

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

22 March 2013

MEMORANDUM

TO : All BSP National Office Staff

SUBJECT : BSP FIRE BRIGADE TEAM AND FIRE DRILL ACTIVITY

Disaster and calamities such as the occurrence of fire comes when we least expect it. History tells that many lives and properties had been lost due to fire disasters, the root cause of which can be attributed to human carelessness, negligence and being unprepared in the event of fire.

While the national and local governments are primarily responsible for disaster management, however, everybody is equally responsible to undertake disaster preparedness, mitigation, response and rehabilitation activities to prevent or reduce disaster risks and ensure one's survival and safety during emergency situations.

In order to have a Fire Safety plan there is a need to have a sound and effective planning and teamwork. This plan includes fire protection and fire prevention program in which everybody is enjoined to participate.

In this regard, please be informed that BSP in coordination with the Bureau of Fire Protection-Arroceros Fire Station we will be having a Fire Drill activity on 18 April 2013, 10:00am at the BSP National Office.

Attached herewith is the BSP National Office composition of Fire Brigade Team which includes the duties and responsibilities of every member of the team.

For your information and guidance.



J. RIZAL C. PANGILINAN
Secretary General

cc. OSG/OP
Dir. Admin
Dir. EED
Dir. FOD
Internal Audit
Finance
Records
Hotel Staff
BSP Security
BFP-Arroceros Fire Station

BSP NATIONAL OFFICE FIRE BRIGADE TEAM

Emergency Marshal (Head of Organization)	:	SG J. Rizal C. Pangilinan
Deputy Emergency Marshal (In order of succession)	:	Dir. Florencio B. Atinyao Dir. Rogelio S. Villa, Jr. Dir. Danilo G. Dela Cruz
Fire Brigade Coordinator	:	Frederick E. Bonifacio
Communication Team		
Team Leader	:	
Members	:	Errol Eugenio S. Garcia Alicia G. Canlapan Aliw B. Delos Reyes Dolores B. Gonzales (PARA) Gilbert N. Galbis (PARA)
Traffic and Security Team		
Team Leader (Traffic)	:	
Members	:	Henry D. Mendoza Jonathan B. Luarca Rick B. Neverida
Team Leader (Security)	:	
Members	:	Jocell L. Pavillon (Maximum Security) Elmer Dela Cruz Dante A. Arco Rey A. Manes Joseph C. Maasin Victor R. Arocha
Fire Fighting Team		
Team Leader	:	
Fire Hose Team	:	Victor C. Reyes Servillano J. Bajora Bengie P. Palomillo Ruben G. Jacla
Fire Extinguisher Team	:	Sofronio D. Hontanosas Emerito R. Arquero Jerry B. Rubrico Noel Calicdan
First Aid Team		
Team Leader	:	
Members	:	Charlie M. Cameros Carmelo B. Francia Alona Grace P Bibas Wilma M. Neverida Maila Wagayen Hotel Staff
Rescue Team		
Team Leader	:	Yasser F. Sarona
Members	:	Marlon P. Bernardo Sixto S. Abella, Jr. Antonio J. Bajora Rolly Liporada Emmanuel A. Loon David K. Taha
Evacuation Team		
Team leader	:	Fortely C. Mabunga
Members	:	Ma. Lea P. Fungo Florecita M. Orozco

- occupants and personnel.
- Clear the fire lanes of parked vehicles and other obstructions for the easy access of the fire department apparatus and other emergency vehicles.
- Isolate and secure the emergency area and other important areas, allow only emergency vehicles and authorized persons in the area.
- Perform other task.

3. FIRST AID TEAM MEMBERS AND DRIVER OF EMERGENCY VEHICLES

- Administer first aid treatment to victims/ injured persons.
- Transport and accompany the victim to the nearest hospital or medical clinics when so ordered.

4. RESCUE AND SALVAGE TEAM MEMBERS

- Effect rescue operations under the supervision of their Team Leaders.
- Transport victim/s to the first aid center for check up and/or proper treatment.
- Conduct salvage operations. evacuate the building or area of its valuable contents using the following order of property.

PRIORITY 1 – classified records, data, information, maps and valuable equipments

PRIORITY 2 - records other classified

PRIORITY 3 - supplies and materials

PRIORITY 4 - office furniture and other less important supplies and materials.

5. EXIT GUIDES/FLOOR WARDENS

- Acquaint evacuation team of the floor plan of the building or areas as to the evacuation routes and location exits.
- Guides the occupants of the building or area to the safe exits and lead them to the pre-designated assembly area.
- Supervise the evacuation in order to achieve an orderly evacuation under proper discipline.
- Prevent panic, confusion, injury and loss of life during fire emergency or fire drills.
- Search the area or rooms especially the comfort rooms for persons who may be trapped or unaware of the fire emergency or drill.
- Report the particulars to the floor warden after having searched the area thoroughly.

6. FIRE FIGHTING/EXTINGUISHING TEAM MEMBERS

- Control and extinguish fires under the supervision of their respective team leader.
- Know how to handle and operate firefighting tools, appliances and equipment available in the plant. Know the location of these tools and equipment.
- Acquaint themselves of the specific uses of the different types of portable fire extinguishers relative to the classes of fires.
- Familiarize themselves with general structure of the building and its premises.

Prepared by:


FREDERICK E. BONIFACIO
Fire Brigade Coordinator

Noted:


FLORENCIO B. ATINYAO
Director for Administration