



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
**EMPLOYEES' COMPENSATION COMMISSION**  
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**OFFICE ORDER NO. 15 - 851**

Series of 2015

**ECC DISASTER CONTROL GROUP (DCG)  
ORGANIZATIONAL STRUCTURE**

In the interest of the service and to implement the ECC Emergency Preparedness Plans, the ECC Disaster Control Group (DCG) Organizational Structure shall be composed of the following:

Chairman : **ATTY. JONATHAN T. VILLASOTO**

Vice-Chairman : **DR. RAYMOND C. BAÑAGA**

**Staff Teams**

Supply : **Focal Person : JORGE D.C. ERIA**  
**Member : INOCENCIO I. ASTORGA**

Security : **Focal Person : ROMMEL F. PUNLA**  
**Member : GENE A. QUIMPO**

Communication : **Focal Person : GLENN T. SARSONAS**  
**Member : ALLAN G. ABANILLA**

Transportation: **Focal Person : RON ALVIN FERRERAS**  
**Member : DANILO D. MANDEOYA**

**Operating Teams**

Warning &  
Evacuation : **Focal Person : KENO S. FLORES**  
**Member : JOHN ALBERT S. CASALME**

Fire Brigade &  
Damage Control **Focal Person : AUGUSTUS CAESAR P. URBANO**  
**Member : ALEJANDRO F. BUNIAG**

Search and  
Rescue :           **Focal Person**       :       **RICKY F. ALCOBER**  
                          **Member**               :       **ISIDRO YAMSON**

Medical &  
Relief :           **Focal Person**       :       **DR. RAYMOND C. BAÑAGA**  
                          **Member**               :       **WCPRD Medical Team**

The ECC DCG shall have the following **Duties and Responsibilities:**

**Chairman**

1. Develops an emergency plan for the ECC;
2. Coordinates the planning with the building manager and OCD for the selection, organization and training of the DCG Staff and operating teams;
3. Establishes primary and alternate evacuation areas;
4. Directs and supervises the activities of the office personnel during an enforced stay or evacuation when necessary;
5. Selects, organizes and trains members to conduct emergency operations;
6. Maintains liaison with the Mayor, barangay and other response agencies.

**Vice-Chairman:**

1. To assist the Chairman in directing the flow of execution of Disaster Control Group exercises;
2. To perform other duties as the Chairman may direct.

**DCG Staff Teams:**

**Security:**

1. Secures vacated building areas of evacuation center and disaster operations;
2. Coordinates with local PNP for security of the areas;
3. Implements and entrances personnel identification in the coordinated areas;
4. Responds to alarm signals or other suspicious activities and report to authorities concerned;
5. Performs escort duties in the transport of persons, supplies and equipment;

**Supply:**

1. Determines the supply requirements of all action teams;
2. Identifies the sources of such supplies as needed;
3. Receives such supplies and channel the same to the team leaders.

**Transportation:**

1. Determines the transportation needs and requirements;
2. Assigns all available vehicles and transport units;

3. Coordinates with counterpart transport team leaders and local transport groups for use of their facilities;

**Communication:**

1. Receives warning information from the local civil authorities or other authoritative sources;
2. Disseminates such warning to all offices and personnel of the establishment;
3. Maintains appropriate communications link with offices and personnel;
4. Organizes equipage and couriers;
5. Keeps records of all warning and communication message;
6. Coordinates with local civil defense units for communications requirements and needs.

**Operating Teams:**

**Warning:**

1. Ensures that all occupants should be educated on the meaning of different warning signals or alarms:
  - Audible signal throughout the building to warn occupants of an emergency situation;
  - The device is an integral part of the office system and should be activated upon discovery of an emergency to alert occupants of an impending or on-going emergency;
  - Warning signal must be tested on its effectiveness, from time to time;
  - A public address system is centralized building notification that can be used to inform and instruct occupants in an emergency incident.
2. Organizes warning teams for specific sections, floors, wings, buildings and areas;
3. Provides adequate warning devices and equipment;
4. Coordinates with counterparts in the locality for joint warning dissemination;
5. Coordinates with local civil defense units for receipt of authoritative warning information.

**Evacuation:**

1. Plans personnel movement routes and establishes movement procedures to give effect to the provision of the plan:

**Priorities in Evacuation:**

- |                 |   |  |
|-----------------|---|--|
| First Priority  | - | Those needing assistance during evacuation.                        |
|                 | - | Elderly, children, handicaps, pregnant women and very sick people. |
| Second Priority | - | Female   |
| Third Priority  | - | Male   |

2. Assigns and trains floor, area, wing leaders and other related personnel;
3. Supervises and directs the movement of personnel within, into or out of the building;
4. Assures that all building occupants comply with procedures indicated by the alarm signals;
5. Coordinates with the medical team leader in providing first aid instructions.
6. Supervises and directs the activities of floor, area and wing leaders.

**Fire Brigade:**

1. Organizes fire-fighting teams/brigades for initial fire fighting instructions.
2. Provides fire-fighting instructions through available sources (local fire department).
3. Assures that fire fighters know their stations locations of fire fighting equipment in the area.
4. Deploys fire fighting personnel to fire areas.

**Damage Control:**

1. Establishes a plan to attend to mechanical devices, ventilation, water, gas and steam valves power switches and others.
2. Dispatches individuals or teams at the sound of emergency alarm to prearranged control or directed action.
3. Deploys personnel after fire or any emergency to correct damage which require assistance.
4. Maintains physical facilities of evacuation centers and assess damages in the area.

**Search and Rescue:**

1. Locates/removes injured or trapped persons in the area.
2. Organizes and trains the rescue teams provided for in the facility plan.
3. Obtains appropriate equipment for rescue operations.

**Medical and Relief:**

1. Receives evacuees/victims from the evacuation service leader.
2. Provides housing for displaced persons/evacuees during emergency.
3. Informs DGC Chairman on the status of disaster relief activities.
4. Coordinates with other relief agencies.
5. Arranges with government health agencies, PNRG or other sources for first aid and medical self-help training.
6. Supervises the selection of first aid or medical treatment areas in shelters and elsewhere.
7. Directs first aid or medical self-help operations and controls access to medical supplies.
8. Establishes policies and rules governing the emergency treatment of ill-injured personnel.

9. Maintains adequate sanitation and hygienic standard and matters relating to emergency health.
10. Inspects the storage and handling of goods and drinking water in shelter areas within the building.

The Chairman shall closely coordinate with the **HR – Admin Division** for meetings, trainings and other logistics requirements that they may need to execute the plans of the ECC Emergency Disaster Control Group. The DCG shall ensure that ECC will be able to participate with all the plans and programs of Brgy. Belair and LGU Makati.

Please be guided accordingly.

  
**STELLA Z. BANAWIS**  
 Executive Director *pc*

October 20, 2015  
 City of Manila

DIVISION	SIGNATURE	DIVISION	SIGNATURE	DIVISION	SIGNATURE
OED		IAU		FINANCE	
DED		BOARD SEC		PPSMD	
WCPRD		COMMISSION		COA	
IPAD		ADMIN RECORDS			

# **ECC DISASTER CONTROL GROUP ORGANIZATIONAL STRUCTURE**

