	DEPARTMENT OF SCIENCE AND TECHNOLOGY REGIONAL OFFICE NO.9	DOCUMENT CODE	PM-ORD- DRRM-07-02
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	Page 1 of 4
SECTION	DISASTER PREPAREDNESS	EFFECTIVITY DATE	01 July 2023
SUBJECT	EARTHQUAKE DRILL		

1.0 OBJECTIVE

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

2.0 SCOPE

This procedure covers all activities involving the earthquake drill planning up to the 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 goods prepared in advance as an aid to survival in an emergency or disaster


DRRM – Disaster Risk Reduction Management

5.0 RESPONSIBILITIES

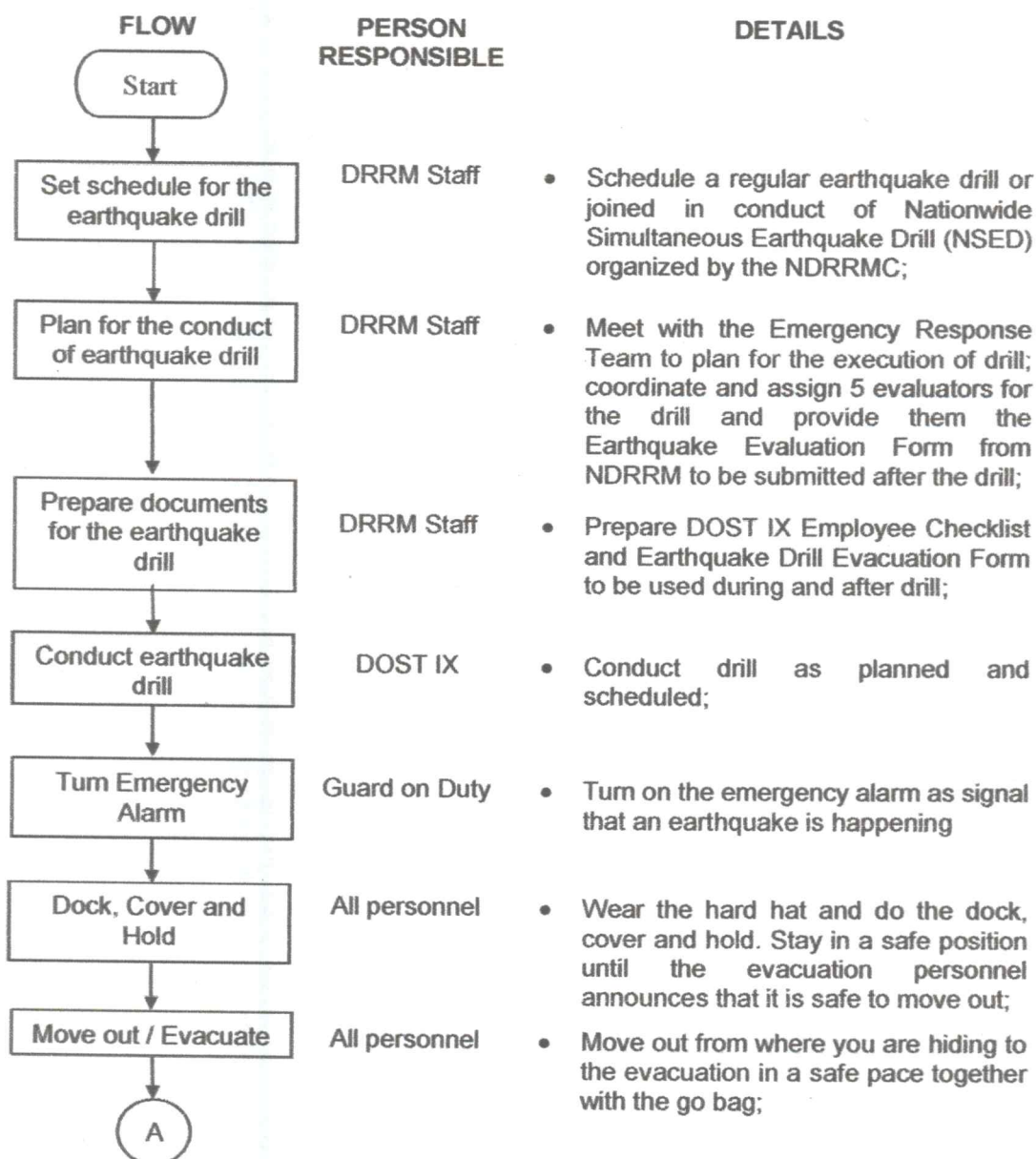
5.1 The DRRM staff together with the Emergency Response Team is responsible in organizing and preparing scenario of the earthquake drill. *It is the responsibility of the DRRM staff to update this procedure and keep all records related to earthquake drill.*



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 customer to guide them towards evacuation area.


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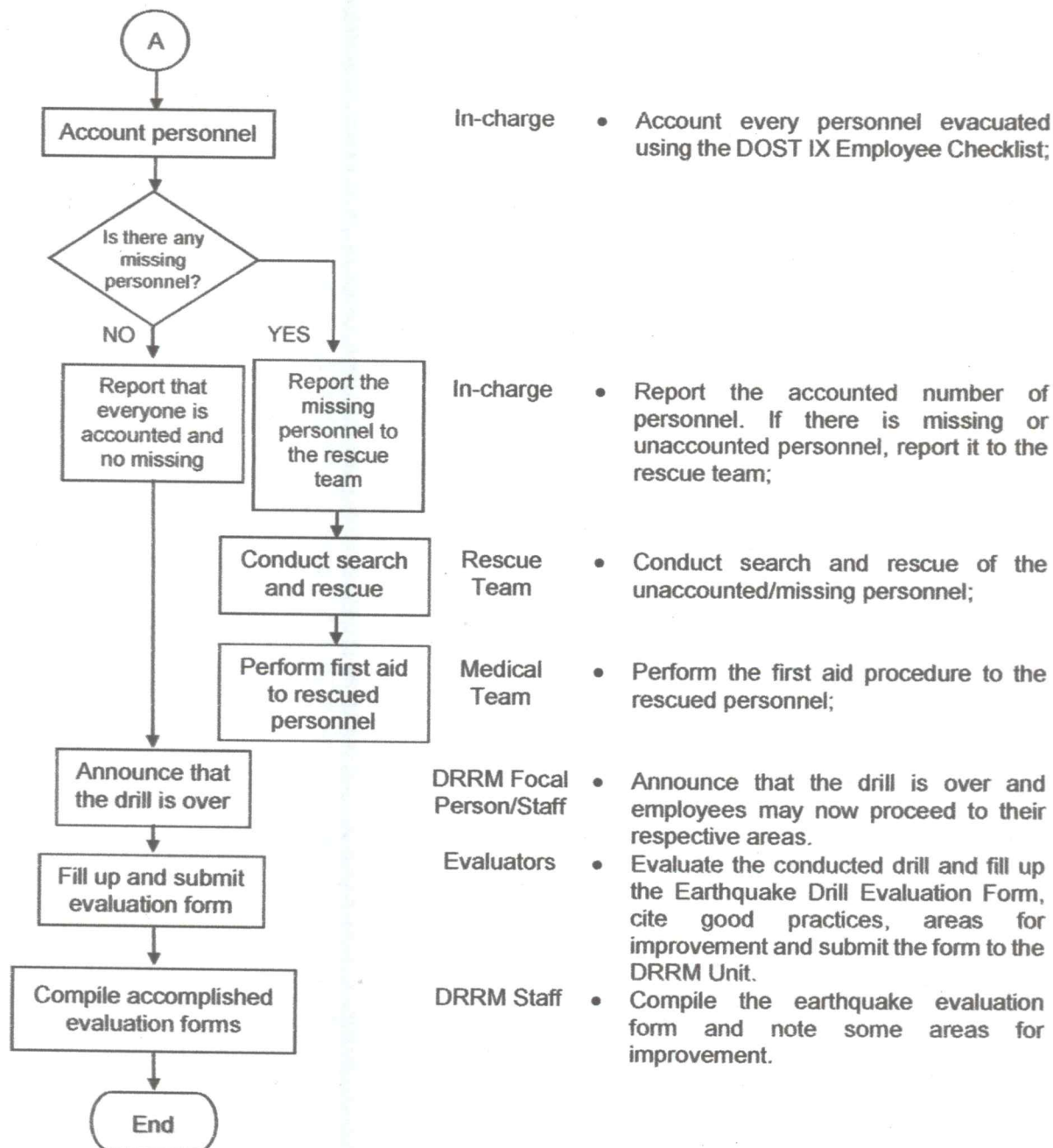
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6.0 PROCEDURES




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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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