

# PARISH RISK ASSESSMENT FORM



**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** : ST. VINCENT FERRER PARISH, TUY, BATANGAS

**Address** : V. Calingasan St, Burgos St, Tuy, Batangas

**Contact number** : 0906 403 0788

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

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

Church Facility Type	Construction Type: Type I: Concrete and Steel (Fire Resistive) Type II: Concrete and exposed steel (Noncombustible) Type III: Heavy Timber (Large Mass Wood) Type IV: Wood Frame (Lightweight wood)	Maximum Occupant Load	Building height (in meters)	number of storey
Church main building <input checked="" type="radio"/>	Type 1	600	15m	1
Sacristy <input checked="" type="radio"/>	Type 1	10	5m	1
Adoration Chapel <input checked="" type="radio"/>	Type 1	20	5m	1
Parish Hall <input checked="" type="radio"/>	Type 1	150	4m	1
Convent <input checked="" type="radio"/>	Type 1	20	10m	2
Storage Room <input checked="" type="radio"/>	Type 1	5	4m	1
Comfort Room <input checked="" type="radio"/>	Under construction			1
Baptistry	Type 1	20	5m	1
Confessional Room	Type 1	5	5m	1



## 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"/>	Knights of Columbus and Parish Social Action Team
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"/>	Regularly maintained
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"/>	Regularly maintained
4. Does the church have an emergency/evacuation plan? <i>Mayroon bang "emergency/evacuation plan ang parokya?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	this is yet to be done; will coordinate with appropriate organization
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"/>	Staff volunteers are oriented with their roles in an emergency
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: <u>3</u> Locations: <u>church, parish office, convent</u>
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"/>	6 months
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"/>	There are lighting available

## 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"/>	This is yet to be installed, undergoing plan
2. Is a multipurpose fire extinguisher available? <i>Mayroon bang multipurpose fire extinguisher and parokya?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	This is yet to be installed;
3. Are smoke/heat detectors installed? <i>May nakainstall bang smoke/heat detector?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	This is yet to be installed; undergoing plan
4. Do you have fire alarm systems in place? <i>Mayroon bang fire alarm system and parokya?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	This is yet to be installed; ongoing plan

**QUESTIONS:**

YES NO N/A

**OTHER INFORMATIONS**

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

 YES  NO  N/A

This is yet to be installed; ongoing plan

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

 YES  NO  N/A

Key logs are maintained by parish secretary

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?*

 YES  NO  N/A

This is constantly checked & updated every 6 months for inventory

**CHURCH GROUNDS****QUESTIONS:**

YES NO N/A

**OTHER INFORMATIONS**

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?*

 YES  NO  N/A

Regularly checked & cleaned

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

 YES  NO  N/A

Regularly checked & maintained monthly

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

 YES  NO  N/A

Regularly checked & maintained monthly

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

 YES  NO  N/A

Regularly checked & maintained monthly

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*

 YES  NO  N/A

Regularly checked & repainted when needed

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?*

 YES  NO  N/A

Regularly maintained & checked

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

 YES  NO  N/A

Regularly maintained & checked especially during rainy season

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

 YES  NO  N/A

Equipment is stored in a locked utility shed

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?*

 YES  NO  N/A

Flammable liquids are kept in labeled container

## 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	This is yet to be installed
2. Have you repaired any torn or wrinkled carpets, loose, or damaged tiles or flooring? <i>Naayos mo na ba ang anumang nasirang karpeta, maluwag, o nasira na mga tile o sahig?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Regularly monitored
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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	It is constantly checked & ensured that cords are kept
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"/>	Aisles & step, exits are kept clear of decorations, boxes, etc

## 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"/>	Aisles are cleared of cords or from anything; constantly checked
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"/>	The unlocking of doors is ensured All exit doors are unlocked
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"/>	There are no obstruction of any kind & constantly checked during mass
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"/>	There are signs to indicate exits
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"/>	All doors are properly functioning
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"/>	There are 7 doors for entrance & exit
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"/>	Good condition

## 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 type="radio"/>	<input checked="" 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"/>	It is constantly checked and locked
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"/>	Housekeeping is composed of 3 people/staffs
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"/>	It is ensured there are schedule no combustible inside. Regularly checked
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"/>	There are labels & in good condition
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 checked="" type="radio"/>	<input type="radio"/>	This is yet to be planned
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"/>	Electrical panels are free of blockages
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"/>	All junction boxes & wiring are safely enclosed

## 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"/>	There are no obstructions on the exit
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"/>	The kitchen is cleaned daily after use. Garbage is separated & disposed it properly
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"/>	Exhaust hoods & filters are cleaned monthly
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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	This is yet to be installed; ongoing

**QUESTIONS:**

YES NO N/A

**OTHER INFORMATION**

5. Is kitchen free of grease accumulations? *Ang mga kusina ba ay walang mga akumulasyon ng grasa*



There is no significant grease accumulations

6. Are refrigeration coils, motors, and compressors clean? *Ang mga coil ng refrigeration, motor, at compressor ba ay malinis*



Refrigeration units are cleaned quarterly

7. Are all floors clean and free of spills? *Ang sahig ay malinis at walang mga natapon?*



Floors are dry & mopped regularly

8. Do you have mops and "caution" signage available? *Mayroon ka bang mga mop at "caution" na signage na magagamit?*



Yellow "caution: wet floor" signs are placed as needed

**STAFF TRAINING**

<b>Fire safety</b>	<p>Number of convent staff trained (Bilang ng staff na dumalo):</p> <p>Date of last training (petsa ng huling pagsasanay):</p> <p>Topics Covered (Mga paksa na nasakop):</p>
<b>First aid training</b>	<p>Number of convent staff trained (Bilang ng staff na dumalo): <b>12 members</b></p> <p>Date of last training (petsa ng huling pagsasanay): Feb 24, 2024 Talisay Lipa Batangas</p> <p>Topics Covered (Mga paksa na nasakop): CPR &amp; BASIC LIFE SUPPORT BLEEDING &amp; WOUND CARE FRACTURE IMMOBILIZATION</p>
<p>How many staff have received training in the practical use of a fire extinguisher? <i>Ilang staff ng parokya ang nakatanggap ng pagsasanay sa praktikal na paggamit ng fire extinguisher?</i></p>	

Self Inspection completed by : **RIGOBERTO M. CERRADO**

Date : **06/10/2025**

Reviewed by : **REV. FR. LEO EDGARDO VILLOSTAS**

Date : **06/12/2025**