

REPUBLIKA NG PILIPINAS  
SANGGUNIANG PANLUNGSOD  
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE  
FOURTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD  
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL,  
ORMOC CITY HALL BUILDING  
ON MARCH 01, 2018

PRESENT:

Vincent L. Rama,	(OIC-City Vice Mayor & Temporary Presiding Officer),
Rolando M. Villasencio,	SP Member, Asst. Majority Floor Leader
Mario M. Rodriguez,	SP Member, Majority Floor Leader
Benjamin S. Pongos, Jr.,	SP Member, Presiding Officer "Pro-Tempore"
Eusebio Gerardo S. Penserga,	SP Member
Gregorio G. Yrastorza III,	SP Member
Nolito M. Quilang,	SP Member
John Eulalio Nepomuceno O. Aparis II,	SP Member
Lea Doris C. Villar,	Minority Floor Leader
Mariano Y. Corro,	SP Member, Asst. Minority Floor Leader
	Ex-Officio SP Member
	Chapter President, Liga ng mga Barangay ng Ormoc

ON OFFICIAL BUSINESS:

Leo Carmelo L. Locsin, Jr.,	(OIC – City Mayor),
	Vice Mayor & Presiding Officer

ON LEAVE:

Tomas R. Serafica,	SP Member
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**RESOLUTION NO. 2018-053**

**A RESOLUTION ADOPTING THE INTER HEALTH CARE  
FACILITY PATIENT TRANSPORT PROTOCOL.**

WHEREAS, this august Body was in receipt of an indorsement from the Office of the City Mayor dated February 19, 2018 requesting for the issuance of a resolution adopting the Inter Health Care Facility Patient Transport Protocol, a copy thereof is made an integral part of this resolution;

WHEREAS, the aim of Inter Health Care Facility Patient Transport Protocol is to standardize procedures and define the functions and responsibilities of the Ormoc City Disaster Risk Reduction Management Office - Emergency Rescue Unit Transport Team;

WHEREAS, this is to minimize delays, compromise and miscommunication of the receiving facility and transporting unit;

WHEREAS, the protocol also help in the proper patient facilitation with ease on the receiving facility and to make sure that no duplication or waste of efforts will occur;

WHEREAS, the City of Ormoc desires to maximize its ability to ensure for the safety and security of its community;

WHEREAS, this Sanggunian, upon review of the proposed Inter Health Care Facility Patient Transport Protocol finds that the same is worthy of prompt adoption to officially set the procedure or system of rules with regards to the effective and efficient operation of the Emergency Rescue Unit Transport Team of the CDRMO;

Res. No. 2018-058

WHEREFORE, on motion of the SP Member Eusebio Gerardo S. Penserga, Chairman, Committee on Public Safety, severally seconded by SP Members Nolito M. Quilang, John Eulalio Nepomuceno O. Aparis II, Gregorio G. Yrastorza III and Mariano Y. Corro; be it

RESOLVED, AS IT IS HEREBY RESOLVED, to pass a RESOLUTION ADOPTING THE INTER HEALTH CARE FACILITY PATIENT TRANSPORT PROTOCOL;

ADOPTED, March 01, 2018.

RESOLVED, FURTHER, to furnish copies of this resolution each to the City Mayor of Ormoc Richard I. Gomez; the City Administrator, Mr. Vincent L. Emnas; the City Legal Officer, Atty. Jasper M. Lucero; the Head, City Disaster Risk Reduction Management Office, Mr. Ciriaco E. Tolibao, II; the OIC-City Director, DILG and other offices concerned;

CARRIED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the foregoing resolution.

  
MARIA ANTONIETA G. CO HAT  
(OIC - SP Secretary)  
Supervising Administrative Officer

ATTESTED:

  
VINCENT L. RAMA  
(OIC-City Vice Mayor & Temporary Presiding Officer)  
Asst. Majority Floor Leader  
SP Member





Republic of the Philippines  
CITY DISASTER RISK REDUCTION & MANAGEMENT OFFICE  
Ormoc City  
OPERATION AND WARNING SECTION

## Inter Health Care Facility Patient Transport Protocol

**Published Date:**

**Revised Date:**

**Aim:** The aim of Inter Health Care Facility Medical Transport Protocols is to standardize procedures and define the functions and responsibilities of the Ormoc City DRRM Office – Emergency Rescue Unit transport team. This is to minimize delays, compromise, mismanagement, miscommunication of the receiving facility and transporting unit. This will also aid in patient facilitation with ease on the receiving facility and making sure no duplication or waste of efforts.

### A. Definition of Terms

#### Critical Patient

- Patient with unstable vital signs (e.g. but not limited to Pulse, Blood Pressure, Respiration and Gaslow Coma Scale (GCS)).

#### Non-Critical Patient

- Patient with stable condition and vital signs (e.g. but not limited to Pulse, Blood Pressure, Respiration and Gaslow Coma Scale (GCS)).

#### Transport Team

- Compose of at least 2 personnel (Driver, Technical Rescuer and/or Rescue Nurse) from the Ormoc City DRRM Office – Emergency Rescue Unit.

#### Receiving Facility

- Facility where the patient shall be transported or referred.

#### Referring Facility

- Health care facility who is currently in custody with the patient or where the patient is admitted.



**Transport Nurse**

- A registered nurse coming from referring facility.

**Transport Physician**

- A licensed physician coming from referring facility

**Light Rescue Vehicle**

- Vehicle unit capable of doing light to medium rescue and/or transport procedure. It is fitted with medical equipment, medical supplies and basic light rescue equipment fulfilling multiplatform roles in the field of emergency response, especially patient and/or personnel transport.

**B. Functions of Ormoc City DRRM Office – Emergency Rescue Unit Transport Team**

1. Make the necessary preparations of the rescue vehicle for the scheduled transport.
2. Check and Secure the completeness of the necessary permits for travel. (for outside AOR only)
3. Initiates and Maintain all safety measures to be done while on board to the rescue vehicle.
4. Initiate Infection Control Precaution as per advise by the Transport Nurse/Physician.
5. Assist the Transport Nurse or the Transport Physician in managing the patient while on transit to receiving facility.

**C. Guidelines in Inter Health Care Facility Patient Transport**

1. The referring facility shall contact the Ormoc City DRRM Office for Vehicle availability.
2. Patient significant other (SO) must personally appear for request and complete necessary papers necessary for transport at the City DRRM Office Operation Center.

Necessary Documents will be but not limited to:

- Approved Request for Patient Transport Form
- Approved Travel Order

3. Patient significant others will be referred back to the referring facility to prepare necessary documents needed for the referral/transport.

Necessary Documents will be but not limited to:

- 2 copies of Referral Form
- Permit to Transport Signed by Attending Physician and Patient Direct Relatives
- Transport Against Protocol Advice (if applicable)
- Photocopy of Laboratory Results and Official Readings of Radiologic/Sonologic Procedures
- Radiologic/Sonologic Films
- Do not Resuscitate/Allow Natural Death/Advance Directive Form (if available)



• Therapeutic Record

4. A permit to transport must be secured and signed by the attending physician.
5. Referring facility must call and/or inform receiving facility for incoming patient admission/referral.
6. Patient shall be pick-up by the medical transport team on the Emergency Room only. Room pick-up is not allowed.
7. Referring facility shall be responsible on making proper and thorough endorsements to the receiving and to the medical transport team especially Isolation precaution (for infectious/communicable diseases cases).
8. In the event of transporting a patient with an Allow Natural Death (AND) and/or Do Not Resuscitate Order (DNR), Discharge Against Medical Advice (DAMA) and/or Valid Advance Directive, the requesting party or the referring facility shall provide a copy to the transporting unit.
9. Patient's vital signs must be stabilized prior being transported or travelled. But if patient or direct relative choose that patient must be transported despite unstable medical condition, a waiver and clearance from the attending physician must be signed prior granting of request.
10. The transport unit has only a limited scope of responsibility and capability, thereby an accompanying nurse and/or physician coming from the referring facility is needed.

**D. Prohibitions**

1. Psychiatric and patient who are declared DEAD are not permitted to be transported using the rescue vehicle.
2. No patient shall be transported beyond the Ormoc City AOR without being checked and given clearance by a physician first.
3. Pregnant/Lactating women (other than the patient) and children below twelve years old are not allowed to board the light rescue vehicle and act as an accompany to the patient.
4. Only 2 accompanying adults are allowed to board the light rescue vehicle.
5. The Ormoc City DRRM Office – Emergency Rescue unit shall be the last mode of medical transport unit if the Referring Facility and City Health Office is not available.
6. Despite the approval of the patient transport, the transport unit of the City DRRM Office- Emergency Rescue Unit has the all right to cancel in an instant the ongoing patient transport when the condition becomes unsafe to the transport team, presence of other intervening factor beyond human control (e.g. force majeure) or as the situation/City DRRM Officer deemed to

**F. Implementation**

This protocol is hereby implemented upon approval.

Prepared by,

FRANCIS H. OMEGA, RN

Local DRRM Officer I – Operations and Warning

Noted by:

FATIMA LEIRA T. EBCAS, RN

Local DRRM Officer I – Research and Planning

PEDRO DOMINIC O. EAMIGUEL, EMT-B

Local DRRM Officer – Admin and Training

Approved by:

CIRIACO E. TOLIBAO II, MPM

City DRRM Officer

DR. EUSEBIO GERARDO PENSERGA

Committee on Public Safety Chairman

HON. RICHARD I. GOMEZ

City Mayor