MEMORANDUM

TO : ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT : FIRE PREVENTION MEASURES

DATE : 23 March 1998

In line with the observance of the month of March as National Fire Prevention Month, the following fire prevention measures are hereby reiterated for implementation in your respective offices:

1. Clearing of passageways, corridors, fire escapes and all other entries and exit points of any obstruction;

2. Clearing and cleaning of employees’ respective work areas. Avoid storing files of scratch papers, old newspapers and other scrap materials that are prone to fire. All garbage bins in every office and comfort room should be cleared of trashans before the closing of office hours everyday;

3. Switching off lights and unplugging office equipment and appliances before leaving the office in the afternoon;

4. Prohibiting smoking in covered spaces like staff rooms, store rooms, record rooms, libraries, elevators and comfort rooms;

5. Prohibiting overtime/overnight stay of employees except those performing official overtime work and those involved in round-the-clock maintenance of the building with approved permits from their respective heads of office; and except during emergencies like transport strikes, heavy rains, road flooding and other similar cases where it is apparently unsafe and not feasible for the employees to go home;
6. Regular inspections of office premises including its electrical system;

7. Rehabilitation and periodic testing of fire alarm systems, fire exits, fire ladders, and fire fighting equipment;

8. Conduct of periodic fire drills, evacuation operation exercises, fire safety orientations and other safety consciousness activities.

For strict compliance.

FELICISIMO O. JOSAN, JR.
Administrator