MEMORANDUM

FOR: Deans, Directors, Heads of Units

SUBJECT: SOS Grant - Compliance with the Fire Code, Working Towards Self-Regulation and Best Practices

The Office of the Campus Architect (OCA), in coordination with the Institute of Civil Engineering (ICE), U.P. Diliman Police (UPDP) and the Bureau of Fire Protection (BFD), is undertaking the subject research project under the Source of Solutions (SOS) Special Grants administered by the Office of the Vice Chancellor for Research and Development (OVRCD).

The objectives of the project are:

1. To document compliance of the University with the requirements of the Revised Fire Code of the Philippines of 2008 (Republic Act 9514) which superseded the Fire Code of the Philippines under Presidential Decree 1185 (1977).
2. To develop safety awareness and to evolve a safety program among units considering that, among others, under the Implementing Rules and Regulations (IRR) of the Revised Fire Code, fire exit drills are to be conducted at least four (4) times a year in educational occupancies.
3. To work towards self-regulation, meaning going beyond mere compliance with government regulations, and come up with “best practices” which could be adopted by the University as a whole and by individual units. Individual units could have exemplary practices which could be picked up by other units, and practices in business industry may be helpful for units which have laboratories or machine shops, or units responsible for dormitories and housing units, or theaters and other places of assembly.

A previous study in 1996 was done by the U.P. Diliman Task Force on Fire Safety based on PD 1185.

The SOS project aims to address an immediate challenge to the University to demonstrate the concept of UP leadership (Problem Area Dimension A.17) in the field of fire safety. The University is regarded as a resource of expertise when regulations are deliberated and as a venue of emerging new technology. Therefore, it rests with the University to exemplify a minimum norm of compliance and work towards demonstrating leadership in this field.

The 12-month project envisions the inspection of 40 buildings (cross section of U.P. Campus), facilitating the conduct of fire drills and arranging training on the use of fire extinguishers as would be necessary.

Selected students under the NSTP program will assist in the inspection of buildings and thereby gain exposure to actual practices on fire safety which would be very handy in their future work, or even in their very homes.

For the fire drills, the planned scheme is to have a competition among units to generate their own fire emergency plans and subsequently conduct the fire drills. In this manner, units will take full ownership of the plan rather than being imposed with one prepared by an external party. Then other units can observe and learn from the exercise.
A video and powerpoint presentation on preparing for fire emergencies will be made for the individual units. Token cash awards will be given for the fire drill competition which may help defray expenses of units in generating fire emergency plans. Initial discussions had been made with the BFD to provide resource persons to evaluate the fire emergency plans and judge the execution of the fire drills.

It cannot be overstated that the full cooperation of units will be critical to the success of this endeavor.

Accordingly, we request the favorable endorsement of the Chancellor to enjoin units to consider this undertaking as indeed a beneficial exercise.

Put simply, the benefit of this project would be in terms of prevention of loss of properties and more importantly prevention of loss of human life in case of a fire emergency. Additionally, lessons derived from this exercise will not be withheld and will instead be shared with other units and other interested parties so that it would redound to the benefit of more people and possibly the general public.

Heads of Units are requested to take a direct hand in the inspection of buildings, generating the fire emergency plans and conducting the fire drills. In principle, the Head of Unit is deemed the owner of the premises hence has a stake to ensure that facilities are safe, and also he will be looked upon by subordinates in an emergency.

For buildings occupied by two or more offices or units, heads of units need to agree among themselves who will take the lead for their building.

As this project will not be able to cover all buildings, we would like to ask each unit to signify their willingness to participate in the project by designating the contact person and providing his/her contact number (including mobile number) and email address for ease of communication. Please accomplish the attached form and return it to OCA, or send the requested information by email to pbgonzales@gmail.com. Please submit the necessary information on or before July 18, 2013.

This Memo will also be sent to units electronically through the email addresses indicated in the U.P. Diliman website.

If any clarification is needed, please contact Engr. Picoy Gonzales at local 3973 (OCA), mobile number 0917 527 1709 or above email address.

Thank you very much.

Gerard Rey A. Lico, PhD
Director, OCA

Favorably endorsed:

Caesar A. Saloma, PhD
Chancellor
University of the Philippines, Diliman

Cc: President Alfredo E. Pascual
Office of the President – Please disseminate this information to U.P. System Officials.
All Vice Chancellors
We signify our willingness to participate in this SOS project.

We designate as contact person:

Name __________________________________________ Building ______________

Designation ___________________________ Landline/Local # _____________________

Email address ______________________________ Mobile # _________________________

Name/Title/Designation/Signature of Head of Unit