/guest with the COA employee, by calling the concerned employee on the landline.
- After verification of the appointment of the visitor/guest, they will be given a temporary pre-numbered Visitor's ID, which will be worn inside the RO/PSAO premises. Upon leaving the office premises, the visitor/guest shall be required to return their Visitor's ID.
- Any firearm or other weapon belonging to a visitor/guest, except law enforcement officers who are on official business, shall be deposited for safekeeping with the Security Guard on duty at the main entrance of the RO/PSAO. The visitor/guest bearing a firearm shall be given a Firearm Deposit Slip, which shall be returned to the Security Guard on duty upon leaving the RO/PSAO premises to retrieve their firearm.
- The Security Guard on duty shall be responsible for the safekeeping of the firearm or weapon of the visitor/guests.

3. Access of Delivery Riders, Couriers, Suppliers and Vendors

- Unless authorized by the General Services Office, suppliers and vendors are strictly prohibited from conducting business inside the COA RO/PSAO.
- Delivery riders of personal orders, mail or packages for COA employees are strictly prohibited from entering the RO/PSAO buildings or workspaces. The concerned COA employees shall personally receive their deliveries at the lobby area of the office premises.
- Couriers and liaison officers delivering COA official mail or packages shall be required to secure a Visitor's ID and provide their information in the logbook maintained by the Security Guards.
- All contractors and suppliers who will be undertaking construction/repair/maintenance/delivery works inside the COA RO/PSAO premises must notify and coordinate with the COA office on the date and time of work.
- The contractors shall submit to the concerned COA employee or project-in-charge the list of contractor employees for ongoing projects for the issuance of

the Construction Work Pass which shall be returned upon completion of the project.

4. Close Circuit Television (CCTV)

- CCTV cameras will be placed in strategic areas in the RO and PSAOs to closely track the movement of COA RO IX employees and visitors.
- The location of the CCTVs will be at the main entrance of the building, exit, parking areas, lobby and other strategic areas.
- A personnel is assigned by the RO to monitor the activities in the RO and PSAOs and submit a monthly narrative report to the Chief Administrative Officer.

5. Security of VIP Visitors of COA RO IX

- The person in-charge at the Regional Office shall coordinate with the teams of Philippine National Police (PNP) and Armed forces of the Philippines (AFP) for the security of VIPs of COA during their travel and visit to the region.
- Non-COA employees within the COA premises will be within the responsibility of the Security Guards, to include gathering the identity of the visitors and the purpose of their visit. Visitors shall log-in their names, the office/division/employee they will be visiting, and the purpose of their visit.

6. Safeguard of Moneys and Properties of the RO and PSAOs

- RO/PSAO employees who will bring their office equipment home are required to prepare and submit a gate pass to the Security Guard.
- The gate pass will be checked and monitored by the Security Guard. A logbook will be maintained by the Security Guard to record the name, date, time and equipment of the personnel taking office equipment home.
- In case of loss of government funds or property while they are in transit or the loss is caused by fire, theft or other casualty or force majeure, the officer accountable therefore or having custody thereof shall immediately notify the SC/SA/RSA who in turn shall forward the notification to the Regional Director and Auditor. The person accountable shall then file a request for relief from accountability within the reglementary period of 30 days from occurrence of the loss, with the applicable supporting documents as required by the relevant COA issuances.⁴ (See Annex 1 for the list of supporting documents.)
- Office supplies and materials are strictly for official use only.
- All issuances of supplies and Property, Plant and Equipment (PPE) shall be supported with Inventory Custodian Slip (ICS) and Property Acknowledgement Receipt (PAR), respectively.
- Only authorized persons are allowed access to the issuance of supplies and materials from the Supply and Property Section.

7. Safeguard of Documents/Records and Information

⁴ COA Key Services Procedural Flow; COA Memorandum No. 92-751 dated February 24, 1992, Documentation on Petitions/Requests for Relief from Accountability; and COA Circular No. 84-233 dated August 21, 1984, Immediate issuance of notice of loss of accountable forms.

- For any request for documents/information of audited agencies, a Request Form must be accomplished and submitted in compliance with COA Circular No. 2013-006 dated September 18, 2013.⁵
- Security Guards and RO/PSAO personnel are forbidden to comment or give information to any media personnel without the consent of the Regional Director.
- Only authorized personnel are allowed access to the RO's 201 files of employees of COA IX.
- All important documents with sensitive and confidential information shall be kept in a locked safe or cabinet.
- Routing of documents and communication to different divisions must be properly monitored and documented. The names of the processor of documents must be identified apart from their signatures.

8. Whereabouts of COA RO IX Employees

- All COA IX employees who intend to leave the office during office hours for the purpose of attending to official or personal business shall secure a duly approved Personnel Locator slip pursuant to COA IX Unnumbered Memorandum dated March 2, 2021.
- Attendance to audited agency activities that are not audit related must be with the consent or written authority of the Regional Director.

⁵ Guidelines in the disposition of requests for documents/records/reports/decisions and other information in the possession and/or custody of COA, including furnishing of copies thereof to requesting parties.

IV. COMMUNICATION

The Communication Sub-Committee has formulated the following policies in three categories, namely: (A) Pre-Disaster Preparedness Stage, (B) Emergency and Disaster Stage, and (C) Post Disaster Action Stage.

A. PRE-DISASTER PREPAREDNESS STAGE

1. The Communication Sub-Committee will hold, as its first official activity, an organizational meeting that is designed to discuss and identify specific roles, duties and responsibilities to be performed by each member as a cohesive action in establishing a united and well-coordinated Communication Sub-Committee;
2. The Sub-Committee will open a chat communication service exclusive for all COA RO IX personnel that will serve as information outlet where updates on any situation are posted and the latest instructions issued by the Office of the Regional Director (ORD) and/or the DRRM Committee Chairperson, thru the COA RO IX DRRM Committee, are posted for information purposes;
3. The Communication Sub-Committee aims to strengthen an active linkage network with the Zamboanga City Disaster Risk Reduction and Management Council (ZCDRRMC), thru the locally established Barangay Disaster Risk Reduction and Management Council (BDRRMC) of Barangay Cabatangan, for any needed coordination, mutual agreement on preparedness plan that will assist each other in times of emergency in the vicinity of Barangay Cabatangan due to both man-made and natural disasters, maintain an open communication line with the Barangay Cabatangan Community Police Action Center (COMPAC) by establishing designated landline telephone and mobile cellphone numbers to contact in case of any form of security threat against COA Regional Office;
4. Attend briefings on communication-related topics sponsored by the Office of the Civil Defense (OCD), National Intelligence Coordinating Agency (NICA), ZCDRRMC, Philippine Institute of Volcanology and Seismology (Phivolcs), Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), PNP, and other emergency-related organizations in Zamboanga City;
5. Stay attuned to the latest disaster-related instruction, programs, plans and other organizational guidelines from COA Central Office, taking into account that Mindanao, particularly Davao areas, are now being frequently jolted with earthquakes of varying magnitudes and intensities; and
6. Maintain active communication line with the ORD and the DRRM Committee Chairperson for instructions, directives and orders pertaining to COA RO IX DRRM Committee.

B. EMERGENCY AND DISASTER STAGE

1. In times of emergency, the Communication Sub-Committee automatically activates the chat communication service, serves as the communication center, and facilitates the necessary work in keeping all concerned COA employees posted and updated on the ongoing emergency situation affecting COA RO IX in particular and COA in general;

2. Caution and utmost care shall be applied in the dissemination of important information relayed thru the chat messages to prevent fomenting a jittery and chaotic situation among employees and avoid possible spread of fake news and unreliable information;
3. Announcements and advisories should always pass the ORD and/or DRRM Committee Chairperson for approval before it will be released thru the chat communication service for wider coverage and dissemination among COAns in the region;
4. The emergency chat service serves as a two-way open communication line where COA employees with good internet signal during emergency situations are encouraged to provide feedback on the current situation in their respective areas in order for the Regional Office, thru the DRRM Committee, to prepare contingent action and response;
5. The Sub-Committee shall establish communication lines with other COA RO IX DRRM Sub-Committees for the purpose of attaining coordinative action in responding to any existing emergency situation, by maintaining reliable technical connectivity thru the internet services for the timely relay of information needed by the DRRM Committee and other concerned emergency groups;
6. The Sub-Committee shall await instruction from the ORD and/or DRRM Committee Chairperson for any advisories, directives, guidelines issued by the COA Central Office for a uniform and well-coordinated responsive action for any disaster affecting COA as a whole, an example being the performance of the COA Medics Team during the COVID-19 pandemic;
7. To ensure security from individuals who are considered personal and official visitors of the COA Regional Office, the COA Security Guard posted at Gate 1 (COA Main Gate) and Gate 2 (COA Regional Training Center Gate) shall maintain a radio frequency for monitoring the entrance of visitors into COA premises and inform the Roving Guard to record the entrance of visitors, determine which office will be visited, and wait for the go signal from the concerned office before the visitors will be allowed to be taken in, to give the concerned employee ample time to prepare before the visitors arrive at their office;
8. During flooding and heavy rains in areas in Region IX, the Sub-Committee shall establish contact with affected employees, provide reminders to them to vacate the area if needed, determine their status during the calamity, and in coordination with the DRRM Committee and its Sub-Committees, guide them for possible relocation to a temporary shelter or evacuation center.

C. POST-DISASTER AND RECOVERY STAGE

1. With proper coordination and clearance from the ORD, the Communication Sub-Committee shall establish linkage with the Department of Social Welfare and Development (DSWD), thru the Office of the Audit Team Leader, for possible intervention through temporary social assistance for heavily affected COA RO IX employees, including temporarily relocated victims of a calamity, and maintain frequent communication for updates on aid and assistance from the different financial

organizations in COA, such as the Philippine Government Audit Service Employees Association (PhilGASEA), COA 9 Multi-Purpose Cooperative (COAMPCO), and Association of COA 9 Employees, Inc. (ACE9);

2. The Sub-Committee shall continue to monitor thru the chat service established for the purpose any request from affected employees and relay the same to the concerned DRRM Sub-Committee for action and response, such as acquiring medicines, medical attendants, and, if necessary, transport of the affected employee from their identified location to the hospital;
3. The Sub-Committee will provide and facilitate posting of any advisory from the ORD, DRRM Committee Chairperson, First Aid Team and other Sub-Committees, as well as post updates from the COA Central Office;
4. The Communication Sub-Committee will continuously contact victims, especially affected employees who are under temporary shelter or staying at an evacuation center, and relay their immediate needs and concerns to the COA RO IX Management for immediate response and action;
5. In case of a pandemic, the Communication Sub-Committee shall work hand in hand with the First Aid Team / Medical Committee in conducting contact tracing of infected individuals and continuously update the employees on the assistance provided for them by the Regional Office; and,
6. Continuous holding of meetings among the Sub-Committee members will be undertaken for the purpose of soliciting ideas and suggestions on the proper management and performance of the Communication Sub-Committee during the Pre-Disaster Preparedness Stage, Emergency and Disaster Stage, and Post Disaster and Recovery Stage.

V. TRANSPORTATION

A. OVERALL FUNCTIONS/DUTIES/RESPONSIBILITIES

1. Functions

- Leads all mobilization procedures, provision of vehicles and transportation facilities as deemed necessary;
- Coordinates with other Sub-Committees that will require transportation services; and
- Ensures the systematic evacuation of personnel and properties during emergency situations.

2. Duties and Responsibilities

- a. Head
 - Establishes policy guidelines and sets priorities in the allocation of transportation vehicles
 - Coordinates and communicates with the Regional Office's other Sub-Committee Heads
 - Exercises supervision over transportation arrangements
- b. Co-Head
 - Assists the Sub-Committee Head in all her functions
 - Performs the functions of the Sub-Committee Head in case of absence/leave or incapacity of the latter
 - Supervises the team members in vehicle inspection
 - Reviews the inspection report prepared by team members
 - Does related work as may be assigned by the Sub-Committee Head
- c. Members
 - Regularly inspect the condition of vehicles assigned to them
 - Report the results of inspection to their supervisors
 - In case of emergency situations, drive the vehicle assigned to them
 - Carry out other tasks assigned to them by the Sub-Committee Head

B. DETAILED PLANS/MEASURES/PROCEDURES

1. Pre-Disaster Preparations

- a. Ensure that there is a readily available functional transportation system in the Office that can be used before, during and after an emergency or disaster.
- b. Conduct regular inventory of available vehicles and their capacity to transport personnel to safe areas. (See **Annex 2** – Inventory of Transportation Vehicles and **Annex 3** – Transportation Vehicle Ledger Card.)
- c. Conduct periodic vehicle inspection and maintenance.
- d. Identify and locate all nearby evacuation centers.
- e. Monitor safe and accessible exits from the office, as well as the road to evacuation centers.

2. During Emergency Situations

- a. Coordinate with every Sub-Committee that will need transportation services.
- b. Upon receipt of information from the Communication Sub-Committee on the need to evacuate, immediately establish an evacuation area.
- c. Take charge of evacuation in the following order of priority:
 - (1) Personnel
 - (2) Valuable documents and records of the office
 - (3) Personal belongings of the personnel
 - (4) Office equipment and other movable facilities
- d. Ensure the orderly boarding of evacuees to avoid injuries.
- e. Transport the injured and casualties to hospitals.
- f. Transport the evacuees to their designated evacuation centers.
- g. Ensure that everyone has boarded and no one will be left out.
- h. Monitor that all roads are safe and passable.
- i. Coordinate with private individuals for possible use of their vehicle, especially during evacuation or any disaster-related activity.
- j. If the necessary vehicles are not available, the Sub-Committee will work with the Communication Sub-Committee to coordinate with the Zamboanga City Disaster Risk Reduction and Management Office (ZCDRRMO) to request transportation vehicles.

3. Post-Incident Activities

- a. Assign all available vehicles and transport units to the First Aid Team and Search and Rescue Team.
- b. Assign all available vehicles to relief good operations.
- c. Provide assistance and services to individuals and families affected by disaster.

C. TRANSPORTATION SUB-COMMITTEE COMPOSITION AND CONTACT DETAILS

Name	Position	Contact Number
Abigail DS Luna	Head	0969-327-6998
Salimar A. Kulani	Co-Head	0917-300-8599
Ariel D. Alegata	Member	0935-880-5325
Francis Volter N. Escudero	Member	0917-628-5544/ 0917-849-5811
Jayson C. Francisco	Member	0975-987-2250

VI. FIRST AID

A. INTRODUCTION

The purpose of the First Aid Program is to ensure employees at COA RO IX receive appropriate first aid treatment in the event of an injury.

1. Objectives

The objectives of the First Aid Program are:

- a. To ensure that the required first aid stations and boxes are provided, maintained, and inspected; and
- b. To outline the training and certification requirements for first aiders.

2. Scope

This policy and procedure apply to all officials and employees of COA RO IX for the provision of first aid.

B. DEFINITIONS

1. **FIRST AID** - Immediate care given to a person who is injured or ill. Treatment is provided until medical aid can be administered by a health care professional (if applicable). First aid includes, but is not limited to:
 - a. Cleaning minor cuts, scrapes or scratches;
 - b. Treating a minor burn;
 - c. Applying bandages and/or dressings;
 - d. Applying cold compress, cold pack, ice bag, or a splint;
 - e. Changing a bandage or a dressing after a follow-up observation visit; and
 - f. Any follow-up for observational purposes only.
2. **FIRST AID OFFICER** - A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
3. **FIRST AID KIT** - A box or container that must, at the minimum, contain items listed in Annex 4.

In addition to the prescribed content for a first aid box, the following should be included: non-latex gloves in varying sizes and optionally consider a Cardiopulmonary Resuscitation (CPR) mask (barrier device). Quantities of first aid supplies may be increased to suit the needs of a particular workplace.

4. **FIRST AID STATION** - The conspicuous location of a first aid box and the postings in the workplace.

5. **INFECTIOUS WASTE** - Infectious waste may include items such as sharps, human tissue, blood and bodily fluids, and disposable materials and equipment that are contaminated with blood or other bodily fluids.
6. **STANDARD PRECAUTIONS** - Include good hygiene practices (washing and drying hands after patient contact), the use of protective barriers (may include gloves, masks, eye shields or goggles), and appropriate handling and disposal of sharps and other infectious waste.

C. POLICY

1. The CSC-DOH-DOLE Joint Memorandum Circular No. 1, series of 2020 or the Guidelines on Occupational Safety and Health (OSH) Standards for the Public Sector set out the legal aspects of first aid which all public sector agencies, as an employer, must provide. This first aid policy covers the arrangements that are in place to make sure that appropriate first aid provision is available throughout COA IX.
2. The provision of first aid is a further step in supporting a safe and healthy workplace for its personnel. This is achieved by undertaking the following measures:
 - a. Conducting a first aid risk assessment;
 - b. Allocating appropriate support to the provision of first aid;
 - c. Providing first aid to injured/ill personnel by a qualified first aider, but not beyond that for which the first aider is qualified and competent;
 - d. Seeing that first aid is administered as soon as is reasonably possible following an injury or illness and in accordance with the training undertaken by a first aider;
 - e. Reducing wherever possible the severity of the injury/illness by providing appropriate first aid treatment;
 - f. Appropriately recording accidents/incidents and maintaining appropriate statistics on accidents/incidents;
 - g. Appropriately investigating accidents/incidents within realistic timeframes;
 - h. Informing and educating personnel of their responsibility in relation to first aid;
 - i. Regularly reviewing the first aid policy and procedures; and
 - j. Mandatory reporting of critical incidents.
3. The First Aid Team aspires to ensure that all personnel act responsibly and comply with statutory requirements and all safety policies, standards and codes of practice.

D. RESPONSIBILITIES

This section outlines the responsibilities within the office for implementation of the First Aid Program.

1. Team Head

The Head has the following responsibilities:

- a. To ensure appropriate first aid stations/rooms are provided;
- b. To ensure trained first aider(s) are assigned to each first aid station/room; and
- c. To ensure first aid supplies are provided, maintained, and inspected.

2. Team Co-Head

The Co-Head has the following responsibilities:

- a. To ensure locations of first aid stations and their assigned first aider(s) are communicated to all staff under their supervision;
- b. To arrange appropriate first aid provisions for individuals working from home (e.g., alone or working outside normal work hours);
- c. To prepare Accident / Incident Reports;
- d. To set-up the first aid station in an easily accessible area close to the responsible first aider(s);
- e. To ensure the name of each first aider and their valid training certificate or card is posted in a conspicuous place close to the first aid station;
- f. To coordinate with the Transportation Sub-Committee for the transport of the injured individual if necessary to receive further medical treatment.

3. Team Members

The Team Members have the following responsibilities:

- a. To respond to first aid emergencies within the limits of their training;
- b. To obtain and maintain a valid Basic Life Support Certification;
- c. To follow appropriate emergency procedures and provide interim first aid until medical services arrive (if applicable);
- d. To be in charge of a first aid station and inspect the first aid box and its contents at least every three months (or four times per year) and replenish the supplies as needed. The inspection card / checklist (Annex 5) for the first aid box should be signed and dated;
- e. To keep a record, indicating the date, time and nature of the first aid treatment given to any injured person; and
- f. Advise injured worker to complete the Office Accident / Incident Report with their supervisor.

4. All Personnel

- a. Ensure that they:

- (1) Know the first aid officers at the office (see **Item VI.I**);
- (2) Know the location of first aid kits in their work area;
- (3) Know the emergency telephone numbers (see **Item VI.J**);
- (4) Request the assistance of a first aid officer without delay, in any situation where first aid may be required;
- (5) In the absence of a first aid officer, arrange medical assistance as required;
- (6) Remain with the person requiring first aid until a first aid officer or medical assistance arrives;
- (7) Notify the First Aid Team Head of the need for replacement of first aid consumables, following an incident.

- b. Report any deficiencies in the provision of first aid to the DRRM Secretariat.

E. PROCEDURES

1. Workplace First Aid Risk Assessment

It is important to conduct a workplace first aid risk assessment to ensure that adequate first aid necessities are in place. This method assesses the following:

- a. The types of injuries or illness that could occur in the workplace;
- b. The likelihood of the occurrence of harm; and
- c. The potential severity of that harm.

At a minimum, the workplace first aid risk assessment should include the following:

- a. Identification of hazards;
- b. Assessment of hazards (types of injuries or illness that could occur in the workplace, the likelihood of the occurrence of harm, and the potential severity of that harm); and
- c. Identification of first aid requirements (i.e., supplies and equipment needed for first aid response).

2. Workplace First Aid Station

- a. A first aid station shall contain:
 - (1) First aid box;
 - (2) Notice board displaying:
 - Valid first aid certificates of the first aiders; and
 - Inspection card / checklist with spaces for recording the date of inspection and the signature of the person conducting the inspection (refer to **Annex 5**);
 - (3) First Aid Treatment Log. This log is meant to keep a record, indicating the date, time and nature of the first aid treatment given to any injured person.
- b. Each first aid station shall be placed in the care of a First Aid Team member who has a valid Basic Life Support Certificate. The First Aid Team member shall have custody of the items in his/her station, including the first aid box.
- c. Where possible, an alternate employee with the same qualifications shall be assigned to the first aid station to ensure coverage during normal working hours.
- d. First aid stations shall be located in an area that is easily accessible at all times for the prompt treatment of any worker.

3. First Aid Boxes

- a. A first aid box shall contain at minimum the first aid items required by the Occupational Safety and Health Center. All items in the box must be maintained in good condition. The box must be large enough so that each item is in plain view and easily accessible. The expense of furnishing and maintaining first aid appliances shall be borne by the office. The First Aid Team shall coordinate with the Supply Section for the procurement of required supplies.
- b. When personnel are on an official event outside the office premises, a first aid box shall be present with contents suitable for the number of people on the field trip.

The first aid box should be placed in the care of a Team member who holds a valid First Aid Certificate.

- c. All official vehicles transporting COA IX personnel shall be equipped with first aid boxes containing first aid items.
- d. Personal protective equipment (e.g., CPR mask and non-latex gloves) as prescribed by the first aid training should also be included in the first aid box.
- e. Equipment outside the scope of first aiders, equipment that may deteriorate or that is potentially dangerous (e.g., medication and ointments) should not be included in first aid boxes.
- f. The first aid boxes and their contents must be inspected a minimum of every three months (or four times a year*) by the individual(s) in charge of the first aid station to ensure that supplies are maintained in good condition and replenished if necessary. An inspection card / checklist must be signed and dated after each inspection.

*The minimum inspection period should be not more than 90 days and should occur following any first aid incident where the workplace first aid kit is used.

4. Guidance for Locating First Aid Stations

The following guidelines are meant to assist in determining appropriate first aid station locations:

- a. Each first aid station should be clearly marked by signage signaling there is a first aid kit, and the signage should be visible from a distance.



- b. The station shall be in an area which is easily accessible to allow for the prompt treatment of any worker at all times when work is in progress. Where a first aid station is not easily accessible to provide prompt treatment of a worker, additional first aid station or stations shall be established.
- c. The station should be located close to where the trained first aiders regularly work daily.
- d. If the workplace is spread over a large area, it may be necessary to have more than one station present.
- e. If there are several hazardous processes in the workplace, it may be necessary to have a first aid station close to each process.
- f. Although not necessary in all cases, the station (especially in areas where there are particularly hazardous processes) should be on the same floor as the people it serves.
- g. The station should be near an accessible communication system that will be able to connect with emergency services personnel for escalation.

F. INDEMNIFICATION AND LIABILITY

- a. Team members who hold a current first aid qualification and who are assigned by COA IX as a First Aid officer and who render first aid assistance during the course of their first aid duties as empowered by this policy and procedure shall be indemnified by COA IX in respect of legal actions taken against them, provided such assistance or lack of assistance is not proven to be the result of willful negligence.
- b. Medical expenses incurred during the treatment of illness and/or injury are the responsibility of the personnel. This includes costs associated with emergency services response in the direct treatment or transport of the personnel for which first aid treatment is provided.

G. PREVENTING COVID-19 IN THE WORKPLACE⁶

- Wear [cloth face coverings](#), at a minimum, at all times when around coworkers or the general public.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are not immediately available, use an alcohol-based hand [sanitizer](#) with at least 60% ethanol or 70% isopropanol as active ingredients and rub hands together until they are dry. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes or coughing/sneezing into your elbow/upper sleeve.
- Avoid [close contact](#) (within 6 feet for a total of 15 minutes or more over a 24-hour period) with people who are visibly sick and practice physical distancing with coworkers and the public.
- Stay home if sick.
- Recognize personal risk factors. [According to the U.S. Centers for Disease Control and Prevention \(CDC\)](#), certain people, including [older adults](#) and those with [underlying conditions](#) such as heart or lung disease, chronic kidney disease requiring dialysis, liver disease, diabetes, immune deficiencies, or obesity, are at higher risk for developing more serious complications from COVID-19.

H. COMMON INJURIES AND ILLNESSES IN THE WORKPLACE

Injuries Associated With Common Workplace Hazards That May Require First Aid	
HAZARD	POTENTIAL HARM
Extreme temperature	Exposure to heat can cause heat stress and fatigue.
Improper lifting or manually lifting heavy object	Back or spine injury. Lift with your knees, not your back.
Intensive keying	Constant typing and clicking strains muscles and tendons.
Improperly stored combustible materials	The resulting injuries incurred include damage to the respiratory system, varying

⁶ <https://www.osha.gov/coronavirus/control-prevention>

	degrees of burns, and even potential disfigurement. Explosions and fires account for 3% of workplace injuries and have the highest casualty rate of all probable workplace accidents.
Slips, trips and fall	Occasional spills, wet or oily surfaces, poor lighting, clutter, wrinkled carpeting or mats, uncovered cables, and uneven walking surfaces.

Illnesses That Are Common in the Workplace That May Require First Aid	
ILLNESS	REMEDY
Headache	<ul style="list-style-type: none"> • Paracetamol
Gastrointestinal problems	<ul style="list-style-type: none"> • Drink plenty of fluids • Take paracetamol for any fever or aches and pains • Take anti-vomiting medication (such as metoclopramide) and/or antidiarrheal medication (such as loperamide) • Antacids - neutralize stomach acid to cut down on heartburn, sour stomach, acid indigestion, and stomach upset.
Backache	<ul style="list-style-type: none"> • Stretching and exercise • Heat and cold packs ✓ Regular applications of ice to the painful areas on your back may help reduce pain and inflammation from an injury. Try this several times a day for up to 20 minutes each time. Wrap the ice pack in a thin towel to protect your skin. After a few days, switch to heat. Apply a heating pad or warm pack to help relax your muscles and increase blood flowing to the affected area. You also can try warm baths to help with relaxation. To avoid burns and tissue damage, never sleep on a heating pad. • Paracetamol - for aches and pains
Fatigue/weakness	<ul style="list-style-type: none"> • Eat often to beat tiredness. (Healthy eating) • Get moving. (Exercise) • Lose weight to gain energy. • Sleep well. (Get enough sleep) • Reduce stress to boost energy. • Talking therapy beats fatigue. • Cut out caffeine. • Drink less alcohol.
Cough and colds	<ul style="list-style-type: none"> • If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave.

I. COA IX FIRST AID OFFICERS

FIRST AID OFFICERS		
Name	Designation	Contact Number
Lilibeth N. Rugayan	Head	09173150902
Evelyn P. Angeles	Co-Head	09278871988
Kerwin S. Ilano	Member	09778341683
Mynna Marie M. Barrientos	Member	09518007060
Rosario Violet P. Suson	Member	09761078950

J. EMERGENCY HOTLINE

EMERGENCY HOTLINE		
Name of Hospital	Address	Contact Number
Zamboanga City Medical Center (ZCMC)	Dr. Evangelista St., Sta. Catalina	(062) 991-0573 (062) 991-2934/992-0269
ZCMC Health Emergency Management Staff	Dr. Evangelista St., Sta. Catalina	0966-4270181
Mindanao Central Sanitarium (MCS)	Pasobolong	926-6705 957-1494
Hospital de Zamboanga	Pilar St.	0905-6710965 0905-6708380
Zamboanga Doctors' Hospital	Veterans Avenue	992-4347 991-1929/2011
Brent Hospital and Colleges, Inc.	R.T. Lim Boulevard	992-4980 992-5996
Ciudad Medical Center	Mayor Vitaliano Agan Avenue	992-7330 to 36 Loc. 1123
Universidad De Zamboanga Medical Center Inc.	247 San Jose Road	993-0009 990-1733 992-5984 991-1222
Zamboanga Peninsula Medical Center	MCLL Highway, Putik	955-4579 955-4583 Loc. 121
Zamboanga City Disaster Risk Reduction & Management Office	Pettit Barracks	955-9601/990-1171 0966-7316242 0955-0043682 0928-8966279 0929-0912492 926-1848 926-1849

VII. SEARCH AND RESCUE

SEARCH AND RESCUE (SAR)

Search and rescue are technical activities rendered by a group of specially trained personnel, who will rescue and attend to the casualties under adverse conditions, where life is at threat. The main goal is life-preservation of as many disaster victims as possible in the shortest amount of time, while minimizing the risk to rescuers.

A. OBJECTIVES

- To rescue survivors trapped under the debris, from the damaged buildings or from a storm surge, flood, earthquake, fire and other potential calamities.
- To provide first aid services to the trapped survivors and to dispatch them for medical care.
- To take immediate actions, as necessary, for temporary support and protection on unsafe or collapsed buildings and structures.
- To recover and hand-over the bodies of the deceased to proper authority.
- To train, demonstrate and raise awareness on how to use the local materials for self-rescue amongst the COA employees.

B. TYPES

There are several types of search and rescue, to include: ground, mountain, combat, maritime, and urban search and rescue. This guideline will focus on the basics of urban SAR since this is the most applicable to the nature of work and location of the Office.

Urban SAR is the location and rescue of persons from collapsed buildings or other urban and industrial entrapments. Due to the specialized nature of the work, rescue teams are multi-disciplinary and should have proper training in fire and emergency medical services. They should also have basic training in SAR during structural collapse and flooding and the dangers associated with live electrical wires, broken natural gas lines and other hazards.

C. SEARCH AND RESCUE TEAM

The Team should undergo at least basic and preferably advanced search and rescue training with basic life support training. The rescuers' efficiency level is to be maintained through practice and demonstrations / mock-drills during the non-disaster period.

Important attributes of members:

- Ability to make quick decisions
- Ability to stay calm under stress
- A high degree of self-reliance
- Ability to work as a team member
- Readiness to accept a challenge
- Willingness to risk injury to help others

Duties and Responsibilities:

- Pay attention to safety.
- Do a careful scene size-up before entering a structure.
- Make sure that you have two clear escape routes at all times inside the structure.

- Keep at least one Team member outside, watching for evolving hazards, and keeping track of the locations of those inside and outside.
- Mitigate any small hazards found – put out small fires, turn off electricity, gas, or water if needed, rope off downed wires or other hazards.
- Find and quickly assess victims.
- If triage team is needed, notify the First Aid Team.
- Plan next steps based on scene conditions and number and conditions of victims.
- Move victims to safety if necessary.
- Reevaluate initial triage and treat immediate threats to life.
- Document what was done and what needs to happen.
- When the search is completed, inform the First Aid Team. If there are victims that need to be monitored or transported, develop a plan with the First Aid Team. If the assignment is complete, you may request to be reassigned or check out.
- Turn over documentation to the appropriate person.

In circumstances where the situation is severe and the COA SAR Team does not have the required competence and equipment, special assistance from other agencies should be requested, such as the ZCDRRMO, Bureau of Fire Protection (BFP) and other concerned government agencies.

Duties of the Team Head:

- Provide for the safety of staff and co-employees.
- Determine the scope and rescue mission.
- Assist in mobilizing Search and Rescue Teams as per request of the DRRM Committee Chairperson.
- Ensure that deployed teams are provided with adequate support.
- Direct the Search and Rescue Team.
- Provide regular updates to the COA RO IX DRRM Committee Chairperson.
- Watch for signs of stress in staff.

Duties of Team Members:

- Carry out the tasks assigned safely. Be aware of the safety of those you supervise and help.
- Understand the task you are asked to perform. Be aware of your abilities and available resources.
- Acquire the tools and materials needed.
- Organize and brief Team members.
- Use and follow scene size-up before taking action.
- Always record actions taken and report to the Team Head after completing your task.

D. RESCUE STAGES

Stage I

Surface Casualty (Emergency Rescue)

To locate surface casualty, the rescue is conducted from the outer-edges of the damaged area and rescued persons shall be provided first aid services. In case the rescued person is more severely injured, after providing first aid services, dispatch him/her as quickly as possible to the nearest hospital for medical care.

Stage II

Search in Slightly Damaged Buildings (Immediate Rescue)

The SAR Team should move towards the slightly damaged buildings after responding to the surface casualty. It might happen that some persons trapped can be contacted but cannot be reached easily. In such events, before entering the damaged building or house, a careful analysis of the methods best suited to safely rescue trapped persons is to be made. The Team Head has to take proper decisions without risking the lives of the rescuers or the injured. Safety at all points is to be ensured. The same procedures shall be followed in the case of trapped people or flood-stuck people.

Stage III

Search of Possible Survival Points (Specialized Rescue)

All possible places and all options where there is any chance of a person being trapped or injured are to be searched. The SAR Team should try with all means to rescue with the appropriate method. Consider safety as top priority.

Stage IV

Debris Clearance (Specialized Rescue)

The SAR Team should search until all persons are accounted for and identities are ascertained.

E. RESCUE FROM DAMAGED BUILDING

The COA SAR Team should be equipped with the necessary knowledge and skills before entering and rescuing casualties from damaged buildings. Coordination with the proper agency must be done for proper training of the Team.

Precautions Before Entering the Damaged Building:

- Observe the construction of the building and collapsed portions.
- Check whether the walls need any support.
- Be careful of possible hazards, which may occur from exposed building/household equipment.
- Use a helmet.
- Work in pairs.
- Listen for possible sounds.
- Keep calling.
- Do not touch or disturb any damaged walls or blocked doors which are broken and/or projecting.
- Treat all naked wires as live wire.
- Do not ignite fire.
- Keep close to the walls.
- Be careful in all your movements.
- Do not pull anything projecting out from the collapsed portions.

F. STRETCHER AND CASUALTY TRANSPORT

Wounded casualty is to be transported with utmost safety to avoid further risk. It may happen that the trained rescuers have to rescue the casualties from a collapsed structure, from a confined place, or uneven ground with obstacles. Different techniques are required for different ground conditions. Knowledge of first aid services and adequate transportation of the casualty is important for the COA SAR Team, hence they should undergo proper training.

G. WATER RESCUE

Flood disasters take thousands of human lives every year. Rescue from water related disasters is one of the important challenges for the rescuer. The rescuers must be equipped with swimming and floating aids and should have adequate swimming capacity for rescuing the drowning casualty. The COA SAR team must have advanced knowledge of swimming thru proper training and practice in order not to risk himself /herself whilst rescuing the victims.

H. RESCUE EQUIPMENT

The COA SAR Team must be equipped with the necessary equipment. The equipment should always be prepared and must have its proper storage with periodic testing and checking.

1. Personal Equipment

- ☐ Helmet
- ☐ Torch
- ☐ Lifeline
- ☐ Gumboots
- ☐ Life Jackets (Water Rescue)
- ☐ Whistle

2. Team Equipment

- ☐ Rope: 3-inch (7 cms) diameter of 200 ft (61.5 mtrs)
- ☐ Lashing lines: 1.5 inches (3.8cms) circumference of 40 ft (12.32 mtrs) length
- ☐ 6 Sash-cord-inch (2.54cms)
- ☐ Pulley blocks with different sheaves
- ☐ Ladder (Wood/Bamboo)
- ☐ Small cutting tools
- ☐ First Aid Box
- ☐ Life Buoy
- ☐ Crowbar
- ☐ Hammer
- ☐ Stretcher
- ☐ Small boat/water vehicle

I. COA RO IX SAR TEAM

Head	Charles R. Bulac
Co-Head	Edilberto G. Vallecer
Members	Benjavier T. Jumaani
	Chen Ben C. Lim
	Julwahab E. Amilhussin
	Arnel E. Tulilis
	Pablo B. Bucoy

VIII. FIRE SUPPRESSION

A. FIRE SUPPRESSION TEAM OVERALL FUNCTION, DUTIES, AND RESPONSIBILITIES

1. Pre-Incident Preparations (Prevention)

- a. Conduct Fire Safety Inspection (office buildings) – **Annex 6**
- b. Conduct inventory of fire prevention and protection facility/equipment/tools and prepare request for the lacking essential facility/equipment/tools
- c. Plan/Propose/Conduct basic fire suppression training for the Fire Suppression Team
- d. Plan/Propose/Conduct fire preparedness/prevention seminar
- e. Plan/Propose/Conduct fire drill

2. When Fire is in Progress (Fire Suppression)

- a. Coordinate with other Sub-Committees for a synchronized fire emergency response
- b. Conduct/Implement fire emergency and firefighting procedures

3. Post-Incident Activities

- a. Conduct post incident inspection and prepare Post Incident Inspection Report – Annex 7
- b. Evaluate and reassess fire prevention and preparedness measures (revise if needed)

B. DETAILED PLANS/MEASURES/PROCEDURES

1. Fire Safety Inspection & Monitoring

The Fire Suppression Team conducts fire and safety inspection of all buildings, structures and facilities inside COA Regional Office IX twice in a year to:

- a. Identify and report hazards and monitor latent conditions.
- b. Conduct physical inspection and inventory of the following:
 - (1) Fire extinguishers
 - (2) Other fire protection equipment
- c. Prepare and submit Fire Safety Inspection Report (**Annex 6**).
- d. Check status and monitor the condition of the following (with the assistance of the Regional Technical Audit Group [RTAG]):
 - (1) Rubbish and trash accumulations
 - (2) Flammable liquids improperly stored
 - (3) Painting materials and oily rags not stored safely
 - (4) Storage areas congested, not fire-safe
 - (5) Combustibles too near heating devices
 - (6) Smoke pipes and fuels unsafely arranged
 - (7) Gas fueled devices improperly arranged
 - (8) Electrical circuit overloading, improper fuses
 - (9) Electrical cords and motors unsafe
 - (10) Building maintenance fire safety plan
 - (11) Fire extinguisher information

2. Fire Suppression

- Report fire or other emergencies immediately, first to your supervisor, then to the Fire Suppression Team. When warranted, call the emergency hotline in your location. Be prepared to provide the responder with the nature and location of the emergency. As it is very important to call the Fire Department immediately, personal cellphones may be used to contact them.
- The COA Security Guards shall also be contacted to advise them of the situation and for further assistance.
- Fire alarm will be sounded and activated.
- Whatever the cause of the fire, the main switch should be turned off immediately.
- Move quickly to the nearest accessible exit.
- Notify and assist others to evacuate along the way. Evacuate occupants to the evacuation assembly area.
- If the building fire alarm is not yet sounding, manually activate the alarm located at the lobby.

Fire Emergency Procedures

- a. Remove anyone in immediate danger.
- b. Once an employee is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency evacuation plan, and proceed directly to the designated assembly point.
- c. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- d. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage and it can be extinguished safely.
- e. Disabled and non-ambulatory (unable to walk) personnel should request assistance from those nearest to them. Advise the BFP or COA Security Guards of personnel trapped who may require assistance to evacuate.

Fire-Fighting Procedures for Controllable Fires

- For all fires, the fire alarm must be transmitted immediately to ensure Fire Department response.
- The decision of whether to fight the fire oneself or to wait for firefighting help must be made according to the type and size of the fire, its location and the circumstances of the fire. A small fire in a container may be easily snuffed out by the placement of a nonflammable cover across the container opening. A small fire in an area free of other fuels can be extinguished with appropriate available extinguishers before calling for help. When extinguishing a burning solid, direct the extinguisher discharge at the base of the flame; in the case of burning liquids, direct it at the leading edge. Larger or rapidly growing fires are best left to the Fire Department.
- To extinguish a minor fire with an extinguisher:
Remember! **PASS**
 - **P**ull Pin
 - **A**im nozzle at base of fire

- Squeeze handle
- Sweep from side to side

When should you use a fire extinguisher?

Only if the fire is small in size (no larger than a small trash can). If you do fight the fire, use only ONE (1) extinguisher, then evacuate the building. As a reminder: you are NOT obligated to fight fires of any size. If you have any doubt, do not attempt to fight the fire.

Response Time

The operational objective of the Fire Suppression Team should be to achieve response time of two (2) minutes but not to exceed three (3) minutes to the fire scene and to be able to call the BFP within a minute upon knowledge of a fire incident which cannot be suppressed by fire extinguishers.

Note: Response time is regarded as the time the initial call is received until the first responder (Fire Suppression Team members) arrives at the scene and is in position to discharge fire extinguishers onto the fire.

Reminders

- a. Total and immediate evacuation is the safest.
- b. If caught in smoke:
 - (1) Drop to hands and knees and crawl towards the nearest exit.
 - (2) Stay low, smoke will rise to ceiling level first.
 - (3) Hold your breath as much as possible.
 - (4) Breathe through your nose.
 - (5) Use a filter such as a shirt, towel or handkerchief.
- c. If trapped in a room due to fire or smoke:
 - (1) Close as many doors as possible between you and the fire.
 - (2) Wet and place cloth material around or under the door to help prevent smoke from entering the room.
 - (3) If the room has an outside window, be prepared to signal to someone outside.
- d. Clothing on fire (Stop, Drop and Roll):
 - (1) Direct or assist a person to roll around on the floor to smother the flames.
 - (2) Report incident to supervisor.

3. Post Incident Inspection

After an incident of fire, where no response from the BFP was resorted to, the Fire Suppression Team with the assistance of RTAG will conduct Post Incident Inspection of the affected buildings, structures and facilities to:

- a. Identify the extent of the damage caused by the fire and the status/condition of the buildings, structures and facilities affected;
- b. Conduct physical inspection and inventory of the following:
 - (1) Fire extinguishers
 - (2) Other fire protection equipment

(3) Prepare and submit Post Incident Inspection Report (**Annex 7**)

In case of a fire incident wherein the BFP was the primary responder, the Fire Suppression Team shall secure incident report from the BFP.

C. FIRE SUPPRESSION TEAM COMPOSITION AND CONTACT DETAILS

Head:	Rogelio H. Saguin Jr.	09176215968
Co-Head:	Alkhadri H. Muin	09178055061
Members:	Dino Q. Rellon	09178957294
	Rommel-Khan A. Jamanulla	09056493056
	Rhoi Mark R. Regino	09175931940
	Patrick M. Torres	09617193044
	Alexis A. Fonollera	09179994470
	Harvey C. Soledad	09657355870
	Juville Bryan R. Agias	09356133508
	Eric D. Rendoque	09050696651

D. OTHER MATTERS

All Fire Suppression Team members shall be properly trained to perform their duties in an efficient manner and shall participate in live fire drills commensurate with the types of rescue and firefighting equipment in use and available at the Regional Office.

IX. APPENDICES



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. IX
 Cabatangan Hills, Zamboanga City

May 2, 2023

OFFICE ORDERNo. **2023-088**

SUBJECT: Reconstitution of Disaster Risk Reduction Management Sub-Committee of the Commission on Audit Regional Office IX

In line with the Philippine Disaster Risk Reduction Management Act of 2010 (Republic Act 10121) and COA IX Unnumbered Memorandum dated August 23, 2017, the following sub-committees is hereby reconstituted, as follows:

SECURITY		
	Head	Mydee C. Mandin
	Co-Head	Steven John F. Yap
	Members	Rodel C. Andres
		Juan Miguel S. Ballesteros
		Cris Raymund M. Araneta

COMMUNICATION		
	Head	Apolinar C. Sagaral
	Co-Head	Maria Rhodora B. Bondoc
	Members	Ruby G. Ilaji
		Soraya M. Sagaral
		Rhine Mae A. Cruz
		Juville Rei R. Agias
		Radzmia M. Tagle

TRANSPORTATION		
	Head	Abigail DS. Luna
	Co-Head	Salimar A. Kulani
	Members	Ariel R. Alegata
		Francis Volter N. Escudero
		Jayson C. Francisco

FIRST AID TEAM		
	Head	Lilibeth N. Rugayan
	Co-Head	Evelyn P. Angeles

FIRST AID TEAM		
	Members	Kerwin S. Ilano
		Mynna Marie M. Barrientos
		Rosario Violet P. Suson

SEARCH AND RESCUE TEAM		
	Head	Charles R. Bulac
	Co-Head	Edilberto G. Vallecer
	Members	Benjavier T. Jumaani
		Chen Ben C. Lim
		Julwahab E. Amilhussin
		Arnel E. Tulilis
		Pablo B. Bucoy

FIRE SUPPRESSION TEAM		
	Head	Rogelio H. Saguin, Jr.
	Co-Head	Alkhadri H. Muin
	Members	Dino Q. Rellon
		Rommel-Khan A. Jamanulla
		Rhoi Mark R. Regino
		Patrick M. Torres
		Alexis A. Fonollera
		Harvy C. Soledad
		Juville Bryan R. Agias
		Eric D. Rendoque

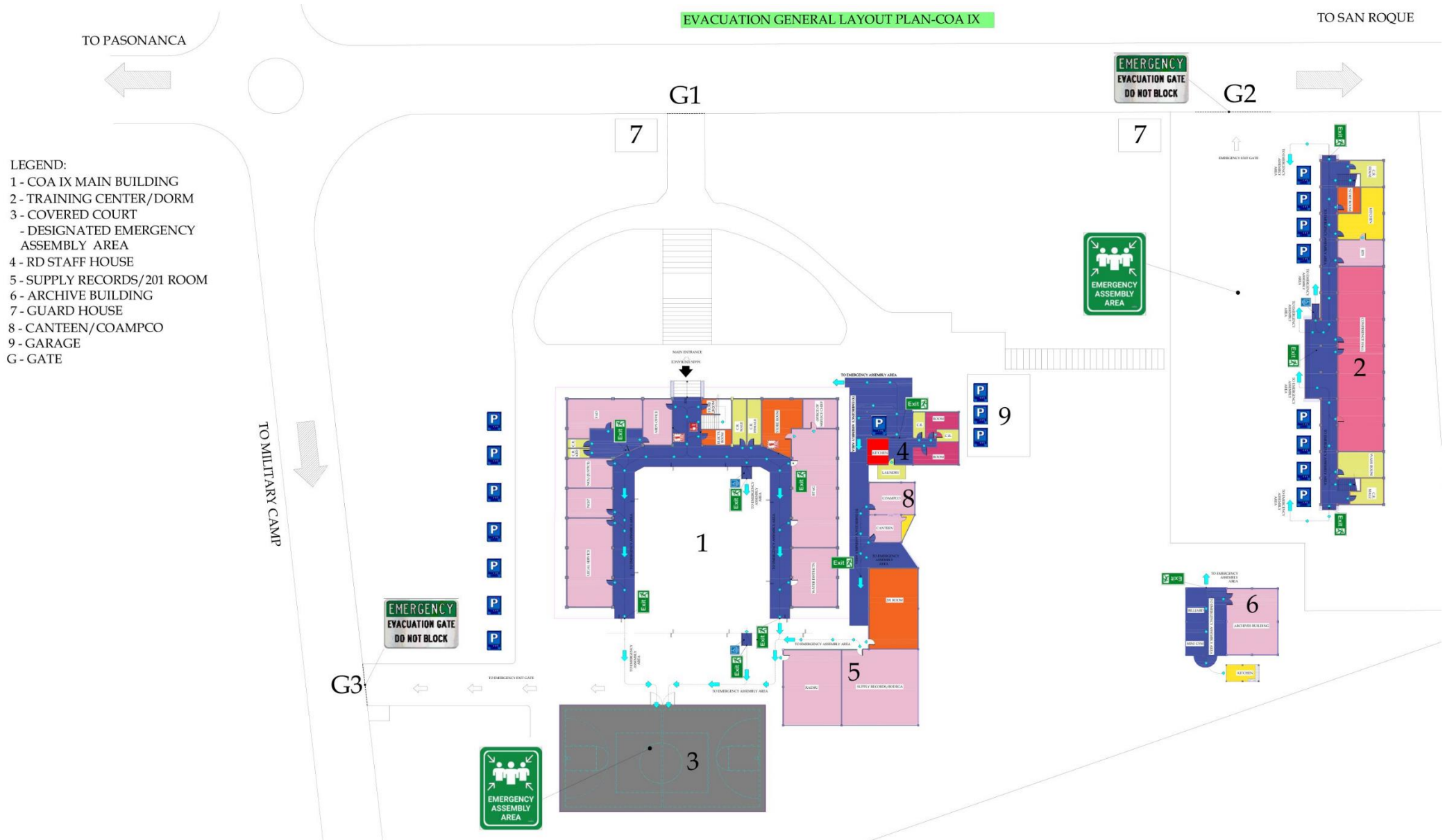
SECRETARIAT		
	Head	Atty. Faith Suzzette N. Delos Reyes-Kong
	Member	Arnold P. Bejar

All Committee Chairs are enjoined to prepare updated duties and responsibilities and their respective Committee Plan, in case of Emergency/Disaster and submit the same to the Secretariat, not later than May 31, 2023. The Secretariat is tasked to consolidate the data submitted by each Committee and prepare the Regional Disaster Risk Reduction Management Plan, which shall contain, among others, the Committees, its functions, the detailed plans/measures/procedures on the prevention response, and post-disaster activities, and emergency evacuation plan which shall be posted on strategic conspicuous locations in the premises of the Regional Office.

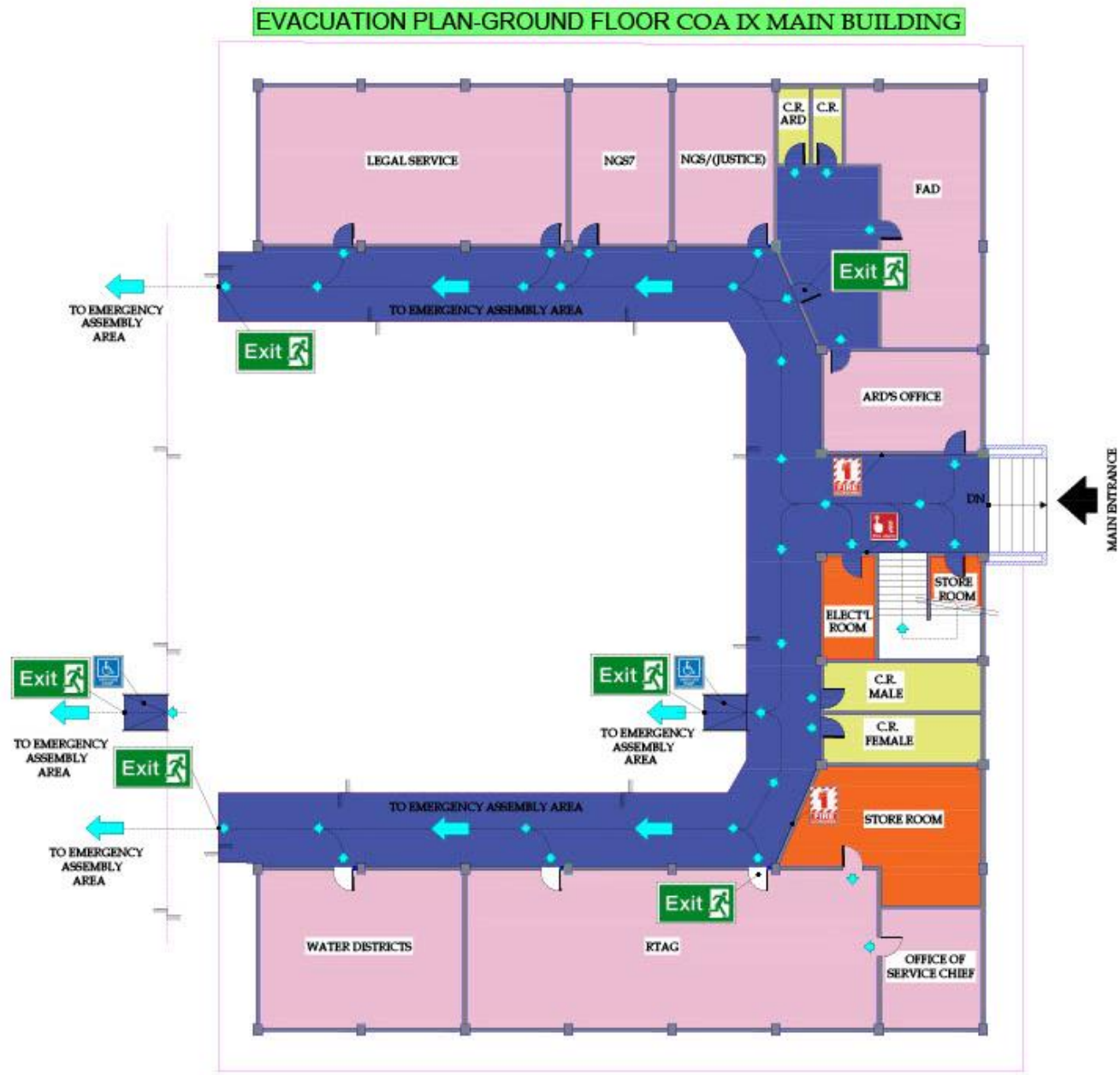

MARISOL D. LEGASPI
 OIC Director IV
 Regional Director

APPENDIX B

EVACUATION PLAN – COA IX GENERAL LAYOUT



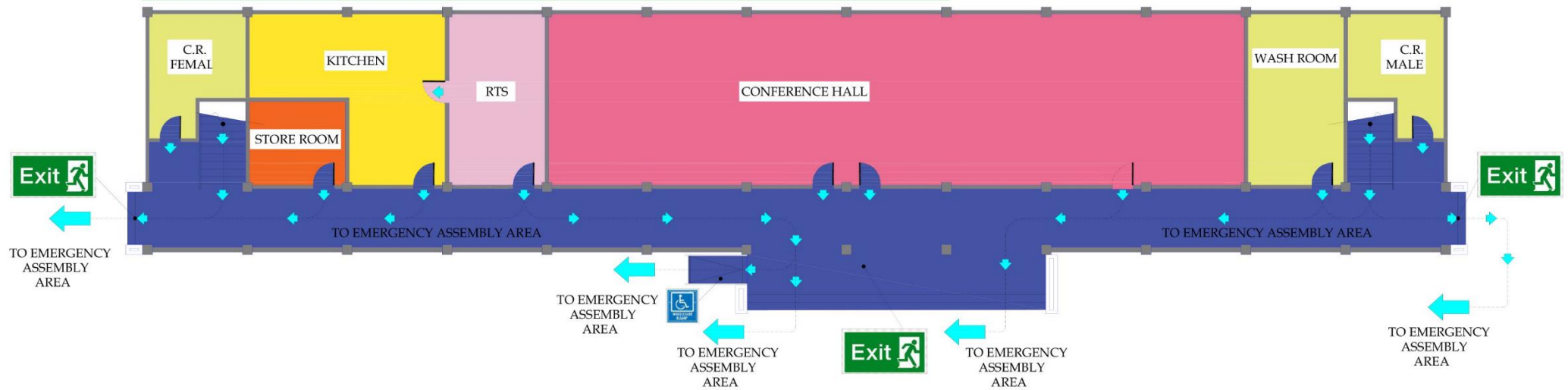
EVACUATION PLAN – GROUND FLOOR COA IX MAIN BUILDING



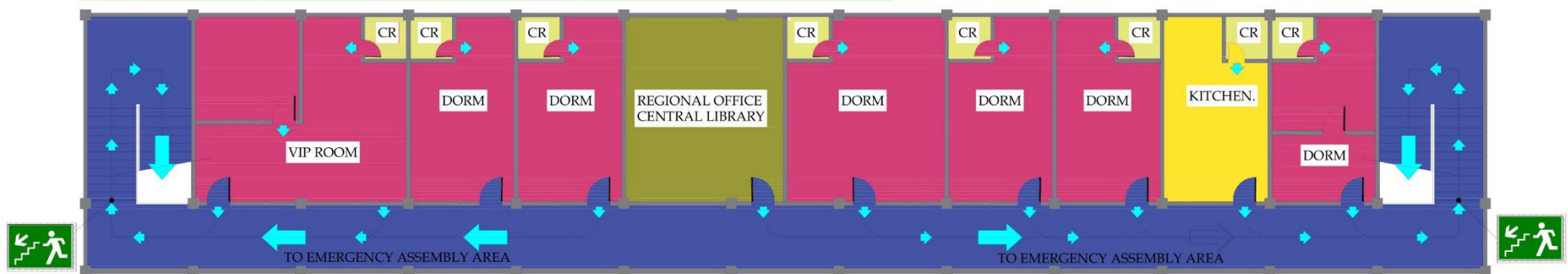
EVACUATION PLAN – 2ND FLOOR COA IX MAIN BUILDING

EVACUATION PLAN – GROUND AND 2ND FLOORS COA IX TRAINING CENTER

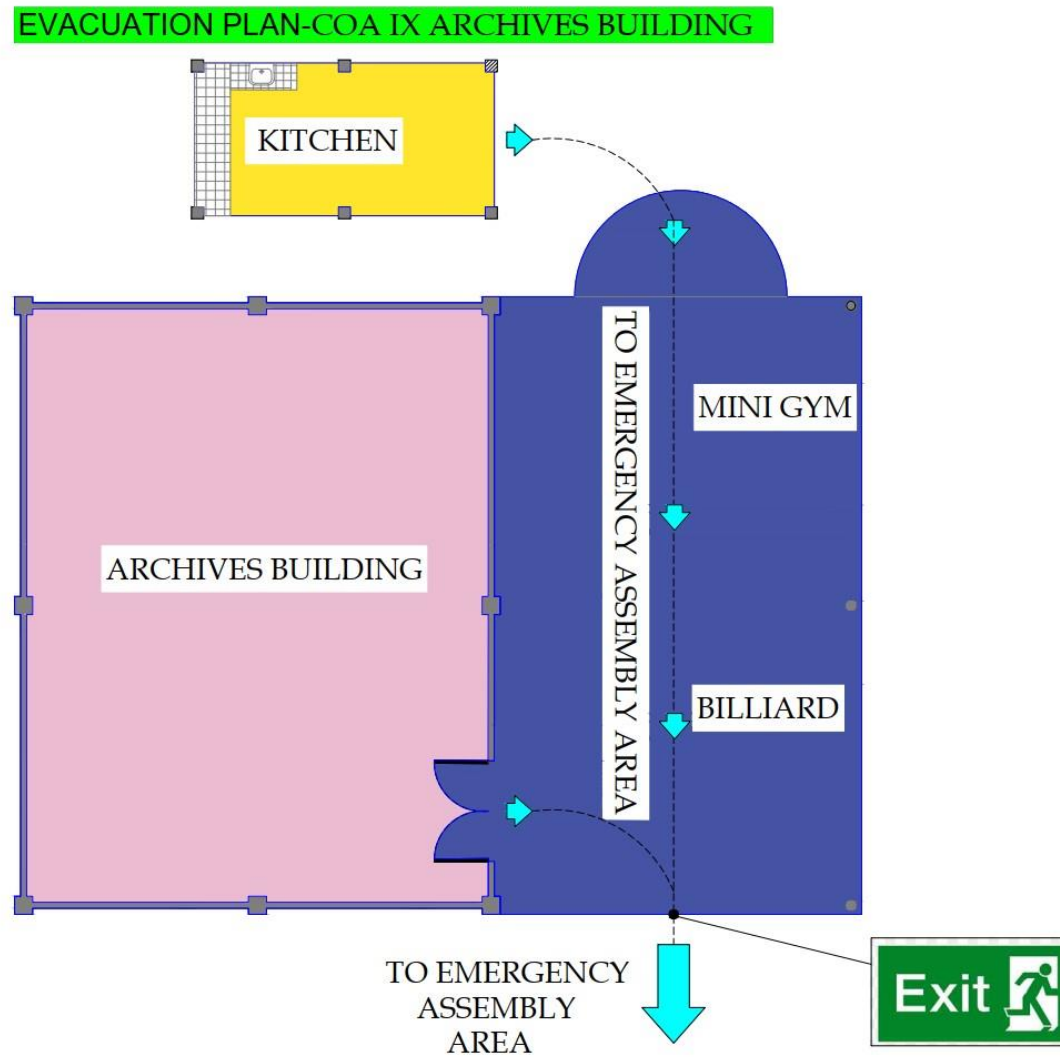
EVACUATION PLAN-GROUND FLOOR COA IX TRAINING CENTER



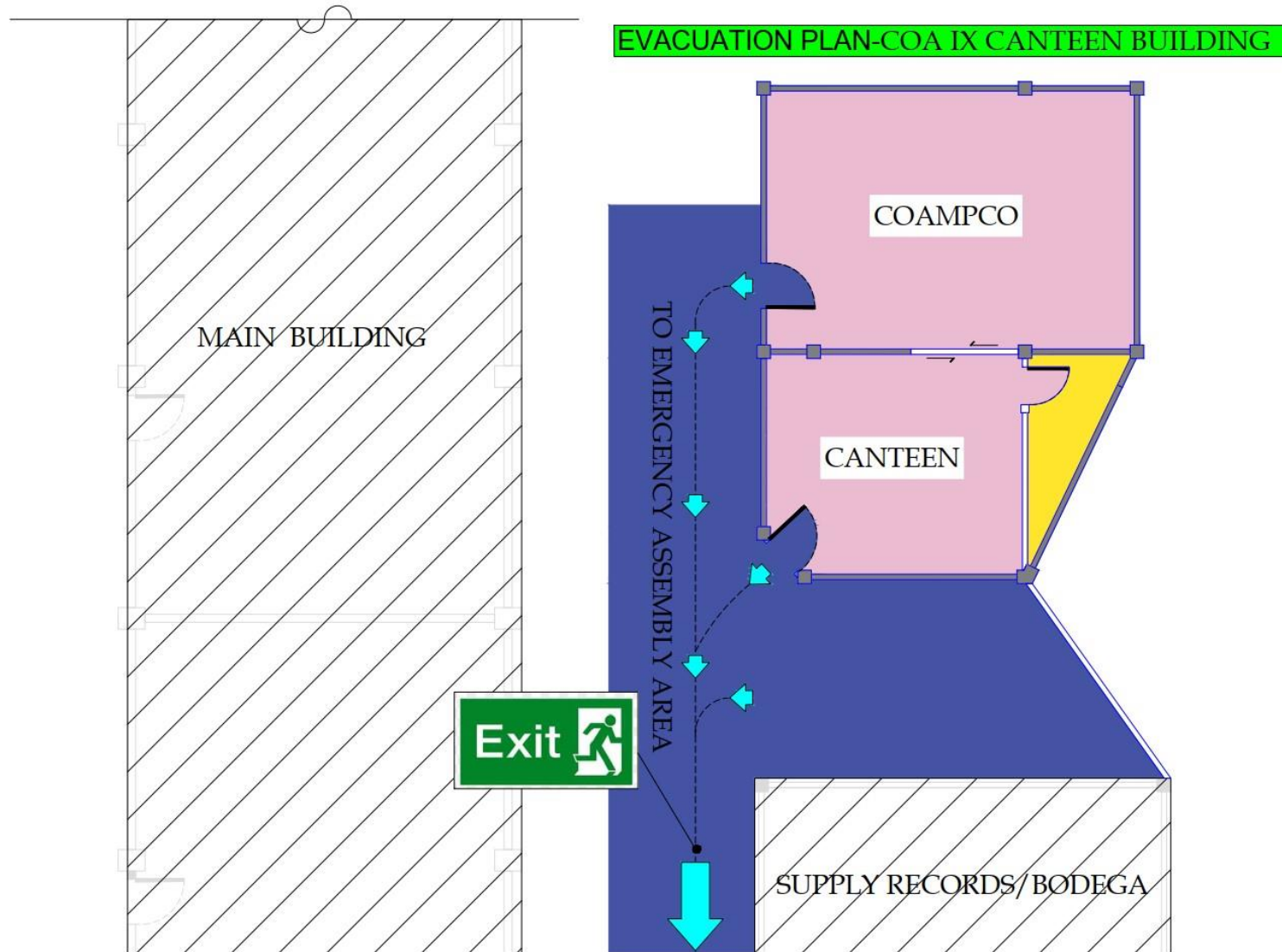
EVACUATION PLAN-2ND FLOOR COA IX TRAINING CENTER



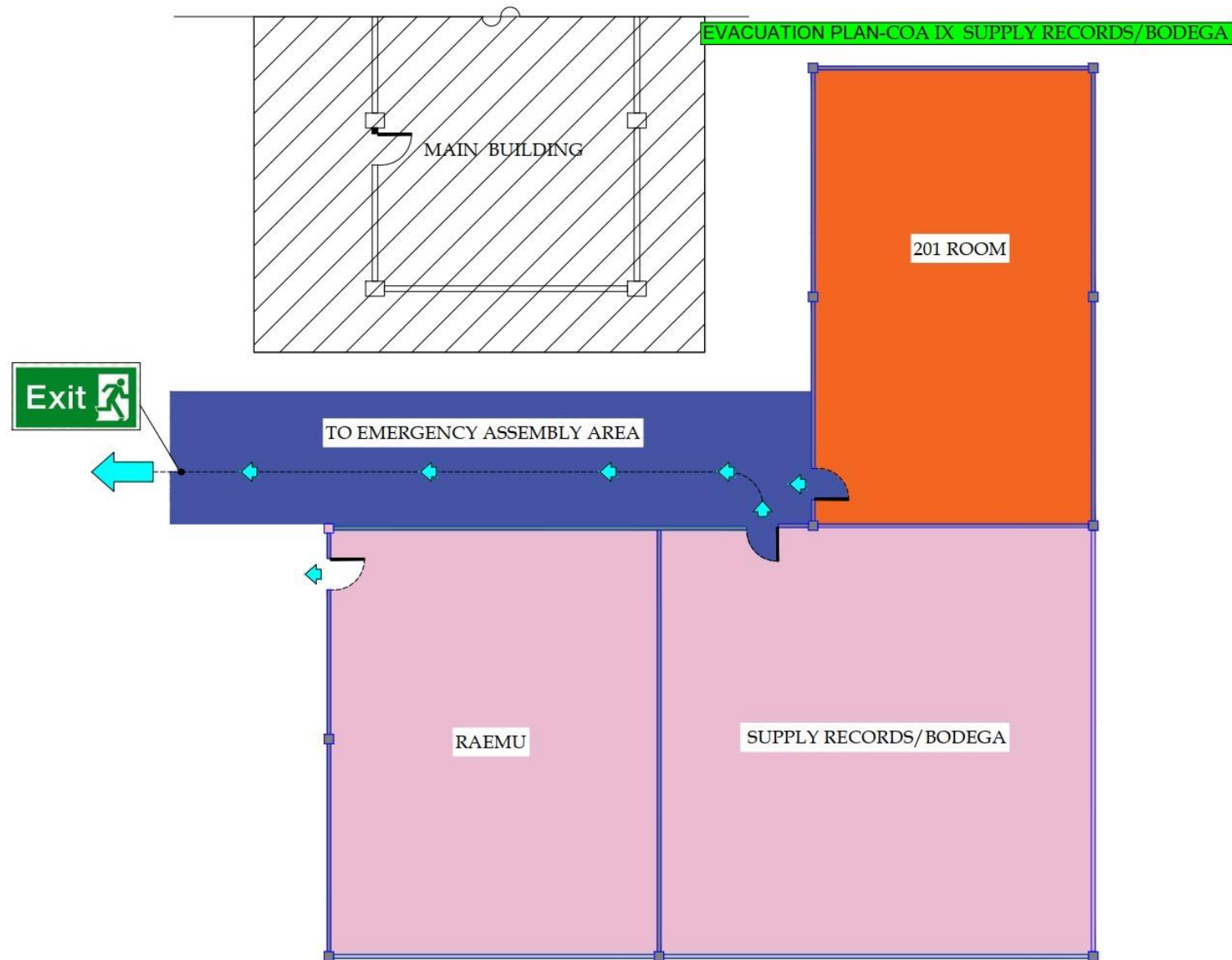
EVACUATION PLAN – COA IX ARCHIVES BUILDING



EVACUATION PLAN – COA IX CANTEEN BUILDING



EVACUATION PLAN – COA IX SUPPLY RECORDS/BODEGA



EVACUATION PLAN – COA IX RD STAFF HOUSE



X. ANNEXES

Supporting Documents for Requests for Relief from Accountability

1. The basic notice of loss to be filed immediately after the discovery of the loss and the request for relief from accountability which should be filed by the proper accountable officer within the reglementary period of 30 days from the occurrence of the loss, with the Auditor concerned or the Commission, as the case may be.
 - 1.1 In case of delay in the filing of the aforesaid notice and request, satisfactory explanation or the reason(s) for such delay should be submitted, after which the reasons/explanation given should be verified or confirmed by the Auditor concerned.
2. Affidavit or Sworn Statement of the proper accountable officer on the facts and circumstances surrounding the said loss.
3. Affidavit of two (2) disinterested persons who have personal knowledge of such fact of loss.
4. Final investigation report of the 1) office of the department head; 2) proper government investigation agency; and 3) the auditor, on the facts and circumstances surrounding the loss.
5. Latest inventory and inspection report preceding the loss and inventory report of properties remaining after the loss, duly witnessed by the auditor concerned.⁷
6. For LGUs, a list and description including book value, date of acquisition, property number, account classification, condition of property, and other additional relevant information of the properties lost duly certified by the general services officer, municipal or barangay treasurer, as the case may be.⁸
7. Exact or accurate amount of government cash or book value of the property, subject of the request for relief.
8. Memorandum Receipt covering the properties subject of the request, if any.
9. Comment and or/recommendation of the Agency Head/Local Chief Executive concerned on the request.
10. Comment and or/recommendation of the COA Director/OIC and/or Unit Head on the propriety of the request, together with a full state of material facts.
11. A categorical determination by the Auditor concerned on the absence of fault or negligence on the part of the accountable officer in the handling, safekeeping, etc. of the funds and properties under his custody as evidenced by a recital of the precautionary/security measures adopted to protect or safeguard them and the like.

Additionally, in case of the following incidents/occurrence:

FIRE:

1. The final report of the local Police/Fire Department or Station on the incident.
2. List or inventory of burned or destroyed properties as well as those properties retrieved after the fire, stating therein the acquisition cost/book value of each item, duly verified by the Auditor concerned.
3. Authenticated picture(s) showing the site/office or government properties razed by the fire.
4. Fire insurance policy, if any, covering subject property. If the property is insured, information as to whether or not the Agency concerned has already been paid the proceeds of the said insurance policy should be secured and, if so, evidence to this effect should be submitted. If the property has not been insured, reasons to this effect should be submitted.

⁷ COA Circular No. 92-386

⁸ COA Circular No. 92-386

THEFT OR ROBBERY/HOLD-UP:

1. Final Police report on the theft or robbery case.
 - 1.1 In cases of theft or robbery, including with force upon things (destruction of padlocks, doors, window jalousies, etc.), information as to whether or not the premises of the government Agency or office concerned Sworn Statements or Affidavits of the guards respecting the incident should be obtained and submitted.
 - 1.2 A certified copy of the contract of security/services entered into by and between the government office and the security agency should also be submitted.
 - 1.3 If the Security Guard(s) is found to be negligent in the premises, a recommendation to the Agency Head should be made that appropriate action be instituted to enforce the civil liability of the security guard and/or security agency concerned.
 - 1.4 In cases of theft or robbery/hold-up of government cash/funds to be deposited with or withdrawn from a depository bank, information as to whether or not the proper accountable officer was escorted by a policeman or security guard should also be submitted. In the negative, explanation to this effect should be submitted.
2. Detailed list of government properties lost or destroyed as well as those properties retrieved after the robbery incident disclosing the book value of each item or exact amount of government money/cash involved, duly verified by the proper Auditor.
3. Authenticated picture (s) taken relative to the robbery or theft incident.

FORCE MAJEURE (EARTHQUAKE, TYPHOONS, ETC.):

1. Detailed inventory of lost or destroyed government properties or lost cash, as well as those properties retrieved after the calamity, verified by the Auditor concerned.
2. Certification of the proper official of the local PAGASA or other similar government Agency on the Actual occurrence of the calamity, specifying therein the approximate or exact time the incident happened and the areas of places affected thereby.

DEATH OF LARGE CATTLE AND OTHER LIVESTOCK:

1. Certificate of Death of the large cattle issued by the proper official, duly verified by the Auditor concerned.
2. Autopsy report of the proper Veterinarian, if any.

LOSS OF ACCOUNTABLE FORMS:

1. Report of loss by the Accountable Officer to the Agency Head.
2. Notice of loss issued by the Head of Agency to all collecting and disbursing officers, provincial, city, and municipal treasurers, agency, provincial and city auditors, and others concerned in preventing against the possible fraudulent use of such accountable form. (For accountable forms generally used by national, local and corporate agencies. In case of accountable forms designed for the exclusive use of the agency, the loss need not be circularized.)

References:

1. COA Circular No. 92-386
2. COA Memorandum No. 92-751
3. COA Circular No. 84-233

ANNEX 3

Transportation Vehicle Ledger Card

[illegible]

FIRST AID KIT REQUIREMENTS

No.	First Aid Kit Requirements	Unit	Expiration Date	Quantity	Inspected By
1	Adhesive Bandages				
2	Adhesive Tape				
3	Antibiotic Treatment Ointment				
4	Breathing barrier				
5	Burn Dressing, Gel Soaked				
6	Burn Treatment				
7	Cold Pack				
8	Eye Covering				
9	Eye Wash				
10	First Aid Guide				
11	Hand Sanitizer/Alcohol				
12	Examination Gloves				
13	Roller Bandage				
14	Bandage Scissors				
15	Dressing Scissors and Forceps				
16	Sterile Pad				
17	Trauma Pad				
18	Triangular Bandage				
19	Disposable Latex Gloves				
20	Safety Glasses or Face Shield				
21	Face Mask				
22	CPR Barrier				
23	Pulse Oximeter				
24	Sphygmomanometer				
COMMONLY USED MEDICATIONS					
25	Paracetamol 500 mg				
26	Ibuprofen				
27	Mefenamic Acid				
28	Captopril				
29	Ammonium Carbonate				

FIRST AID KIT INSPECTION CARD				
DATE	MONTH	YEAR	INSPECTOR NAME W/ SIGNATURE	COMMENTS

Republic of the Philippines
 Commission on Audit
 Regional Office No. IX
 Disaster Risk Reduction and Management Committee
 Fire Suppression Team
 Cabatangan Hills, Zamboanga City
 Tel. # _____

DATE

FIRE SAFETY INSPECTION REPORT

GENERAL INFORMATION

Name of Building _____
 Location/Portion Occupied _____
 Occupant (Division/Unit/Audit Cluster) _____
 Name of Head of Office _____

MEANS OF EGRESS

- a) No. of Exits _____
 Exits Accessible ☐ Yes ☐ No
 Enclosure provided ☐ Yes ☐ No
 Are Fire Doors provided ☐ Yes ☐ No
 b) Number of Stairs Provided _____

FIRE PROTECTION EQUIPMENT

- a) Emergency Lights provided ☐ Yes ☐ No
 Illuminated Exit signs provided ☐ Yes ☐ No
 b) No. of Fire Extinguisher _____
 Type _____
 Capacity _____
 Functional ☐ Yes ☐ No
 Fire Extinguisher Accessible ☐ Yes ☐ No
 c) Is building equipped with Fire Alarm ☐ Yes ☐ No

FLAMMABLES

- a) Presence of Hazardous Materials ☐ Yes ☐ No
 Properly stored and handled ☐ Yes ☐ No

	Kind	Container	Volume	Location
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

- "NO SMOKING" sign provided ☐ Yes ☐ No
 Is smoking permitted ☐ Yes ☐ No

FINDINGS NOTED DURING INSPECTION

RECOMMENDATIONS

ACKNOWLEDGED BY: _____
Signature Over Printed Name of Occupant

Fire Safety Inspector
Date & Time _____

Noted by: _____
Head, Fire Suppression Team

Republic of the Philippines
 Commission on Audit
 Regional Office No. IX
 Disaster Risk Reduction and Management Committee
 Fire Suppression Team
 Cabatangan Hills, Zamboanga City
 Tel. # _____

DATE

POST INCIDENT INSPECTION REPORT

GENERAL INFORMATION

Name of Building _____
 Location/Portion Occupied _____
 Occupant (Division/Unit/Audit Cluster) _____
 Name of Head of Office _____

STATUS/CONDITION

- ☐ Totally Guttled/Destroyed
☐ Partially Destroyed
 Can still be occupied ☐ Yes ☐ No

FIRE PROTECTION EQUIPMENT

- a) Emergency Lights Destroyed ☐ Yes ☐ No Number _____
 Illuminated Exit signs Destroyed ☐ Yes ☐ No Number _____
 b) No. of Fire Extinguisher Used _____
 Type _____
 Capacity _____
 Functional ☐ Yes ☐ No
 c) Fire Alarm Functional ☐ Yes ☐ No

Other Damages

	Item	Kind	Condition (Totally or Partially Guttled/Destroyed)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

FINDINGS NOTED DURING INSPECTION

RECOMMENDATIONS

ACKNOWLEDGED BY: _____
Signature Over Printed Name of Occupant

Fire Safety Inspector
Date & Time _____

Noted by: _____
Head, Fire Suppression Team

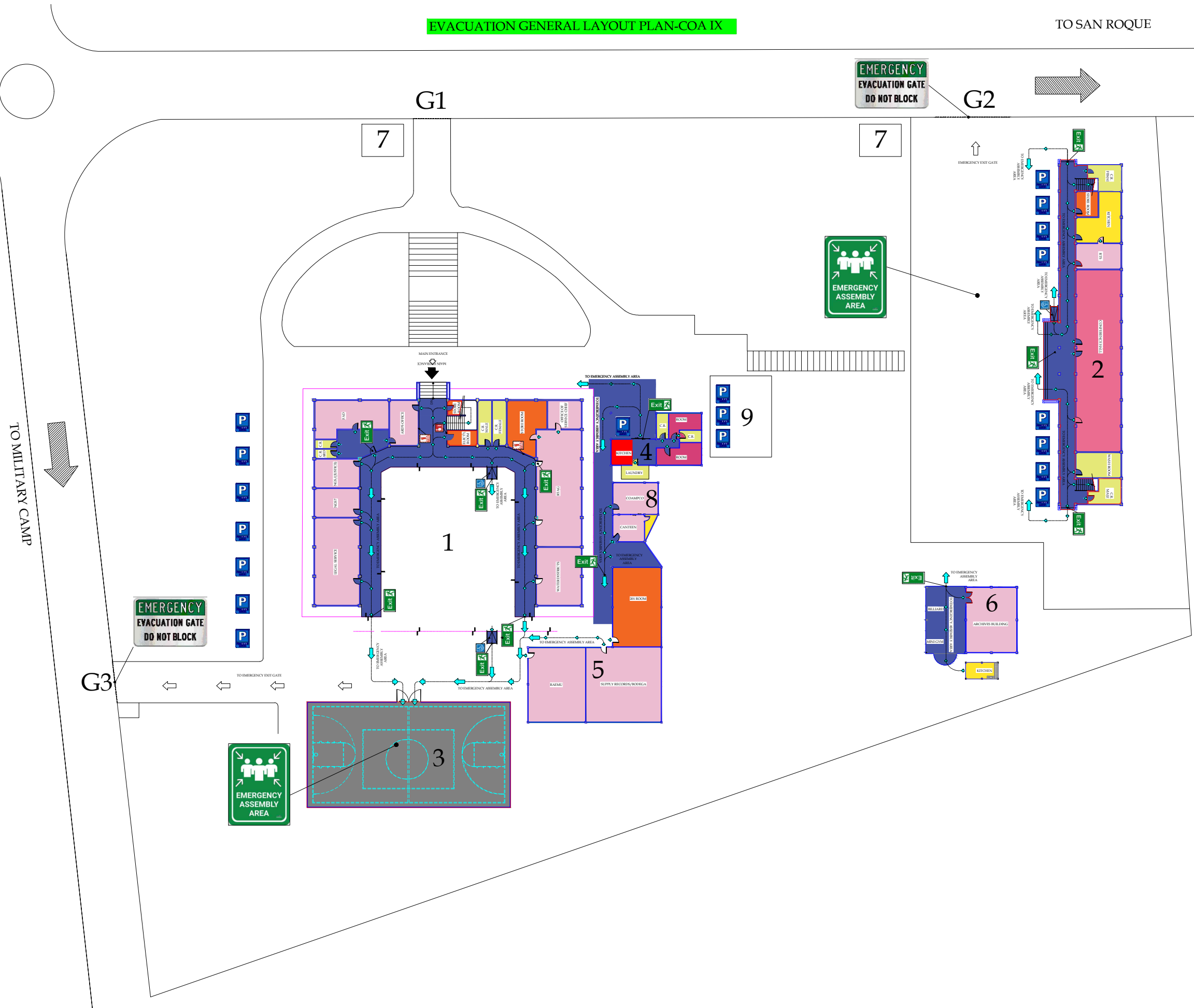
EVACUATION GENERAL LAYOUT PLAN-COA IX

TO SAN ROQUE

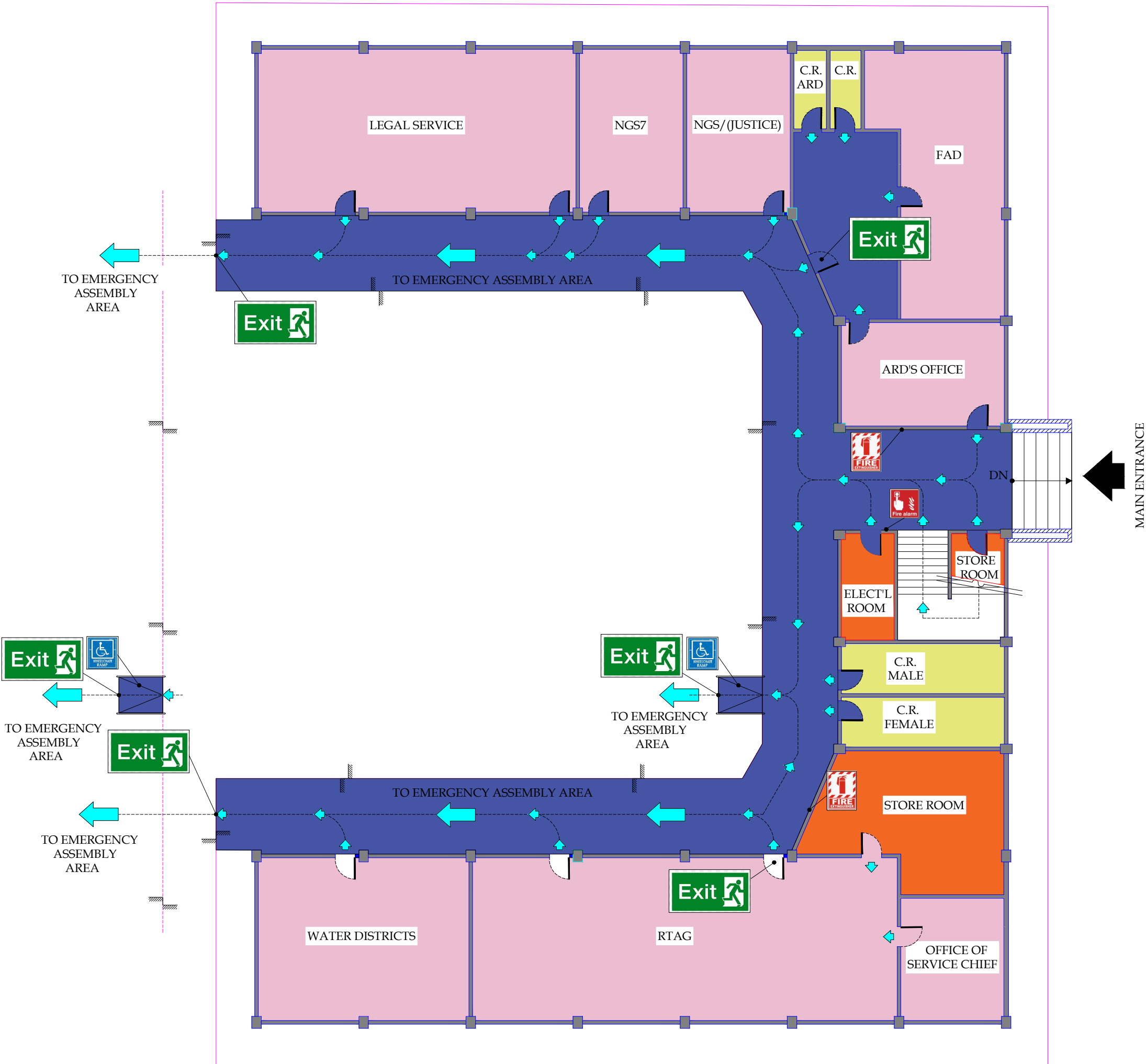
TO PASONANCA

LEGEND:

- 1 - COA IX MAIN BUILDING
- 2 - TRAINING CENTER/DORM
- 3 - COVERED COURT
 - DESIGNATED EMERGENCY ASSEMBLY AREA
- 4 - RD STAFF HOUSE
- 5 - SUPPLY RECORDS/201 ROOM
- 6 - ARCHIVE BUILDING
- 7 - GUARD HOUSE
- 8 - CANTEEN/COAMPCO
- 9 - GARAGE
- G - GATE



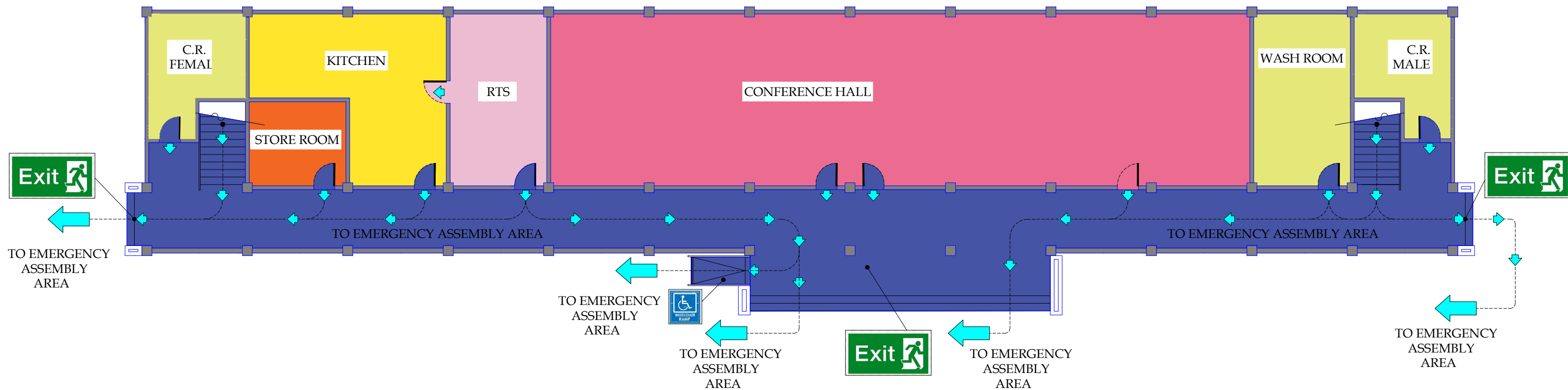
EVACUATION PLAN-GROUND FLOOR COA IX MAIN BUILDING



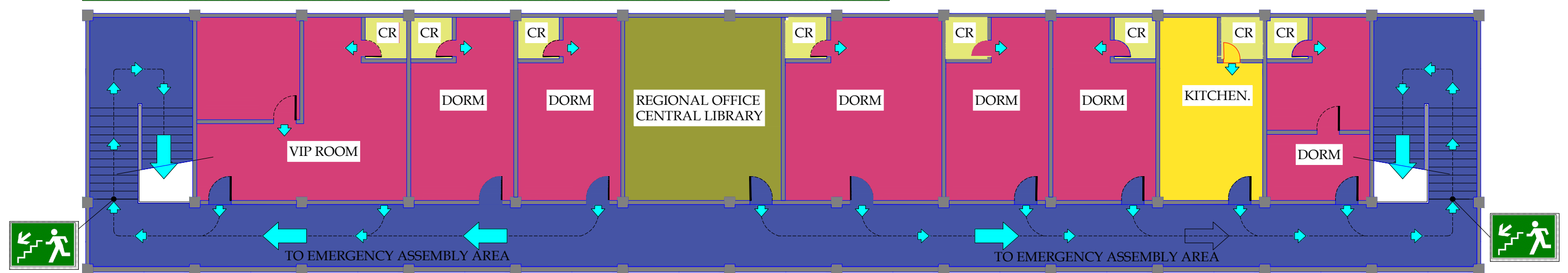
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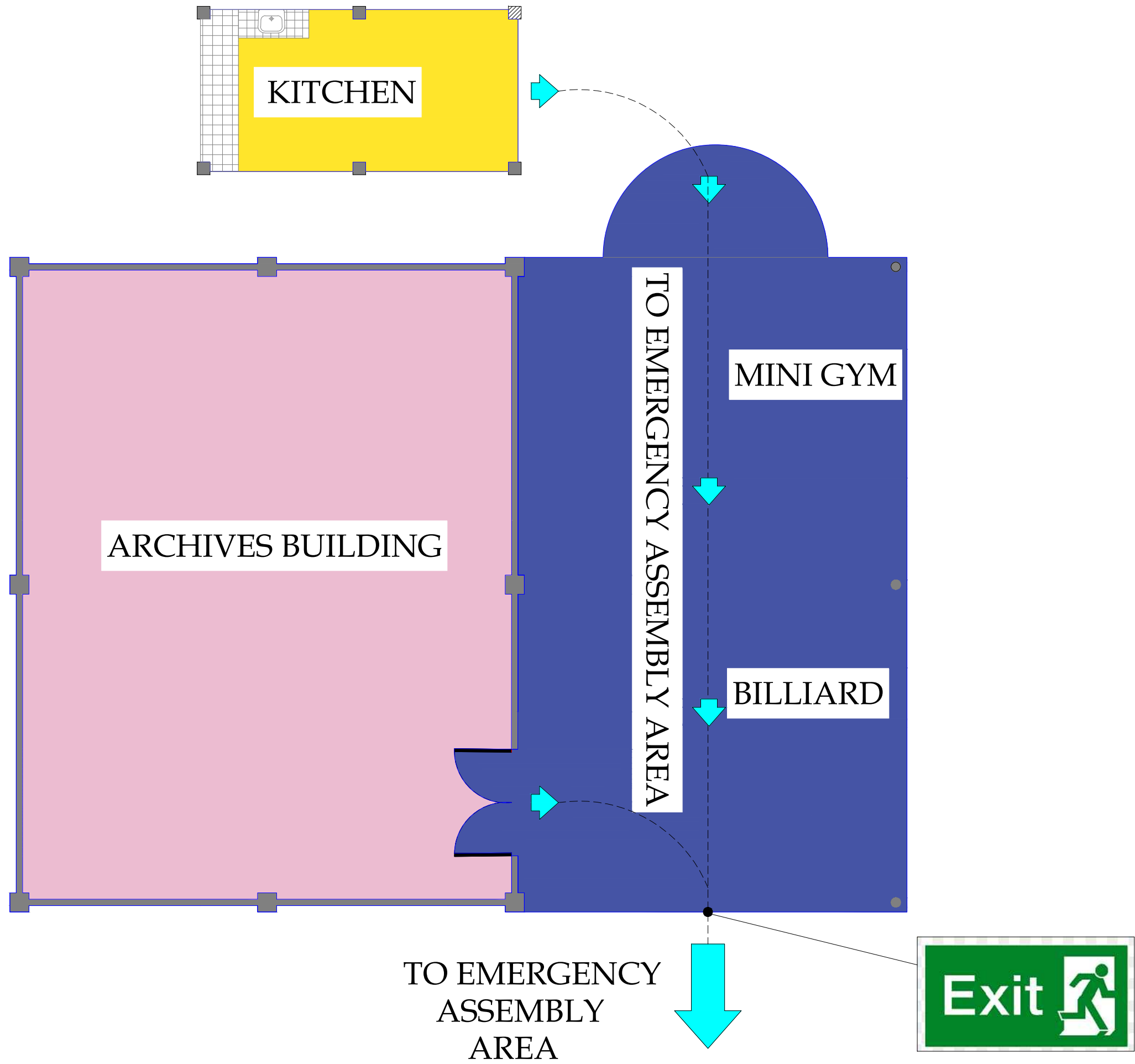
EVACUATION PLAN-GROUND FLOOR COA IX TRAINING CENTER



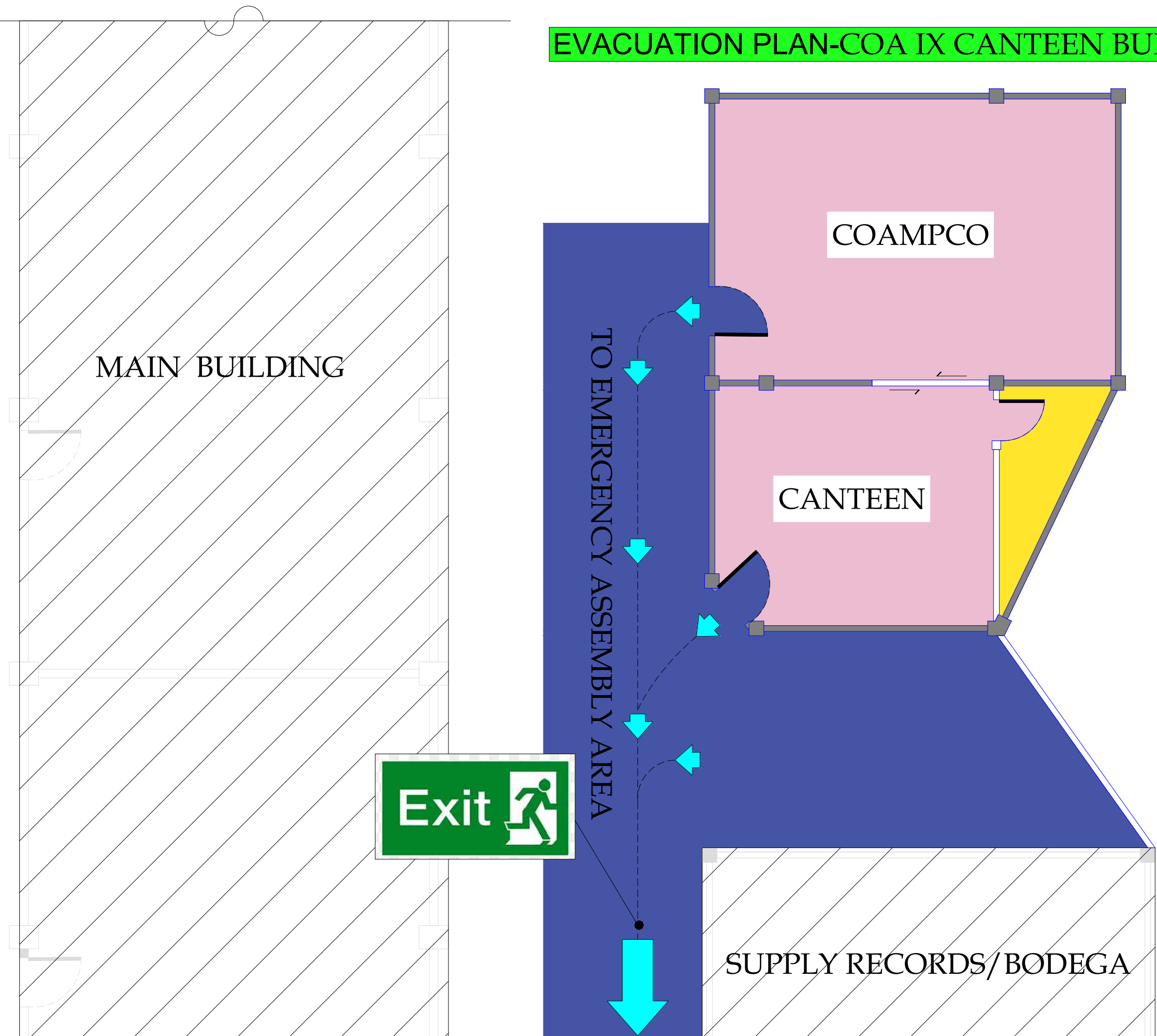
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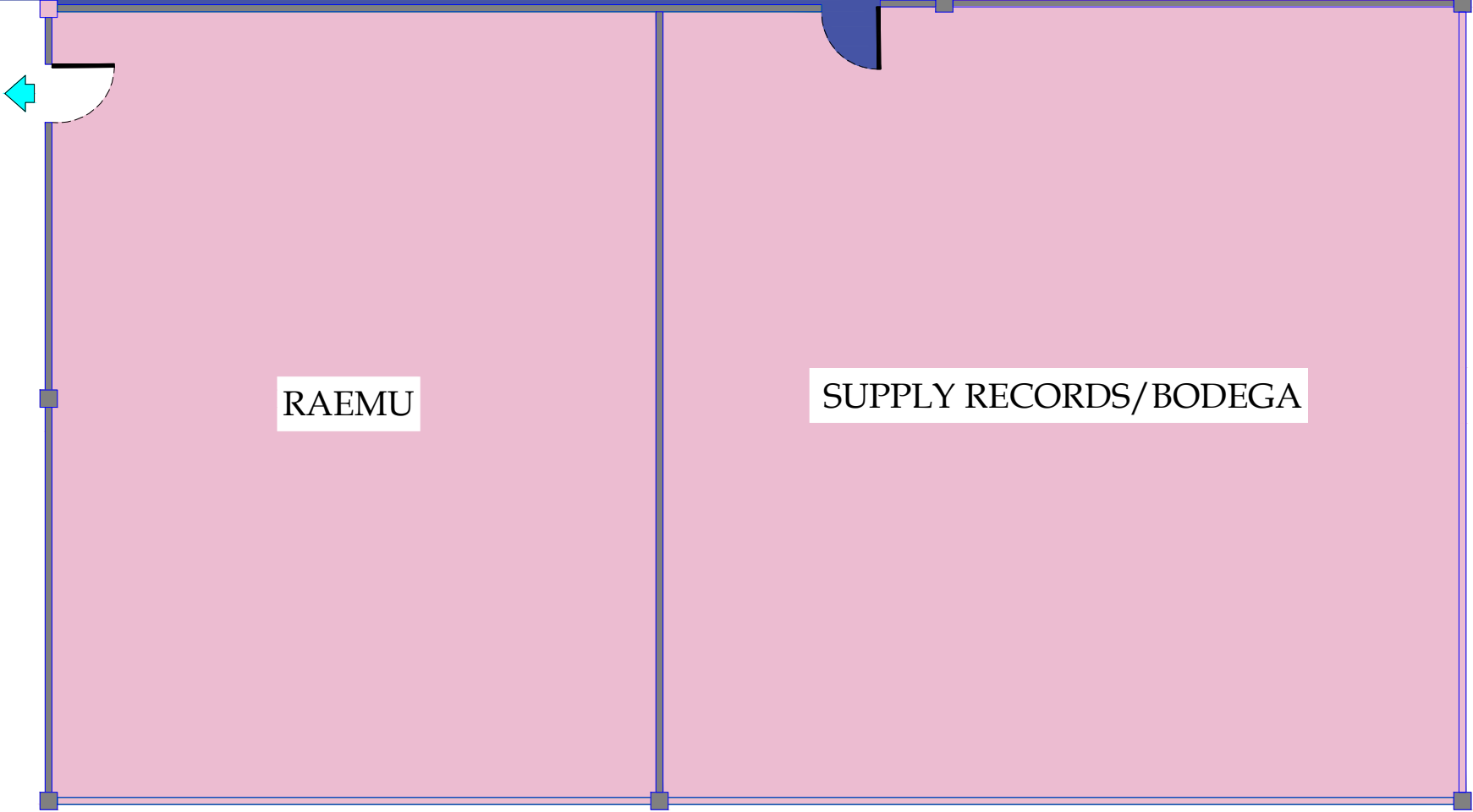
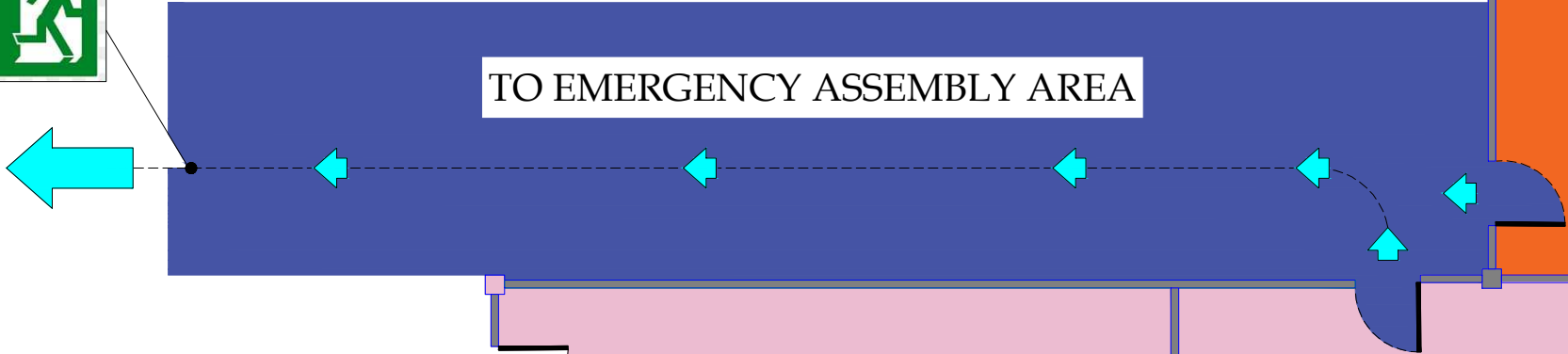
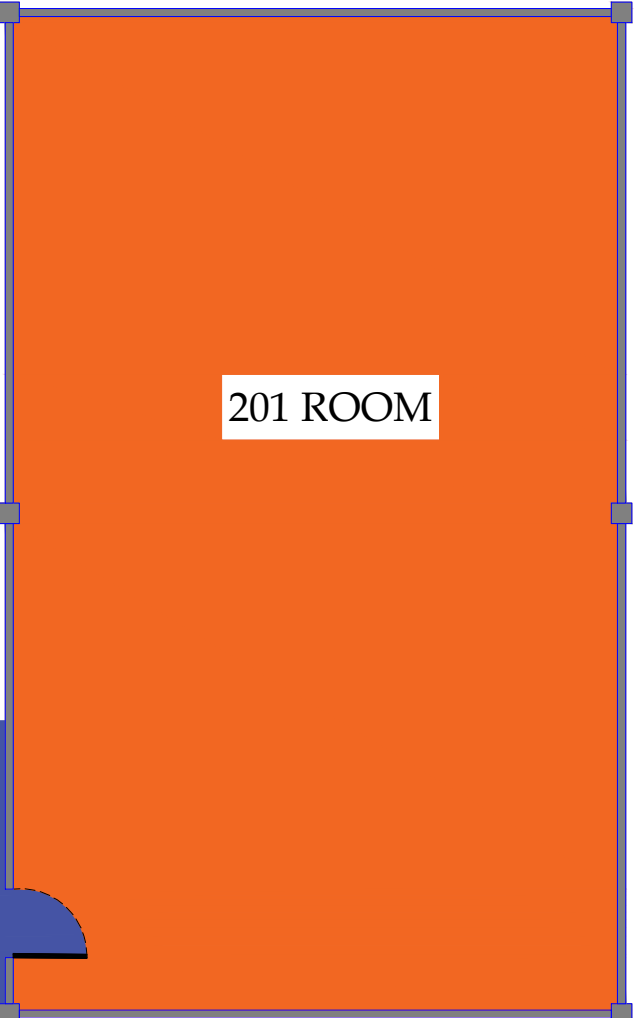
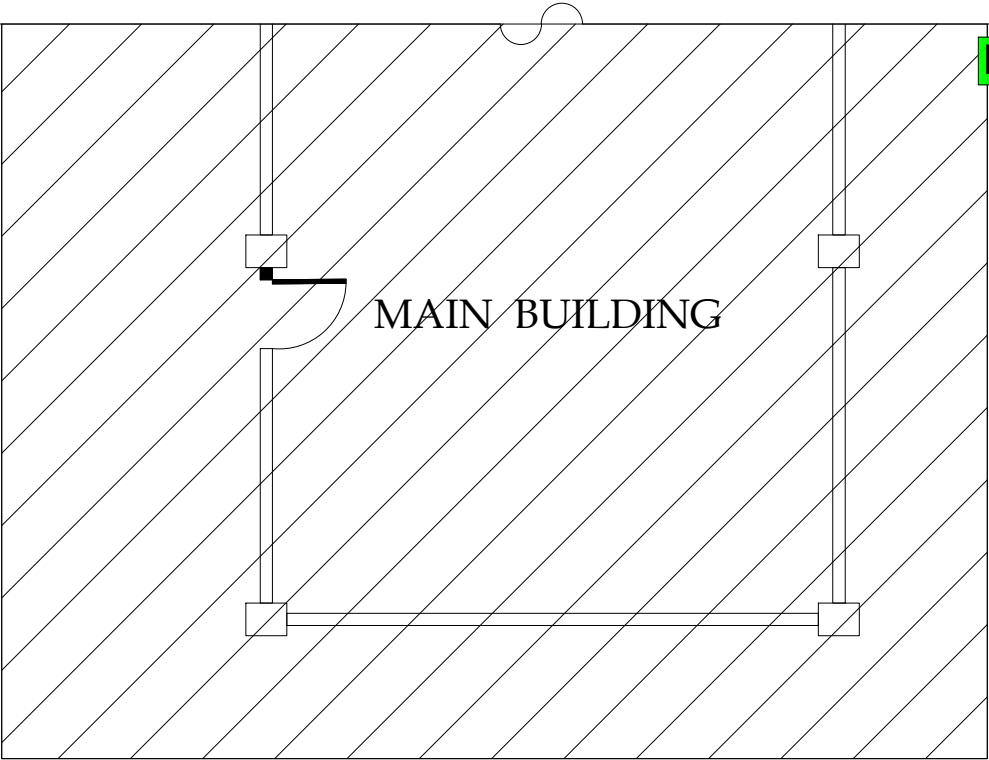
EVACUATION PLAN-COA IX ARCHIVES BUILDING



EVACUATION PLAN-COA IX CANTEEN BUILDING



EVACUATION PLAN-COA IX SUPPLY RECORDS/BODEGA



EVACUATION PLAN-COA IX RD STAFF HOUSE

