	DEPARTMENT OF SCIENCE AND TECHNOLOGY REGIONAL OFFICE NO.9	DOCUMENT CODE	PM-ORD- DRRM-07-03
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	1 of 4
SECTION	DISASTER PREPAREDNESS	EFFECTIVITY DATE	01 July 2023
SUBJECT	FIRE DRILL		

1.0 OBJECTIVE

To train all personnel/staff on how to practice proper action and response during fire incident and to ensure the safety of the personnel/staff during and after a fire incident.

2.0 SCOPE

This procedure covers all activities involving the fire drill planning, coordination, execution and evaluation of the drill.

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 DEFINITION OF TERMS

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



DRRM – Disaster Risk Reduction Management


Fire Brigade Team – the team who work together to provide fire protection for the personnel

5.0 RESPONSIBILITIES

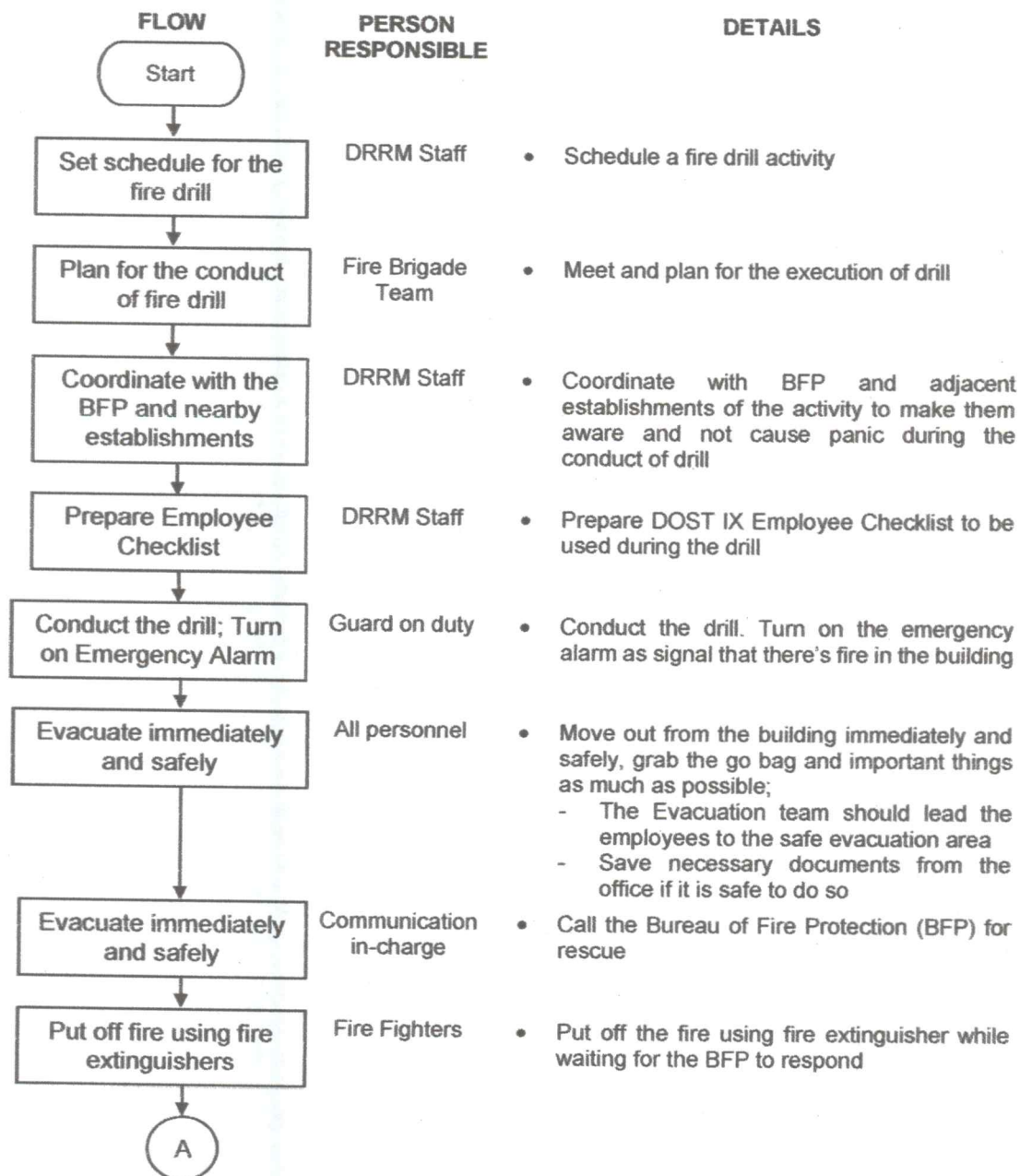
5.1 The DRRM staff together with the Emergency Response Team is a responsible in organizing and preparing scenario of the fire drill. It is the responsibility of the DRRM staff to update this procedure and keep records related to fire drill

5.2 All employees are required to participate in the drill. In the event of having a client/customer visiting the office during the time of drill, it is the responsibility of the person entertaining the client/customer to guide them towards evacuation area.

Prepared by:  DRRM Staff	Approved by:  Quality Management Representative
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6.0 PROCEDURE




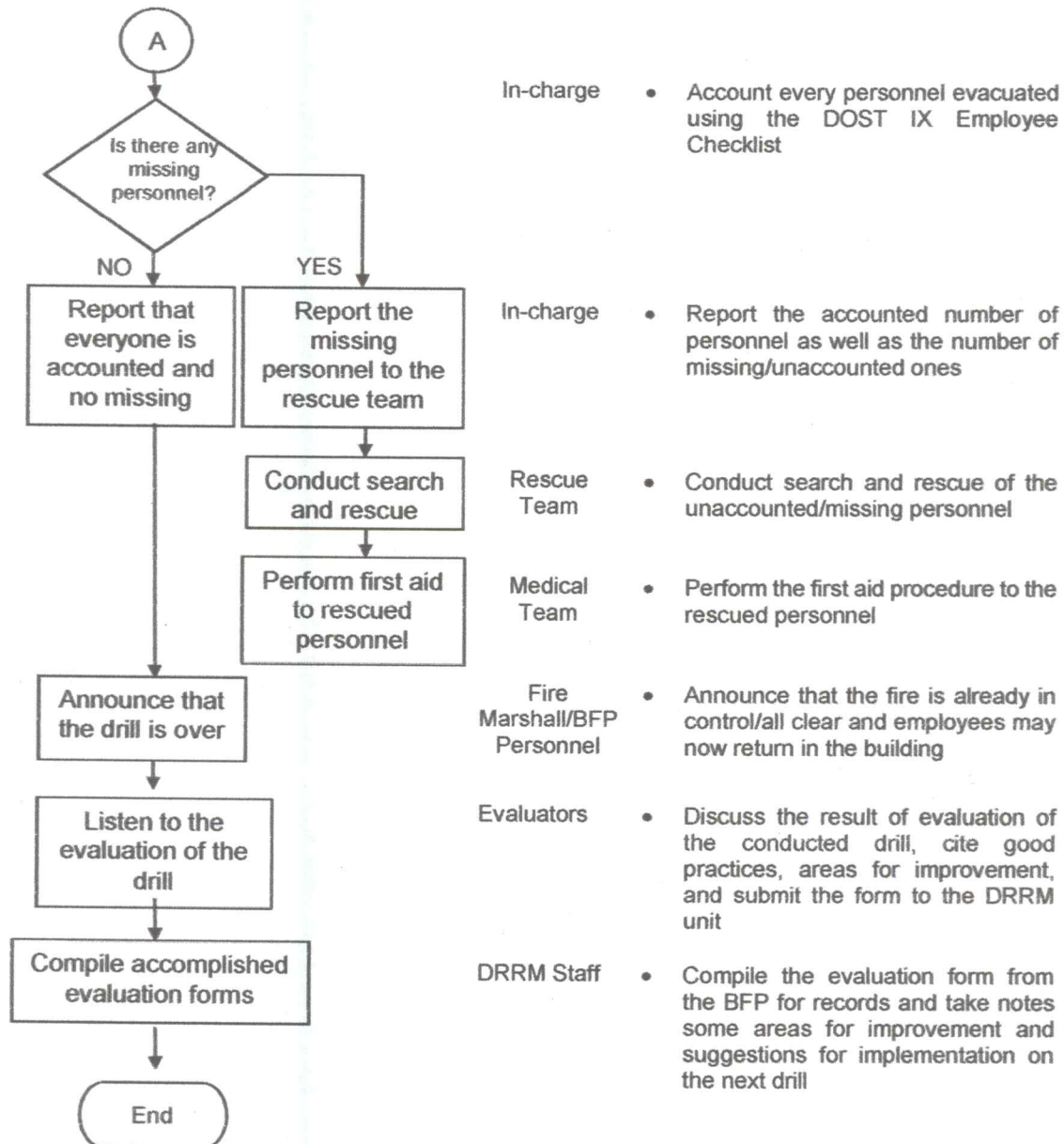
Prepared by:




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		PAGE NUMBER	1 of 4
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	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	1 of 4
SECTION	DISASTER PREPAREDNESS	EFFECTIVITY DATE	01 July 2023
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7.0 REFERENCES

- DOST IX Preparedness Plan

8.0 RECORDS

Title	Collection and Filing	Location	Maintenance and Disposal
DOST IX Employee Checklist	DRRM Staff	Admin Cabinet No. 4	1 year
Fire Drill Evaluation Form	DRRM Staff	Admin Cabinet No. 4	1 year

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