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SUBJECT	EMERGENCY PROCEDURE AND RESPONSE		

1.0 OBJECTIVE

To provide guidelines to follow in case of disaster, emergency or an accident.

2.0 SCOPE

This Procedure covers the step-by-step process in a disaster, emergency or an accident *including the risks and opportunities associated with the process.*

3.0 DEFINITIONS

Emergency-is a situation that poses an immediate risk to health, life, property or environment.

Disaster-is a natural or man-made hazard, resulting in an event of substantial extent causing significant physical damage or destruction, loss of life, or drastic change to the environment.

4.0 RECORDS

- Accomplished Accident/Incident Form,

5.0 REFERENCES

5.1 Community Base Crisis Response

www.idepfoundation.org/crisis_response

5.2 Surviving a Fire

<http://web.princeton.edu/sites/publicsafety>

5.3 Tips to Minimize Loss of Life and Property in the event of a Flood

<http://cwc.state.co.us/water-management/flood/Documents/TipsMinimizeFloodDamage.pdf>

5.4 What to do in an Earthquake

<http://www.consrv.ca.gov>

5.5 What to do in a Tsunami



<https://www.ready.gov/tsunamis>


5.6 Bomb Threat Management

<http://www.pmagroup.com/RiskControl/BombThreatManagement.pdf>

5.7 Emergency Procedure.pdf

<http://www.nais.org/>

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6.0 PROCEDURE

6.1 Emergency Contact Numbers

Telephone numbers of the appropriate authority are posted on the bulletin board of the Administration Building and a copy is provided to the guards on duty. This will be checked/updated quarterly for accuracy.

6.2 Emergency Response

6.2.1 In case of fire

DOST IX's policy is that the first reaction to a fire is to evacuate the occupants of the building. Fire extinguishers and fire alarms are available in the RSTL, Administration, Conference buildings and are inspected quarterly by the Laboratory Engineer.



The following rules are followed in dealing with fires;


1. The first person to witness the disaster sounds the warning alarm.
2. Size up the fire and know when to attempt extinguishing it yourself and when to call for help. Fight the fire only if you can do it safely with proper extinguishing materials.
3. If you are unable to extinguish the fire, leave the area immediately.
4. Warn anyone in the area so they can get to safety. Most people die from smoke, poisonous gases and panic. Adapt the **Escape Plan** to the emergency.
5. In case of fire after office hour, the guard on duty will call the fire department and DOST IX's personnel if he cannot handle the fire alone.
6. Call the emergency numbers given, and give the details about the fire (such as location, how it started etc.) when you are in a safe place.
7. As with any other type of injury or burn, call for emergency medical assistance as quickly as possible. Perform whatever first aid is indicated, if qualified, while waiting for assistance.

6.2.1a Escape Plan

1. Stay calm, do not rush, and do not panic.
2. Evacuate the room you are in. Gather your personal belongings if it is safe to do so.
3. If the door is closed, make sure you feel it with your hand before opening it. If the door is hot, do not open it. Find another exit such as a window.

In case if you're forced to open a hot door do it carefully and slowly turning your head away from it.

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4. If the door is cool, open it slowly and crawl on the ground to an exit. You'll breathe less smoke if you stay close to the ground.
5. If possible, close doors and windows as you leave to prevent the fire from spreading further.
6. All the personnel should gather at the DOST IX Main Gate and account for each person to make sure everyone has been evacuated safely.
7. Do not re-enter the building until they have deemed it safe.
8. Even if you didn't suffer any visible injuries try to get medical attention as soon as it becomes available. You may still be under toxic effect of smoke or have any other potentially life threatening injuries which may be not even noticeable during adrenaline-pumping or simple shock effect.


6.2.2 In case of flood

1. *Monitor weather condition every 4-6 hours through PAGASA Advisories.* Since floodwaters can rise rapidly, be prepared to evacuate well before the water level reaches the property.
2. *Activate Call Tree.* Keep a battery-powered radio tuned to a local station and follow all emergency instructions. During an emergency try not to use any electrical appliances.
3. *Move priority documents, office equipment and other important items to higher level*
4. *Get READY with your Go Bag*
5. Move to an upper floor if possible, or to the roof if necessary, if you are caught in the office by suddenly rising waters.
6. In case evacuation is advised, turn all utilities off and leave the area.

6.2.3 In case of earthquake

1. Drop down, Cover and Hold. Do not run or panic. Take cover under a desk, heavy table or a bench.
2. Do not leave the building until the motion stops and it is safe. Stay where you are.
3. If inside the building, seek safety in the immediate area you are in and then calmly evacuate the facility after the quake. Stay away from glass, windows, and outside doors. Watch out for falling debris or tall equipment that may fall or slide across the floor.
4. Prepare for more than one aftershock. Aftershocks are common after an earthquake.
5. Do not use candles, matches, or open flames during or after the tremor. Extinguish any fires immediately with a fire extinguisher.
6. When leaving, be alert for possible falling objects.

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7. Assist people to safety. Administer first aid as needed. Make sure that your co-workers are safe.
8. Report to the proper authority about the incident.



Once the quake is over:

- ✓ Shut down gas, water and electric service
- ✓ Check for hazardous materials spills

Exercise caution before opening any closet doors.

6.2.4 In case of a Tsunami

1. Observe the SHAKE DROP ROAR. Do not panic. Alert system to notify the employees of a possible Tsunami.
2. Secure office property.
3. Evacuate to higher grounds or move inland to escape the incoming tsunami.
4. Bring emergency supplies – Go Bag
5. Communication plans and stay in touch


6.2.5 In case of bomb explosion

1. Immediately take cover under sturdy furniture. Stay away from the windows.
2. Move well away from the site of the explosion to a safe location.
3. Call the appropriate authority for help.

6.2.6 In case of an armed intruder/threatening individual inside the office premises

1. Lock doors. Take care not to lock out other employees still outside the room.
2. Close, lock and cover windows.
3. Turn off lights.
4. Sit on floor away from the windows and remain quiet.
5. Do not leave a secured building without approval from the Security or Police.
6. Do not attempt to confront or subdue the intruder.



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6.2.7 In case of an accident

Accident can be minor in nature or it can be a major accident. But what you should do in case an accident at work happens is to raise the alarm and call for help.

1. If there is an injured person, do not move them until you take standard first aid measures. Try to help injured persons if you are trained in administering first aid. Do not move an injured person in any way that could possibly add to his or her injury.
2. If the victim seems to need immediate medical treatment, call a doctor or an ambulance or both.
3. Report the injury/incident before leaving the workplace and fill up the Accident / Incident Report Form. (DOSTIX-QMS FASS-01)

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