

# PARISH RISK ASSESSMENT FORM



# LASAC

**Instructions:** Please answer the following questions to the best of your knowledge. This assessment is intended to help identify potential fire hazards and safety risks within your parish.

## GENERAL INFORMATION

**Name of the Parish** : Archdiocesan Shrine & Parish of St Joseph the Patriarch

**Address** : Poblacion I, San Jose, Philippines

**Contact number** : (043) 756 8632

**email address** : greatsanjose1915@gmail.com

**Church Facility types: (tick all applicable options)**

| Church Facility Type                                     | Construction Type:<br>Type I: Concrete and Steel (Fire Resistive)<br>Type II: Concrete and exposed steel (Noncombustible)<br>Type III: Heavy Timber (Large Mass Wood)<br>Type IV: Wood Frame (Lightweight wood) | Maximum Occupant Load | Building height (in meters) | number of storey |
|--|---|-----------------------|-----------------------------|------------------|
| Church main building <input checked="" type="checkbox"/> |   |                       |                             |                  |
| Sacristy <input checked="" type="checkbox"/>             |   |                       |                             |                  |
| Adoration Chapel <input checked="" type="checkbox"/>     |   |                       |                             |                  |
| Parish Hall <input checked="" type="checkbox"/>          |   |                       |                             |                  |
| Convent <input checked="" type="checkbox"/>              |   |                       |                             |                  |
| Storage Room <input checked="" type="checkbox"/>         |   |                       |                             |                  |
| Comfort Room <input checked="" type="checkbox"/>         |   |                       |                             |                  |
| others: (Specify)  |   |                       |                             |                  |
|  |   |                       |                             |                  |

## ADMINISTRATIVE

| QUESTIONS:   | YES                              | NO                    | N/A                   | OTHER INFORMATION                                    |
|--|----------------------------------|-----------------------|-----------------------|--|
| 1. Does the parish have a designated safety officer? <i>Mayroon bang safety Officer ang parokya?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| 2. Is routine maintenance carried out at regular intervals? <i>Isinasagawa ba ang regular na pagsasaayos sa parokya?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| 3. Are leaks and deterioration promptly repaired? <i>Ang mga tagas at pagkasira ba ay agad na inaayos?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| 4. Does the church have an emergency/evacuation plan? <i>Mayroon bang "emergency/evacuation plan ang parokya?</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| 5. Do staff/volunteers know their roles in an emergency? <i>Alam ba ng mga staff/volunteers ang kanilang mga tungkulin kapag may emergency?</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| 6. Is there a first aid kit on the church premises? <i>Mayroon bang first aid kit sa piling lugar ng parokya?</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Total Number of Emergency kits:_____ Locations:_____ |
| 7. Is the first aid kit fully stocked and replenished as necessary? <i>Ang first aid kit ba ay sapat ang laman at pinapalitan kung kinanakailangan?</i>                                  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| 8. Are emergency lighting facilities available to maintain illumination in the event of a power failure? <i>Magagamit ba ang emergency lighting facilities kung mawalan ng kuryente?</i> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |

## CHURCH PROTECTION

| QUESTIONS:  | YES                              | NO                               | N/A                   | OTHER INFORMATION  |
|---|----------------------------------|----------------------------------|-----------------------|--|
| 1. Are there sprinkler system (if installed) inspected annually? <i>Ang Sprinkler system ba (kung meron) ay nasusuri taun-taon?</i> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |  |
| 2. Is a multipurpose fire extinguisher available? <i>Mayroon bang multipurpose fire extinguisher and parokya?</i>                   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | Total Number of fire extinguishers:_____ Locations:_____ |
| 3. Are smoke/heat detectors installed? <i>May nakainstall bang smoke/heat detector?</i>   | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |  |
| 4. Do you have fire alarm systems in place? <i>Mayroon bang fire alarm system and parokya?</i>                                      | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |  |

## QUESTIONS:

YES NO N/A

## OTHER INFORMATION

5. Are fire alarm systems tested and serviced annually? *Ang mga fire alarm system ba ay sinusuri taun-taon?*

/

6. Are key/access records maintained? *Ang susi o pag-access ba sa mga rekords ay napapanatili?*

/

7. Do you have a written list with photographic inventory of building contents and valuables? *Mayroon ka bang nakasulat na listahan na may larawan ng imbentaryo ng mga nilalaman ng gusali at mga mahahalagang bagay?*

/

## CHURCH GROUNDS

## QUESTIONS:

YES NO N/A

## OTHER INFORMATION

1. Are parking lots and church grounds free from rubbish, debris, and potholes? *Ang mga paradahan at lugar ng simbahan ba ay walang basura at mga butas?*

/

2. Are all fences/gates in good condition? *Ang lahat ba ng mga bakod/gate ay nasa maayos na kondisyon?*

/

3. Are all pathways/external walkways are in good condition? *Ang lahat ba ng mga daanan ay nasa maayos na kondisyon?*

/

4. Are all steps in good conditions? *Ang lahat ba ng mga hagdan ay nasa maayos na kondisyon?*

/

5. Do all steps have handrails and painted lines highlighting the change in elevation? *Ang lahat ba ng mga hagdan ay may mga handrail at ipinintang mga linya na nagha-highlight sa pagbabago sa elebasyon*

/

6. Are steps railings firmly secured and in good repair? *Ang mga railing ng hagdan ba ay ligtas na nakakabit at nasa maayos na kondisyon?*

/

7. Are all ditches and drains clear of debris? *Ang lahat ba ng kanal at alulod ay walang basura?*

/

8. Have you securely stored all machinery? *Ligtas bang nakatago ang mga makinarya?*

/

9. Are all flammable materials (eg. fuel for machinery) safely and securely stored? *Ang lahat ba ng mga flammable materials (hal. gasolina para sa makinarya) ay maayos bang nakaimbak?*

/

## ENTER WITHOUT RISK

| QUESTIONS:   | YES                              | NO                    | N/A                   | OTHER INFORMATION |
|--|----------------------------------|-----------------------|-----------------------|-------------------|
| 1. Do you have non-slip rugs and mats with tapered edges inside entrance? <i>Mayroon ka bang non-slip rugs and mats na may mga gilid na naka-taper sa loob ng pasukan?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 2. Have you repaired any torn or wrinkled carpets, loose, or damaged tiles or flooring? <i>Naayos mo na ba ang anumang nasirang karpeta, maluwas, o nasira na mga tile o sahig?</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 3. Are there any cords or speaker wires across floors, aisles or doorways? <i>Mayroon bang anumang mga kurdon o mga wire ng speaker sa sahig, mga pasilyo o mga pintuan</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 4. Are all aisles, steps, and exits passageways free of boxes, chairs, musical instruments etc.? <i>Ang lahat ba ng mga pasilyo, hagdan, at mga daanan ng labasan ay walang mga kahon, upuan, mga instrumentong pangmusika atbp.</i> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |

## SAFE CHURCH MAIN BUILDING

| QUESTIONS:   | YES                              | NO                    | N/A                   | OTHER INFORMATION |
|--|----------------------------------|-----------------------|-----------------------|-------------------|
| 1. Are aisles clear of cords, podiums, chairs, candles and other objects? <i>Ang mga pasilyo ba ay walang mga kurdon, mga podium, mga upuan, mga kandila at iba pang mga bagay</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 2. Do you unlock all exit doors during occupancy? <i>Binubuksan mo ba ang lahat ng pintuan palabas habang may mga tao?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 3. Are exit doors clear from obstructions? <i>Ang mga pintuan ng labasan ba ay walang mga sagabal?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 4. Do you have signs to indicate exits (ideally illuminated)? <i>Mayroon ka bang mga palatandaan sa labasan?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 5. Are all exit doors in good condition and functioning properly (i.e. open outwards with kick bar)? <i>Ang lahat ba ng mga pintuan palabas ay nasa maayos na kondisyon at gumagana nang maayos (i.e. bukas palabas na may kick bar)</i> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 6. Do all rooms with 50 or more occupants or over 1,000 sq ft. have two exit doors? <i>Ang lahat ba ng mga silid na may 50 o higit pang mga tao o higit sa 1,000 sq ft. ay may dalawang pintuan ng labasan?</i>                          | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 7. Are pews/seats secured and in good repair? <i>Ang lahat ba ng upuan ay nasa maayos na kondisyon?</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |

## STORAGE ROOM

| QUESTIONS:   | YES                              | NO                    | N/A                              | OTHER INFORMATION |
|--|----------------------------------|-----------------------|----------------------------------|-------------------|
| 1. Are brooms, mops, rags and other cleaning supplies stored in metal cabinets? <i>Ang mga walis, mop, basahan at iba pang mga kagamitan sa paglilinis ba ay nakatago sa mga metal na cabinet?</i> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |                   |
| 2. Are the storage room locked at all times? <i>Ang storage room ba ay nakakandado sa lahat ng oras?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |                   |
| 3. Is there a good housekeeping throughout the facility? <i>Mayroon bang mahusay na pangangalaga sa buong pasilidad?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |                   |
| 4. Is the room free of combustible, flammables, and general church storage? <i>Ang silid ba ay walang mga madaling masunog na materyales?</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |                   |
| 5. Are main switches, shut off valves and plumbing properly labeled? <i>Ang main switch, shut-off valves at mga tubo ba ay maayos na may label?</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |                   |
| 6. Is the smoke/heat detection tied to the fire alarm system? <i>Ang smoke/heat detector ba ay naka-link sa fire alarm system?</i>   | <input type="radio"/>            | <input type="radio"/> | <input checked="" type="radio"/> |                   |
| 7. Are the electrical panels free from obstruction? <i>Ang electrical panels ba ay walang sagabal?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |                   |
| 8. Are all electrical/mechanical equipment and junction boxes covered? <i>Ang mga kahon ba ng electrical/mechanical equipment ay may maayos na takip?</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |                   |

## KITCHEN / PARISH HALL

| QUESTIONS:  | YES                              | NO                    | N/A                   | OTHER INFORMATION |
|---|----------------------------------|-----------------------|-----------------------|-------------------|
| 1. Are exits clear, adequately marked? <i>Ang exits ba ay walang sagabal at may palatandaan?</i>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 2. Is the kitchen kept clean and waste properly disposed of? <i>Ang kusina ba ay pinapanatiling malinis at ang basura ay itinatapon nang maayos?</i>                                | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 3. Are exhaust filters, ducts, and hood cleaned on regular basis? <i>Ang exhaust filters, mga duct, at hood ba ay regular na nililinis?</i>   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |
| 4. Do you have multi-purpose or type "k" fire extinguisher/ fire blanket in the kitchen? <i>Mayroon ka bang multi-purpose o type "k" fire extinguisher/ fire blanket sa kusina?</i> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |                   |

| QUESTIONS:  | YES                   | NO                    | N/A                   | OTHER INFORMATIONS |
|---|-----------------------|-----------------------|-----------------------|--------------------|
| 5. is kitchen free of grease accumulations? <i>Ang mga kusina ba ay walang mga akumulasyon ng grasa</i>                             | /                     | <input type="radio"/> | <input type="radio"/> |                    |
| 6. Are refrigeration coils, motors, and compressors clean? <i>Ang mga coil ng refrigeration, motor, at compressor ba ay malinis</i> | /                     | <input type="radio"/> | <input type="radio"/> |                    |
| 7. Are all floors clean and free of spills? <i>Ang sahig ay malinis at walang mga natapon?</i>                                      | <input type="radio"/> | /                     | <input type="radio"/> | Not All            |
| 8. Do you have mops and "caution" signage available? <i>Mayroon ka bang mga mop at "caution" na signage na magagamit?</i>           | /                     | <input type="radio"/> | <input type="radio"/> |                    |

## STAFF TRAINING

|   |   |
|---|---|
| <b>Fire Safety</b>  | <b>Number of convent staff trained (Bilang ng staff na dumalo):</b><br><b>Date of last training(petsa ng huling pagsasanay):</b><br><b>Topics Covered (Mga paksa na nasakop):</b> |
| <b>First Aid Training</b>   | <b>Number of convent staff trained (Bilang ng staff na dumalo):</b><br><b>Date of last training(petsa ng huling pagsasanay):</b><br><b>Topics Covered (Mga paksa na nasakop):</b> |
| <ul style="list-style-type: none"> <li><b>How many staff have received training in the practical use of a fire extinguisher?</b><i>Ilang staff ng parokya ang nakatanggap ng pagsasanay sa praktikal na paggamit ng fire extinguisher?</i></li> </ul> |   |

|                                     |   |                                 |
|-------------------------------------|---|---------------------------------|
| <b>Self Inspection completed by</b> | : | Julianne Gabrielle Cuevas Fabre |
| <b>Date</b>                         | : | May 22, 2025                    |
| <b>Reviewed by</b>                  | : | Aaron John Lazaro Briones       |
| <b>Date</b>                         | : | May 22, 2025                    |