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|  | DEPARTMENT OF SCIENCE AND TECHNOLOGY REGIONAL OFFICE NO.9 | DOCUMENT CODE | PM-ORD- DRRM-07-01 |
| | PROCEDURES MANUAL | REVISION NUMBER | 2 |
| | | PAGE NUMBER | 1 of 3 |
| SECTION | DISASTER PREPAREDNESS | EFFECTIVITY DATE | 01 July 2023 |
| SUBJECT | GO BAG DISTRIBUTION & MONITORING | | |

1.0 OBJECTIVE

To ensure that all employees are provided with go bag for preparedness in times of disaster and the conduct of a quarterly inspection to monitor the completeness of its contents

2.0 SCOPE

This procedure covers all activities involving the go bag distribution from identifications of employees to be provided with go bag to procurement of the items, distribution, and monitoring

3.0 ACCESS

This procedure manual has been uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.

4.0 TERMS AND DEFINITION


Go Bag – or *emergency bag* is a pack of basic tools, supplies, and goods prepared in advance as an aid to survival in an emergency disaster

DRRM – Disaster Risk Reduction Management

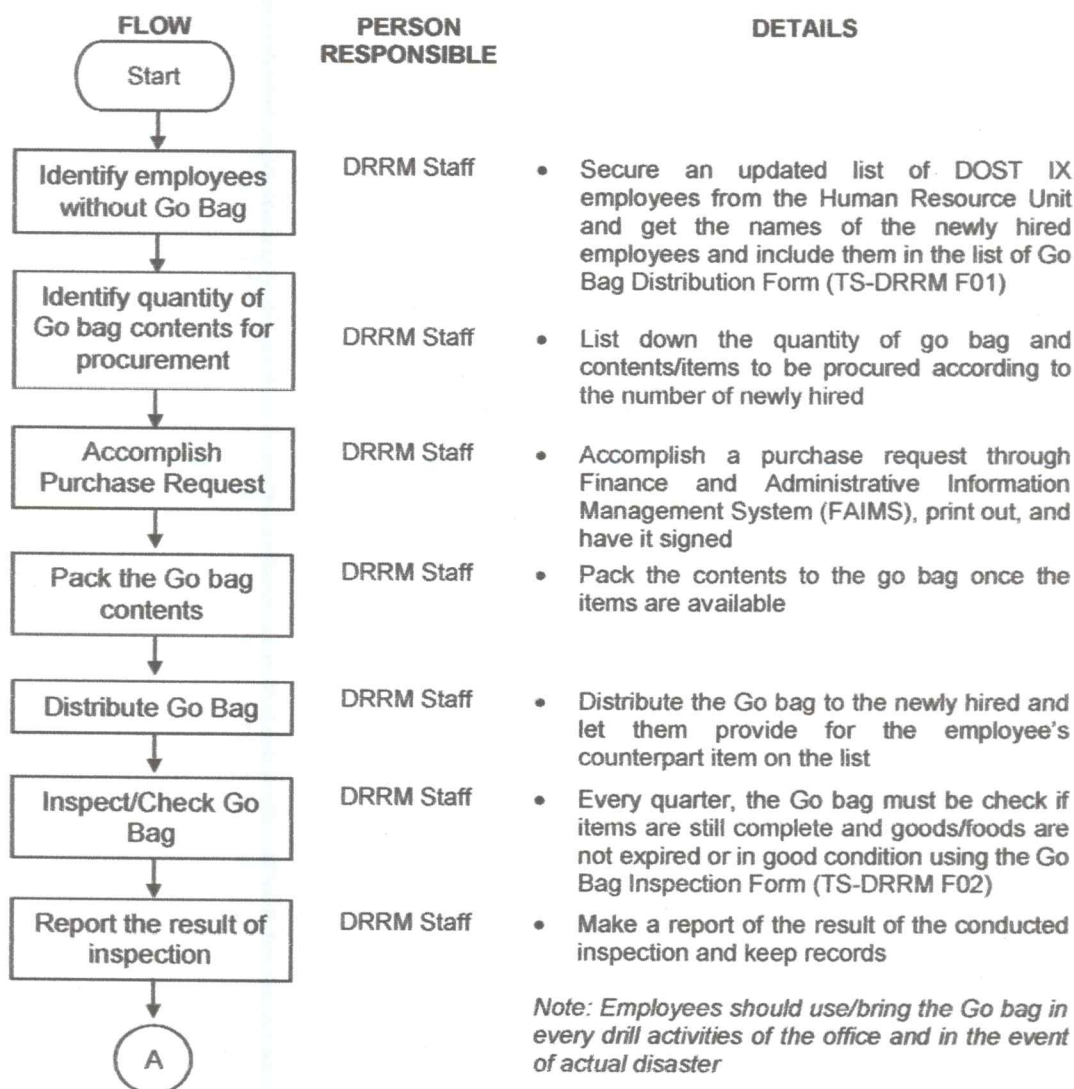
5.0 RESPONSIBILITIES



- 5.1 The DRRM is responsible in the distribution, monitoring of the go bag, updating and keeping of records related to go bag inspection and distribution
- 5.2 All employees are responsible to replenish the employee counterpart items in the list of go bag contents and ensure that the contents are not damaged or expired


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| Prepared by:  DRRM Staff | Approved by:  Quality Management Representative |
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6.0 PROCEDURES



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7.0 REFERENCES

- DOST IX Disaster Preparedness Plan
- DOST IX Public Service Continuity Plan

8.0 RECORDS

| Title | Collection and Filing | Location | Maintenance and Disposal |
|--|-----------------------|---------------------|--------------------------|
| Go Bag Distribution Form (TS-DRRM F01) | DRRM Staff | Admin Cabinet No. 4 | Permanent |
| Go Bag Inspection Form (TS-DRRM F02) | DRRM Staff | Admin Cabinet No. 4 | 1 year |

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