



OFFICE ORDER NO. 211-19

**SUBJECT: CONSTITUTION OF THE GSIS DISASTER CONTINGENCY
COMMITTEE**

In compliance to Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010, the GSIS Disaster Contingency Committee (DCC) is hereby constituted (Annex A), as follows:

**Chairperson, DCC - Vice President
General Services Offices**

Alternate:
**Chief Security Officer
Security Department**

**Emergency Response
Team (ERT) Head - Chief Security Officer
Security Department**

Alternate:
**Security Officer II
Security Department**

ERT Members:

**Medical Officer - Officer IV
Medical & Wellness Services
Department**

**Security & Evacuation
Officer - Security Officer II
Security Department**

**Building & Safety
Officer - Officer IV
Building & Maintenance
Department**

**Marshals - As designated by each
department. A separate list of
designated marshals shall be
prepared by the DCC**

designated marshals shall be prepared by the DCC

- Communication Officer - Corporate Communication Officer IV
Creative Strategies Department
- DCC Secretariat - Materials Management Department
Headed by the Administrative Officer IV

The ERT Head shall assign the Marshals to their respective teams. Moreover, the Officers of the ERT shall assign their respective members to carry out their respective duties and responsibilities and endorse it to the Chairperson, DCC for approval.

FUNCTIONS

Chairperson, DCC:

- Provides overall policy direction and strategic objectives for the response to the disaster
- Reviews and recommends to Management the GSIS DC Plan
- Oversees the coordination of the ERT with external agencies
- Ensures the seamless implementation of the GSIS DC Plan
- Authorizes the activation of the GSIS DC Plan
- Orders the general alarm to cause the evacuation of office premises, if necessary.
- Establishes the command post to take control over the ERT and the Communication Officer
- Provides resolutions to issues and difficulties encountered by the various ERT Officers
- Reports updates to Management and seeks clearance from the PGM for the release of information internally and externally
- Submits report to Management after the execution of the DC Plan

Emergency Response Team Head:

- Maintains adequate emergency resources and equipment necessary to implement the GSIS DC Plan.
- Drafts and endorses the GSIS DC Plan to the Chairperson, DCC.
- Recommends to the DCC Chairperson the necessary course of action appropriate for the situation at hand.
- Coordinates with the Medical & Logistics Officer; Security & Evacuation Officer; and the Building & Safety Officer for the mobilization, progress and difficulties encountered in the different DC activities.
- Reports the development of the evacuation, medical and security activities to the DCC Chairperson.
- Leads the coordination with external agencies for updates and conduct of drills or trainings as part of disaster preparedness activities

Medical Officer:

- Recommends the necessary medical supplies and equipment to be used during contingencies including basic first aid training to assigned individuals and corresponding budget.
- Assesses the condition and provides first aid treatment of injured individuals
- Transports critically injured personnel once stabilized to the nearest hospital via ground ambulance.
- Reports casualties to the ERT Head for documentation and monitoring purposes.
- Coordinates with the ERT Head, the Security & Evacuation Officer and the Building & Safety Officer.

Security & Evacuation Officer:

- Coordinates constantly with the National Disaster Risk Reduction and Management Council (NDRRMC) for warning updates and training needs.
- Deploys security personnel to assist in the evacuation, maintains order, and together with the Marshals, guides the employees to the designated evacuation area.
- Ensures quick firefighting response for small fire incidents
- Secures office equipment, official documents and other valuable items during and after evacuation, in coordination with the designated personnel of the operating units concerned.
- Provides security in the transportation/evacuation of personnel to the alternate site.
- Re-enters the building to search and rescue missing and injured persons and ensures that nobody is left behind during the evacuation.
- Reports to the ERT Leader all findings and actions taken for documentation and monitoring purposes.

Building & Safety Officer:

- Ensures that precautionary measures are in place in preparation for any impending disaster.
- Ensures that necessary supplies, materials and equipment are available and ready for utilization.
- Secures shelter for temporary operations
- Members of the team re-enter the building to make a thorough inspection of every floor.
- Assesses the damage caused by the disaster.
- Recommends to the ERT Head, the necessary courses of action based on the extent of damage.
- Records findings and actions taken for documentation and monitoring purposes.

Communication Officer:

Performs the public relations functions and promotes the disaster awareness programs of the DCC. Such functions shall include, but are not limited, to the following:

- Issues advisories on the GSIS DC Plan, which shall include precautionary measures, courses of action, evacuation plans, and designated Officers, members and Marshals of the DCC.
- Ensures the posting of advisories on the GSIS website, bulletin boards and other spaces accessible to everyone.
- Recommends to the DCC Chairperson the release of information for internal and external communication purposes to ensure that employees and stakeholders are informed of the condition of the GSIS during and after disaster.
- Establishes a Call Tree or any communication protocol to avoid communication bottleneck or unnecessary dissemination of information.

DCC Secretariat:

- Provides administrative support to the DCC.
- Prepares program/training schedules and coordinates the conduct of the same
- Prepares requirements for the requisition of supplies/equipment
- Documents all DCC meetings and activities.
- Prepares memos and notices of meeting.
- Safekeeps and maintains all DCC records, including data that are critical to the planning, updating and execution of the GSIS DC Plan.
- Coordinates with the Communication Officer and the ERT Head to assist in information dissemination/release of advisories

Marshals:

Each department shall designate at least two (2) marshals. The names of the designated marshals shall be submitted to the DCC. Any changes in the designation should immediately be submitted to the DCC.

Due to the varying sizes and locations of departments and its divisions, departments may recommend the designation of additional marshals in their departments.

- Reminds the employees to commence "duck", "cover" and "hold", then observes and waits for orders from the Head Marshal
- Notifies GSIS employees and guests and assists them in leaving the area and proceeding to the evacuation site.
- Ensures orderly evacuation of employees and clients by leading them to the exit and evacuation site.
- Accounts for employees by conducting headcount after the evacuation and reports findings to the Head Marshal.

The GSIS DCC shall undergo relevant trainings in preparation for their roles and tasks. The GSIS DCC is hereby tasked to update the GSIS Disaster Contingency Plan.

Thereafter, they are expected to execute their respective functions, duties and responsibilities as the need arises.

For the Branch Offices, the DCC Chairperson shall be the respective Vice-Presidents in NCR, Luzon and VisMin Operations Group. The Branch Managers shall be the Emergency Response Team Heads. A similar DCC structure shall be set up in each Branch Office.

This Office Order shall supersede Office Order No. 147-12 and shall take effect immediately.

ORIGINAL SIGNED
ROBERT G. VERGARA
President and General Manager

Date of Signed: NOV 11 2013