



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resources Division		POLICY NUMBER: DPOTMH-APP-HRD-P014 (01)	
TITLE/DESCRIPTION: <p style="text-align: center;">HR ROLE ON DISASTER</p>			
EFFECTIVE DATE: June 15, 2025	REVISION DUE: June 14, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 5
APPLIES TO: All Employees of the RMCI (DPOTMH, UK, MRCCC)		POLICY TYPE: Administrative	

PURPOSE:
This policy aims to provide a structural support for DPOTMH employees during such events.

DEFINITIONS:

Occupational Safety and Health – deals with all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. Its goal is to prevent accidents and harm to people from work-related activities.

Disaster – Any event or series of events causing a serious disruption of a community's infrastructure – often associated with widespread human, material, economic, or environmental loss and impact, the extent of which exceeds the ability of the affected community to mitigate using existing resources.

Preparedness – The knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to and recover from the impacts of likely, imminent, or current hazardous events or conditions.

RESPONSIBILITY:
Human Resources Division

POLICY:

I. Preparation

1. Emergency Response and Preparedness

1.1 The Human Resources Division shall ensure the provision of Disaster Preparedness Plan/Comprehensive Emergency Plan tailored for each type of disaster including:

- A) Typhoon
- B) Fire
- C) Tornado/Hurricane
- D) Flood
- E) Earthquake
- F) Volcanic Eruption
- G) Landslides
- H) Tsunami
- I) Blackout/Power Loss
- J) Mass accidents





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- 1.2 An Occupational Safety and Health Committee shall be established, and must complete the prescribed training for each appointment.
 - 1.2.1 A Safety Officer shall be appointed and certified by the Human Resources Division.
- 1.3 The OSH Committee shall ensure the provision of safety programs and safety training for the employees, in coordination with the Human Resources Division.

2. Workforce Planning and Business Continuity

- 2.1 To ensure continuous business operations and address manpower exigencies in the event of a disaster or calamity, the HRD shall ensure the implementation of Business Continuity Plan. *(Please refer to DPOTMH-HW-P23 – Policy on Business Continuity Plan in Cases of Transport Strike and Natural Calamities)*
- 2.2 Upon notification or calamity forecast, the HRD shall call upon the section heads and department heads to formulate a contingency plan and shall document the discussion.
- 2.3 Provide annual budget provision for Employees Assistance Program (EAP) for disasters to cover for the following:

Particulars	Provision	Remarks
Meals (Php 75.00/pax)	Php 810,000.00	To provide meals for a maximum of 3 days with assumed populate of 1,200 employees.
	Php 200,000.00	Other unplanned expenses
Total	Php 1,010,000.00	

3. Communication and Information

- 3.1 Maintain a clear and effective communication chain through a coordinated phone call network with employees to ensure their safety and well-being.
- 3.2 Announcements shall be posted in the Communicator Bulletin. The officer-in-charge shall provide updates to the Section Heads and Division Heads in charge of their own department.
- 3.3 Conduct employee training and awareness seminars on disaster preparedness to enhance the readiness of employees and their responses during natural calamities.





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II. Response

1. Staff Coordination

- 1.1 The OSH Committee shall ensure the timely deployment of response teams and their corresponding assignment during an emergency.
- 1.2 The OSH, in coordination with the HRD shall ensure the adequate number of staff available in critical areas.

2. Communication and Support

- 2.1 Any concerns arising from an event shall be communicated by the staff to his/her immediate superior.
- 2.2 The immediate superior shall elevate the concern to HRD.
- 2.3 Evacuation plans shall be communicated by the section heads/department heads.
- 2.4 Should exigencies warrant, the Hospital may provide temporary shelter to the victims provided that it is clearly communicated to and approved by the Human Resources Division.

3. Employee Safety

- 3.1 Along with the disaster preparedness plan, the OSH shall also ensure the provision of necessary safety equipment and resources and shall be made available to the employees.
- 3.2 The HRD shall monitor working conditions and shall declare suspension when deemed necessary.

4. Compensation and Benefits

- 4.1 The company shall extend to offer the E-Salad Program (Employee SALary ADvance) to provide financial assistance. (Please refer to DPOTMH-APP-ORGDV-P041 – E-Salad Program)

III. Recovery

1. Staff Support

- 1.1 Mental Health Support shall be made available to all RMCI personnel.
- 1.2 Ongoing support and counseling to staff members who have experienced trauma or loss.
- 1.3 Facilitating return-to-work programs and addressing any long-term effects of the disaster.

2. Policy Review and Revision

- 2.1 Evaluating the effectiveness of existing emergency plans and policies
- 2.2 Making necessary revisions to improve future responses.





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PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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