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**CALAMBA WD
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SIGNED: Jorge A. [Signature]

DATE: 12-26-16

CALAMBA WATER DISTRICT			
TITLE: CONTINGENCY PLAN			
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1.0 PURPOSE


- 1.1 To outline the steps that shall be taken in the event of the loss of a particular service or activity.
- 1.2 Facilitate timely recovery of core business functions.
- 1.3 Minimize the critical decisions to be made during time of disaster.
- 1.4 Minimize loss of revenue and / or customers and maintain public image.
- 1.5 To identify potential accidents and emergency situations to ensure that proper action is taken

2.0 SCOPE

- 2.1 This documented information applies to all departments / services of CWD.
- 2.2 This documented information is limited to the identification for and response to accidents and emergency situations with the potential result in a significant environmental impact and occupational health & safety risks.

3.0 RESPONSIBILITY

- 3.1 Committee Head – shall act as the overall coordinator of different teams of the Emergency Preparedness and Response (EPR) Committee.
- 3.2 Description of the EPR Committee duties and responsibilities during a disaster:
 - 3.2.1 Ultimately responsible for overall company operations, including all personnel, customers, facilities and assets, investments, insurance, marketing, security, and company policies and documented information
 - 3.2.1 Ensure adequate supervision for all personnel and functions while absent from CWD or unavailable for contact; operational quality control.
 - 3.2.2 Respond to and comply with all regulations, policies and documented information regarding Department operations; conduct inquiries, interviews and investigations, and prepare written reports of findings as required.
 - 3.2.3 Provide appropriate members of the Disaster Management Team with accurate and timely information updates regarding the company's recovery efforts.
 - 3.2.4 Other duties and responsibilities as required.
 - 3.2.5 Committee Head shall be responsible in information dissemination trainings and orientation to all employees on emergency preparedness and response during calamity, e.g. evacuation during fire, earthquake, typhoons and heavy floods.
 - 3.2.6 Also, tasked to revise this emergency response plan as necessary, after a calamity or an emergency situation occurred. Conducts on-site appraisal of emergency and puts the relevant call-out plan into effect. He shall confirm relevant firefighting; emergency tactics and training are in progress in consultation with the Safety Officer. Facilitate quarterly meeting for the updates of programs implementation effectiveness.
- 3.3 Fire Brigade Team shall
 - 3.3.1 Recognize the need for fire prevention program, design system and procedures.
 - 3.3.1 Assure that firefighter know their stations and locations of firefighting equipment.
 - 3.3.2 Establish communication with the public fire department and its industries for mutual aid.
 - 3.3.3 Set schedule for periodic inspection of protective equipment and ensure it is carried out.
 - 3.3.4 Instruct fire fighters to go into action at the point of fire in his area of responsibility.
 - 3.3.5 Be responsible for the training of employees with regard to firefighting techniques.
 - 3.3.6 Facilitates/conduct fire drill twice a year.


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- 3.4 Damage Control, Typhoon and Flood Team shall
- 3.4.1 Establish plan to attend necessary measures concerning devices, ventilation, water, gas, power switches and other things during emergency.
 - 3.4.2 Dispatch individuals or teams to pre-arranged control points for preplanned and directed action at sound of emergency alarms.
 - 3.4.3 Surveys and reports conditions which require emergency repairs and other assistance.
 - 3.4.4 Retrieval of resources, equipment, especially documents that are necessary to the company.
 - 3.4.5 Responsible for inspection of company's condition during storms.
- 3.5 Communication Team shall
- 3.5.1 Receive warning information from authoritative sources and disseminate such warning to all departments as required.
 - 3.5.2 Maintain appropriate communication link with departments and personnel.
 - 3.5.3 Call the nearest fire department, hospital or other related agencies in case of emergency.
- 3.6 Rescue Team shall
- 3.6.1 Ensure that no personnel are left behind during evacuation in coordination with the Evacuation Team.
 - 3.6.2 Locate injured or trapped personnel and move them to places where they are cared for.
 - 3.6.3 Be responsible for providing and maintaining all rescue tools or equipment such as stretcher, safety gadget, etc.
- 3.7 Evacuation Team shall be
- 3.7.1 Responsible in leading employees to the designated area in emergency situations.
 - 3.7.2 Responsible for providing signage with respect to evacuation.
 - 3.7.3 Responsible for maintaining that all exit routes are not blocked.
 - 3.7.4 Responsible for the inspection of evacuation equipment such as emergency lights.
 - 3.7.5 Responsible in providing programs that will enhance the knowledge of every employee in understanding evacuation procedure.
 - 3.7.6 Responsible in securing all possible sites inside the company for fire and other matters that will endanger the company employees and properties.
- 3.8 Medical Team shall
- 3.8.1 Ensure that the members are proficient in first aid treatment.
 - 3.8.2 Provide medical treatment to injured personnel.
 - 3.8.3 Arrange for hospitalization of seriously injured workers.
 - 3.8.4 Be responsible for maintaining the first aid kits within the company and assuring that all shifts have a corresponding medical team member.
- 3.9 Security Men on Duty – when instructed by the EPR Committee Leader, institute agreed security measures such as posting additional guards, lock gate, direct traffic or set road blocks. Acts post watchers at safe distances to warn others to stay out. Assist in directing evacuation of areas declared in imminent danger.

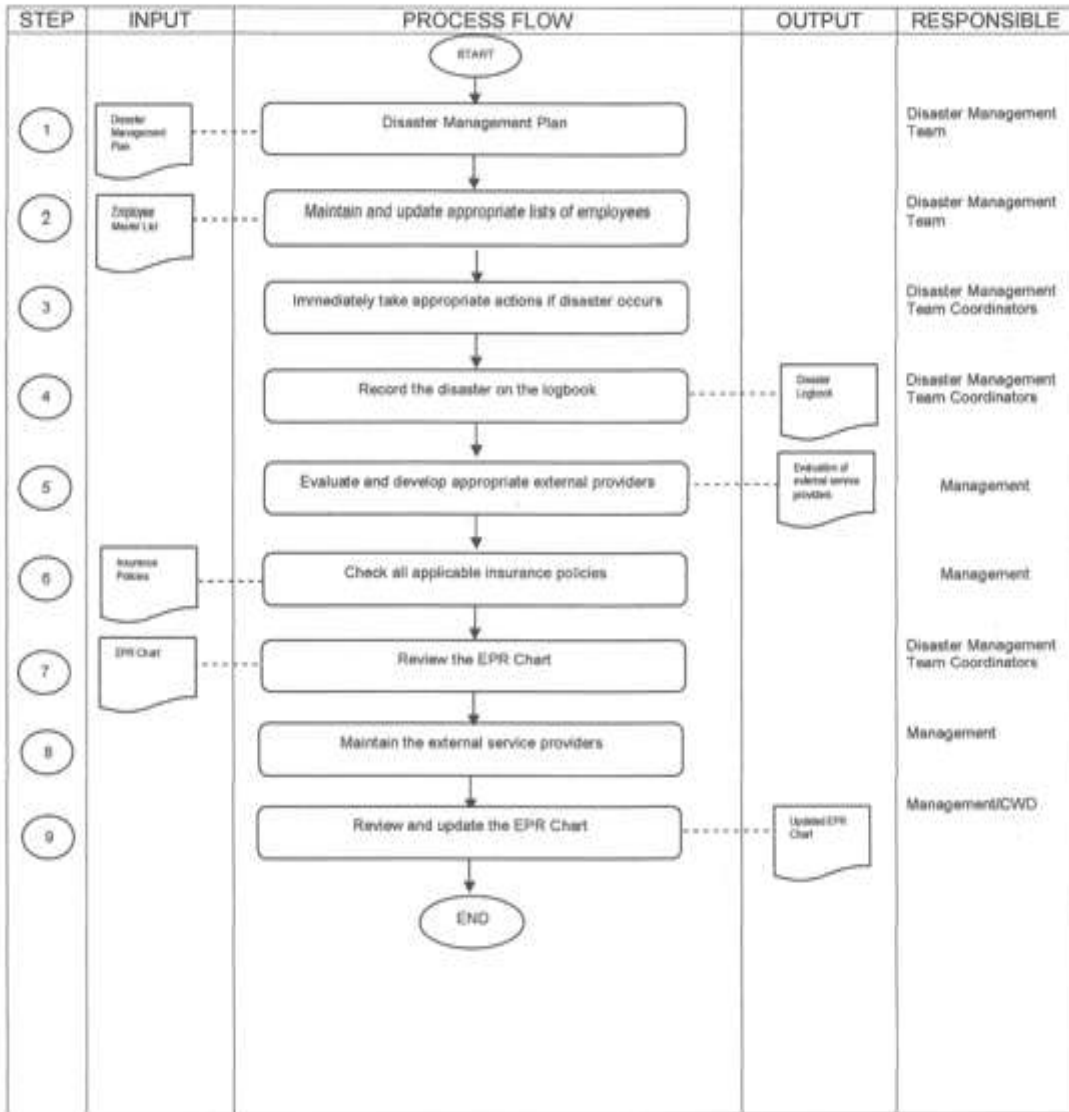
4.0 DEFINITION OF TERMS

- 4.1 Contingency – an event (as an emergency) that may but is not certain to occur.
- 4.2 EPR – Emergency Preparedness and Response


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5.0 PROCESS FLOW STEPS



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6.0 PROCESS DETAILS

6.1 DISASTER MANAGEMENT PLAN

6.1.1 The Management has designated all section heads to act as coordinators for the Disaster Management Team of CWD and the General Manager shall act as the Disaster Management Team Leader.

6.1.1.1 EPR Committee Leader and the Section Head of concerned section shall review the list of registered emergencies.

6.1.1.2 Upon review, all activities with potential significant impacts/risks on the environment/occupational health & safety, in case of an accident and/or emergency are listed.

6.1.1.3 The list of emergency risks shall be evaluated by the EPR Committee Leader, concerned Section Head, and Safety Officer.

6.1.1.4 The EPR Committee Leader shall prepare EPR Plan.

6.1.1.5 The EPR Committee Leader in coordination with the safety officer shall create emergency training plan.

6.1.1.6 The EPR Committee Leader, in coordination with the Safety Officer, shall conduct training and awareness regarding emergency and response.

6.1.1.7 Prepare and maintain evaluation records.

6.1.1.8 EPR Committee Leader/safety Officer/Concerned Section Head shall identify any or potential non-conformance and take necessary actions.


6.1.2 The Disaster Management Team shall maintain appropriate lists of employees' names, titles, position, descriptions, home addresses and home telephone numbers. This list shall be updated annually.


6.1.3 Team Coordinators are to immediately take the following actions if a disaster occurs:

1. Assess any injury or damage to employees, customers, and work area.
2. Temporarily close and secure area, if necessary.
3. Contact appropriate emergency services, if necessary.
4. Begin documenting the effects of the disaster and actions taken; secure all assets and records.
5. First attempt to contact Disaster Management Team Leader with a damage assessment and actions taken report, and act upon instructions received.
6. If all documented attempts to communicate with the Team Leader had failed, the coordinator is authorised to initiate reasonable and prudent responses necessary to minimise potential:
 - a. Injuries to personnel and customers
 - b. Damage to work area
 - c. Loss of assets and records

6.1.4 The Disaster Management Team Coordinators shall cause an activity log to be kept at all times during events of a disaster. This log shall be maintained in a chronological sequence of events, and clearly identify the following information:

- Time activity begun, actions taken, activity terminated.
- Areas involved.
- Person maintaining log entries.
- Person generating information.
- Person assigned a task, if applicable.
- Notification of other personnel, if applicable:
 - a. Name of person notified
 - b. Time of notification

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- c. Action requested
- d. Disposition
- Unusual events requiring follow-up when normal operations resume.
- Termination date/time of emergency, including name and title of person making termination.

6.1.5 The Management shall evaluate and develop appropriate vendors / suppliers or other resources that shall provide back-up or restoration services until **CALAMBA WATER DISTRICT** has resumed normal operations.

6.1.6 The Management shall all applicable insurance policies shall be checked and shall be processed for renewal one (1) month prior to its expiration.

6.2 The Management and the EPR Team shall review the Emergency Preparedness and Response (EPR) Chart as deemed necessary or after the occurrence of an incident/disaster for continual improvement of emergency preparedness and response effectiveness.

(Refer to EPR Chart)

7.0 RECORDS RETENTION

7.1 Active Retention – indefinite (electronic and hardcopy)

7.2 Inactive/Archival Retention – shall be kept for 1 year or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept in a separate folder named obsolete master copy/original.

8.0 REFERENCES

Not Applicable

9.0 ATTACHMENTS

Not Applicable


10.0 DISTRIBUTION LIST

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