



28 July 2021

MEMORANDUM ORDER NO. 2021 - 049

SUBJECT : RECONSTITUTION OF THE TRANSCO EMERGENCY RESPONSE TEAM

In compliance with TransCo Circular No. 2011-0001 and in view of the implementation of TransCo's new Table of Organization and corresponding movement of personnel, TransCo's Emergency Response Team (ERT) is hereby reconstituted to effectively respond and mobilize action teams in case of emergencies, including emergency drills, with the following composition:

Chief Marshall	Michael A. Vivas
Deputy Chief Marshalls	Wilfredo P. Dasal
Safety Officer/Coordinator	Angel M. Echano, Jr.
Transportation Officer	John Paul D. Gonzales
Communication Officer/s	Alain Delon A. Ngaosi
Electrician	Jose Bobbel A. Cabias
Plumber	Ariel P. Dela Cruz
Security	Harold U. Siringan All Duty Security Guards

Firefighting Team	
Firefighting Team Leader	Christopher O. Serrano
Fire Extinguisher Team	John O. Tolentino Crisostomo G. Santiago Van Zherick L. Co Marc Nikko S. Hio James S. David
Fire Hose Team	Jorelle Kerbee S. Culla Seth S. Revelo Cedie R. Mariano William V. Palaganas Albert A. Valdez Gerard Edgar D. Tan

Support Group	
Building Marshall/ Support Group Leader	Norlito C. Santos
Search and Rescue Team	Michael C. Bueno Archibald L. Echano Charlene Dyan P. Caraig Noel B. Vasquez Roger E. Escobido Ariston Francisco M. Protomartir
Salvage and Evacuation Team	Wendy U. Bernas (<i>Main Bldg, Ground Floor</i>) Isidro B. Noble (<i>Main Bldg, 2nd Floor</i>) Oliver C. Dulay (<i>Main Bldg, 3rd Floor</i>) Narciso D. Zarzoso (<i>Annex Bldg, Ground Floor</i>) Ryan D. Alfafara (<i>Annex Bldg, 2nd Floor</i>) Kyronn M. Lalatag (<i>Annex Bldg, 3rd Floor</i>) Virgilio B. Bernardino (<i>Dormitory</i>)
Medical/First Aid Team	TransCo Medical Team

The duties and responsibilities of each action team are defined in the attached Annex "A".

All TransCo officials and employees are hereby directed to extend all necessary support, assistance and cooperation to the ERT in the event of actual emergencies and during the conduct of emergency drills.

This Memorandum Order shall take effect immediately and hereby supersedes all other related issuances or parts thereof which are inconsistent hereto.


ATTY. MELVIN A. MATIBAG
 President & CEO

cc: Office of the President
 All Vice Presidents
 All Department Managers
 Personnel Concerned
 HR Management and Development Division

Annex "A"

Memorandum Order No. 2021- 0409

Re: Reconstitution of the Emergency Response Team (ERT)

DUTIES AND RESPONSIBILITIES

1. The Chief Marshall shall:
 - a. Be responsible for the development of an emergency preparedness program and plans of action to address possible emergency disaster situations.
 - b. Ensure funding of administrative, logistical and operational requirements during emergencies.
 - c. Initiate the procurement of necessary disaster preparedness equipment and supplies for the use of the ERT.
 - d. Conduct periodic evaluation of all disaster preparedness equipment available and be responsible for setting guidelines for replacing used supplies or inoperative equipment.
 - e. Be responsible for informing the Management of any situation that would likely reduce the effectiveness of any emergency response actions.
 - f. Coordinate with local and national agencies for emergency support when necessary.
 - g. Ensure that the ERT is adequately trained and equipped, and prepare recommendations for additional members to be appointed, if necessary.

2. The Deputy Chief Marshall/s shall:
 - a. Act as the Chief Marshall when the latter is not available.
 - b. Assist the Chief Marshall in the discharge of his duties and responsibilities.
 - c. Assume the responsibilities of the Fire Team Leader in the absence of the latter.
 - d. Perform other related activities which may be delegated by the Chief Marshall particularly on the implementation of the disaster preparedness program.

3. The Safety Officer/Coordinator shall:
 - a. Set up the organization and proper selection of the members of the ERT in coordination with the Chief Marshall.
 - b. Prepare plans for training schedule of all ERT members in coordination with the Human Resource Management and Development Division.
 - c. Organize periodic corporate-wide fire/emergency drills.
 - d. Monitor and conduct the general observations during fire/emergency drills.
 - e. Ensure the attendance of ERT members during periodic meetings.
 - f. See to it that all firefighting facilities and gear as well as fire alarm and detection system are operational and in perfect condition.

- g. Ensure that regular maintenance is being conducted on firefighting facilities and gears as well as fire alarm and detection system.
- h. In coordination with all Teams, prepare and submit a report to the Management on the emergency response and evaluation after an emergency.

4. The Firefighting Team Leader shall:

- a. Ensure the disaster preparedness program is being implemented, followed and observed by Team members.
- b. Ensure complete attendance of the Firefighting Team and advise the Safety Officer/Coordinator on the immediate replacement in case of transfer, resignation or dismissal of any of the members.
- c. See to it that all members shall participate in the conduct of scheduled trainings/seminars.
- d. Coordinate closely with the Chief Marshall and the Safety Officer/Coordinator particularly when in need of assistance.
- e. Immediately summon outside emergency assistance and services.
- f. Direct the actual supervision of firefighting within the engagement area.
- g. Ensure that all members of his group are aware of the emergency situation and are properly positioned according to their assigned tasks.
- h. Ensure that the area is clear except for those actually engaged in firefighting, rescue and evacuation operations.
- i. Provide updated information to the Chief Marshall and the Safety Officer/Coordinator on the fire situation.
- j. Be responsible for after-fire housekeeping activities.
- k. Delegate any action or responsibility to Team members during emergency situations as may be necessary.

5. The Fire Extinguisher Team shall:

- a. Serve as first responders during fire emergencies.
- b. Be the first group to suppress the fire using available fire extinguisher in the area.
- c. Summon the assistance of the fire hose team when they could not control the fire.
- d. Work in close coordination with the Team Leader.
- e. Ensure that all fire extinguishers are operational at all times.

6. The Fire Hose Team shall:

- a. Serve as first responders during fire emergencies.
- b. Control the fire using the fire hose firefighting equipment.
- c. Unreel the hose towards the fire scene.
- d. Proceed in haste to the fire hose cabinet.
- e. Be in proper protective gears in combating fires.
- f. Work in close coordination with the Team Leader.

- g. Ensure that all equipment are in operational condition and that water supply is available at all times.
 - h. Ensure that all hose pipe connections are tight.
- 7. The Security Team shall:
 - a. Be responsible for safeguarding the location where the incident/emergency occurred and the location where the victims have been evacuated.
 - b. Ensure that the fire scene is cleared of traffic for easy access of offsite firefighting personnel/equipment.
 - c. Secure the building from unauthorized entry during emergencies.
- 8. The Electrician shall:
 - a. Be ready to shut off electricity only when ordered by the Chief Marshall.
 - b. Receive orders only from the Chief Marshall during an emergency.
 - c. Take charge of post-emergency clearing and evaluation of electrical connections.
- 9. The Transportation Officer shall:
 - a. Ensure availability of an adequate number of service vehicles and drivers at all times, especially during emergencies.
 - b. Be ready to provide and dispatch the vehicle support, when necessary.
 - c. Receive orders only from the Chief Marshall during an emergency.
- 10. The Communication Officer/s shall:
 - a. Be responsible for communicating with concerned agencies in the event of emergencies and disasters.
 - b. In close coordination with the Chief Marshall, provide information on any on-site development during emergencies.
 - c. Collate and disseminate to all ERT members the updated contact numbers of ERT related agencies, e.g., National Disaster Risk Reduction and Management Council (NDRRMC), Metropolitan Manila Development Authority (MMDA), Philippine Red Cross, Fire Department, etc.
 - d. Inform all TransCo officials and employees of the date and time of the conduct of emergency drills.
 - e. Announce the conduct of drills through the Public Address System (PAS).
 - f. Take charge of photo and video documentation during drills and actual emergencies.
 - g. Receive orders only from the Chief Marshall during an emergency.
- 11. The Plumber shall:
 - a. Switch on the fire pump for immediate supply of water in case of fire emergencies.

- b. Always carry a spanner wrench at all times in case immediate use of the fire hydrant is needed.
- c. Connect the fire hose to the fire hydrant.
- d. Receive other related orders from the Firefighting Team Leader.

12. The Building Marshall/Support Group Leader shall:

- a. Direct the members of the Support Group at the scene of the incident.
- b. Ensure that the Fire Extinguisher Team is properly supported by the Fire Hose Team in cases of uncontrolled fire.
- c. Work closely with the Fire Team Leader particularly in the assessment of the fire situation.
- d. Coordinate closely with the Chief Marshall and the Safety Officer/Coordinator particularly when in need of assistance.
- e. Immediately summon for outside assistance through the Firefighting Team Leader.
- f. Ensure that all protective gear and firefighting equipment are in good working conditions as well as enough water supply.
- g. Be prepared for any assistance if needed.
- h. Receive instructions and orders directly from the Firefighting Team Leader during fire emergencies.
- i. Supervise the Support Group in the proper evacuation, salvage, search and rescue operations as directed by the Fire Team Leader.
- j. Ensure a safe and smooth flow of evacuation operation.
- k. Lead the conduct of inspection and evaluation of the premises after an emergency.
- l. Prepare and submit a report to the Chief Marshall and the Safety Officer/Coordinator on the result of the inspection/evaluation.

13. The Search and Rescue Team shall:

- a. Conduct search and rescue operations.
- b. Ensure that premises had been checked for persons who might be left behind.
- c. Coordinate with the Medical/First Aid Team for the conduct of first aid services to rescued personnel or anyone who requires such assistance.
- d. Conduct search at the premises for possible persons who might be inside.
- e. Perform rescue operations and conduct first aid, if necessary.

14. The Medical/First Aid Team shall:

- a. Be in-charge of medical assistance during emergency situations.
- b. Administer first aid services to rescued personnel or anyone who requires such assistance.
- c. Coordinate with outside medical services for extreme cases.
- d. Receive other related orders from the Chief Marshall.

15. The Salvage and Evacuation Team shall:

- a. Be responsible for the conduct of salvage and evacuation operations. Salvage procedures shall be on priority basis only.
- b. Implement the planned and controlled movement of personnel, whether egress or ingress, in times of emergency.
- c. Ensure the safe and smooth evacuation of all persons to the designated evacuation assembly area.
- d. Confirm the number of personnel during evacuation to ensure that all personnel are properly accounted for.
- e. Coordinate with the Building Marshall/Support Group Leader and Firefighting Team Leader prior to the actual salvage and evacuation activities.
- f. Conduct the actual evacuation and salvaging of company properties on priority basis.