

Local Government Unit

# DISASTER PREPAREDNESS MANUAL

For City and Municipal LGUs



**LOCAL GOVERNMENT UNIT  
DISASTER PREPAREDNESS MANUAL  
FOR CITY AND MUNICIPAL LGUS**

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Department of the Interior and Local Government

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The Department of the Interior and Local Government - Local Government Academy (DILG-LGA) extends its gratitude to the local government units, national government agencies, civil society organizations - nongovernment organizations, private sector, and the academic community that one way or another contributed to the enhancement of the Operation L!STO: Disaster Preparedness Manual for City and Municipal LGUs. With the technical expertise, knowledge and experience shared by each institution, we have an updated version of the manual that is more comprehensive and suitable to the needs of LGUs.

DILG-LGA also extends its sincere appreciation to the working team that gave time, effort, and talent to enhance the manual: the LGA senior management and staff, them DILG - Central Office Disaster Information Coordinating Center (CODIX), experts from the Department of Science and Technology (DOST) - Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), and the Department of Environment and Natural Resources (DENR) - Mines and Geosciences Bureau (MGB).

Most of all, our appreciation goes to the local disaster risk reduction and management officers for their valuable contributions to the enhancement of the manual. Without them, this document would not have materialized.

Through our shared efforts, we are confident that we can achieve and build disaster-prepared and resilient LGUs and communities.

## IV MESSAGE FROM THE DILG SECRETARY

For the past years, our country has propelled significant developments in disaster risk reduction and management (DRRM), as evident in the adoption of international agreements such as the Sendai Framework, passage and implementation of national and local laws and policies, implementation of DRRM programs and projects, and many more. All have been instrumental in our effort to avert the loss of lives and assets due to disasters.

While the country has embarked on the road leading to resiliency, the current times are changing, with climate change exacerbating the situation. This pushes us to take a more proactive and systematic approach to the challenges posed by disasters.

LGUs have the mandate to be the frontliners in responding to natural disasters in local communities. Since they are the most knowledgeable about their own locality—its terrain, resources, and its people—they are best positioned to lead the people in preparing, anticipating, and mitigating the impact of disasters.

DILG, as Vice Chair for Disaster Preparedness, seeks to strengthen the capacity of LGUs and increase their preparedness in averting the loss of lives and assets in the face of disaster.

To prepare for disasters, LGUs must meet certain minimum requirements to be considered prepared. In our effort to capacitate LGUs, DILG created Operation L!STO, and one of its components is the publication of this disaster preparedness manual.



The manual guides LGUs in taking action before, during, and after a disaster. It contains flowcharts and checklists that LGUs can use in identifying needs and in taking proactive steps to prepare for disasters. It is also a reference tool when there is no threat of disasters or during “peace time”, and until the critical period when a disaster hits their locality. In this case, the manual helps LGUs minimize disaster risks.

I urge all LGUs to make good use of this tool to improve your disaster preparedness, because lack of it may cost the lives of our people and grave destruction of properties. As leaders in government, it is our responsibility to protect and serve our nation to the best of our abilities. The welfare of our nation is our priority. May we always remember what government is about—service to the public.

**Maraming salamat po at mabuhay!**



**EDUARDO M. AÑO**

Secretary, Officer-in-Charge, Department of the Interior and Local Government  
Vice Chair for Disaster Preparedness, National Disaster Risk Reduction and Management Council

## VI MESSAGE FROM THE DILG UNDERSECRETARY

Warmest greetings to the readers of *Operation L!STO: Disaster Preparedness Manual v.3 for City and Municipal Local Government Units* produced by the Local Government Academy.

Climate change and disaster risks are serious threats to the country's goal of sustainable development and stability. Various disaster hazards like typhoons, storm surge, flooding and landslide in high-risk and vulnerable areas not just here but across the globe demonstrate that disaster outcomes are quite unpredictable.

These incidents challenge us and call for collective efforts as mandated by Republic Act 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010. As part of a greater national effort, LGUs are mandated by law to be at the forefront of ensuring that local communities including households are disaster-ready, resilient, can withstand, and have the capacity to move forward after calamities.

Through the years, DILG as Vice Chair for Disaster Preparedness of the National Disaster Risk Reduction and Management Council has been working with local governments and other stakeholders on various disaster preparedness initiatives and activities and in capacitating LGUs.

This Operation L!sto Manual v.3 provides guidance to LGUs, DILG field officers, chiefs of police, and fire marshals on the protocols and standards in disaster preparedness. Its end goal is to institutionalize the protocols in cities and municipalities.





I commend the Local Government Academy for spearheading this project with the DILG, and all our stakeholders for your collaborative efforts in updating the L!sto Manual. This preventive and whole-of-community approach is part of a larger resiliency effort and lies at the heart of DILG’s mandate to help people become better prepared and more responsive to the possible harmful effects of disasters and calamities.

Disaster preparedness entails continuing engagement and collaborative efforts from all. May this manual be of significant assistance and guide for concrete preparedness actions in the LGUs’ individual and collective endeavors.

*Sa ating patuloy na pagsusumikap at pagkakaisa, kasama po ninyo ang DILG, ang inyong kagawarang matino, mahusay, at maaasahan para sa mapagkalinga, maunlad at listong pamahalaang lokal!*



**AUSTERE A. PANADERO**

Undersecretary for Local Government  
Department of the Interior and Local Government

## VIII MESSAGE FROM THE EXECUTIVE DIRECTOR OF LGA

The Filipino spirit is lauded for being resilient. As a nation, we are known to weather the worst storms and brave the strongest of typhoons with smiles on our faces. And while we have been surviving, we need to be mindful of how we can bounce forward as a nation.

The Local Government Academy presents the third edition of the L!sto Disaster Preparedness Manual as a guide for LGUs on the actions that must be taken before, during, and immediately after tropical storms and typhoons. Guided by the National Disaster Preparedness Plan and in consultation with LGUs, national government agencies, civil society organizations, private sector, and academe, we updated the latest edition of the manual to capture the actions needed at various levels of preparedness, including a more comprehensive set of pre-hazard actions.

Through the manual, LGA seeks the commitment and accountability of stakeholders on the ground, as it works hand-in-hand with the DILG. L!sto outlines what each individual and office should do at the minimum to prepare and respond to the challenges brought by weather hazards. It espouses the efficient use of resources by LGUs and their timely utilization. Given the limited resources of local governments, it is essential that LGUs maximize such resources to avert the loss of lives and assets when hazards strike.

As the nation moves toward resiliency as a way of life, local governments are entrusted with the key role in making sure that resiliency permeates their locality. We at the Local Government Academy and the rest of DILG are with you all in your journey toward resiliency and sustainable development.



  
**THELMA T. VECINA, CESO IV**  
Executive Director Officer-In-Charge  
Local Government Academy

ACDV	accredited community disaster volunteers
AFP	Armed Forces of the Philippines
AIP	Annual Investment Plan
BDRRMC	Barangay Disaster Risk Reduction and Management Committee
BERT	Barangay Emergency Response Team
BFP	Bureau of Fire Protection
BJMP	Bureau of Jail Management and Penology
BLGD	Bureau of Local Government Development
BLGS	Bureau of Local Government Supervision
BPATs	Barangay Peacekeeping Action Teams
brgy.	barangay
C/MHO	city or municipal health officer
CAMPOLAS	cotrimoxazole, amoxicillin, mefenamic acid, paracetamol, oresol, lagundi, and skin ointment
CBDRRM	community-based disaster risk reduction and management
CCA	climate change adaptation
CCC	Climate Change Commission
CCCM	camp coordination and camp management
CDP	Comprehensive Development Plan
CDRA	climate and disaster risk assessment
CDV	community disaster volunteers
CLGOO	city local government operations officer
CLUP	Comprehensive Land Use Plan
CODIX	Central Office Disaster Information Coordinating Center

COP	chief of police
CPA	critical preparedness action
CSWDO	city social welfare and development officer
DA	Department of Agriculture
DALA	damage and loss assessment
DANA	damage and needs assessment
DENR	Department of Environment and Natural Resources
DepEd	Department of Education
DILG	Department of the Interior and Local Government
DND	Department of National Defense
DOE	Department of Energy
DOH	Department of Health
DOST	Department of Science and Technology
DPWH	Department of Public Works and Highways
DRR	disaster risk reduction
DRRM	disaster risk reduction and management
DSWD	Department of Social Welfare and Development
DTI	Department of Trade and Industry
EC	evacuation center
EMIP	Emergency Management Institute of the Philippines
EMT	emergency medical technician
EO	executive order
EOC	emergency operation center
EPA	early preparedness action
EWS	early warning system
F/NFI	food and non-food items
FM	fire marshal

## X ACRONYMS AND ABBREVIATIONS

HEMB	Health Emergency Management Bureau
HLURB	Housing and Land Use Regulatory Board
HSDN	health service delivery network
IAP	incidence action plan
IC/UC	incident commander/unified commander
ICS	incident command system
IMT	Incident Management Team
JMC	joint memorandum circular
LCCAP	Local Climate Change Action Plan
LCC	local chamber of commerce
LCCAP	Local Climate Change Action Plan
LCE	local chief executive
LCP	League of Cities of the Philippines
LDRRM	local disaster risk reduction and management
LDRRMC	Local Disaster Risk Reduction & Management Council
LDRRMF	Local Disaster Risk Reduction & Management Fund
LDRRMO	Local Disaster Risk Reduction & Management Office
LDRRMP	Local Disaster Risk Reduction & Management Plan
LGA	Local Government Academy
LGU	local government unit
LMP	League of Municipalities of the Philippines
LOG	logistics
LPP	League of Provinces of the Philippines
LRI	learning research institute
M/C/PDRRMO	Municipal/City/Provincial Disaster Risk Reduction Management Office

MC	memorandum circular
MDM	management of the dead and missing
MGB	Mines and Geosciences Bureau
MHO	municipal health office
MHPSS	mental health and psychosocial support
MISP	minimum initial service package
MLGOO	municipal local government operations officer
MMDA	Metropolitan Manila Development Authority
MNAO	municipal nutrition action officer
MoA	memorandum of agreement
MoP	management of the pilgrims
MoU	memorandum of understanding
MPHS	municipal public health services
MSWDO	municipal social welfare and development officer
NAMRIA	National Mapping and Resource Information Authority
NBOO	National Barangay Operations Office
NDCP	National Defense College of the Philippines
NDPP	National Disaster Preparedness Plan
NDRP	National Disaster Response Plan
NDRRMC	National Disaster Risk Reduction and Management Council
NEDA	National Economic and Development Authority
NGA	national government agency
OCD	Office of Civil Defense
OpCen	operations center
PAGASA	Philippine Atmospheric, Geophysical and Astronomical Services Administration

PAR	Philippine Area of Responsibility
PB	punong barangay
PDANA	post-disaster assessment and needs analysis
PDRA	pre-disaster risk assessment
PHIVOLCS	Philippine Institute of Volcanology & Seismology
PIA	Philippine Information Agency
PNP	Philippine National Police
PNRI	Philippine Nuclear Research Institute
PO	provincial office
PPO	police provincial office
PRO	police regional office
PSI	psychosocial integration
PTTC	Philippine Trade Training Center
PWD	person with disability
QAS	Quality Assurance System
QAT	quality assessment tool
QRF	Quick Response Fund
RA	republic act
RDANA	rapid damage assessment and needs analysis
RO	regional office
SAR	search and rescue
SRR	search, rescue, and retrieval
TC	tropical cyclone
TESDA	Technical Education and Skills Development Authority
TSSP	temporary shelter for stranded pilgrims
ULAP	Union of Local Authorities of the Philippines

VMS	volunteer management system
WASH	water, sanitation and hygiene
WCPD	Women and Children Protection Desk

## XII OVERVIEW OF THE DISASTER PREPAREDNESS MANUAL

The Philippines—the fourth most disaster-prone country in the world—has been doubling its efforts to mitigate and reduce the impact of disasters. The Department of the Interior and Local Government, as Vice Chair for Disaster Preparedness of the National Disaster Risk Reduction and Management Council, is one of the government agencies that spearhead advocacy programs for building disaster-prepared and resilient local government units and communities.

In October 2014, DILG formulated Operation L!STO, a national advocacy program for disaster preparedness that guides LGUs and DILG personnel on actions they need to take before, during and after a disaster. It also aims to strengthen the capacity and level of preparedness of LGUs through the L!STO teams in national and local governments.

One of the three components of Operation L!STO is the **L!STONG Pamahalaang Lokal**, which aims to institutionalize and standardize local protocols and platforms for early preparedness, response, and monitoring actions. These protocols are found in three disaster preparedness manuals, namely, the **Checklist of Early Preparedness Actions for Mayors**; **Checklist of Minimum Critical Preparedness Actions for Mayors**; and **Checklist for City and Municipal Local Government Operations Officers, Chiefs of Police, and Fire Marshals**.

After three years of implementing Operation L!STO and utilizing the disaster preparedness manuals, DILG deemed that there is a need to update the manuals because of the ever changing weather and climate, which consequently affect the frequency and intensity of the typhoons that hit the country. Hence, the DILG, together with LGA, updated and consolidated the current disaster preparedness manuals into one checklist.

The current manual has three parts:

1. The **Checklist of Early Preparedness Actions for Mayors** contains minimum and proactive early preparedness protocols and actions. They are to be undertaken as preparatory and necessary measures prior to carrying out functions during the critical period.
2. The **Checklist of Minimum Critical Preparedness Actions for Mayors** is a series of progressive actions that LGUs must undertake during the critical period, that is, during the weather disturbance. The series of actions varies depending on the alert level in the LGUs (i.e., alert levels Alpha, Bravo, and Charlie).
3. The **Checklist for City and Municipal Local Government Operations Officers, Chiefs of Police, and Fire Marshals** contains a set of minimum actions to be undertaken by local government officials to complement the actions listed on the Checklist of Minimum Critical Preparedness Actions for Mayors.







## **PART I:**

# **CHECKLIST OF EARLY PREPAREDNESS ACTIONS FOR MAYORS**



The **Checklist of Early Preparedness Actions for Mayors (EPA)** is a prerequisite to the Checklist of Minimum Critical Preparedness Actions for Mayors. EPA comprises minimum standard disaster preparedness protocols, which are proactive actions taken as necessary measures prior to carrying out the functions during the critical period. It is based on laws, good practice, and experience of LGUs.

EPA is activated when an advisory or alert is issued by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) or the Department of Environment and Natural Resources - Mines and Geosciences Bureau (DENR-MGB). EPA is done during “peace time” when there is no immediate threat of a disaster. In the case of typhoons and related hazards, peace time is the dry season.

**Three General Actions** for early preparation:

- Create and institutionalize structures, systems, policies and plans
- Build competencies
- Mobilize resources

The EPA checklist is in tabular form. The blue table contains the initial and general actions that LGUs must carry out to put in place the structures, systems, policies and plans ahead of disasters. The red table contains the following: 1) trainings that must be conducted to strengthen the disaster risk reduction and management (DRRM) system of LGUs and prepare for the critical period during disasters; and 2) list of government agencies and possible partner organizations that can be tapped for assistance in training. Finally, the green table contains a list of the equipment, supplies, and stockpile that LGUs must secure before a disaster.

Note that the actions, trainings and resources listed on the checklist are **MINIMUM REQUIREMENTS ONLY**. Hence, the list is not exhaustive. LGUs can carry out actions, conduct trainings, and acquire resources beyond what is written on the list, provided as they are consistent with prevailing policies and laws.

### Create and Institutionalize Structures, Systems, Policies and Plans

Create and establish the following organizations in the LGU:

- Local Disaster Risk Reduction and Management Council (LDRRMC)
  - Pass an executive order creating the LDRRMC
- Local Disaster Risk Reduction and Management Office (LDRRMO)
  - Pass an ordinance for the plantilla positions of an LDRRM officer and 3 LDRRMO staff as required by R.A. 10121
- Incident Command System (ICS)
  - Pass an executive order adapting an ICS
  - Pass an executive order requiring the LDRRMO to assign or organize an Incident Management Team (IMT) with the appropriate qualifications to handle specific incidents
  - Pass an executive order assigning key positions in the IMT
  - Conduct training on ICS for LDRRMC members
- Community Disaster Volunteers
  - Issue standard guidelines on the accreditation of volunteers
- Pass an executive order establishing a Response Cluster System following the Department of Social Welfare and Development (DSWD) Cluster System
  - SRR - Security and Search, Rescue, and Retrieval
  - Health – with subclusters on Water, Sanitation and Hygiene (WASH); Psycho-Social Integration (PSI); Municipal Public Health Services (MPHS); Nutrition, Sexual and Reproductive Health, and Medical; Camp Coordination and Camp Management (CCCM)
  - MDM - Management of the Dead and Missing
  - LOG - Logistics
  - F/NFi - Food and Non-Food Items

- Through an executive order, assign teams led by the LDRRM officer to conduct a risk assessment as part of preparing the following plans:
  - Local Disaster Risk Reduction and Management Plan (LDRRMP). In reviewing the Barangay Disaster Risk Reduction and Management Plan (BDRRMP), use the quality assurance tool (see Quality Assurance System in annex).
  - Local Climate Change Action Plan (LCCAP)
  - Contingency Plan (per hazard)
  - Public Service Continuity Plan
  - Evacuation Plan
- Through an executive order, assign a team to prepare, update, and integrate the DRRM plan in the Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP)
- Other assignments and tasks
  - Establish and designate an operation center (OpCen)
  - Establish or designate temporary shelters
  - Designate warehouse for food and non-food items
  - Designate temporary burial sites and morgues
  - Develop and disseminate a community and family guide for disaster preparedness and response (see Gabay at Mapa in annex)
  - Develop standard operation procedures that are relevant to the LGU
  - Establish service delivery network and health referral systems for emergencies
  - Check baseline health data and statistics. Focus on vulnerable groups.

### Create and Institutionalize Structures, Systems, Policies and Plans

#### Related assignments for:

Administrator	City or Municipal Engineer	Punong Barangay
<ul style="list-style-type: none"> <li><input type="checkbox"/> In coordination with the LDRRM office, prepare the SRR insurances with hazard pay</li> <li><input type="checkbox"/> Coordinate with the LDRRM office to create and designate public weather bulletin boards and an area for press conferences and briefings</li> <li><input type="checkbox"/> Prepare the following templates:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Announcement and subsequent cancellation of:                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Travel advisories</li> <li><input type="checkbox"/> Suspension of classes</li> <li><input type="checkbox"/> Suspension of work</li> <li><input type="checkbox"/> Prohibition of water-related activities</li> <li><input type="checkbox"/> Prohibition of sea voyage</li> </ul> </li> <li><input type="checkbox"/> Implementation of preemptive or mandatory evacuation</li> <li><input type="checkbox"/> Declaration of state of calamity</li> <li><input type="checkbox"/> Post-disaster plan:                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Temporary closure of tourist spots</li> <li><input type="checkbox"/> Temporary suspension of mining operations</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with LDRRM office about the strategic locations where directional signs to evacuation centers will be mounted</li> <li><input type="checkbox"/> Put up landslide, storm surge signages (see guidelines on the installation of signages in annex)</li> <li><input type="checkbox"/> Coordinate with the local Philippine National Police (PNP) in setting up security posts</li> <li><input type="checkbox"/> Designate shelter for livestock and animal relief park</li> <li><input type="checkbox"/> Designate a boat garage for coastal communities</li> <li><input type="checkbox"/> Designate an evacuation center for prisoners in high risk areas</li> <li><input type="checkbox"/> Coordinate with the LDRRM office and the Traffic Management Office (or similar office) in designating a network of entry points and staging areas for supplies and experts</li> <li><input type="checkbox"/> Conduct infrastructure audit</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create and strengthen the Barangay Disaster Risk Reduction and Management Council (BDRRMC)</li> <li><input type="checkbox"/> Formulate and implement the BDRRMP. Use the BDRRMP template and quality assurance tool (see Quality Assurance System in annex)</li> <li><input type="checkbox"/> Formulate a contingency plan for each hazard</li> <li><input type="checkbox"/> Create and enact barangay ordinances on disaster risk reduction-climate change adaptation (DRR-CCA)</li> <li><input type="checkbox"/> Conduct regular declodging of canals</li> </ul>

## Create and Institutionalize Structures, Systems, Policies and Plans

Issue an executive order establishing a memorandum of agreement or understanding between and among the appropriate agencies. Agreements that involve purchases must comply with Commission on Audit and Procurement Law guidelines.

Agency or Organization	Role
<input type="checkbox"/> Supermarkets	Availability of relief goods and other supplies
<input type="checkbox"/> Hospitals and other health care providers such as private clinics, lying-in and birthing facilities	Provision of emergency and acute care, transport and referral of injured persons and patients within the service delivery network
<input type="checkbox"/> Pharmacies, laboratories, blood banks	Availability of drugs, medicine, supplies, and blood
<input type="checkbox"/> Volunteer groups	Mobilization for various operations
<input type="checkbox"/> Transport groups	Mobilization for various operations
<input type="checkbox"/> Telecommunications companies	Early warning and use of communication equipment
<input type="checkbox"/> Local construction companies	SRR and clearing operations
<input type="checkbox"/> Humanitarian organizations	Retrofitting of evacuation centers and structures; humanitarian response
<input type="checkbox"/> Faith-based organizations with structures	Alternative evacuation centers
<input type="checkbox"/> Funeral parlor and mortuary associations	Management of the dead
<input type="checkbox"/> Neighboring LGUs	DRRM and emergency response
<input type="checkbox"/> Local chambers of commerce, business groups	Business continuity
<input type="checkbox"/> Gas stations	Gasoline and fuel supply
<input type="checkbox"/> Academic institutions, learning research institute (LRIs)	Climate and disaster risk assessment (CDRA), research and science-based plans

## 6 EARLY PREPAREDNESS ACTIONS FOR MAYORS

Create and Institutionalize Structures, Systems, Policies and Plans

**Build Competencies**

Conduct training

DRRM Office Personnel	Government Agencies and Partner Organizations
DRRM Office Competency Building and Development	Gawad Kalasag LGU awardees, Office of Civil Defense (OCD), local academic institution
Incident Command System	OCD
LDRRM Planning	OCD, Center for Disaster Preparedness, local academic institution
LCCAP Planning	Climate Change Commission (CCC), DILG-LGA, local academic institution
Community-Based Monitoring System	Gawad Kalasag LGU awardees, OCD, local academic institution
Alliance Building	DILG
Risk Assessment	Center for Disaster Preparedness, Philippine Red Cross, Housing and Land Use Regulatory Board (HLURB), Gawad Kalasag LGU awardees, OCD, DOST, local academic institution
Pre-Disaster Risk Assessment	OCD
Public Service Continuity Plan	Philippine Disaster Resilience Foundation, local academic institution
Basic Life Support	Philippine Red Cross, Philippine Heart Association, Department of Health (DOH), local academic institution
Contingency Plan Formulation	OCD, local academic institution
Hazard Mapping	National Mapping and Resource Information Authority (NAMRIA), local academic institution



Security, Law and Order, SRR Personnel	Government Agencies and Partner Organizations
Flood and Swift Water	Metropolitan Manila Development Authority (MMDA), Philippine Red Cross, Peace Corps Response Volunteers, Philippine Coast Guard, 505th Search and Rescue (SAR) Group
Search and Rescue	Philippine Coast Guard, BFP, 505th SAR Group, MMDA
High Angle Search and Rescue Operation	Philippine Red Cross
Emergency Response	Citizens Disaster Response Center
Law Enforcement	Philippine National Police Academy
Mountain Search and Rescue	Philippine Advocates for Resilient Communities
Incident Command System	OCD
Basic Life Support	Philippine Red Cross, Philippine Heart Association, DOH, local academic institution

## 8 EARLY PREPAREDNESS ACTIONS FOR MAYORS

Create and Institutionalize Structures, Systems, Policies and Plans

**Build Competencies**

### Conduct training

Health Personnel	Government Agencies and Partner Organizations
Basic Life Support, First Aid Training	Philippine Red Cross, Philippine Heart Association, American Heart Association, DOH, local academic institution
Advanced Life Support	Philippine Red Cross, Philippine Heart Association, DOH
Emergency Medical Technician - Basic and Advanced Training	Philippine Red Cross, Technical Education and Skills Development Authority (TESDA), Philippine Red Cross, Philippine Heart Association, DOH
Disaster Risk Reduction and Management-Hospital Planning	DOH - Health Emergency Management Bureau (HEMB)
Health Emergency Response	DOH, Philippine Red Cross, Philippine Heart Association
Mountain Search and Rescue	Philippine Advocates for Resilient Communities
Incident Command System	OCD
Hazardous Materials Handling	Emergency Management Institute of the Philippines (EMIP) - National Defense College of the Philippines (NDCP)
Minimum Initial Service Package (MISP) for Sexual and Reproductive Health Training	DOH, DSWD, DILG, OCD
WASH in Emergencies	DOH, local academic institution
Nutrition in Emergencies	DOH, National Nutrition Council
Mental Health and Psychosocial Support (MHPSS)	DOH

Camp Coordination and Camp Management Personnel	Government Agencies and Partner Organizations
Gender and Development Sensitive Camp and Coordination	DSWD, Philippine Commission on Women, local academic institution
Incident Command System	OCD
Basic Life Support	Philippine Red Cross, Philippine Heart Association, local academic institution
Mental Health and Psychosocial Support	DOH, DSWD, Department of Education (DepEd)

Personnel for Management of the Dead and Missing	Government Agencies and Partner Organizations
Incident Command System	OCD
Management of the Dead and Missing	DILG - Central Office Disaster Information Coordinating Center (CODIX)
Emergency Medical Technician	Philippine Red Cross, TESDA
Psychological First Aid	Psychological Association of the Philippines, local academic institution

## 10 EARLY PREPAREDNESS ACTIONS FOR MAYORS

Create and Institutionalize Structures, Systems, Policies and Plans

**Build Competencies**

### Conduct training

Logistics Personnel	Government Agencies and Partner Organizations	Communication and Public Awareness Personnel	Government Agencies and Partner Organizations
Warehouse Management	Philippine Trade Training Center (PTTC), OCD, DSWD	Basic Orientation on Community-Based Disaster Risk Reduction and Management (CBDRRM)	OCD, Center for Disaster Preparedness, local academic institution
Financial Management	PTTC, OCD, DSWD, local academic institution	Climate and Disaster Risk Assessment (Hazard and Risk Assessment)	Center for Disaster Preparedness, Philippine Red Cross, HLURB, Gawad Kalasag LGU awardees, OCD, DOST, local academic institution
Logistics Management	PTTC, OCD, DSWD	Climate and Weather Forecast	PAGASA
Supply Chain Management	PTTC, OCD, DSWD	Early Warning Systems and Monitoring	DOST, local academic institution
Inventory Management	PTTC, OCD, DSWD	Infrastructure Audit	Department of Public Works and Highways (DPWH), DILG - Bureau of Local Government Supervision (BLGS), local academic institution
Incident Command System	OCD	Risk Communication	Center for Disaster Preparedness, Gawad Kalasag LGU Awardees, OCD, DOST, local academic institution
		Media Relations	Philippine Information Agency, and Local Academic Institution
		ICS	Office of Civil Defense

Post-Disaster Response	Government Agencies and Partner Organizations
Post-Disaster Livelihood Recovery	PTTC, OCD, DSWD
Rapid Damage Assessment and Needs Analysis	PTTC, OCD, DSWD
Post-Disaster Assessment and Needs Analysis	PTTC, OCD, DSWD
Emergency Response	PTTC, OCD, DSWD
Incident Command System	PTTC, OCD, DSWD
Basic Life Support	OCD, local academic institution

Food and Non-Food Item Personnel	Government Agencies and Partner Organizations
Relief Goods Management	DSWD
Incident Command System	OCD
Nutrition in Emergencies	National Nutrition Council, DOH

## 12 EARLY PREPAREDNESS ACTIONS FOR MAYORS

Create and Institutionalize Structures, Systems, Policies and Plans

Build Competencies

Mobilize Resources

### ACQUIRING RESOURCES FOR SECURITY, LAW AND ORDER, SEARCH AND RESCUE, MANAGEMENT OF THE DEAD AND MISSING, CLEARING

Tasks	Supplies	Equipment
<ul style="list-style-type: none"> <li><input type="checkbox"/> Instruct the LDRRM office to purchase disaster response resources (refer to the Supplies column)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> First aid kits, medicines, vaccines</li> <li><input type="checkbox"/> Cadaver bags - minimum of 50 pcs</li> <li><input type="checkbox"/> Face masks</li> <li><input type="checkbox"/> Gloves</li> <li><input type="checkbox"/> Caution tape</li> <li><input type="checkbox"/> Registration logbook</li> <li><input type="checkbox"/> Pens</li> <li><input type="checkbox"/> Sanitation kits</li> <li><input type="checkbox"/> Cooking kits</li> <li><input type="checkbox"/> Cotrimoxazole, amoxicillin, mefenamic acid, paracetamol, oresol, lagundi and skin ointment (CAMPOLAS)</li> <li><input type="checkbox"/> Trauma kits</li> <li><input type="checkbox"/> WASH requirements (biohazard trashbags)</li> <li><input type="checkbox"/> Clean delivery kits (emergency birthing kits)</li> <li><input type="checkbox"/> Dignity kits for women</li> </ul> <p>See Reference Boxes for details</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Trucks, vans, buses</li> <li><input type="checkbox"/> Backhoe, grader, tractor, scoop</li> <li><input type="checkbox"/> Loader, bulldozer</li> <li><input type="checkbox"/> Drill</li> <li><input type="checkbox"/> Concrete cutter</li> <li><input type="checkbox"/> Defibrillator and nebulizer</li> <li><input type="checkbox"/> Ladders</li> <li><input type="checkbox"/> Floodlight</li> <li><input type="checkbox"/> Stretchers and spine boards</li> <li><input type="checkbox"/> Siren</li> <li><input type="checkbox"/> Megaphone</li> <li><input type="checkbox"/> Whistle</li> <li><input type="checkbox"/> Two-way radio, GPS device, and other communication tools</li> <li><input type="checkbox"/> Ropes and throw bags</li> <li><input type="checkbox"/> Searchlight</li> </ul>

	Stockpile
<ul style="list-style-type: none"> <li><input type="checkbox"/> Protective gears: helmets and life vests</li> <li><input type="checkbox"/> Bolo, shovels</li> <li><input type="checkbox"/> Water pump</li> <li><input type="checkbox"/> Water treatment</li> <li><input type="checkbox"/> K9 unit</li> <li><input type="checkbox"/> Barricade</li> <li><input type="checkbox"/> Assistive materials: wheelchairs, crutches</li> <li><input type="checkbox"/> Water rescue kit: rope, floatation ring, life jacket</li> <li><input type="checkbox"/> Reflectorized vests</li> <li><input type="checkbox"/> Extrication kits</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Batteries</li> <li><input type="checkbox"/> Potable water</li> <li><input type="checkbox"/> Portable generator, solar-powered generator, flashlights</li> <li><input type="checkbox"/> Food packs: rice, canned goods, noodles, ready-to-eat meals (minimum of 10% of population at risk, good for 3 days)</li> <li><input type="checkbox"/> Tires for emergency vehicle</li> <li><input type="checkbox"/> Fuel and gasoline (in coordination with the Bureau of Fire Protection)</li> <li><input type="checkbox"/> Clean delivery kits (emergency birthing kits)</li> <li><input type="checkbox"/> Dignity kits for women</li> </ul>

## 14 EARLY PREPAREDNESS ACTIONS FOR MAYORS

Create and Institutionalize Structures, Systems, Policies and Plans

Build Competencies

Mobilize Resources

### ACQUIRING RESOURCES FOR SECURITY, LAW AND ORDER, SEARCH AND RESCUE, MANAGEMENT OF THE DEAD AND MISSING, AND CLEARING

Tasking	Supplies	Equipment	Stockpile
<ul style="list-style-type: none"> <li><input type="checkbox"/> Instruct the punong barangays to ensure that every household has an emergency balde or kit (see emergency balde in annex)</li> <li><input type="checkbox"/> Direct the city or municipal social welfare and development office (C/MSWDO) to pack relief goods and to prepare community kitchen supplies and equipment</li> <li><input type="checkbox"/> Direct the administrator to coordinate with LDRRM offices in purchasing or borrowing a mobile community kitchen from organizations during or in the aftermath of disasters</li> <li><input type="checkbox"/> Instruct the LDRRM office to prepare the needed supplies, equipment, and stockpile (refer to the Supplies column)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Registration logbook</li> <li><input type="checkbox"/> Pens</li> <li><input type="checkbox"/> Cooking kits</li> <li><input type="checkbox"/> Sanitation kits</li> <li><input type="checkbox"/> Information board</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Standby vehicles</li> <li><input type="checkbox"/> Megaphone</li> <li><input type="checkbox"/> Whistle</li> <li><input type="checkbox"/> Two-way radio and other communication equipment</li> <li><input type="checkbox"/> Flashlight and extra batteries</li> <li><input type="checkbox"/> Tents (temporary shelters)</li> <li><input type="checkbox"/> Portable generator, solar-powered panels</li> <li><input type="checkbox"/> Water pump</li> <li><input type="checkbox"/> Water tank storage, bladder</li> <li><input type="checkbox"/> Portable water purifier</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> First aid kit, medicines</li> <li><input type="checkbox"/> Food packs: rice, canned goods, noodles, ready-to-eat meals</li> <li><input type="checkbox"/> Potable water</li> <li><input type="checkbox"/> Hygiene kit: soap, shampoo, alcohol, toothbrush, toothpaste, sanitary pads, and deodorant</li> <li><input type="checkbox"/> Sanitation kits</li> <li><input type="checkbox"/> Clothing: jacket, raincoat, hard hat, boots</li> <li><input type="checkbox"/> Gasoline and extra batteries</li> <li><input type="checkbox"/> Beds and beddings</li> <li><input type="checkbox"/> Portable toilets</li> <li><input type="checkbox"/> Mosquito nets</li> <li><input type="checkbox"/> Clean delivery kits</li> </ul>



Create and Institutionalize Structures, Systems, Policies and Plans

Build Competencies

Mobilize Resources

## ACQUIRING COMMUNICATION AND PUBLIC AWARENESS RESOURCES

Tasking	Supplies	Stockpile
<ul style="list-style-type: none"> <li><input type="checkbox"/> Instruct the LDRRM office, city or municipal engineer, and administrator to prepare the necessary early warning equipment (refer to the Supplies column)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Rain gauge (coordinate with PAGASA)</li> <li><input type="checkbox"/> Water level marks</li> <li><input type="checkbox"/> Wind vane</li> <li><input type="checkbox"/> Bells (use of local resources such as church bells is also advisable)</li> <li><input type="checkbox"/> Centralized hotline operated and monitored by the command center (must use 911 as the emergency hotline number)</li> <li><input type="checkbox"/> Satellite phones</li> <li><input type="checkbox"/> Vehicles</li> <li><input type="checkbox"/> Siren, <i>batingaw</i></li> <li><input type="checkbox"/> Visible warning signs (color-coded flags)</li> <li><input type="checkbox"/> Centralized hotline</li> <li><input type="checkbox"/> Public address system</li> <li><input type="checkbox"/> Telephone, fax machine, internet connection</li> <li><input type="checkbox"/> Megaphone</li> <li><input type="checkbox"/> Two-way radio, GPS device, and other communications tools</li> <li><input type="checkbox"/> Flashlight and extra batteries</li> <li><input type="checkbox"/> Transistor radio</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Batteries</li> <li><input type="checkbox"/> Potable water</li> <li><input type="checkbox"/> Portable generator, solar-powered generator</li> <li><input type="checkbox"/> Flashlights</li> </ul>





## **PART II:**

# **CHECKLIST OF MINIMUM CRITICAL PREPAREDNESS ACTIONS FOR MAYORS**



## A. PURPOSE OF THIS SECTION?

To help mayors and local disaster risk reduction and management officers, the Checklist of Minimum Critical Preparedness Actions for Mayors enumerates the minimum “things-to-do” or series of progressive response actions of the LGU in an impending weather disturbance or tropical cyclone.

Mayors chair the city or municipal Local Disaster Risk Reduction and Management Council. They are assisted by the LDRRM officers in implementing the critical preparedness actions outlined on the checklist. When a weather disturbance occurs or a tropical cyclone enters the Philippine area of responsibility (PAR), LGUs can use the checklist as a guide in preparing for impending hazards and responding to them.

Although the actions on this checklist focus on the preparations for an imminent tropical cyclone or a cyclone inside PAR, local government units can adopt some critical preparedness actions on the checklist for other hydro-meteorological related hazards such as heavy rainfall, rain-induced landslide, flooding, storm surge, monsoons, and low pressure area. For this purpose, LGUs must monitor advisories and coordinate with DOST-PAGASA, DENR-MGB and DILG-CODIX.

Mayors in fact receive advisories called Critical Preparedness Actions (CPAs) with alert levels Alpha, Bravo and Charlie. CPAs are issued before PAGASA hoists a tropical cyclone warning signal (signal nos. 1, 2, 3, 4, or 5). The CPA alert levels indicate the typhoon strength and potential impact, with Charlie the strongest. Mayors and LDRRMOs can better understand how these CPAs can be applied in their context by using the checklist

## B. HOW LGUS DETERMINE THEIR CRITICAL PREPAREDNESS ACTIONS

NDRRMC, DOST-PAGASA and DENR-MGB will give a set of advisories to the DILG-CODIX. It will then be communicated to the DILG Regional and Field Offices for the information of the local chief executives (LCEs). The advisories shall contain the following: Critical Preparedness Action (CPA) Level or ALPHA, BRAVO or CHARLIE; and the LGU's accompanying condition.



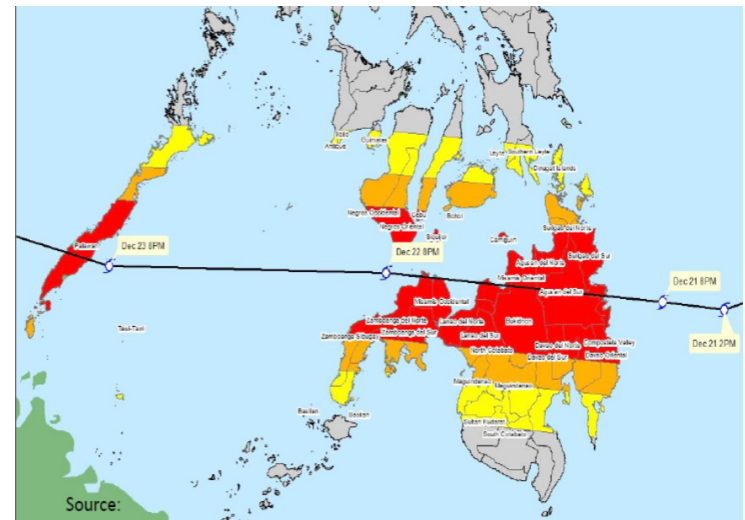
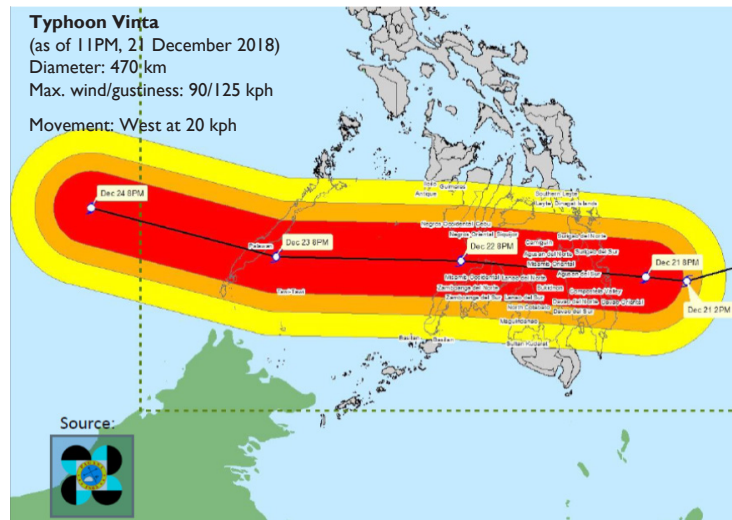
- 1 The threat of a tropical cyclone is imminent, or it has entered the Philippine area of responsibility.
- 2 DOST-PAGASA, DENR-MGB, and NDRRMC identify the CPA level for LGUs: Alpha, Bravo, or Charlie.
- 3 They communicate the CPA level to DILG.
- 4 DILG transmits the information to LGUs.
- 5 Mayors and LDRRMOs take critical preparedness actions based on their CPA level.

Mayors must coordinate closely with the appropriate agencies, and continuously monitor the agencies' advisories. They should also check other hazards specific to their areas.

### C. HOW TO USE THE CHECKLIST OF MINIMUM CRITICAL PREPAREDNESS ACTIONS

**Step 1:** Based on the advisories they received from DILG, mayors determine their LGU’s Critical Preparedness Action: Alpha, Bravo, or Charlie. They also check the conditions and forecast for the CPA, including the amount of rainfall, wind speed, critical areas, and potential impact.

The color-coded areas in the following illustrations show the wind strength. The rainfall amount varies, although it is generally common that heavy rainfall is near the center of the tropical cyclone (TC).



### C. HOW TO USE THE CHECKLIST OF MINIMUM CRITICAL PREPAREDNESS ACTIONS

#### Sample list of LGUs under CPA

ALERT LEVEL & RAINFALL	CRITICAL AREAS	POTENTIAL IMPACT
<p><b>ALERT LEVEL: CHARLIE</b></p> <ul style="list-style-type: none"> <li>Maximum sustained winds of up to 90 km/hr</li> </ul>	<ul style="list-style-type: none"> <li>Agusan del Norte, Agusan del Sur, Bohol, Bukidnon, Camiguin, Cebu, Compostela Valley, Davao del Norte, Davao Oriental, Lanao del Norte, Lanao del Sur, Misamis Occidental, Misamis Oriental, Negros Occidental, Negros Oriental, North Cotabato, Palawan, Shariff Kabunsuan, Siquijor, Surigao del Norte, Surigao del Sur, Tawi-Tawi, Zamboanga del Norte, Zamboanga del Sur, Zamboanga Sibugay</li> </ul>	<ul style="list-style-type: none"> <li>Twigs and branches of trees may be broken</li> <li>Rice in flowering stage may suffer significant damage</li> <li>Electric posts may fall down</li> <li>Roads, streets and highways may not be passable due to flooding</li> <li>Unshielded, old dilapidated makeshift shanties, and other structures of light materials are severely damaged</li> <li>Some damages to poorly constructed signs/billboards</li> </ul>
<p><b>ALERT LEVEL: BRAVO</b></p> <ul style="list-style-type: none"> <li>Maximum sustained winds of up to 65 km/h</li> </ul>	<ul style="list-style-type: none"> <li>Maguindanao</li> </ul>	<ul style="list-style-type: none"> <li>Twigs and branches of trees may be broken</li> <li>Some banana plants may tilt or land flat on the ground and leaves are generally damaged</li> <li>Rice in flowering stage may suffer significant damage</li> <li>Roads, streets and highways may not be passable due to flooding</li> <li>Unshielded, old, dilapidated makeshift shanties, and other structures of light materials are partially damaged or unroofed</li> </ul>
<p><b>ALERT LEVEL A: ALPHA</b></p> <ul style="list-style-type: none"> <li>Maximum sustained winds of up to 45 km/hr</li> </ul>	<ul style="list-style-type: none"> <li>Antique, Basilan, Dinagat Islands, Guimaras, Iloilo, Leyte, South Cotabato, Southern Leyte, Sultan Kudarat</li> </ul>	<ul style="list-style-type: none"> <li>Some banana plants may tilt or land flat on the ground</li> <li>Rice in flowering stage may suffer significant damage</li> <li>Very light to light damage to high risk infrastructure</li> <li>Slight damage to some houses of very light materials or makeshift structures</li> </ul>



### C. HOW TO USE THE CHECKLIST OF MINIMUM CRITICAL PREPAREDNESS ACTIONS

**Step 2:** Use the checklist and the CPA flowcharts to guide LGU actions. You can post the flowcharts in the DRRM or mayor’s office so you can refer to them anytime.

The checklist has four **major timeframes**: (1) **Upon Alert**; (2) **Before** - within 24 hours after alert; (3) **During** - divided into two sub-time frames: within 24 hours before landfall and within 12 hours after landfall; and (4) **After**.

TIMEFRAME		DESCRIPTION
<b>UPON ALERT</b>		This is the time science agencies DOST-PAGASA and DENR-MGB, and DILG communicate the information or alert to LGUs.
<b>BEFORE (WITHIN 24 HOURS AFTER ALERT)</b>		This outlines the recommended minimum preparedness actions that LGUs must do within 24 hours after receiving the alert from the science agencies and DILG.
<b>DURING</b>	<b>WITHIN 24 HOURS BEFORE LANDFALL</b>	This outlines the recommended minimum critical preparedness actions that LGUs must do within 24 hours before the expected onslaught or landfall of the tropical cyclone or typhoon in the area. These actions are intended to ensure the safety of lives, assets and properties.
	<b>STANDBY</b>	During onslaught or landfall of the tropical cyclone or typhoon, the response teams stay in a safe location and await deployment. LGUs must monitor alerts and coordinate via radio and satellite phones, if such communication is still possible.
	<b>WITHIN 12 HOURS AFTER LANDFALL</b>	This outlines the recommended minimum response actions of LGUs in the affected areas 12 hours after the onslaught or landfall of the tropical cyclone or typhoon.
<b>AFTER</b>		This outlines the recommended minimum actions of LGUs to prepare for transition from response to early recovery and rehabilitation, and finally to post-recovery and rehabilitation (Building Back Better, Bouncing Forward).

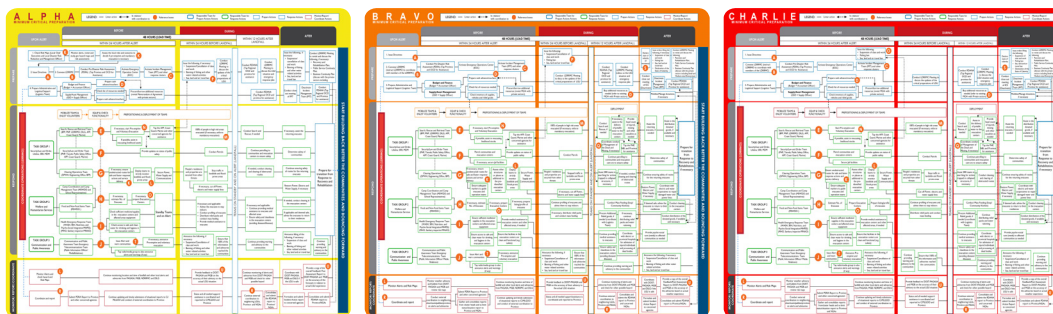
## C. HOW TO USE THE CHECKLIST OF MINIMUM CRITICAL PREPAREDNESS ACTIONS

**Step 2:** Critical preparedness actions are categorized into three general progressive action areas: prepare, respond, monitor.


ACTION AREA	GENERAL PROGRESSIVE ACTIONS
<b>PREPARE ACTION</b>	<ul style="list-style-type: none"> <li>• Prepare and issue directives</li> <li>• Convene LDRRMC and conduct pre-disaster risk assessment</li> <li>• Perform other administrative and managerial actions by the administrator, finance officer, and general services officer</li> </ul>
<b>RESPONSE ACTION</b>	<ul style="list-style-type: none"> <li>• Deploy teams in charge of security, law and order; lifeline; SRR; MDM. Teams include the PNP, Bureau of Fire Protection (BFP), Engineering, DPWH, Public Safety Office.</li> <li>• Deploy welfare and humanitarian services teams: MSWDO, municipal health office (MHO), MHPSS, WASH</li> <li>• Deploy communication and public awareness team: public information officer, media relations, radio and media group</li> </ul>
<b>MONITOR, COORDINATE, REPORT ACTION</b>	<ul style="list-style-type: none"> <li>• Gather, consolidate and submit reports</li> <li>• Monitor alerts and advisories</li> <li>• Coordinate internal and external operations</li> </ul>

## C. HOW TO USE THE CHECKLIST OF MINIMUM CRITICAL PREPAREDNESS ACTIONS

**Step 3:** The Alpha, Bravo, and Charlie flowcharts consist of reference boxes that show the action that LGUs must take in each CPA level. Each box is assigned a letter. **LGUs can use the flowcharts (in posters) in disaster risk reduction meetings and outdoor activities**, while local chief executives, LDRRMOs, and other LGU personnel can use the manual as a handy reference guide.














### C. HOW TO USE THE CHECKLIST OF MINIMUM CRITICAL PREPAREDNESS ACTIONS



## TROPICAL CYCLONE INFORMATION BOARD OF MY LGU

MUNICIPALITY/CITY:		<div style="text-align: center;">OTHER LOCAL NUMBERS:</div>	
TYPHOON NAME:			
WIND SPEED (in kph):	PATH:		
RADIUS:	SIGNAL NO.:		
RAINFALL:	SPECIAL WARNINGS:		
EXPECTED LANDFALL (time):			



 <small>National Disaster Risk Reduction and Management Council (NDRRMC)</small> (02) 911-1406 (02) 912-5665 (02) 912-5665 (02) 911-5051 to 51 <a href="http://www.ndrrmc.gov.ph">www.ndrrmc.gov.ph</a>	 <small>Department of Social Welfare and Development (DSWD)</small> (02) 851-2681 <a href="http://www.dswd.gov.ph">www.dswd.gov.ph</a>
 <small>Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA)</small> (02) 433-8526 <a href="http://www.pagasa.dost.gov.ph">www.pagasa.dost.gov.ph</a>	 <small>Philippine Coast Guard</small> (02) 527-8481 Loc. 6290/6292 (02) 328-1088 - Directline <a href="http://www.coastguard.gov.ph">www.coastguard.gov.ph</a>
 <small>Department of the Interior and Local Government (DILG)</small> (02) 925 0320 to 23 <a href="http://www.dilg.gov.ph">www.dilg.gov.ph</a>	 <small>Armed Forces of the Philippines (AFP)</small> (02) 845-9555 loc.5129 <a href="http://www.army.mil.ph">www.army.mil.ph</a>
 <small>Central Office Disaster Information Coordinating Center (DILG-COICC)</small> (02) 925-0348 (02) 925-7343	 <small>Philippine National Red Cross (PNRRC)</small> (02) 527-0000 / Hotline - 143 <a href="http://www.redcross.org.ph/">www.redcross.org.ph/</a>
 <small>Public Affair and Communication Service (DILG-PACS)</small> (02) 925-0348 (02) 925-7343	 <small>Bureau of Fire Protection (BFP)</small> (02) 4262612 - BFP (02) 4262619 to 703704 (Comme) <a href="http://www.bfp.gov.ph">www.bfp.gov.ph</a>

**local area map**

**Step 4:** Note that the Checklist of Minimum Critical Preparedness Actions provides only the minimum actions to be undertaken by mayors and their teams. Local chief executives, together with their LDRRMOs, are encouraged to do more and adapt the checklist to local context and conditions. They also should undertake careful planning and preparation based on local hazard and disaster risks as well as the results of their regular monitoring.

## DESCRIPTION OF CRITICAL PREPAREDNESS ACTIONS: ALPHA, BRAVO, AND CHARLIE

### Critical Preparedness Action: ALPHA

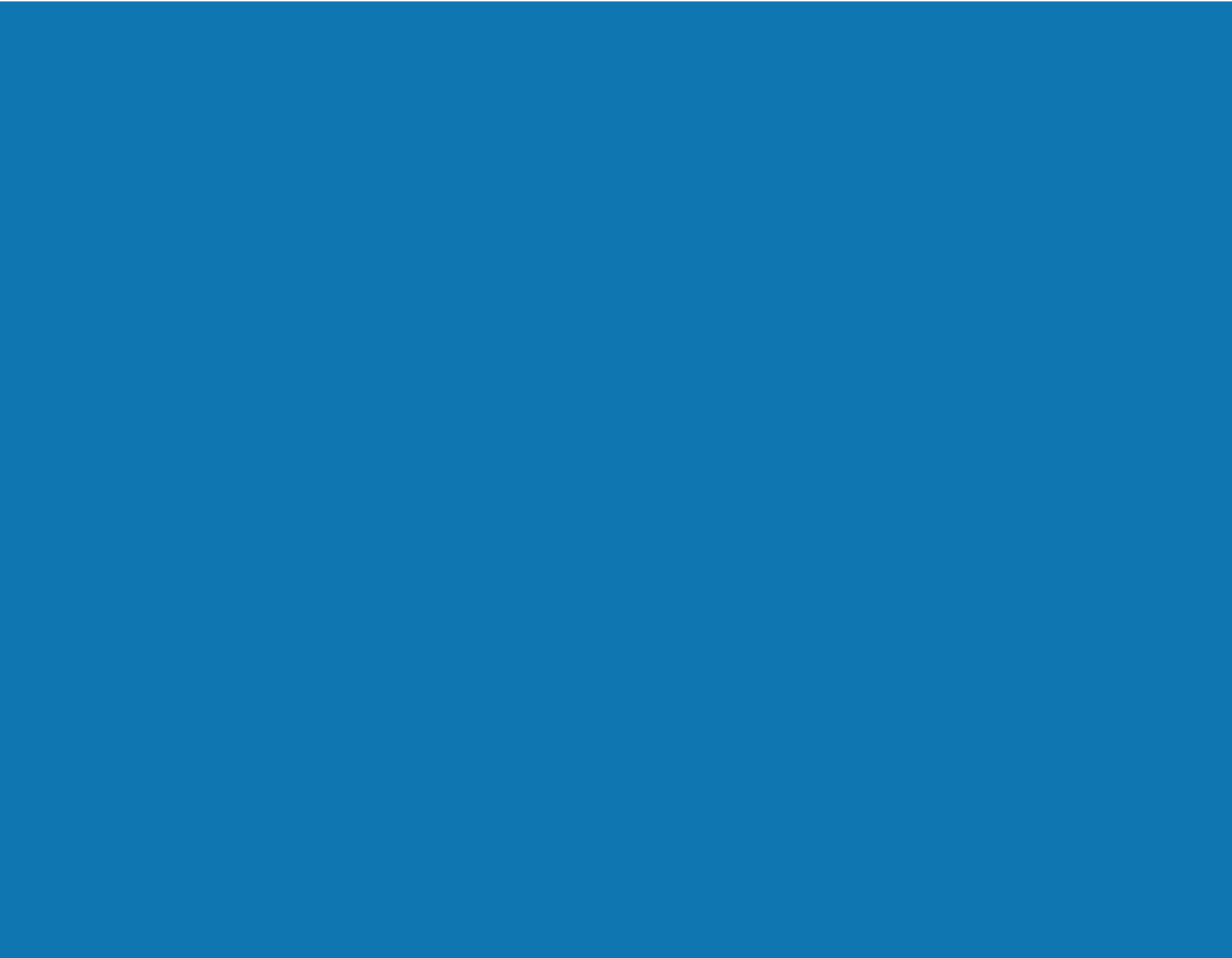
Alpha Alert assumes that LGUs may or may not be affected by the tropical cyclone. However, the possible effects may vary depending on the LGUs' hazards and levels of disaster risks. The Alpha flowchart suggests that upon alert, LGU must immediately check their risk maps and assess all hazards, including those culled from historical data. LGUs will then use the result of the assessment as basis of their succeeding actions. Hence, LGUs are advised to monitor alerts and advisories; coordinate closely with the national and local offices of DOST-PAGASA and DENR-MGB, province, and neighboring LGUs; and review their hazard and risk data.

### Critical Preparedness Action: BRAVO

LGUs under Bravo Alert will experience the effects of the tropical cyclone. However, the effects may not be as severe as those experienced by LGUs under Charlie. Critical preparedness actions such as preemptive or mandatory evacuation may be implemented, if necessary. LGUs must monitor alerts and advisories, particularly those issued by the local DOST-PAGASA. They also must review hazard and risk data, such as geohazard maps. LGUs with high and very high flood or landslide susceptibility based on the DENR-MGB list should conduct preemptive or mandatory evacuation.

### Critical Preparedness Action: CHARLIE

LGUs will experience the severe effects of the tropical cyclone. They should perform all minimum critical preparedness actions. They also must implement preemptive or mandatory evacuation to ensure that all families in high and medium risk areas are safe before the typhoon or cyclone landfall.



# ALPHA

MINIMUM CRITICAL PREPARATION

LEGEND: — Linear action    <---> In relation, in coordination with    ● Reference boxes    ○ Team Responsible for "Prepare Actions"    □ Team Responsible for "Response Actions"    □ Prepare Actions    □ Response Actions    □ Monitor, Report, Coordinate Actions

BEFORE

DURING

AFTER

UPON ALERT

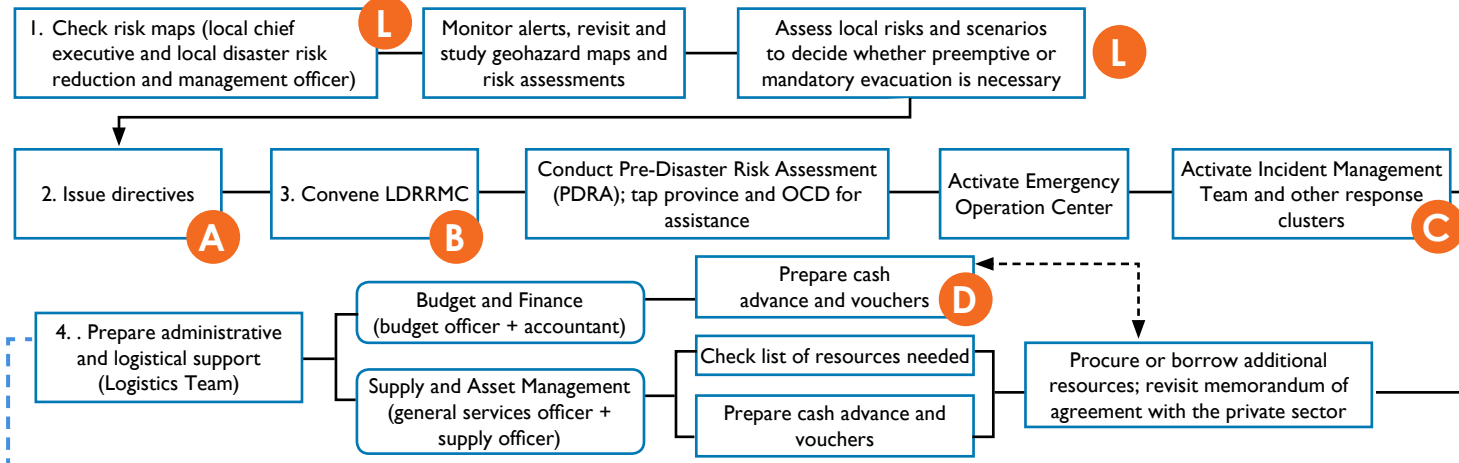
48 HOURS (LEAD TIME)

WITHIN 24 HOURS AFTER ALERT

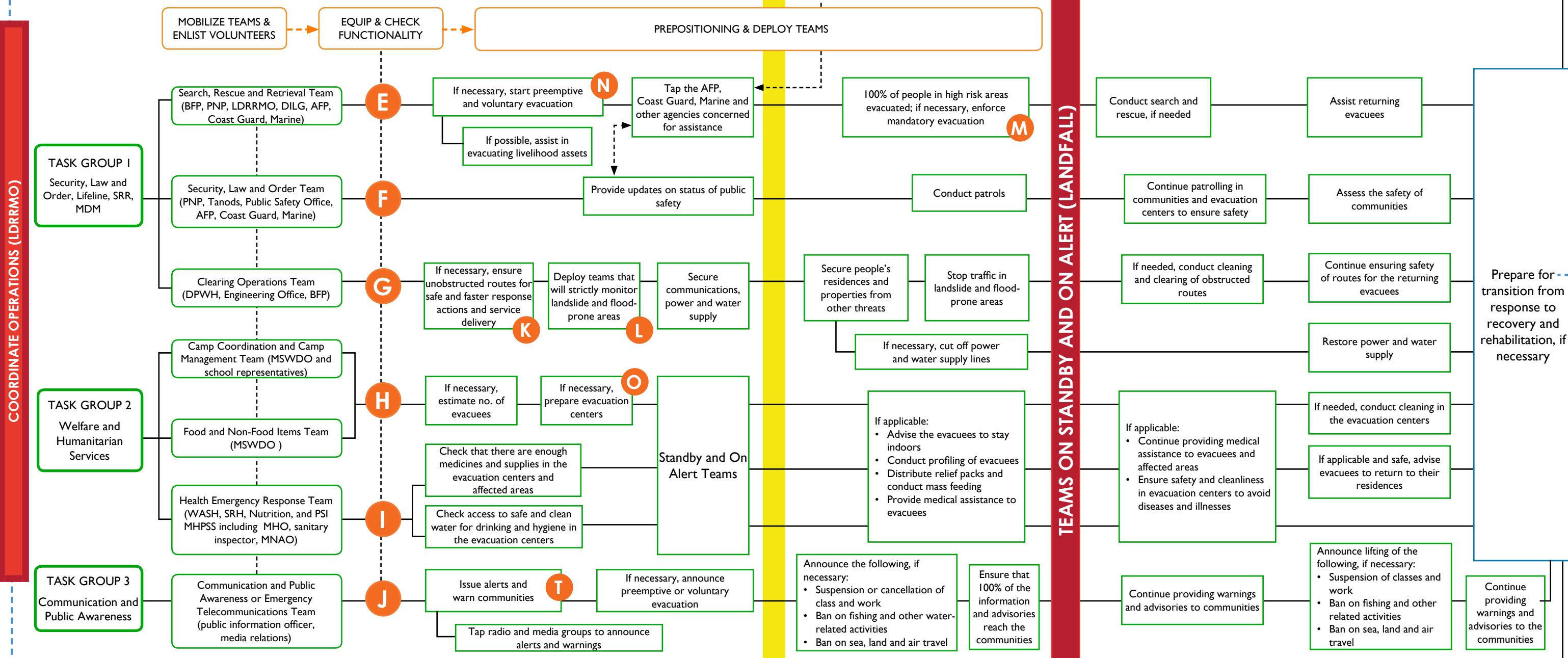
WITHIN 24 HOURS BEFORE LANDFALL

WITHIN 12 HOURS AFTER LANDFALL

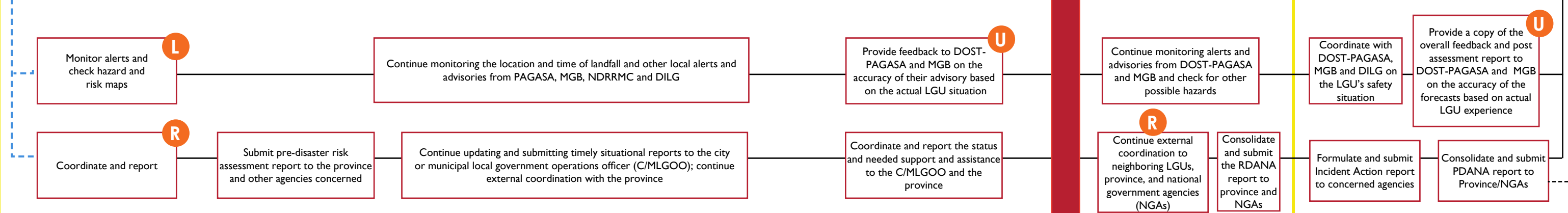
PREPARE



RESPOND



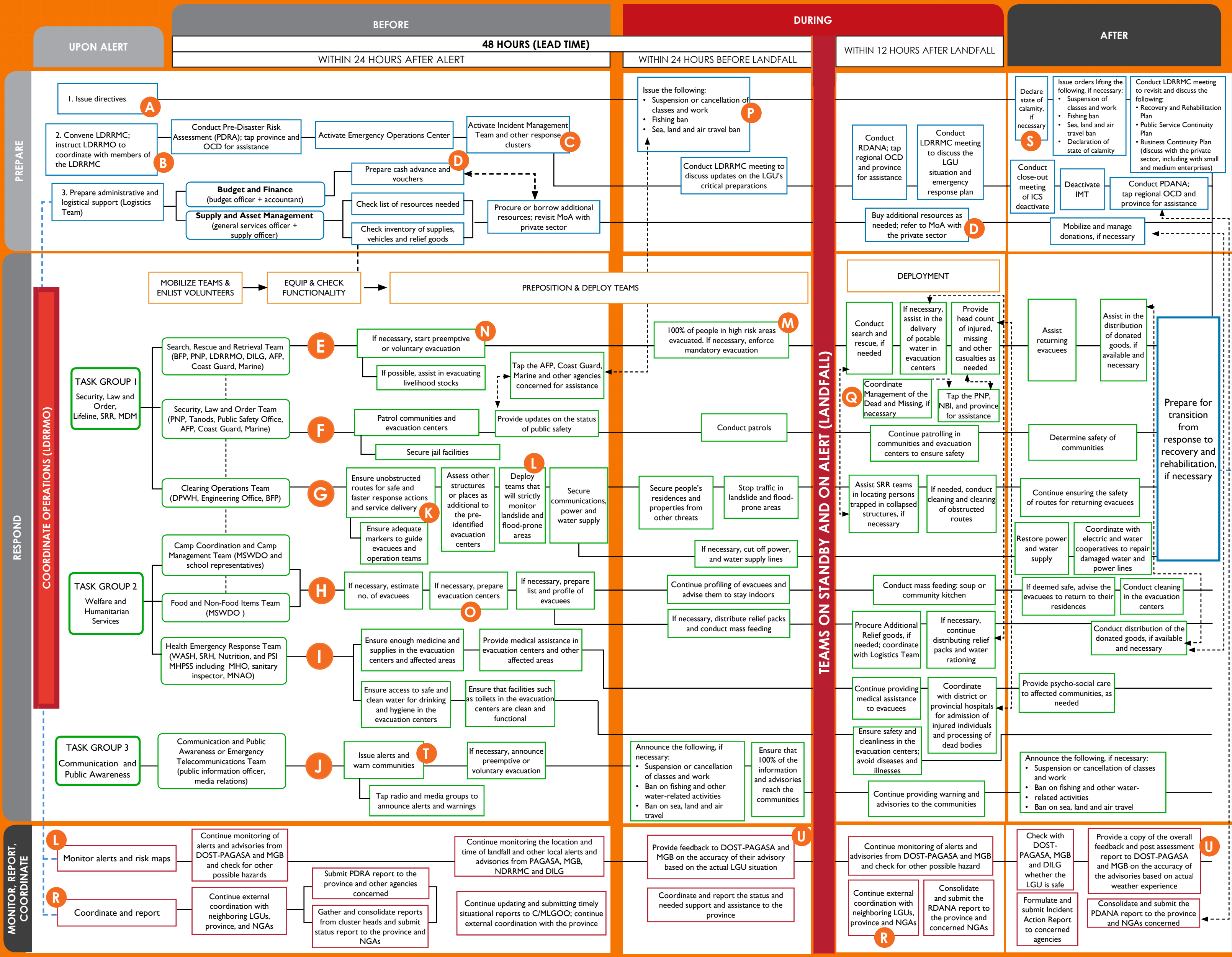
MONITOR, REPORT, COORDINATE



START BUILDING BACK BETTER COMMUNITIES AND BOUNCING FORWARD

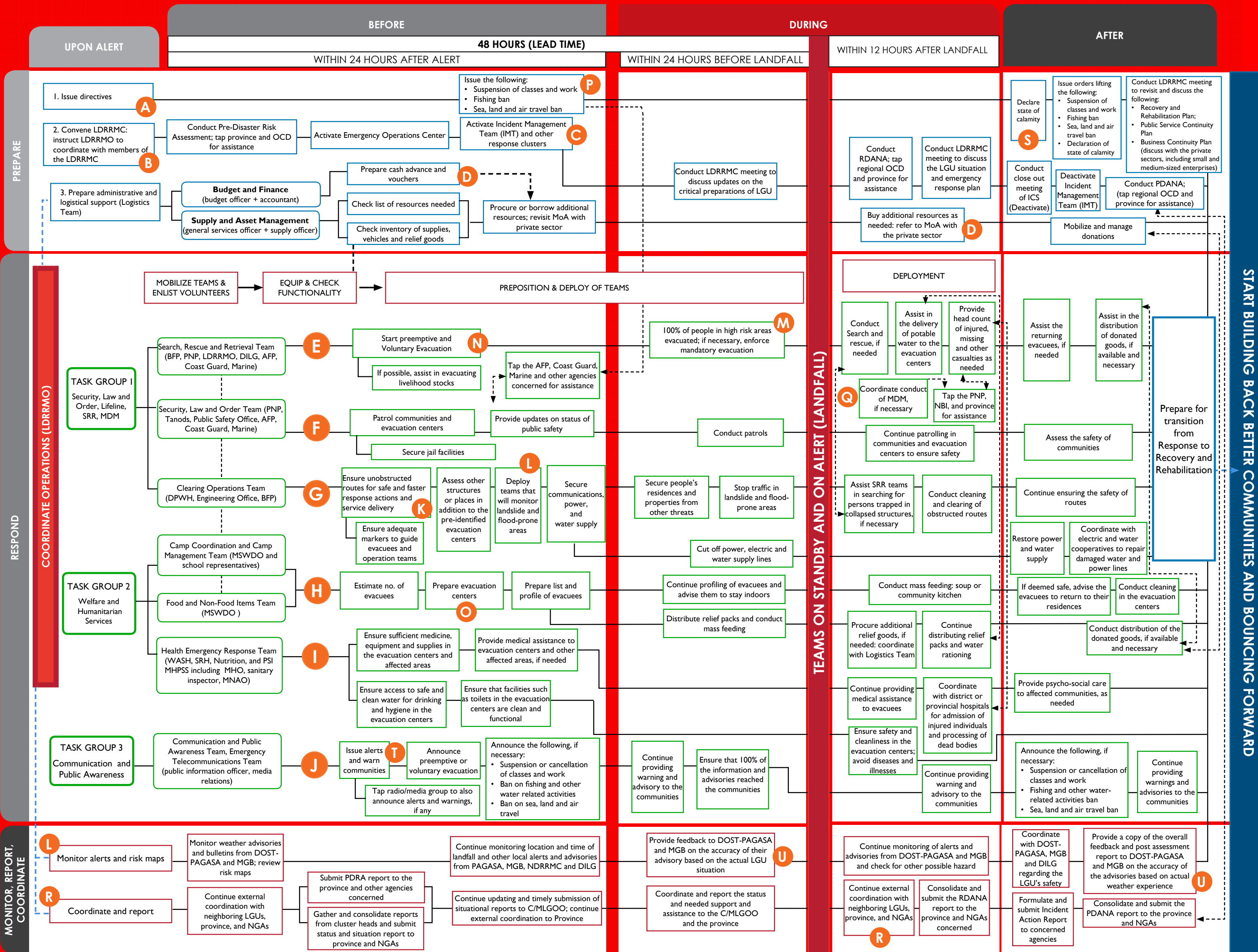






START BUILDING BACK BETTER COMMUNITIES AND BOUNCING FORWARD





PREPARE

RESPOND

MONITOR, REPORT, COORDINATE

COORDINATE OPERATIONS (LDRRMO)

TEAMS ON STANDBY AND ON ALERT (LANDFALL)

START BUILDING BACK BETTER COMMUNITIES AND BOUNCING FORWARD

UPON ALERT

BEFORE

DURING

AFTER

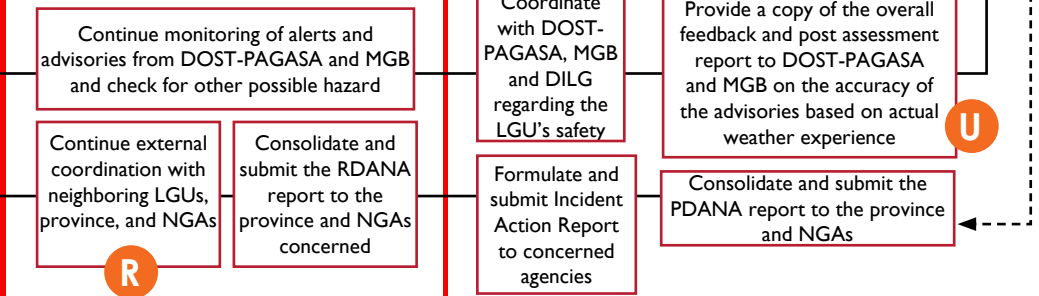
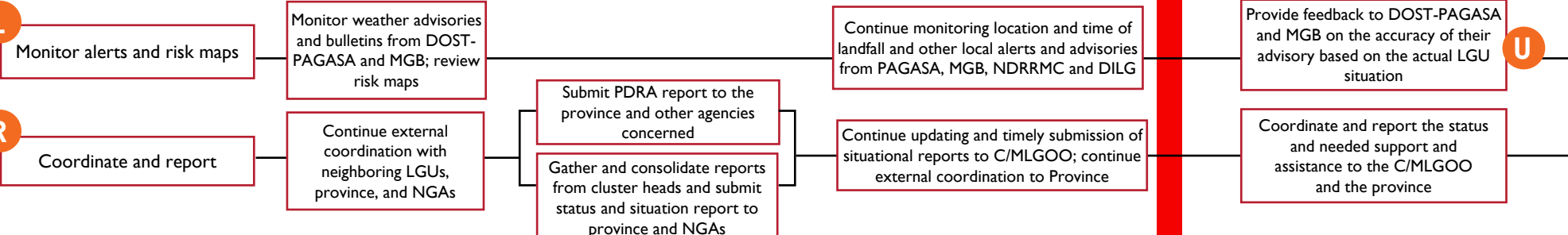
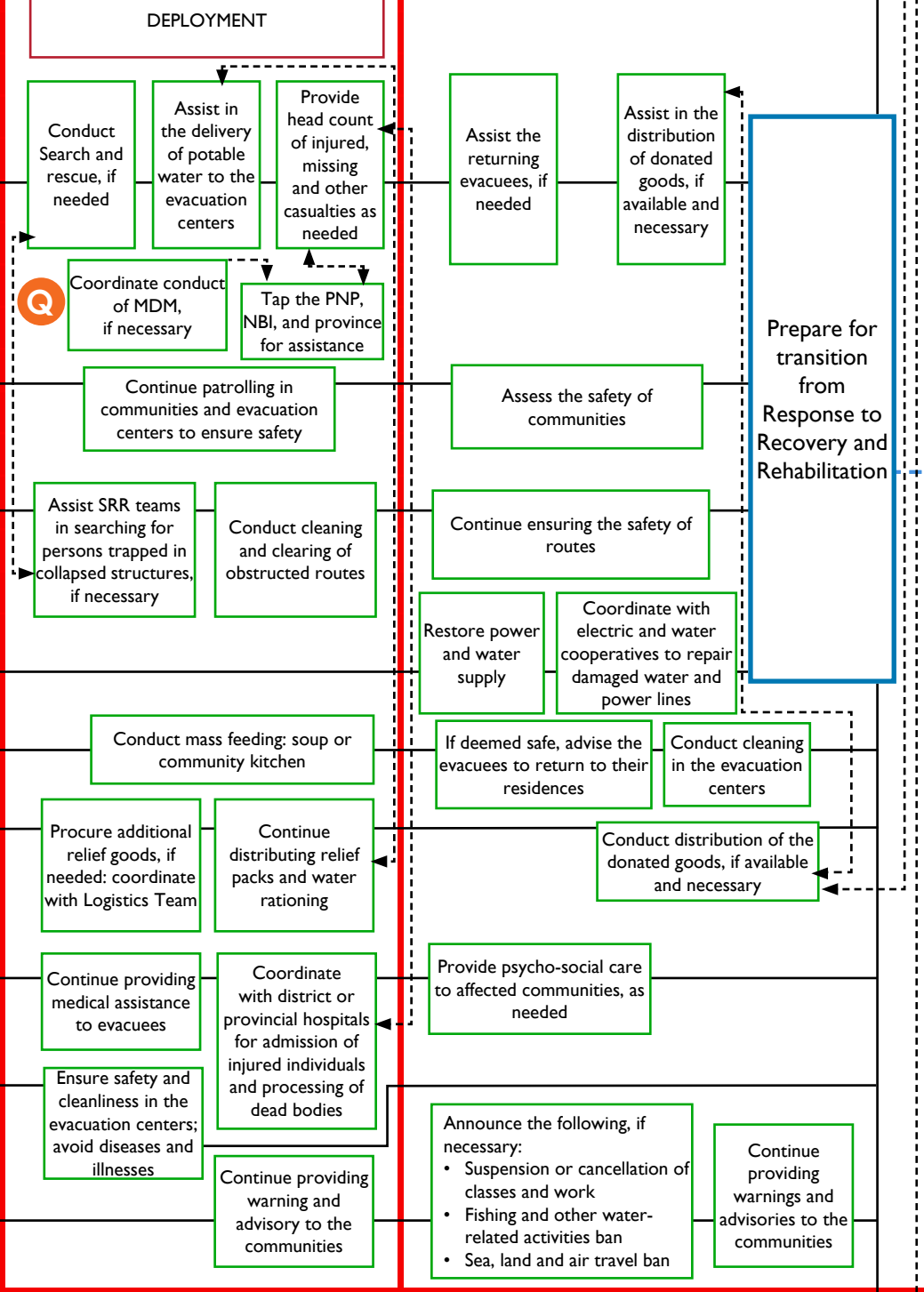
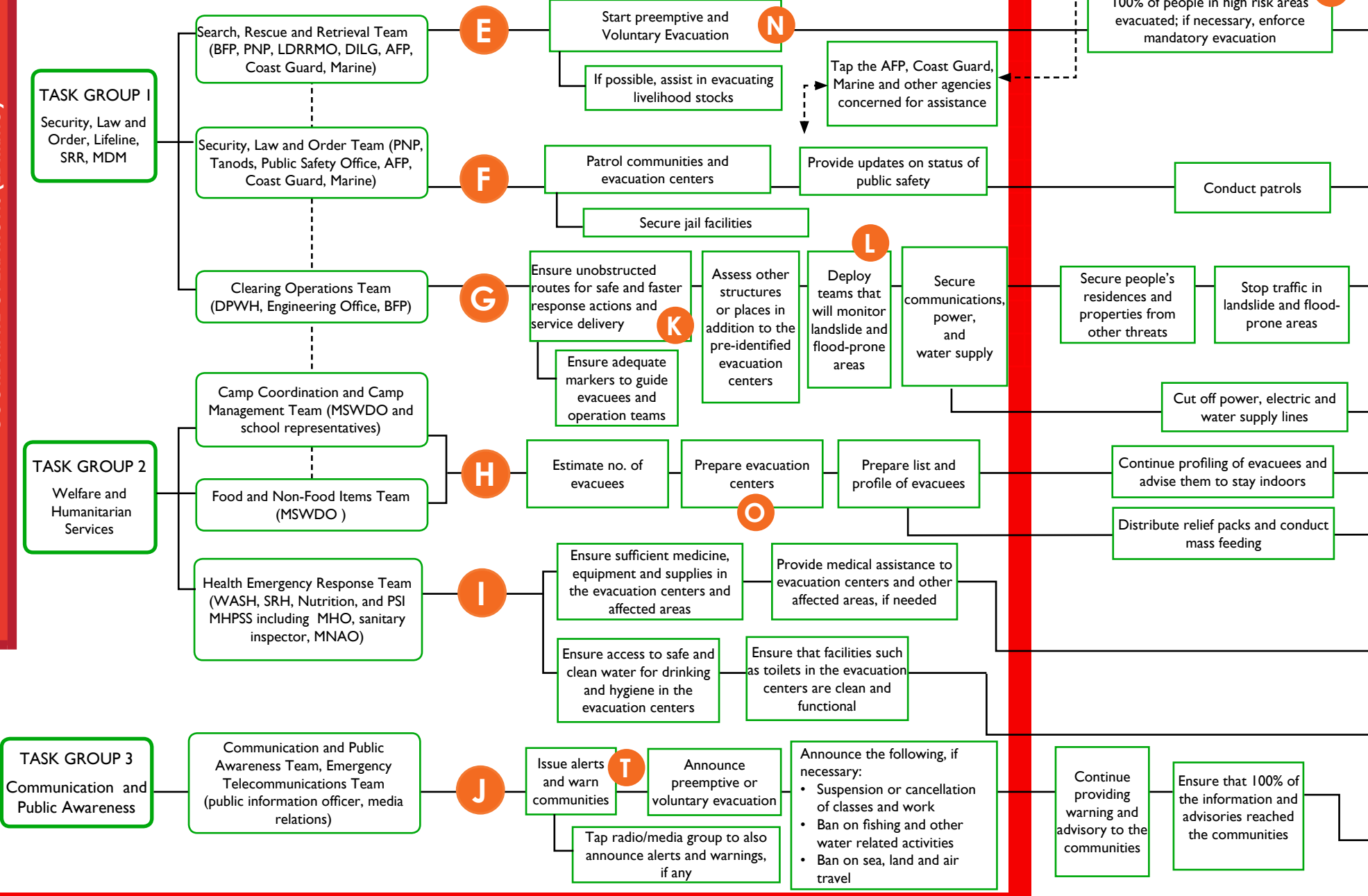
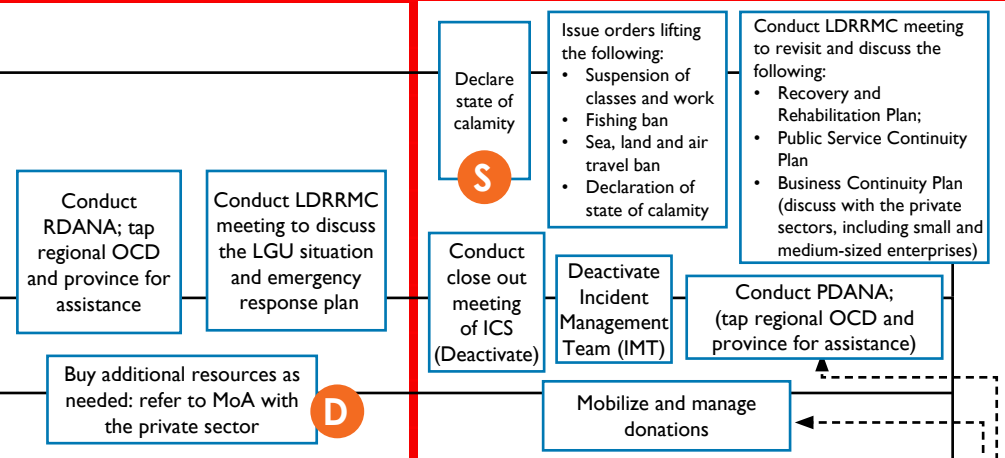
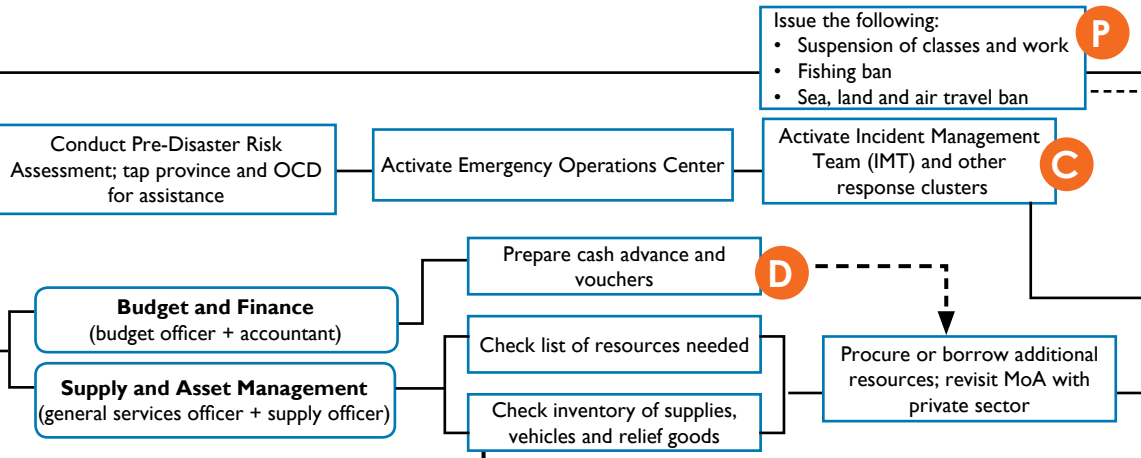
48 HOURS (LEAD TIME)

WITHIN 24 HOURS AFTER ALERT

WITHIN 24 HOURS BEFORE LANDFALL

WITHIN 12 HOURS AFTER LANDFALL

1. Issue directives
2. Convene LDRRMC: instruct LDRRMO to coordinate with members of the LDRRMC
3. Prepare administrative and logistical support (Logistics Team)



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# REFERENCE BOXES

A

**BOX A: LIST OF DIRECTIVES DURING A DISASTER**

- Issue memorandum cancelling the travel authorities of personnel
- Advise the LDRRMO and Response Teams to heighten response and early warning
- Issue directives to LDRRMC members to attend the LDRRMC meeting (see the functions and compositions of the LDRRMC in annex)
- Prepare public weather information boards
- Prepare other issuances:
  - Suspension or cancellation of classes and work
  - Fishing ban
  - Sea, land, and air travel ban
- Prepare public service announcements (see sample script for an alert or advisory in reference box)
- Prepare directives to activate Emergency Operations Center, Incident Management Team, and Contingency Plans

B

**BOX B: CONVENE LDRRMC AND CONDUCT PRE-DISASTER RISK ASSESSMENT**

- Discuss the typhoon's path and possible impact
- Check and study local hazard and risk maps (see guidelines on safe routes in reference box)
- Revisit response and contingency plans
- Prepare for the conduct of a pre-disaster risk assessment
- Discuss the number of possible affected communities and evacuees; consider disaggregated data
- Incident Command System

B

**BOX B: CONVENE LDRRMC AND CONDUCT PRE-DISASTER RISK ASSESSMENT (CONT.)**

- Composition and Tasking
  - Administrative and Logistical Support
  - Security, lifeline, SRR and MDM Task Group
  - Humanitarian and Evacuation Task Group
- Availability of the LDRRM fund
- Prepositioning and readiness of resources
- Daily briefing, debriefing, updates and schedules

C

**BOX C: GUIDELINES ON THE INCIDENT COMMAND SYSTEM (ICS)**

**Incident Command System** – A standard, on-scene, all-hazard incident management concept that can be used by all DRRMCs member agencies and response groups. It allows users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by agency or jurisdictional boundaries. (NDRRMC Memorandum Circular No. 04, series of 2012). ICS is a non-permanent organization and is activated only in response to disasters or emergencies.

**Incident Management Team**— Can be readily mobilized to assist in affected areas. It is one of the response teams of DRRMCs and other agencies concerned.

**BOX C: GUIDELINES ON THE INCIDENT COMMAND SYSTEM (ICS) (CONT.)**

C

**Composition of the Incident Management Team**

The needs arising from the incident will determine the IMT organization.

1. **Incident Commander** - The individual responder for all incident activities, including developing strategies and tactics, and ordering and releasing of resources.
2. **Command Staff** - Typically includes a public information officer, a safety officer, and a liaison officer. They report directly to the incident commander (IC) or unified commander (UC), and may have assistants as necessary.
  - (a) **Public Information Officer** – Deals with the public, media, and other agencies on incident-related information requirements.
  - (b) **Safety Officer** - Monitors incident operations and advises the IC/UC on all matters relating to operational safety, including health and safety of emergency responder personnel.
  - (c) **Liaison Officer** – The incident command’s point of contact for DRRMC and other government agency representatives, NGOs, and the private sector; provides input on the agency’s policies, resource availability, and other incident-related matters.



**BOX C: GUIDELINES ON THE INCIDENT COMMAND SYSTEM (CONT.)**

**3. General Staff** - Responsible for the functional aspects of the incident command structure.

- (a) Operations Section - Responsible for all tactical activities related to reducing immediate hazard, saving lives and property, establishing situational control, and restoring normal operations.
- (b) Planning Section - Collects, evaluates, and disseminates incident situation information and intelligence to the IC/UC and incident management personnel.
- (c) Logistics Section - Provides resources and other services needed to manage the incident, except for aviation support.
- (d) Finance and Administrative Section - Responsible for managing all financial aspects of the incident.

For additional information and guidelines on ICS and IMT, refer to the following:

- NDRRMC Memorandum Circular No. 04-2012 - Implementing Guidelines on the Use of ICS as an On-Scene Disaster Response and Management Mechanism under the Philippine DRRM System
- NDRRMC Memorandum Circular No. 043-2016- Guidelines on the Interoperability of IMT and Response Clusters
- NDRRMC Memorandum Circular No. 044-2016 - Guidelines on the Mobilization of IMTs

C

**BOX D: GUIDELINES IN UTILIZING THE LDRRM FUND**

D

Joint Memorandum Circular No. 2013-01 of NDRRMC, Department of Budget and Management (DBM), and DILG: Allocation and Utilization of Local Disaster Risk Reduction and Management Fund

- Section 21 of R.A. 10121 provides that the LDRRMF amounting to not less than 5 percent of the estimated revenue from regular sources shall be set aside to support disaster risk reduction and management activities **such as, but not limited to pre-disaster preparedness programs, including training, purchase of disaster response and equipment, supplies and medicines for post-disaster activities, and payment of premiums for calamity insurance.**
- The LDRRMF shall cover the 30 percent lump sum allocation of the Quick Response Fund (QRF) and the 70 percent allocation for disaster prevention and mitigation, preparedness, response, rehabilitation and recovery.
- The release and use of the 30 percent QRF shall be supported by the local sanggunian declaring the LGU under a state of calamity, or by a presidential declaration of a state of calamity on the recommendation of the NDRRMC.

**BOX D: GUIDELINES IN UTILIZING THE LDRRM FUND (CONT.)****D**

- Section 5.5: Procurement or Acquisition of Disaster Equipment for Disaster Response and Rescue Activities
  - a) Section 5.5.1. The 70 percent of the LDRRMF, which is intended for disaster prevention and mitigation, preparedness, response, recovery and rehabilitation, may also be utilized to procure early warning systems, preparedness equipment and other equipage for floods, earthquake, volcanic eruptions, landslide, and other natural and man-made calamities.
  - b) Section 5.5.2. Equipment purchased or received from donations and used solely for disaster response and rescue activities shall be classified as “Disaster Response and Rescue Equipment”. Examples: inflatable boat, megaphones, sirens, portable generator set.
  - c) Section 5.5.3. The acquisition of heavy equipment although used in disaster response and rescue activities shall be classified as “Construction and Heavy Equipment”.
  - d) Section 5.5.4. On the other hand, the purchase or acquisition of expendable items such as fire extinguishers, floodlights, breathing apparatus, flashlights, and the like shall be classified as “Supplies or Inventories”.
- Section 6.6: Policies and Procedures on the Utilization of LDRRMF. The acquisition or availment of disaster risk reduction and management equipment may be done through rental or leasing of such items from a service provider.

## BOX E: LIST OF RESOURCES NEEDED BY SEARCH, RESCUE AND RETRIEVAL TEAM

- Supplies
  - First aid kits and vaccines
  - Cadaver bags (reference: DILG MC No. 2016-139)
    - a. Minimum of 50 pieces for stockpiling
    - b. Size specifications
      - Large (standard 220cm x 80cm)
      - With stronghold carrying strap on each side
      - Strap size is 1 ½" width, approximately 26" length
        - Strap color is white
      - C-shape opening with heavy duty zipper
        - Zipper with lock
        - Zipper size is 8"
    - b. Material specification
      - Heavy duty, non-porous, leak proof plastic
      - Color white
    - c. Pocket ID specifications
      - With built-in identification pocket on the opposite side
      - Thick transparent plastic
      - Size is 8" in width, 10" in length
      - With white zipper lock on top of pocket and white piping around the pocket
  - Face masks for MDM
  - Gloves for MDM
  - Caution tape
- Equipment: may borrow equipment from the province and neighbor LGUs and NGAs, or revisit MoA with the private sector
  - Boats, vans, trucks, buses (any appropriate vehicle)
  - Ambulance; amphibious vehicle; backhoe, dump truck, fire trucks, crawler, tractor, scoop loader
  - Siren
  - Megaphone
  - whistle
  - Two-way radio, GPS device, and other communication equipment; consider satellite phone
  - Ropes and throw bags
  - Searchlight
  - Ladders
  - Protective gears: helmet, work gloves, and life vest
  - Reflectorized vest

**BOX E: LIST OF RESOURCES NEEDED BY THE SEARCH, RESCUE AND RETRIEVAL TEAM (CONT.)**

E

- Equipment
  - Extrication kit: spine board, shovel, chainsaw, jack hammer, or alternative digging device
  - Chainsaw, bolo, shovel, water pump
  - Mobile water treatment: coordinate with DOH
  - K9 unit, if available
  - Barricade
  - Assistive devices such as wheelchairs, canes, walkers
  - Backboards, stretchers, splints
- Stockpile
  - Gasoline and extra batteries
  - Portable generator, solar-powered generator, and flashlights
  - Potable water
  - Food packs: rice, canned goods, noodles, ready-to-eat meals
  - Floodlight
- Data and information
  - Data of vulnerable communities: if possible, household of vulnerable sectors such as persons with disabilities, senior citizens, pregnant women, and children
  - Emergency and evacuation routes (Contingency Plan)
  - Directory of punong barangays, LGU offices, PNP, BFP
  - Data on high-risk or disaster-prone communities, such as coastal areas, riverbanks, lakes, landslide prone slopes
  - Database of volunteers

## F

## BOX F: LIST OF RESOURCES NEEDED BY SECURITY/LAW AND ORDER TEAM

- Supplies
  - First aid kits
- Equipment: may borrow equipment from the province or neighbor LGUs and NGAs, or revisit MoA with the private sector
  - Boats, vans, trucks, buses
  - Ambulance; amphibious vehicle; backhoe, dump truck, fire trucks, crawler, tractor, payloador
  - Megaphone
  - Two-way radio, GPS device, and other communication equipment; consider satellite phone
  - Searchlight
  - Reflectorized vest
  - K9 unit, if available
  - Barricade
- Stockpile
  - Gasoline and extra batteries
  - Portable generator, solar-powered generator, and flashlights

**BOX G: LIST OF RESOURCES NEEDED BY CLEARING OPERATIONS TEAM**

G

- Equipment: may borrow equipment from the province or neighbor LGUs and NGAs, or revisit MoA with the private sector
  - Backhoe, dump truck, fire trucks, crawler, tractor, payload, bulldozer
  - Two-way radio, GPS device, and other communication equipment; consider satellite phone
  - Searchlight
  - Reflectorized vest
  - Barricade
  - Protective gears: hard hat, work gloves, face mask, and safety glasses
  - Extrinsication kit: shovel, chainsaw, jack hammer, or alternative digging device
  - Electric drill, hydraulic excavator
  - Concrete cutter
- Stockpile
  - Gasoline and extra batteries; coordinate with BFP for stockpiling of gasoline
  - Portable generator, solar-powered generator, and flashlights

**BOX H: LIST OF RESOURCES NEEDED BY THE CAMP COORDINATION AND MANAGEMENT TEAM AND FOOD AND NON-FOOD ITEMS TEAM**

H

- Supplies
  - Registration logbook
  - Ballpen
  - Cooking kits for mass feeding or community kitchen
  - Sanitation kits for maintaining cleanliness in the evacuation center
  - Information board
- Equipment
  - Standby vehicle
  - Megaphone
  - Two-way radio, GPS device, and other communication equipment; consider satellite phone
  - TV or radio
  - Flashlight
  - Portable toilets
  - Portable generator, solar-powered generator



H

**BOX H: LIST OF RESOURCES NEEDED BY THE CAMP COORDINATION AND MANAGEMENT TEAM AND FOOD AND NON-FOOD ITEMS TEAM (CONT.)**

- Stockpile
  - Potable water
  - Gasoline and extra batteries
  - Flashlights
  - Beds and beddings
  - Mosquito nets
  - Clothing: jacket, raincoat, hard hat, boots
  - Minimum of 500 food packs, with each pack good for 2-3 days for a family of 5 and containing the following items:
    - 3 kg rice
    - 9 canned goods: sardines, canned meat
    - 6 packs of instant noodles
    - 6 sachets of coffee
    - 6L drinking water

*(Source: DepEd-DSWD-DILG-DOH Joint Memo Circular No. 1, s. 2013; NDPP, 2015)*
- Minimum of 500 packs of hygiene kits, with each kit good for 3 days for a family of 5 and containing the following items:
  - 2 sachets of toothpaste
  - 1 bath soap
  - 500 grams laundry detergent
  - 1 sachet dishwashing soap
  - 10 sachets of shampoo
  - 5 face towels, bath towel
  - 1 pack sanitary napkin
  - underwear packs

*(Source: NDPP, 2015 and DOH HEMS Manual)*
- Data and Information
  - Copy of expected and actual evacuees with age disaggregation and sectoral information: number of persons with disabilities, pregnant and lactating women, children, and senior citizens

**BOX I: LIST OF RESOURCES NEEDED BY THE HEALTH EMERGENCY RESPONSE TEAM**

Coordinate with local hospitals, neighbor LGUs, and the province to borrow and augment supplies, equipment, and stockpile.

I

- Supplies
  - Registration logbook
  - Pens
  - Personal protective equipment: face mask, gloves
  - Medicines and vaccines
  - First aid kits
    - 5 pairs of surgical gloves (latex, disposable, sterile)
    - 2 rolls of elastic bandage, 10 cm. x 1.6 m
    - unstretched, approx. 4.5 m stretched
    - Permanent strong compression bandage with high stretch for controllable compression, with selvages and fixed ends, made of cotton, individually packed
    - 1 pack of cotton, absorbent, 25 g
    - Bandage scissors, standard, stainless steel, length approx. 5 ½ in. (14 cm.)
    - 2 pieces triangular bandage (100% cotton, white, non-sterile, 40x40x56 in., with 2 safety pins)
    - 10 packs each of gauze pads: 2x2 in., 4x4 in., 8-ply 24x20 in. (mesh, sterile, individually packed,
    - 100 packs per box)



**BOX 1: LIST OF RESOURCES NEEDED BY THE HEALTH EMERGENCY RESPONSE TEAM (CONT.)**

- 1 roll of surgical paper tape, hypoallergenic, 1 in. x 10 yd.
- 1 roll each of gauze bandage: 2 in. x 6 yd. and 4 x 6 in., 24 x 20 in. (mesh, individually packed in box)
- 10 pcs of plaster strips , soft absorbent layer, perforated strips, strong adhesive, nonstick film
- 1 plastic bottle of hydrogen peroxide (3% solution, 60 ml.), povidone iodine (10% solution, 60ml.), and calamine lotion (60ml.)
- 5 packets of oral rehydration salts (ORS 75 replacement ), 20.5 g per sachet
- 30 tablets or capsules each of paracetamol (500 mg.), lagundi (300 mg.), amoxicillin (500 mg.), mefenamic acid (500 mg.)
- 1 tube each of silver sulfadiazine (1% cream, 25 g), fucidate sodium or fucidic acid (5 g)
- 1 bar of bayabas herbal soap
- First aid kit and instruction manual for first aid, laminated  
(Source: DOH HEMS Manual)
- CAMPOLAS Plus Kit: contains cotrimoxazole, amoxicillin, mefenamic acid, paracetamol, oresol, lagundi, and skin ointment
- Trauma kits: supplies for personal safety, minor cuts and scrapes, larger trauma and injuries, wound dressing
- Clean delivery kits: emergency birthing kits
- Dignity kits for women
- Chlorine tablets, water purifying tablets

**BOX I: LIST OF RESOURCES NEEDED BY HEALTH EMERGENCY RESPONSE TEAM (CONT.)**

- Equipment
  - Standby vehicle
  - Megaphone
  - Two-way radio, GPS device, and other communication equipment; consider satellite phone
  - Flashlight
  - Portable generator
  - WASH requirements: reagents for water testing, container, water purification, and disinfectants
  - Portable defibrillator
  - Portable nebulizer
  - Stretchers and splints
- Stockpile
  - Potable water
  - Gasoline and extra batteries
  - Flashlights
  - Face masks
  - Gloves
  - Biohazard trash bags
- Data and information
  - Number of evacuees and affected communities
  - Copy of Referral System Plan (Health Emergency Preparedness, Response, and Recovery Plan or HEPRRP)
  - Data on types of illnesses of the evacuees, or in the area

J

**BOX J: LIST OF RESOURCES NEEDED BY COMMUNICATION AND PUBLIC AWARENESS TEAM**

- Equipment
  - Centralized hotline (operated and monitored by the EOC/Command Center)
  - Vehicles
  - Siren, batingaw
  - Public address system
  - Visible warning signs such as color-coded flags
  - Telephone, fax machine, internet connection
  - Megaphone
  - Two-way radio, GPS device, and other communication equipment; consider satellite phone
  - Flashlight
  - Transistor radio with single frequency
- Stockpile
  - Gasoline and extra batteries
  - Portable generator and flashlights
- Data and Information
  - Hazard and risk maps to include social vulnerability assessment, and potential flashpoint maps
  - Copy of early warning system of the city or municipality
  - Directory of contact numbers of key local and national DRRM officials, TV, radio stations, school principals and administrators
  - Advisory from DOST-PAGASA and DILG-CODIX
  - Template of public service announcements (see sample script for an alert or advisory in reference box)

**BOX K: GUIDELINES IN ENSURING SAFE ROUTES**

To ensure safe and unobstructed routes for faster response actions and service delivery before a typhoon or cyclone landfall, conduct the following:

- Take down billboards when necessary.
- Prune trees; after the typhoon, consider cutting uprooted trees.
- Clear canals, creeks, and other small waterways to prevent flooding.
- Close streets and roads that are prone to floods and landslides; coordinate with DPWH.

K

## L

**BOX L: GUIDELINES IN MONITORING ALERTS AND REVIEWING HAZARD AND RISK MAPS**

- Revisit available hazard and risk maps and assessments (hydro-meteorological related), including:
  - Printed MGB geohazard maps. Check with DENR-MGB whether an updated geohazard map of your community is available.
  - DOST-PAGASA storm surge map
  - Municipal hazard map (overlying the hazard maps from science agencies)
  - Climate and disaster risk assessment
  - Hazard historical data
- Using available maps and early warning systems, identify the specific locations or areas with Very High, High, Moderate and Low Susceptibility to landslide and flooding.
- Monitor weather advisories, local tide forecast and thunderstorms; contact the PAGASA regional office (see weather-related bulletin websites in annex).
- Use established water level monitoring equipment (i.e., automatic rain gauges) and flood markers to monitor the rise in water level in high risk areas. Ask DOST-PAGASA for the specifications and standards for automatic rain gauges.
- Implement evacuation procedures based on the results of assessment.

## M

**BOX M: GUIDELINES IN IDENTIFYING HAZARD-PRONE AREAS**

Refer to the Joint Memorandum Circular No. 01, s. 2014 of the DENR, DILG, DND, DPWH and DOST. The circular provides guidelines in determining what activities and developments are allowed in hazard prone areas; regulates said activities and developments; and gives guidance in issuing early warnings to residents during typhoons, floods, and landslides.

Section 6.1 contains the guidelines for Hazard Zone Classifications and Recommended Actions, including the following information related to critical preparedness actions:

Hazard	Hazard Zone		
	Low	Moderate	High
Flood	<p>During impending flood events, people may stay in their dwelling and workplace if these are structurally sound and early warning system and preparedness plans are in place.</p> <p>Evacuation centers should not be established in this zone unless they are structurally sound and have vertical evacuation capabilities.</p>	<p>During impending flood events, all people except disaster response personnel should not be in this zone.</p> <p>Evacuation centers should not be established in this zone.</p>	<p>During impending flood events, all people except disaster response personnel should not be in this zone.</p> <p>Evacuation centers should not be established in this zone.</p>



M

**BOX M: GUIDELINES IN IDENTIFYING HAZARD-PRONE AREAS (CONT.)**

Hazard	Hazard Zone		
	Low	Moderate	High
Landslide	Evacuation centers should not be established in this zone unless appropriate engineering intervention measures are implemented with continuous monitoring.	Evacuation centers should not be established in this zone.	Evacuation centers should not be established in this zone.
Storm Surge	<p>Dwelling may be allowed and residents may stay in their homes during impending storm surge events provided that their houses have a second floor, and are structurally sound.</p> <p>Evacuation centers should not be established in this zone unless it has vertical evacuation capabilities</p>	<p>Dwelling may be allowed but during impending storm surge events, all residents should not be in this zone.</p> <p>Evacuation centers should not be established in this zone.</p>	During impending storm surge events, all people should not be in this zone. Evacuation centers should not be established in this zone.

**BOX M: GUIDELINES IN IDENTIFYING HAZARD-PRONE AREAS (CONT.)****M****Section 7. Criteria for Hazard Zone Classification****1. Landslide**

- a) High landslide susceptibility - Areas with steep to very steep slopes with weak materials, recent landslides, escarpments and tension cracks, as well as numerous old or inactive landslides.
- b) Moderate landslide susceptibility - Areas with moderately steep slopes. Soil creep and other indications of possible landslide occurrence are present.
- c) Low landslide susceptibility - Gently sloping areas with no identified landslide.

**2. Flood**

- a) High flood susceptibility - Areas likely to experience flood heights of greater than 0.5-1 m, or flood duration of more than 3 days. These areas are immediately flooded during heavy rains.
- b) Moderate flood susceptibility - Areas likely to experience flood heights greater than 0.5-1 m, or flood duration of more than 1-3 days.
- c) Low flood susceptibility - Areas likely to experience flood heights of 0.5 m or less, or flood duration of less than 1 day.

**BOX M: GUIDELINES IN IDENTIFYING HAZARD-PRONE AREAS (CONT.)****M****3. Storm Surge**

- a) High storm surge susceptibility - Areas that are likely to experience storm surge flood heights greater than 1.5 m.
- b) Moderate storm surge susceptibility - Areas that are likely to experience storm surge flood heights of 0.5-1.5 m.
- c) Low storm surge susceptibility - Areas that are likely to experience storm surge with flood heights of 0.5 m or less.

DENR-MGB recommends that LGUs consider the evacuation of barangays with Moderate, High, and Very High susceptibility to landslide and flood at Charlie level.

Moreover, LGUs should consider the evacuation of barangays with High to Very High rating at Bravo Level, and vigilant monitoring in areas with Moderate ratings.

## N

**BOX N: GUIDELINES ON THE TYPES OF EVACUATION**

The following definitions of terms can guide LGUs in formulating their local policy and protocols for evacuation:

- I. Evacuation Movement – The movement or transfer of a vulnerable population from a danger zone to a safer location.
- II. Voluntary Evacuation – The evacuation movement of individuals and families through their own initiative for self-protection against natural hazards and threats.
- III. Preemptive Evacuation – The time-lined and hazard-specific movement of a vulnerable population from a danger zone to a pre-identified safer location.
- IV. Assisted Evacuation – An evacuation movement where government authorities mobilize manpower, equipment and support facilities to physically help transfer a vulnerable population and their critical belongings, properties and economic resources within the lead time of the safe warning period.
- V. Mandatory Evacuation – The evacuation of a vulnerable population and critical properties and belongings according to warning criteria compliant with local ordinance, internal policy, and national policy.

**BOX O: EVACUATION CENTER STANDARDS**

As stated in the DepEd-DSWD-DILG-DOH Joint Memo Circular No. 1, s. 2013 and the National Disaster Preparedness Plan, the following are the minimum standards for evacuation centers:

**A. Structure and Location:**

- Permanent and disaster-resilient evacuation centers (multi-purpose centers) at the province, municipality, city, or barangay
- Animals relief park - separate space or structure for livestock, domestic animals, and crops
- Not in high-risk areas (refer to DENR-DILG- DND-DPWH-DOST Joint MC No. 01, s.2014)
- Accessibility to people  
At most 6 families per evacuation room (40 m<sup>2</sup>)

**B. Amenities:**

- Toilet for men and women (1:50)
- Additional portable toilets
  - Separate toilets for persons with disabilities
  - Consider designated area and bathrooms for LGBTs
  - Well-lighted

- Can be locked from the inside
- With proper ventilation
- With water supply, pail, dipper and soap
- Generator sets
- Children, women, elderly, and persons with disabilities-friendly space
- Assembly area for relief distribution
- Consider designating couples or conjugal room
- Community kitchen
  - Stove, fuel
  - Kitchen utensils
- Water facilities
- Laundry space
- Boat garage for coastal barangays
- Designated area for proper waste disposal
- Designated parking space or heli base (if available)

**BOX O: EVACUATION CENTER STANDARDS (CONT.)****C. Services**

- On Health and Nutrition
  - Health station or clinic
  - Breastfeeding room
  - Basic drugs, medicines, medical supplies and equipment inside the evacuation center
  - Medical team: doctors, nurses, midwives
  - Hygiene kit (see list of resources needed by the CCCM and F/NFi teams in reference box)
  - Food packs (see list of resources needed by the CCCM and F/NFi teams in reference box)
  - Contraceptives: at the minimum, make these available when needed; inform evacuees that contraceptives are available
  - Crew (Emergency Medical Services)
  - Trained psycho-social support responders: two per LGU, c/o DOH
- On Security
  - At least 1 police officer; consider setting up a Women and Children's Desk
  - 20 tanods: Barangay Peacekeeping Action Team or BPAT, Barangay Emergency Rescue Team or BERT

**D. Other facilities and equipment**

- Mobile or portable shower
- Water tank storage

**BOX P: ISSUANCE OF SUSPENSION OR CANCELLATION OF CLASSES AND WORK**

P

Executive Order No. 66 sets the criteria for the declaration of cancellation of classes and work in LGUs.

Section 2 of the EO states that in the absence of typhoon warning signals from DOST-PAGASA, local chief executives, as chair of the LDRRMC, can implement localized cancellation or suspension of classes and work. They should coordinate with DOST-PAGASA and the NDRRMC, specifically in flood-prone or high risk areas as shown in localized risk maps.

Announcements should be made not later than 4:30 AM on the day of intended cancellation of classes and work, or not later than 11:00 AM for suspension of classes and work in the afternoon session. The information should be disseminated through diverse mass media, particularly radio and television, landline communications and other technologies for communication within the community or locality.



### BOX Q: GUIDELINES ON MANAGEMENT OF THE DEAD AND THE MISSING

Based on NDRRMC Memorandum Circular No. 19, s. 2016, the following are the minimum guidelines for MDM:

#### Pre-Hazard (during peace time)

- Pre-identify a temporary mortuary facility based on observed standards for unidentified and unprocessed human remains
- Check pre-identified temporary burial sites
- Sign a memorandum of agreement with funeral parlors and local private or public hospitals
- Stockpile cadaver bags following the recommended specifications from DOH
- Sign a memorandum of agreement with neighbor LGUs on the augmentation of supplies in times of immediate necessity during emergencies and disasters

#### During (12 hours after landfall)

- Maintain coordination with the National Bureau of Investigation, Philippine National Police-Crime Laboratory, OCD, province, and neighbor LGUs for assistance and augmentation.
- Conduct retrieval operations

#### After (from response to recovery and rehabilitation)

- Coordinate with the NBI to turn over the retrieved dead bodies for identification and processing
- Coordinate with the PNP for reported missing persons
- Coordinate and assist the DSWD in providing financial assistance and psychological support to bereaved families and whose family members are missing
- Facilitate through the Local Health Officer the release of identified dead bodies to the legitimate claimants
- Facilitate burying unidentified processed dead bodies and disposition of unclaimed identified bodies in coordination with NBI and local funeral parlors.
- Submit report on official list of dead and missing people to the province or RDRRMC Operation Center.



R

**BOX R: GUIDELINES IN COORDINATION AND REPORTING**

- Coordination with the province and NGAs
  - Provide an update on the status of preparations of the LGU: what has been done and what will be done in the succeeding hours
  - Provide a checklist of resources, supplies, equipment and number of stockpiled supplies such as relief goods
  - Coordinate the possible augmentation of resources, supplies, vehicle and equipment
  - Maintain constant communication before, during and after the weather disturbance
  - Maintain timely submission of reports including PDRA, situation reports, results of RDANA and PDANA
  
- Coordination with neighboring LGUs
  - Coordinate with neighbor LGUs on augmentation of supplies, equipment and vehicle
  - Coordinate with neighbor LGUs for assistance and support in human resources (depending on the level of risks)
  - Maintain constant communication before, during and after the weather disturbance

Under Rule No. 11 of the Implementing Rules and Regulations of R.A. 10121, the NDRRMC and intermediary LDRRMCs in the province or region act as support to the LGUs, which have the primary responsibility as first disaster responders.

### BOX S: GUIDELINES IN DECLARING A STATE OF CALAMITY

In R.A. 10121, a state of calamity is “a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard”.

Section 16 of R.A. 10121 and Rule 12 of its IRR states that the declaration or lifting of a state of calamity may be issued by the local sanggunian, upon the recommendation of the LDRRMC, based on the results of a damage assessment and needs analysis. It also allows for utilization of 5 percent of the Quick Response Fund.

Section 3 of the IRR states that the criteria for recommending the declaration or lifting of a state of calamity, including epidemics, will be determined by the national or local council.

The NDCC Memo Order No. 04, s. 1998 provides the guidelines for the declaration of a state of calamity:

- The LDRRMC (formerly known as Local Disaster Coordinating Council) will conduct a survey of the affected area within 24 hours upon disaster impact to determine the extent of casualties and damages.
- The Mayor will recommend to the local sangguniang bayan the declaration of a state of calamity in the disaster-affected area, together with appropriate disaster mitigation measures.
- Within 24 hours from the occurrence of the calamity and acting on the mayor’s recommendation, the local sanggunian will immediately convene and pass a resolution declaring their area under a state of calamity and adopting measures to protect the lives and properties in the area.
- When two or more barangays are affected by a disaster, the sangguniang bayan or panglunsod, upon the recommendation of the mayor, may declare the entire municipality or city under a state of calamity. The sanggunian declaration need not be reviewed or approved by the sangguniang panlalawigan.
- The sanggunian concerned will immediately furnish their respective provincial and regional DRRMC as well as the NDRRMC a copy of the sanggunian resolution declaring a state of calamity.

**BOX T: SAMPLE SCRIPT OF MAYORS FOR ALERT/ADVISORY**



Mga kababayan, ako po si Mayor (sabihin ang pangalan). Ito po ay seryosong babala. Ayon sa PAGASA, may bagyong (pangalan ng bagyo) na kakapasok lang sa Philippine area of responsibility. Ito ay maaring dumating sa ating bayan sa (petsa at posibleng oras ng pagdating ng bagyo). Ibig sabihin tatamaan tayo sa (araw). Sa kanyang takbo na (bilis ng bagyo) at sa lakas nitong (lakas ng bagyo) kph, ito’y katulad ng bagyong (nakaraang bagyo na maihahalintulad sa paparating na bagyo) kaya ito ay magdadala ng mga malalakas na hangin at pag-ulan na maaring magdulot ng pagbaha, pagguho ng lupa, o storm surge sa ating bayan/lunsod. Bilang paghahanda, pinapayuhan po ang lahat na ihanda na po natin ang ating mga Go bag/Emergency bag/Emergency Balde na naglalaman ng mga ready-to-eat na pagkain tulad ng biskwit at de lata, mga damit, flashlight, mga gamot, pera, mahahalagang dokumento ng pamilya, mga bote ng tubig at iba pang gamit pang kaligtasan. Siguraduhin na rin po natin na handa at matibay ang ating mga bahay sa mga maaring idulot ng papalapit na bagyo...

**For Alpha and Bravo:**

Pinapayuhan ko ang lahat na maging listo at umantabay sa mga susunod na anunsyo ng maaaring paglikas ng mga pamilyang nasa delikadong lugar at pagkansela ng mga klase (elementarya, sekondarya, kolehiyo) at trabaho sa mga pampubliko at pribadong institusyon. Maari ring ipagbawal ang pangangisda at pagtatawid sa karagatan, ilog, lawa at batis.

**For Charlie:**

Pinapayuhan ko ang lahat na maging listo at umantabay sa mga susunod na anunsyo ukol sa paglikas ng mga pamilyang nasa delikadong lugar. Ipinaparating na rin po ang malaking posibilidad ng pagkansela ng mga klase (elementarya, sekondarya, kolehiyo) at trabaho sa mga pampubliko at pribadong institusyon, pati na rin ang pagbabawal sa pangangisda at pagtawid sa karagatan, ilog, lawa at batis.

Inaasahan ko ang inyong suporta at kooperasyon para sa ikaliligtas ng bawat isa. Maraming salamat po!

**Note:** You can modify this script based on the context of your communities and you can translate it to the local language. You can announce it through the LGU’s public address system, broadcast it in local radios, and send it through text blasts.

**BOX U: FEEDBACK REPORT TO DOST-PAGASA AND DENR-MGB**

LGUs are requested to report the following information to the science agencies:

U

- 1.1. Pangalan ng nag-report
- 1.2. Lugar: Barangay, Munisipalidad, Lungsod, Probinsya, Rehiyon
- 2.1. Kailan umulan: petsa
- 2.2. Oras nagsimulang umulan: oras
- 3.0. Gaano katagal ang pag-ulan: oras o minutong itinagal (e.g., simula 4:00 ng umaga hanggang 12:00 ng tanghali)
- 4.0. Kung pabugso-bugso ang ulan, gaano tumagal ang ulan: oras o minuto
- 5.0. Gaano kalakas ang ulan
- 5.2. Kung may pagbaha sa loob ng isang oras, gaano kataas ang baha: metro o di kaya ay katumbas na bahagi ng katawan
- 6.0. Patuloy pa rin ba ang pag-ulan? (Oo o Hindi)
- 7.0. Kailan at anong oras tuluyang tumigil ang pag-ulan: petsa at oras
- 8.1. May landslide bang nangyari?
- 8.2. Saang lugar naganap ang landslide: kalye, Barangay, Munisipalidad/Lungsod, Probinsya, Rehiyon
- 8.3. Kailan at anong oras nangyari ang landslide: petsa at oras

The LGU may send the following information to DILG-CODIX at:

**091 995 CODIX**  
**(091 995 26349)**

Municipality/City: \_\_\_\_\_  
Name of Typhoon: \_\_\_\_\_  
Wind Speed (in kph): \_\_\_\_\_  
Rainfall: \_\_\_\_\_  
Radius: \_\_\_\_\_  
Signal No: \_\_\_\_\_  
Expected landfall (time): \_\_\_\_\_  
Special Warnings: \_\_\_\_\_

**LOCAL AREA MAP**



# 68 VULNERABLE COMMUNITIES IN MY LGU

	BARANGAY	BARANGAY FOCAL PERSON & CONTACT NUMBER	NO. OF HOUSEHOLDS	DESIGNATED EVACUATION CENTER	PROJECTED NUMBER OF FAMILIES TO BE AFFECTED			REMARKS
					IN THE EVACUATION CENTER	TRANSFERRED TO RELATIVES/ NEIGHBORS	AT HOME	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
					USE ADDITIONAL SHEETS IF NECESSARY			



## **PART III:**

# **CHECKLIST FOR CITY OR MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, CHIEFS OF POLICE, and FIRE MARSHALS**





The City or Municipal Local Government Operations Officers (C/MLGOOs), Chiefs of Police (COPs), and Fire Marshals (FMs) are responsible for providing support to local chief executives in undertaking disaster preparedness actions.

This checklist is designed as a counterpart to the Checklist of Minimum Critical Preparedness Actions for Mayors. It also includes a flowchart for C/MLGOOs, COPs, and FMs in conducting specific actions before, during, and after a disaster. C/MLGOOs must document the actions in the flowchart (forms for documentation are included in the reference boxes). COPs and FMs also have a separate flowchart, which likewise includes preparatory and deployment actions that must be undertaken before, during, and after a disaster.

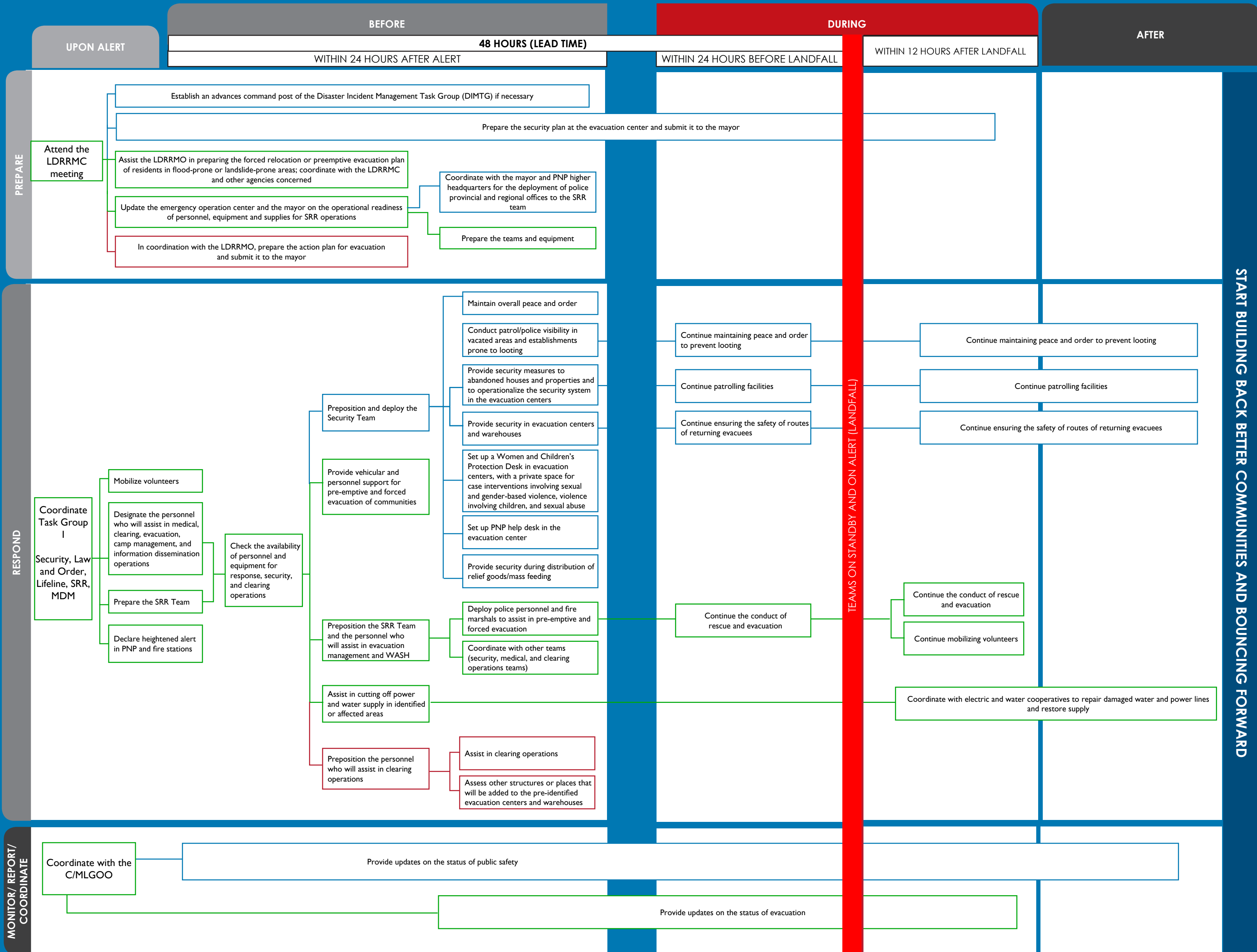
Moreover, it is important that C/MLGOOs, COPs, and FMs understand the Checklist of Minimum Critical Preparedness Actions for Mayors (see the Disaster Preparedness Manual Quick Guide in annex) so that they can better appreciate the importance and relevance of this checklist.

Note that the checklist outlines only the MINIMUM actions to be undertaken by C/MLGOOs, COPs, and FMs. They are encouraged to do more and adapt the actions to local context and conditions. They should also undertake careful planning and preparation based on the local hazard and risk maps, as well as the results of their regular monitoring.



# FLOWCHART FOR CHIEF OF POLICE AND FIRE MARSHALLS

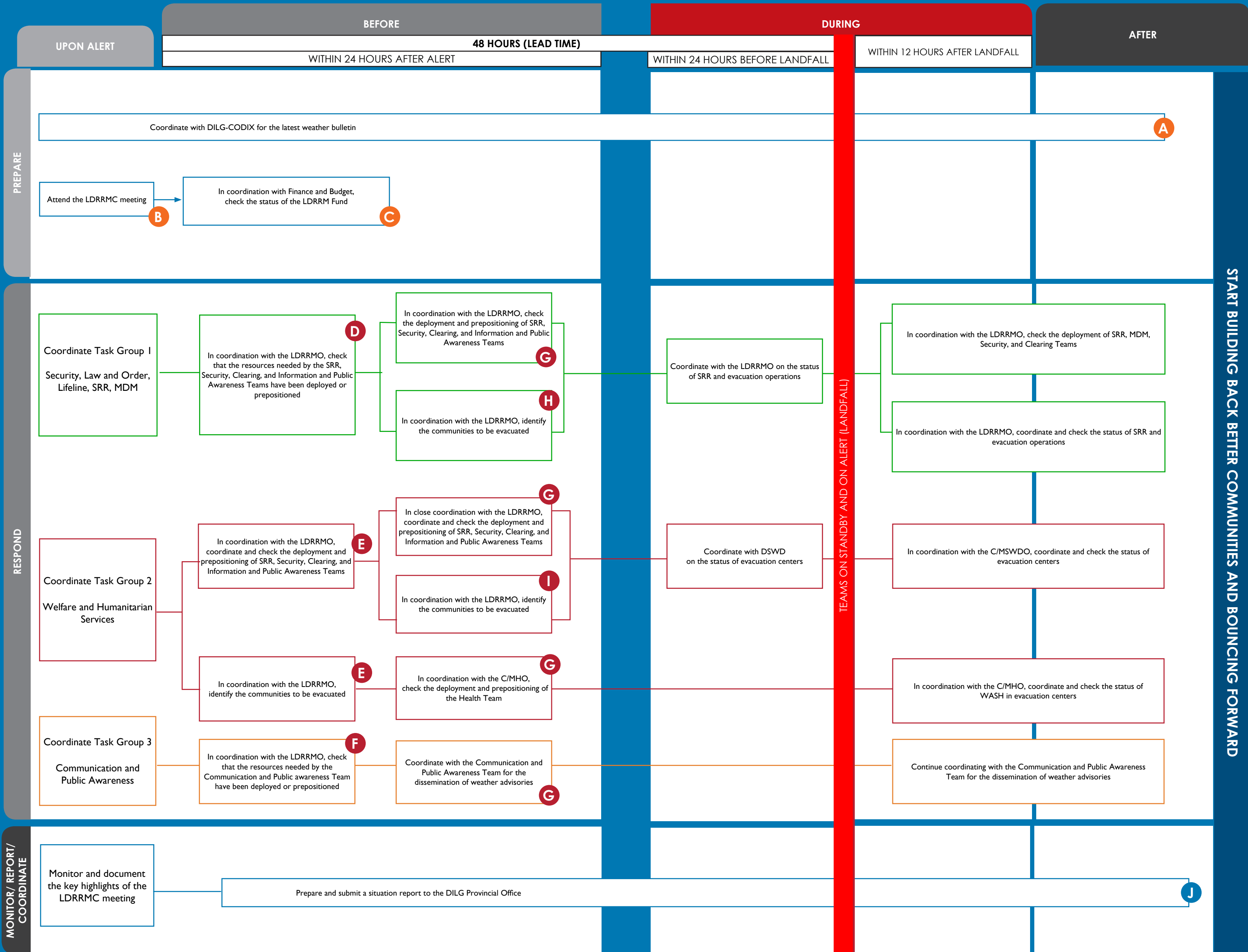
LEGEND: — Chief of Police — Fire Marshall — Joint Action



START BUILDING BACK BETTER COMMUNITIES AND BOUNCING FORWARD



# FLOWCHART FOR CITY/MUNICIPAL LGOOs



TEAMS ON STANDBY AND ON ALERT (LANDFALL)

START BUILDING BACK BETTER COMMUNITIES AND BOUNCING FORWARD



## REFERENCE BOXES FOR C/MLGOOs

A

**FORM A: LIST OF DIRECTIVES DURING A DISASTER**

**Advisory received**       Yes       No

Time: \_\_\_\_\_

From: \_\_\_\_\_

**The Mayor cancelled travel authorities of personnel, sea voyage, classes and work**       Yes       No

Time: \_\_\_\_\_ Hours after the receipt of advisory: \_\_\_\_\_

**Issuance of advisory for the LDRRMC Meeting**

Time: \_\_\_\_\_ Convened at: \_\_\_\_\_



B

**FORM B: MEETING AGENDA IN CONVENING THE LDRRMC**

**Key points discussed:**

**A. Typhoon Path**

1. Municipality/City: \_\_\_\_\_
2. Name of typhoon: \_\_\_\_\_
3. Maximum speed (in kph): \_\_\_\_\_
4. Expected landfall (time): \_\_\_\_\_
5. Copy of the typhoon path displayed in the command post

**B. Hazard/Risk Maps Available**

TYPE OF HAZARD/RISK MAP AVAILABLE	BARANGAY AFFECTED	POPULATION AFFECTED	ASSIGNED EVACUATION CENTER	ESTIMATED NO. OF INDIVIDUALS TO BE EVACUATED TO ASSIGNED EVACUATION CENTERS	REMARKS
1.					
2.					
3.					
4.					
5.					

B

**FORM B: MEETING AGENDA IN CONVENING THE LDRMC (CONT.)**

**C. Evacuation Centers**

BARANGAY AFFECTED	NO. OF EVACUATION CENTERS IN THE BARANGAY	NAME OF EVACUATION CENTERS	CAPACITY (NO. OF FAMILIES/ INDIVIDUALS)	AVAILABLE STOCKPILE	NEEDED STOCKPILE	BUDGET FOR THE NEEDED STOCKPILE	REMARKS
1.							
2.							
3.							
4.							
5.							

**D. Assigned Incident Commander (IC)**

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Incident Command Post: \_\_\_\_\_

**Assigned Deputy Incident Commander/s (DPIC)\***

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Command Post: \_\_\_\_\_

\*To be selected by the appropriate official based on qualifications and experience ; responsible for overall management of on-scene response operation; must be fully qualified as an IC

B

**FORM B: MEETING AGENDA IN CONVENING THE LDRRMC (CONT.)**

**E. Plans for Discussion**

PLAN	PREPARED/ PRESENTED BY	REMARKS
INCIDENT ACTION PLAN		
CONTINGENCY PLAN		
• RESPONSE OPERATIONS		
• EVACUATION PLAN		
• RELIEF OPERATION		

**F. The Mayor organized the following teams and identified the protocols and tasks:**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				
4.				
5.				

B

**FORM B: MEETING AGENDA IN CONVENING THE LDRRC (CONT.)**

**Supply and Asset Management Team**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION/ POSITION/ ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Budget and Finance Team**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

B

**FORM B: MEETING AGENDA IN CONVENING THE LDRPMC (CONT.)**

**TASK GROUP I: SECURITY/LAW AND ORDER, LIFELINE, SRR  
Search, Rescue, Retrieval Team**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Security/Law and Order Team**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

B

**FORM B: MEETING AGENDA IN CONVENING THE LDRRC (CONT.)**

**Clearing Operations Team**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Management of the Dead and Missing Team**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**B**

**FORM B: MEETING AGENDA IN CONVENING THE LDRPMC (CONT.)**

**Other Team/s**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**TASK GROUP 2: WELFARE AND HUMANITARIAN SERVICES**  
**Health Emergency Response Team**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

B

**FORM B: MEETING AGENDA IN CONVENING THE LDRRMC (CONT.)**

**Camp Coordination and Camp Management Team**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Other Team/s**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



B

**FORM B: MEETING AGENDA IN CONVENING THE LDRRMC (CONT.)**

**TASK GROUP 3: COMMUNICATION AND PUBLIC AWARENESS**  
**Communication and Public Awareness Team**

MEMBERS	DESIGNATION, MAIN TASK	CONTACT NO.	LOCATION, POSITION, ASSIGNED EVACUATION CENTER	REMARKS
1.				
2.				
3.				

Head: \_\_\_\_\_

Protocols and Agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

C

**FORM C: GUIDELINES IN UTILIZING THE LDRRM FUND**

1. Total LDRRM Fund for the year: \_\_\_\_\_
2. Available LDRRM Fund \_\_\_\_\_ as of \_\_\_\_\_

LIST OF ACTIVITIES/ PROGRAMS/ ACQUISITIONS	BUDGET ALLOTMENT	SOURCE OF FUND (70% PREPAREDNESS, 30% QRF)	RESPONSIBLE DESIGNATED PERSON/ GROUP	REMARKS
1.				
2.				
3.				

D

**FORM D: LIST OF RESOURCES NEEDED BY TASK GROUP I  
(SRR, SECURITY, AND CLEARING OPERATIONS TEAMS)**

Refer to the resources needed on the Mayor's Checklist

SUPPLIES	UNITS PREPOSITIONED, PREPARED (√ if prepositioned or prepared; X if not)	POSITIONED AT	REMARKS (SUFFICIENT/INSUFFICIENT)
First aid kits & clean delivery kits			
Face masks			
Gloves			
Medicines			
Vaccines			
Cadaver bags			
EQUIPMENT	UNITS PREPOSITIONED/ PREPARED (√ if prepositioned or prepared; X if otherwise)	POSITIONED AT	REMARKS (SUFFICIENT/INSUFFICIENT)
Boat			
Van			
Trucks			
Bus			
Ambulance			
Amphibious vehicle			
Backhoe			
Dump truck			
Fire trucks			
Crawler			
Tractor			
Scoop loader			
Siren			

D

**FORM D: LIST OF RESOURCES NEEDED BY TASK GROUP I  
(SRR, SECURITY, LAW AND ORDER, AND CLEARING OPERATIONS TEAMS)**

Refer to the resources needed on the Mayor's Checklist

EQUIPMENT	UNITS PREPOSITIONED/ PREPARED ( √ if prepositioned/prepared; X if otherwise)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
Megaphone			
Whistle			
Two-way radio			
GPS device			
Other communications equipment			
Ropes			
Throw bags			
Searchlight, flashlight			
Protective gears • Helmet • Life vest			
Reflectorized vest			
Extrication kit • Spine board • Shovel • Chainsaw • Jack hammer • Alternative digging device			
Bolo			
Chainsaw			
Shovel			

D

**FORM D: LIST OF RESOURCES NEEDED BY TASK GROUP I  
(SRR, SECURITY, LAW AND ORDER, AND CLEARING OPERATIONS TEAMS)**

Refer to the resources needed on the Mayor's Checklist

EQUIPMENT	UNITS PREPOSITIONED/ PREPARED (√ if prepositioned or prepared; X if otherwise)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
Water pump			
Mobile water treatment			
Caution tape			
K9 unit			
STOCKPILE	UNITS PREPOSITIONED/ PREPARED (√ if prepositioned or prepared; X if otherwise)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
Gasoline			
Extra batteries			
Portable generator, solar- powered generator, flashlights			
Potable water			
Food pack <ul style="list-style-type: none"> <li>• Rice</li> <li>• Canned goods</li> <li>• Noodles</li> <li>• Ready-to-eat meals</li> </ul>			

E

**FORM E: LIST OF RESOURCES NEEDED BY TASK GROUP 2  
(WELFARE AND HUMANITARIAN SERVICES TEAM)**

Refer to the resources needed on the Mayor's Checklist

SUPPLIES	UNITS PREPOSITIONED/PREPARED (√ if prepositioned or prepared; X if not)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
Registration logbook			
Pens			
EQUIPMENT	UNITS PREPOSITIONED/PREPARED (√ if prepositioned or prepared; X if not)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
Standby vehicles			
Megaphone			
Whistle			
Two-way radio			
Other communications equipment			
Flashlight			
TV or radio			
EQUIPMENT	UNITS PREPOSITIONED/PREPARED (√ if prepositioned or prepared; X if not)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
First aid kits & clean delivery kits			
Medicines			
<ul style="list-style-type: none"> <li>• Food pack</li> <li>• Rice</li> <li>• Canned goods</li> <li>• Noodles</li> <li>• Ready-to-eat meals</li> </ul>			

E

**FORM E: LIST OF RESOURCES NEEDED BY TASK GROUP 2  
(WELFARE AND HUMANITARIAN SERVICES TEAM)**

(Please be guided with the list of resources needed indicated in the Mayor's Checklist)

SUPPLIES	UNITS PREPOSITIONED/ PREPARED (√ if prepositioned or prepared; X if not)	POSITIONED AT	REMARKS (SUFFICIENT/INSUFFICIENT)
Potable water			
Hygiene kit <ul style="list-style-type: none"> <li>• Soap</li> <li>• Shampoo</li> <li>• Alcohol</li> <li>• Toothbrush</li> <li>• Toothpaste</li> <li>• Sanitary pads</li> <li>• Deodorant</li> </ul>			
Clothing <ul style="list-style-type: none"> <li>• Shirts</li> <li>• Shorts, pants</li> <li>• Jacket</li> <li>• Raincoat</li> <li>• Hard hat</li> <li>• Boots</li> </ul>			
Gasoline			
Extra batteries			
Portable generator			
Flashlights			
Beds			
Beddings			
Portable toilets			
Mosquito nets			

F

**FORM F: LIST OF RESOURCES NEEDED BY TASK GROUP 3  
(COMMUNICATION AND PUBLIC AWARENESS TEAM)**

Refer to the resources needed on the Mayor's Checklist

DATA AND INFORMATION	UNITS PREPOSITIONED/ PREPARED (√ if prepositioned or prepared; X if not)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
Maps <ul style="list-style-type: none"> <li>• Hazard maps</li> <li>• Risk maps</li> <li>• Vulnerability maps</li> </ul>			
Directory, contact number of key local and national DRRM officials, TV and radio stations, school principals and administrators			
Copy of the advisory from PAGASA, CODIX			
Template of public service announcements			
EQUIPMENT	UNITS PREPOSITIONED/ PREPARED (√ if prepositioned or prepared; X if not)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
Central hotline (operated and monitored by the Command Center)			
Vehicles			
Siren, batingaw			
Telephone			
Fax machine			

F

**(COMMUNICATION AND PUBLIC AWARENESS TEAM)**

Refer to the resources needed on the Mayor's Checklist

EQUIPMENT	UNITS PREPOSITIONED/ PREPARED (√ if prepositioned or prepared; X if not)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
Internet connection			
Megaphone			
Two-way radio			
GPS device			
Other communications equipment			
Flashlight			
Transistor radio (single frequency)			
SUPPLIES	UNITS PREPOSITIONED/ PREPARED (√ if prepositioned or prepared; X if not)	POSITIONED AT	REMARKS (SUFFICIENT/ INSUFFICIENT)
Gasoline			
Extra batteries			
Portable generator			





**FORM G: GUIDELINES FOR THE DEPLOYMENT OF TEAMS**

Refer to the deployment and operations of each cluster on the Checklist of Critical Preparedness Actions. Report of the deployment of each cluster team can be requested from the LDRRMO

**SEARCH, RESCUE AND RETRIEVAL TEAM**

Team Leader: \_\_\_\_\_  
 Time and Date of Deployment: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_

**SECURITY TEAM**

Team Leader: \_\_\_\_\_  
 Time and Date of Deployment: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_

**CLEARING OPERATIONS TEAM**

Team Leader: \_\_\_\_\_  
 Time and Date of Deployment: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_

**CAMP COORDINATION AND CAMP MANAGEMENT TEAM**

Team Leader: \_\_\_\_\_  
 Time and Date of Deployment: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_



**FORM G: GUIDELINES FOR THE DEPLOYMENT OF TEAMS (CONT.)**

Refer to the deployment and operations of each cluster on the Checklist of Critical Preparedness Actions. Report of the deployment of each cluster team can be requested from the LDRRMO

**HEALTH EMERGENCY RESPONSE TEAM**

Team Leader: \_\_\_\_\_

Time and Date of Deployment: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**FOOD AND NON-FOOD ITEMS TEAM**

Team Leader: \_\_\_\_\_

Time and Date of Deployment: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**COMMUNICATION AND PUBLIC AWARENESS TEAM**

Team Leader: \_\_\_\_\_

Time and Date of Deployment: \_\_\_\_\_

Contact Number: \_\_\_\_\_

H

**FORM H: COMMUNITIES TO BE EVACUATED**

Data and information on this form are provided by the LDRRMO

LANDSLIDE-PRONE BARANGAYS							
BARANGAY	ACTUAL NO. OF FAMILIES EVACUATED	ACTUAL NO. OF INDIVIDUALS EVACUATED		EVACUATION CENTERS OCCUPIED	TIME OF EVACUATION		REMARKS, SPECIAL INSTRUCTIONS
		MALE	FEMALE		IN	OUT	
1.							
2.							
3.							
4.							
5.							
COASTAL AND ISLAND BARANGAYS							
BARANGAY	ACTUAL NO. OF FAMILIES EVACUATED	ACTUAL NO. OF INDIVIDUALS EVACUATED		EVACUATION CENTERS OCCUPIED	TIME OF EVACUATION		REMARKS, SPECIAL INSTRUCTIONS
		MALE	FEMALE		IN	OUT	
1.							
2.							
3.							
4.							
5.							

H

**FORM H: COMMUNITIES TO BE EVACUATED (CONT.)**

Data and information on this form are provided by the LDRRMO.

BARANGAYS NEAR RIVER BANKS AND WATERWAYS							
BARANGAY	ACTUAL NO. OF FAMILIES EVACUATED	ACTUAL NO. OF INDIVIDUALS EVACUATED		EVACUATION CENTERS OCCUPIED	TIME OF EVACUATION		REMARKS, SPECIAL INSTRUCTIONS
		MALE	FEMALE		IN	OUT	
1.							
2.							
3.							
FLOOD-PRONE BARANGAYS							
BARANGAY	ACTUAL NO. OF FAMILIES EVACUATED	ACTUAL NO. OF INDIVIDUALS EVACUATED		EVACUATION CENTERS OCCUPIED	TIME OF EVACUATION		REMARKS, SPECIAL INSTRUCTIONS
		MALE	FEMALE		IN	OUT	
1.							
2.							
3.							



**FORM I: EVACUATION CENTER STANDARDS**

**STRUCTURE AND LOCATION**

Permanent and disaster-resilient evacuation centers (multi-purpose centers) at the province, municipality, city, or barangay.

Guidelines for assessment and reporting

- Not in high-risk areas (refer to risk map)
- Accessibility for people
- At most 6 families per evacuation room (40 m2)

NAME OF EVACUATION CENTER	LOCATION	CAMP MANAGER	CONTACT NUMBER	CAPACITY (NO. OF EVACUEES)	ACTUAL NUMBER OF EVACUEES ACCOMODATED	REMARKS
1.						
2.						
3.						

Animals – Relief Park (separate space or structure for livestock, domestic animals and crops)

NAME OF EVACUATION CENTER	LOCATION	CAMP MANAGER	CONTACT NUMBER	CAPACITY (NO. OF EVACUEES)	ACTUAL NUMBER OF ACCOMODATED EVACUEES	REMARKS
1.						
2.						
3.						

## FORM I: EVACUATION CENTER STANDARDS

## AMENITIES

AMENITIES	LOCATION POSITION	NO. OF AVAILABLE UNITS	NO. OF EVACUEES BENEFITTED	NO. OF UNITS NEEDED	REMARKS
Toilet for men and women (1:50) Additional portable toilets and Guidelines for assessment: <ul style="list-style-type: none"> <li>• Separate toilet for persons with disabilities</li> <li>• Consider designated area and bathrooms for LGBTs</li> <li>• Well-lighted</li> <li>• With water supply, pail, dipper, soap</li> </ul>					
Generator sets					
Child, women, elderly and PWD-friendly space					
Assembly area for relief distribution					
Consider designating couples or conjugal room					
Couples or conjugal room Guidelines for assessment: <ul style="list-style-type: none"> <li>• Stove/fuel</li> <li>• Kitchen utensils</li> <li>• Water facilities</li> <li>• Laundry space</li> </ul>					
Boat garage for coastal barangays					

I

**FORM I: EVACUATION CENTER STANDARDS**

**SERVICES  
HEALTH AND NUTRITION**

AMENITIES	LOCATION POSITION	NO. OF AVAILABLE UNITS	NO. OF EVACUEES BENEFITTED	NO. OF UNITS NEEDED	REMARKS
Health station, clinic					
Breastfeeding room					
Basic drugs:					
Medicines					
1. _____					
2. _____					
3. _____					
Medical supplies					
1. _____					
2. _____					
3. _____					
Medical equipment					
1. _____					
2. _____					
3. _____					
Hygiene kit:					
• Toothpaste					
• Toothbrush					
• Soap					
• Shampoo					
• Sanitary pads					
• Diaper					



**FORM I: EVACUATION CENTER STANDARDS**

**SERVICES  
HEALTH AND NUTRITION**

Food packs:	
• Canned goods	
• Ready-to-eat meals	
• Noodles	
• Water	
• Milk for infants	
Contraceptives	

**PERSONNEL**

**MEDICAL TEAM IN THE EVACUATION CENTER: DOCTORS, NURSES, MIDWIVES**

Team Leader: \_\_\_\_\_

Contact No.: \_\_\_\_\_

1.		
2.		
3.		
4.		
5.		





**FORM I: EVACUATION CENTER STANDARDS**

**CREW  
EMERGENCY MEDICAL SERVICES**

Team Leader: \_\_\_\_\_

Contact No.: \_\_\_\_\_

1.		
2.		
3.		
4.		
5.		

**TRAINED PSYCHOSOCIAL SUPPORT RESPONDERS  
(AT LEAST 2 PER PROVINCE, CITY, MUNICIPALITY, OR BARANGAY FROM DOH)**

Team Leader: \_\_\_\_\_

Contact No.: \_\_\_\_\_

1.		
2.		
3.		
4.		
5.		



**FORM I: EVACUATION CENTER STANDARDS**

**SECURITY  
POLICE OFFICERS**

NAME	DESIGNATION	REMARKS
1.		
2.		
3.		
4.		
5.		

**15 TANODS (BPAT/BERT)**

NAME	DESIGNATION	REMARKS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**FORM I: EVACUATION CENTER STANDARDS**

**DESIGNATED PARKING SPACE, HELIBASE**

NAME	DESIGNATED PARKING SPACE/ HELIBASE	REMARKS
1.		
2.		
3.		
4.		
5.		



J

**FORM J: MONITORING AND REPORTING**

**Note:** Monitoring and reporting should be done every 4 hours by the heads of each team to facilitate real-time updates. However, this does not preclude immediate reporting of a pressing concern.

MEMBERS (HEAD OF EACH TEAM)	DESIGNATION, MAIN TASK	CONTACT NO.	REMARKS
1.			
2.			
3.			
4.			
5.			

Protocols and Agreements (Monitoring and Reporting):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

J

**FORM J: MONITORING AND REPORTING**

**GENERAL REPORTING TEMPLATES  
SEARCH, RESCUE, RETRIVAL AND EVACUATION MANAGEMENT TEAMS**

BARANGAY	NO. OF FAMILIES EVACUATED	NO. OF INDIVIDUALS EVACUATED		EVACUATION CENTERS OCCUPIED	DATE AND TIME OF EVACUATION	REMARKS, SPECIAL INSTRUCTION
		MALE	FEMALE			

**CLEARING OPERATIONS TEAM**

DATE AND TIME	BARANGAY	BRIDGES, ROADS, PORTS (SEA/AIR)	STATUS	REMARKS, SPECIAL INSTRUCTIONS

**OTHER TEAMS**

DATE AND TIME	STATUS, UPDATES	REMARKS, SPECIAL INSTRUCTIONS

J

### FORM J: MONITORING AND REPORTING

#### LGU COVERAGE

- \_\_\_\_\_

#### PREPAREDNESS MEASURES

##### A. DILG PREPAREDNESS ACTIONS (from the latest to earliest)

As of \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

##### B. DILG REGIONAL OFFICES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

J

**FORM J: MONITORING AND REPORTING**

**SPECIAL CONCERNS AND AREAS**

**CANCELLATION OF CLASSES**

PROVINCE	CITY, MUNICIPALITY	REMARKS

**DAM STATUS (if applicable)**

REGION _____				
DAMS	LOCATION	ELEVATION	WATER LEVEL	GATE OPENING

**STATE OF CALAMITY**

REGION _____		
PROVINCE	CITY/MUNICIPALITY	REMARKS

REGION _____		
PROVINCE	CITY/MUNICIPALITY	REMARKS

J

**FORM J: MONITORING AND REPORTING**

**IMPACT**

**STATUS OF EVACUATION**

Pre-emptive Evacuation			
As of _____			
Region, Province, Municipality, Barangay	No. of Families Evacuated	Evacuation Center	Date and Time of Evacuation
Region _____			
(Province)			
(Municipality)			



J

**FORM J: MONITORING AND REPORTING**

**CASUALTIES**

**DEAD**

(PROVINCE)

Municipality	Barangay	Name	Age, Sex	Address	Cause of Death	Incident Date	Remarks

**INJURED**

(PROVINCE)

Name	Age, Sex	Address	Cause	Incident Date

J

**FORM J: MONITORING AND REPORTING****STATUS OF LIFELINES****BRIDGES, ROADS, AND OTHER INFRASTRUCTURES**

REGION _____			
PROVINCE, CITY, MUNICIPALITY	BRIDGE, ROAD, OTHER INFRASTRUCTURE	STATUS	REMARKS

**SEAPORTS**

REGION _____			
PROVINCE, CITY, MUNICIPALITY	BRIDGE, ROAD, OTHER INFRASTRUCTURE	STATUS	REMARKS

**AIRPORTS**

REGION _____			
PROVINCE, CITY, MUNICIPALITY	BRIDGE, ROAD, OTHER INFRASTRUCTURE	STATUS	REMARKS

J

**FORM J: MONITORING AND REPORTING**

**STATUS OF LIFELINES**

**FLOODED AREAS**

REGION _____			
CITY, MUNICIPALITY	BARANGAYS	DEPTH OF FLOODING	CAUSE OF FLOODING
(Province)			
(City, Municipality)			

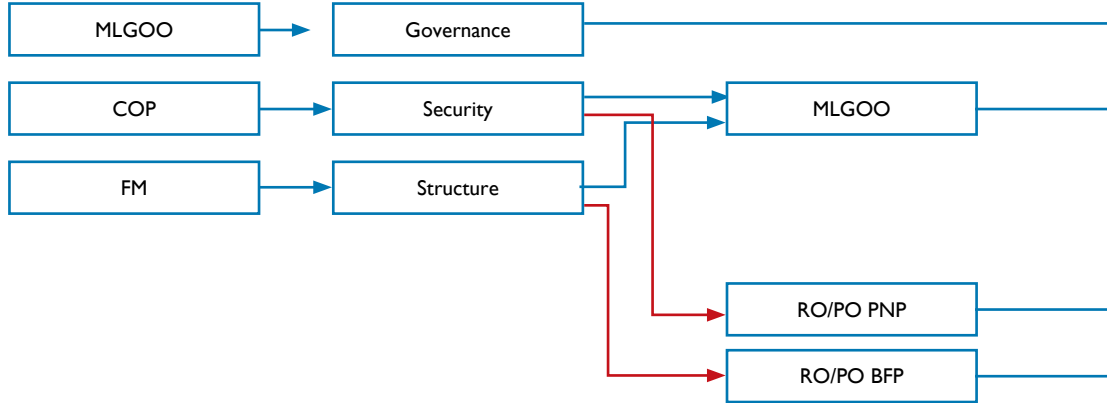
**LANDLIDES**

REGION _____			
CITY, MUNICIPALITY	BARANGAYS	DEPTH OF FLOODING	CAUSE OF FLOODING
(Province)			
(City, Municipality)			

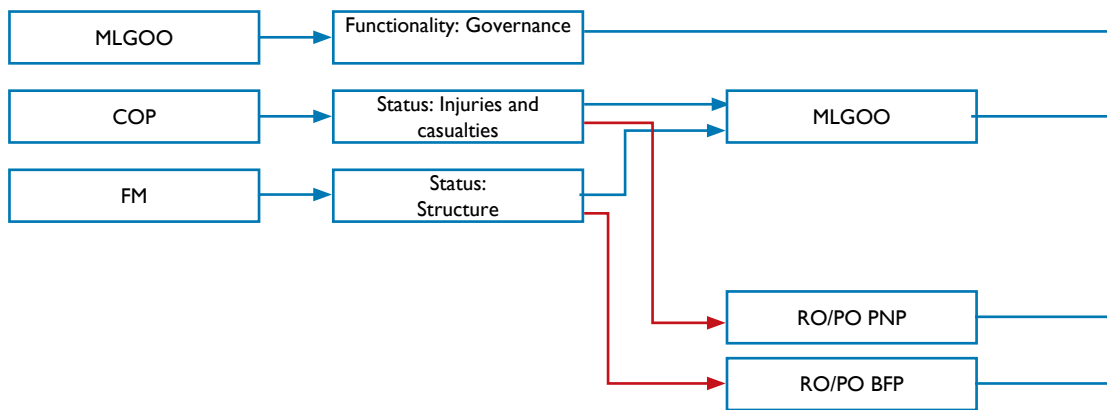
**POWER INTERRUPTION**

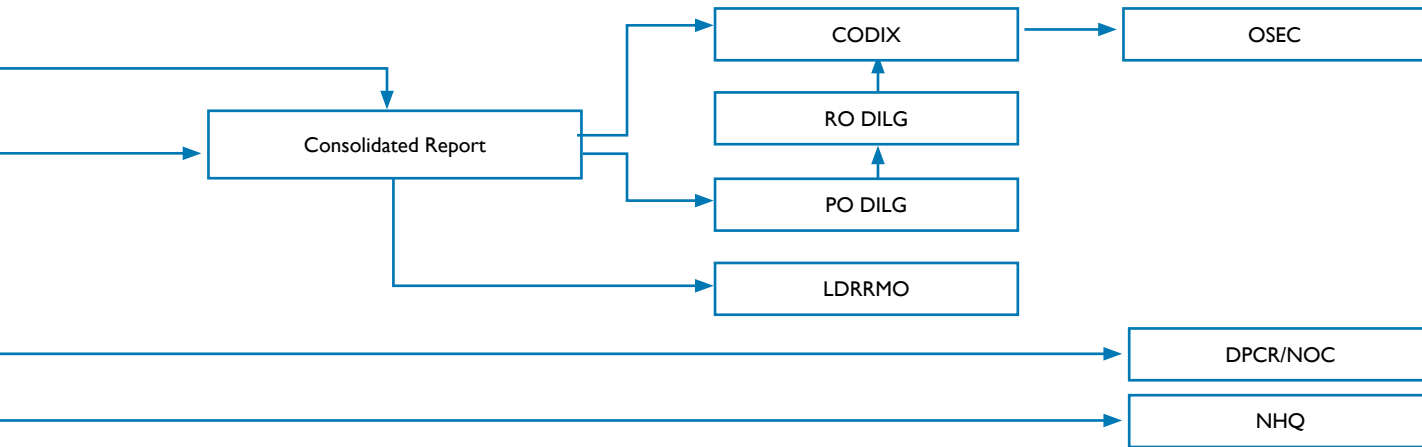
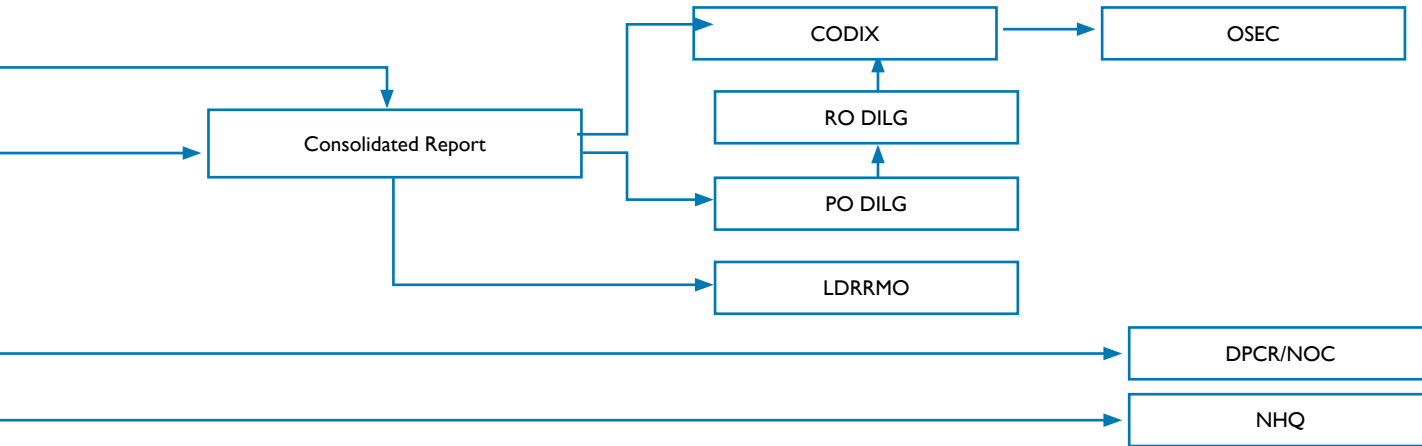
REGION _____			
PROVINCE	AREAS	DATE & TIME	RESTORES, REMARKS
(Province)			
(City/Municipality)			

**BEFORE**  
What were the preparations made?



**AFTER**  
What are the effects observed?







**Armed Forces of the Philippines (AFP)**

- » Website: [www.afp.mil.ph](http://www.afp.mil.ph) or [mail3.afp.mil.ph](mailto:mail3.afp.mil.ph)
- » Tele-fax: (+632) 911 6436



**Bureau of Fire Protection (BFP)**

- » Website: [www.dotr.gov.ph](http://www.dotr.gov.ph)
- » Twitter: @DOTrPH
- » Facebook: [www.facebook.com/DOTrPH](http://www.facebook.com/DOTrPH)
- » Hotline: (+632) 7890, (+632) 790 8300, (+632) 790 8400, (+632) 723-4925



**Central Office Disaster Information Coordinating Center (DILG-CODIX)**

- » Facebook: [www.facebook.com/dilgcodix](http://www.facebook.com/dilgcodix)
- » Hotline: (+632) 245-1887
- » Email: [dilgpcen@gmail.com](mailto:dilgpcen@gmail.com)



**Civilian Aviation Authority of the Philippines (CAAP)**

- » Website: [www.caap.gov.ph](http://www.caap.gov.ph)
- » Twitter: @CAAP\_Operation
- » Facebook: [www.facebook.com/Civil-Aviation-Authority-of-the-Philippines](http://www.facebook.com/Civil-Aviation-Authority-of-the-Philippines)
- » Hotline: (+632) 944 2030
- » Email: [information@mis.caap.gov.ph](mailto:information@mis.caap.gov.ph)



**Climate Change Commission (CCC)**

- » Website: [www.climate.gov.ph](http://www.climate.gov.ph)
- » Twitter: @CCCPhil
- » Facebook: <https://www.facebook.com/CCCPh/>
- » Mobile: (+632) 353-8494
- » Email: [info@climate.gov.ph](mailto:info@climate.gov.ph)



**Commission on Audit (CoA)**

- » Website: [www.coa.gov.ph](http://www.coa.gov.ph)
- » Tele-fax: 952-5700; 931-9207; 931-9268
- » Email: [coaweb@coa.gov.ph](mailto:coaweb@coa.gov.ph)



**Commission on Higher Education (CHED)**

- » Website: [ched.gov.ph](http://ched.gov.ph)
- » Twitter: @PhCHED
- » Facebook: [www.facebook.com/PhCHED.gov](http://www.facebook.com/PhCHED.gov)
- » Hotline: (+632) 441 1260
- » Email: [info@ched.gov.ph](mailto:info@ched.gov.ph)



**Department of Agriculture (DA)**

- » Website: [www.da.gov.ph](http://www.da.gov.ph)
- » Twitter: @ByahengBukid
- » Facebook: [www.facebook.com/ByahengBukid](http://www.facebook.com/ByahengBukid)
- » Hotline: (+632) 273 2474, (+632) 928 8576 to 65;; (+632) 920 3986
- » Email: [osec.da@gmail.com](mailto:osec.da@gmail.com)



**Department of Budget and Management (DBM)**

- » Website: [www.dbm.gov.ph](http://www.dbm.gov.ph)
- » Twitter: @DBMgovph
- » Facebook: [www.facebook.com/DBMgovph](http://www.facebook.com/DBMgovph)
- » Hotline: (+632)735 7933, (+632) 657 3300



**Department of Education (DepED)**

- » Website: [www.deped.gov.ph](http://www.deped.gov.ph)
- » Twitter: @DepEd\_PH
- » Facebook: [www.facebook.com/DOTrPH](http://www.facebook.com/DOTrPH)
- » Hotline: (+632) 631 6033, (+632) 636 1663;; (+632) 633 1942, (+63 919) 456 0027
- » Email: [action@deped.gov.ph](mailto:action@deped.gov.ph)



## Department of Energy (DOE)

- » Website: [www.doe.gov.ph](http://www.doe.gov.ph)
- » Twitter: @doe\_ph
- » Facebook: [www.facebook.com/doe.gov.ph](http://www.facebook.com/doe.gov.ph)
- » Hotline: (+632)479 2900



## Department of Environment and Natural Resources (DENR)

- » Website: [www.denr.gov.ph](http://www.denr.gov.ph)
- » Twitter: @DENROfficial
- » Facebook: [www.facebook.com/DENROfficial](http://www.facebook.com/DENROfficial)
- » Hotline: (+632) 928 2910, (+632) 929 6626, (+632) 755 3330
- » Mobile No: +6329296626



## Department of Foreign Affairs (DFA)

- » Website: [www.dfa.gov.ph](http://www.dfa.gov.ph)
- » Twitter: @DFAPHL
- » Facebook: [www.facebook.com/dfaphl](http://www.facebook.com/dfaphl)
- » Hotline: (+632) 834 3000, (+632) 834 4000



## Department of Health (DOH)

- » Website: <http://www.doh.gov.ph>
- » Telephone: (+632) 6517800
- » Email: [ftduque@co.doh.gov.ph](mailto:ftduque@co.doh.gov.ph)



## Department of Interior and Local Government (DILG)

- » Website: [www.dilg.gov.ph](http://www.dilg.gov.ph)
- » Twitter: @DILGPhilippines
- » Facebook: [www.facebook.com/dilg.philippines](http://www.facebook.com/dilg.philippines)
- » Hotline: (+632) 925-0330 / 925-0331
- » Fax: 925-0332



## Department of Justice (DOJ)

- » Website: [www.doj.gov.ph](http://www.doj.gov.ph)
- » Twitter: @DOJPH
- » Facebook: [www.facebook.com/DOTrPH](http://www.facebook.com/DOTrPH)
- » Hotline: (+632) 523 8481 to 98
- » Email: [communications@doj.gov.ph](mailto:communications@doj.gov.ph)



## Department of Labor and Employment

- » Website: [www.dole.gov.ph](http://www.dole.gov.ph)
- » Twitter: @laborgovph
- » Facebook: [www.facebook.com/laborandemployment](http://www.facebook.com/laborandemployment)
- » Hotline: (+632) 527 3000, 1349



## Department of Public Works and Highways (DPWH)

- » Website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph)
- » Twitter: @DPWHph
- » Facebook: [www.facebook.com/dpwhph](http://www.facebook.com/dpwhph)
- » Hotline: (+632) 16 502, 2920, (+632) 165 02



## Department of Social Welfare and Development (DSWD)

- » Website: [www.dswd.gov.ph](http://www.dswd.gov.ph)
- » Twitter: @dswdserves
- » Facebook: [www.facebook.com/dswdserves](http://www.facebook.com/dswdserves)
- » Hotline: (+632) 931 8101, (+632) 931 8101 to 07; (+632) 733 0010 to 18
- » Email: [foncr@dswd.gov.ph](mailto:foncr@dswd.gov.ph)



## Department of Tourism (DOT)

- » Website: [www.tourism.gov.ph](http://www.tourism.gov.ph)
- » Twitter: @TourismPHL
- » Facebook: [www.facebook.com/DepartmentOfTourism](http://www.facebook.com/DepartmentOfTourism)
- » Hotline: (+632) (459 5200 , (+632) 459-5200 to 30



**Department of Transportation (DOTr)**

- » Website: [www.dotr.gov.ph](http://www.dotr.gov.ph)
- » Twitter: @DOTrPH
- » Facebook: [www.facebook.com/DOTrPH](http://www.facebook.com/DOTrPH)
- » Hotline: (+632) 7890, (+632) 790 8300, (+632) 790 8400, (+632) 723 4925
- » Email: [actioncenter@dotr.gov.ph](mailto:actioncenter@dotr.gov.ph) or [webmaster@dotr.gov.ph](mailto:webmaster@dotr.gov.ph)



**Department of Trade and Industry (DTI)**

- » Website: [www.dti.gov.ph](http://www.dti.gov.ph)
- » Twitter: @DtiPhilippines
- » Facebook: [www.facebook.com/DTI.Philippines](http://www.facebook.com/DTI.Philippines)
- » Hotline: (+632) 751 3330, (+632) 751 0384
- » Mobile: +639178343330
- » Email: [ask@dti.gov.ph](mailto:ask@dti.gov.ph)



**Government Service Insurance System (GSIS)**

- » Website: [www.gsis.gov.ph](http://www.gsis.gov.ph)
- » Twitter: @talktoGSIS
- » Facebook: [www.facebook.com/gsis.ph](http://www.facebook.com/gsis.ph)
- » Hotline: (+632) 976-4900 to 02



**Housing and Urban Development Coordinating Council (HUDCC)**

- » Website: [www.hudcc.gov.ph](http://www.hudcc.gov.ph)
- » Twitter: @HUDCC\_ph
- » Facebook: [www.facebook.com/hudcc.gov.ph](http://www.facebook.com/hudcc.gov.ph)
- » Hotline: (+632) 812-2284
- » Mobile No: 0917 6259726 or 0917 6259971
- » Email: [info@hudcc.gov.ph](mailto:info@hudcc.gov.ph)



**League of Cities of the Philippines (LCP)**

- » Website: [www.lcp.org.ph](http://www.lcp.org.ph)
- » Hotline: (+632) 470 6837, (+632) 470 6813; (+632) 470 6843
- » Email: [league.cities.philippines@gmail.com](mailto:league.cities.philippines@gmail.com)



**League of Municipalities of the Philippines (LMP)**

- » Website: [www.lmp.org.ph](http://www.lmp.org.ph)
- » Hotline: (+632) 913 5737 to 38, (+632) 912 0349; (+632) 440 7280, (+632) 440 730
- » Email: [president@lmp.org.ph](mailto:president@lmp.org.ph)



**League of Provinces of the Philippines (LPP)**

- » Website: [www.lpp.gov.ph](http://www.lpp.gov.ph)
- » Hotline: (+632) 687 5399, (+632) 631 0170; (+632) 631 0197, (+632) 687 4048
- » Email: [lppsec2007@yahoo.com](mailto:lppsec2007@yahoo.com)



**Local Government Academy (LGA)**

- » Website: [www.lga.gov.ph](http://www.lga.gov.ph)
- » Hotline: (+632) 634-6416; (+632) 634-8430
- » Fax: (+632) 634-6567
- » Email: [lgamail@lga.gov.ph](mailto:lgamail@lga.gov.ph)



**Mines and Geosciences Bureau**

- » Website: [www.mgb.gov.ph](http://www.mgb.gov.ph)
- » Hotline: (+632) 920-9120; (+632) 920-9136; (+632) 667-6700; (+632) 920-1635
- » Email: [central@mgb.gov.ph](mailto:central@mgb.gov.ph)



**National Anti-Poverty Commission (NAPC)**

- » Website: [www.napc.gov.ph](http://www.napc.gov.ph)
- » Twitter: @NAPC\_PH
- » Facebook: [www.facebook.com/NAPC.PH](http://www.facebook.com/NAPC.PH)
- » Hotline: (+632) 426-5028 / (+632) 426-5019 / (+632) 426-4956 / (+632)426-5144
- » Email: [info@napc.gov.ph](mailto:info@napc.gov.ph)



**National Commission on the Role of Filipino Women (NCRFW)**

- » Website: [www.pcw.gov.ph](http://www.pcw.gov.ph)
- » Twitter:
- » Facebook: [www.facebook.com/PCWgovph](http://www.facebook.com/PCWgovph)
- » Hotline: (+632) 736 5249, (+632) 736 7712; (+632) 736 4449, (+632) 735 4767
- » Email: [oed@pcw.gov.ph](mailto:oed@pcw.gov.ph)





## National Disaster Risk Reduction and Management Council (NDRRMC)

- » Website: [www.ndrrmc.gov.ph](http://www.ndrrmc.gov.ph)
- » Twitter: @NDRRMC\_OpCen
- » Facebook: [www.facebook.com/ndrrmc.opcen](http://www.facebook.com/ndrrmc.opcen)
- » Hotline: (+632) 911 1406, (+632) 912 2665, (+632) 912 5668, (+632) 912 0441, (+632) 911 5061 to 65; local 100
- » Email: [ndrrmoc@gmail.com](mailto:ndrrmoc@gmail.com)



## National Grid Corporation of the Philippines (NGCP)

- » Website: [www.ngcp.ph](http://www.ngcp.ph)
- » Twitter: @NGCP\_ALERT
- » Facebook: [www.facebook.com/NGCPph](http://www.facebook.com/NGCPph)
- » Hotline: (+632) 981 2100, (+632) 981-2100/2118
- » Mobile: 0917 8476427, 0918 8476427
- » Email: [corpcomm@ngcp.ph](mailto:corpcomm@ngcp.ph)



## Office of the Civil Defense (OCD)

- » Website: [www.oed.gov.ph](http://www.oed.gov.ph)
- » Twitter: @civildefensePH
- » Facebook: [www.facebook.com/civildefensePH](http://www.facebook.com/civildefensePH)
- » Hotline: (+632) 911 5061 to 65



## Office of the Presidential Adviser on the Peace Process (OPAPP)

- » Website: [www.peace.gov.ph](http://www.peace.gov.ph)
- » Hotline: (+632) 636 0701 to 07, (+632) 638 2216
- » Email: [feedback@opapp.net](mailto:feedback@opapp.net)



## Philippine Atmospheric Geophysical Astronomical Services Administration (PAGASA)

- » Website: [bagong.pagasa.dost.gov.ph](http://bagong.pagasa.dost.gov.ph)
- » Twitter: @dost\_pagasa
- » Facebook: [www.facebook.com/PAGASA.DOST.GOV.PH](http://www.facebook.com/PAGASA.DOST.GOV.PH)
- » Hotline: (+632) 434 2696, (+632) 926 4258, (+632) 927 1571
- » Email: [piias@pagasa.dost.gov.ph](mailto:piias@pagasa.dost.gov.ph)



## Philippine Coast Guard (PCG)

- » Website: [www.coastguard.gov.ph](http://www.coastguard.gov.ph)
- » Twitter: @PhilCoastGuardI
- » Facebook: [www.facebook.com/philcoastguardofficialpage](http://www.facebook.com/philcoastguardofficialpage)
- » Hotline: (+632) 527 8481, 527 8482 to 89 / 527 3880 to 85, 527 8482 loc.6291
- » Email: [cgpao@coastguard.gov.ph](mailto:cgpao@coastguard.gov.ph)



## Philippine Health Insurance Corporation (PhilHealth)

- » Website: [www.philhealth.gov.ph](http://www.philhealth.gov.ph)
- » Twitter: @teamphilhealth
- » Facebook: [www.facebook.com/PhilHealth](http://www.facebook.com/PhilHealth)
- » Hotline: (+632) 441 7444, (+632) 441 7442
- » Email: [actioncenter@philhealth.gov.ph](mailto:actioncenter@philhealth.gov.ph)



## Philippine Information Agency (PIA)

- » Website: [www.pia.gov.ph](http://www.pia.gov.ph)
- » Twitter: @PIAalerts
- » Facebook: [www.facebook.com/pia.gov.ph](http://www.facebook.com/pia.gov.ph)
- » Hotline: (+632) 920 1224, (+632) 772 7600



## Philippine Institute of Volcanology and Seismology (PHIVOLCS)

- » Website: [www.phivolcs.dost.gov.ph](http://www.phivolcs.dost.gov.ph)
- » Twitter: @philvocs\_dost
- » Facebook: [www.facebook.com/PHIVOLCS](http://www.facebook.com/PHIVOLCS)
- » Hotline: (+632) 426 1468 to 79 Loc. 124/125
- » Email: [philvocs.mail@gmail.com](mailto:philvocs.mail@gmail.com)



## Philippine National Police (PNP)

- » Website: [www.pnp.gov.ph](http://www.pnp.gov.ph)
- » Hotline: (+632) 723 0401, 117
- » Email: [srd.do@pnp.gov.ph](mailto:srd.do@pnp.gov.ph)



**Philippine National Red Cross (PNRC)**

- » Website: [www.redcross.org.ph](http://www.redcross.org.ph)
- » Facebook: [www.facebook.com/phredcross](https://www.facebook.com/phredcross)
- » Twitter: @philredcross
- » Hotline: (+632) 790 2300 , 143
- » Email: [communication@redcross.org.ph](mailto:communication@redcross.org.ph)



**Philippine Public Safety College (PPSC)**

- » Website: [www.ppsc.gov.ph](http://www.ppsc.gov.ph)
- » Hotline: (02) 721-0517



**The Press Secretary**

- » Website: [www.pcoo.gov.ph](http://www.pcoo.gov.ph)
- » Facebook: [www.facebook.com/pcoogov](https://www.facebook.com/pcoogov)
- » Hotline: (+632) 734 7420, (+632) 735 3538



**Public Affairs and Communicating Service (DILG- PACS)**

- » Hotline: (+632) 925-0349; (+632) 876-3454 loc. 5701
- » Email: [pacs.dilg@yahoo.com](mailto:pacs.dilg@yahoo.com)



**Social Security Service (SSS)**

- » Website: [www.sss.gov.ph](http://www.sss.gov.ph)
- » Twitter: @PHLSSS
- » Facebook: [www.facebook.com/SSSPH](https://www.facebook.com/SSSPH)
- » Hotline: (+632) 920-6401 , (+632) 920-6446 to 55
- » Email: [member\\_relations@sss.gov.ph](mailto:member_relations@sss.gov.ph)



**Union of Local Authorities of the Philippines (ULAP)**

- » Website: [www.ulap.net.ph](http://www.ulap.net.ph)
- » Hotline: (+632) 534-6789, (+632) 717-1810 , (+632) 534-787
- » Email: [ulapnatsec@gmail.com](mailto:ulapnatsec@gmail.com)

**911 24/7 National Emergency Hotline**

**8888 24/7 National Public Service Hotline**

**GOVERNOR**

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**LOCAL DRRM OFFICE**

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**LOCAL SUPERMARKET**

---

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**PDRRMO**

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---

**LOCAL RESCUE TEAM**

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**PHONE COMPANY**

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**POLICE**

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**WATER AND ELECTRIC COMPANY**

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**PRIVATE SECTORS**

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**HOSPITAL**

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**RADIO STATIONS, MEDIA GROUP**

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**CIVIL SOCIETY ORGANIZATIONS**

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**adaptation** - Adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.

**business continuity plan** - Set of documents, instructions, and procedures that enable a business to respond to accidents, disasters, emergencies, or threats without any stoppage or hindrance in its key operations. Also called business resumption plan, disaster recovery plan, or recovery plan.

**business continuity planning** - Identifying, developing, acquiring, documenting, and testing procedures and resources that will ensure the continuity of a firm's key operations in the event of an accident, disaster, emergency, or threat. It involves (1) risk mitigation planning or reducing the possibility of the occurrence of adverse events, and (2) business recovery planning or ensuring continued operation in the aftermath of a disaster.

**capacity** - Combination of the strengths and resources available within a community, society or organization that can reduce the level of risk, or effects of a disaster. Capacity may include infrastructure and physical means, institutions, societal coping abilities, as well as human knowledge, skills, and collective attributes such as social relationships, leadership and management. Also called capability.

**civil society organization or CSO** - Non-state actors that are not for profit or not for acquiring governing power. CSOs unite people to advance shared goals and interests. They have a presence in public life, expressing the interests and values of their members or of other similar groups, and are founded on ethical, cultural, scientific, religious or philanthropic goals. CSOs include nongovernment organizations (NGOs), professional associations, foundations, independent research institutes, community-based organizations (CBOs), faith-based organizations, people's organizations, social movements, and labor unions.

**community-based disaster risk reduction and management or CBDRRM** - Process of disaster risk reduction and management where at-risk communities are actively engaged in the identification, analysis, treatment, monitoring and evaluation of disaster risks. Its aim is to reduce people's vulnerabilities and enhance their capacities. It considers people at the heart of decision-making and implementation of disaster risk reduction and management activities.

**contingency planning** - Management process that analyzes specific potential events or emerging situations that might threaten society or the environment, and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.

**disaster** - Serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impact. The disruption exceeds the ability of the affected community or society to cope using its own resources. Disasters are often the result of a combination of exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impact may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property.

**disaster mitigation** - Lessening or limiting the adverse impact of hazards and related disasters. Mitigation measures include engineering techniques and hazard-resistant construction as well as improved environmental policies and public awareness.

**disaster preparedness** - Knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impact of likely, imminent or current hazard events or conditions. Preparedness action is carried out within the context of disaster risk reduction and management and aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transition from response to sustained recovery. Preparedness is based on a sound analysis of disaster risk and good linkages with early warning systems, and includes such activities as contingency planning, stockpiling of equipment and supplies, development of arrangements for coordination, evacuation and public information, and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities.

**disaster prevention** - Avoidance of adverse impact of hazards and related disasters. It denotes the concept and intention to completely avoid potential adverse impacts through action taken in advance, such as construction of dams or embankments that eliminate flood risks, land-use regulations that do not permit any settlement in high-risk zones, and seismic engineering designs that ensure the survival and function of a critical building in the event of an earthquake.

**disaster response** - Provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impact, ensure public safety, and meet the basic subsistence needs of affected people. Disaster response is focused on immediate and short-term needs. Also called disaster relief.

**disaster risk** - Potential disaster-related losses in lives, health status, livelihood, assets and services, and which may happen to a community or society in some future time.

**disaster risk reduction** - Concept and practice of reducing disaster risks through systematic efforts to analyze and manage the causal factors of disasters, including through reduced exposure to hazards, lessened vulnerability of people and property, sustainable management of land and the environment, and improved preparedness for adverse events.

**disaster risk reduction and management** - Systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impact of hazards and the possibility of disaster. Prospective disaster risk reduction and management refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not in place.

**early warning system** - Set of capacities needed to generate and disseminate timely and meaningful warning information that will enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and promptly to reduce the possibility of harm or loss. A people-centered early warning system has four elements: knowledge of the risks; monitoring, analysis and forecasting of the hazards; communication or dissemination of alerts and warnings; and local capabilities to respond to the warnings received. End-to-end warning system is also used to emphasize that warning systems need to include all steps from hazard detection to community response.

**emergency** - Unforeseen or sudden occurrence, especially danger, that demands immediate action.

**emergency management** — Organization and management of resources and responsibilities for addressing all aspects of emergencies, specifically preparedness, response, and initial recovery steps.

**exposure** - Degree in which the elements at risk are likely to experience hazard events of different magnitudes.

**geographic information system** – Database of geo-hazard assessments, information on climate change, climate risk reduction and management, and other similar information.

**hazard** – Dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impact, property damage, loss of livelihood and services, social and economic disruption, or environmental damage.

**land use planning** – Process undertaken by public authorities to identify, evaluate and decide on different options for the use of land, including consideration of long-term economic, social and environmental objectives; implications for different communities and interest groups; and subsequent formulation and promulgation of plans that describe the permitted or acceptable uses.

**mitigation** - Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation, and technological hazards and to ensure the ability of at-risk communities to address vulnerabilities aimed at minimizing the impact of disasters. Such measures include hazard-resistant construction and engineering works; formulation and implementation of plans, programs, projects and activities; awareness raising; knowledge management; policies on land-use and resource management and enforcement of comprehensive land-use planning; building and safety standards; legislation.

**post-disaster recovery** - Restoration and improvement of facilities, livelihood and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors in accordance with the principles of “build back better”.

**preparedness** - Pre-disaster actions and measures undertaken within the context of disaster risk reduction and management and are based on sound risk analysis as well as pre-disaster activities to avert or minimize loss of life and property. Such measures include community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring assets, and public information and education initiatives. They also include the development and enhancement of an overall preparedness strategy, policy, institutional structure, warning and forecasting capabilities, and plans to help at-risk communities safeguard their lives and assets by being alert to hazards and taking appropriate action in the face of an imminent threat or an actual disaster.

**private sector** - Key actor in the economy where the central social concern and process are the mutually beneficial production and distribution of goods and services to meet the physical needs of human beings. The private sector comprises private corporations, households and non-profit institutions serving households.

**rehabilitation** - Measures that ensure the ability of affected communities to restore their normal level of functioning by rebuilding livelihood and damaged infrastructures and increasing the communities' organizational capacity.

**resilience** - Ability of a system, community or society exposed to hazards to resist, absorb, accommodate and recover from their effects in a timely and efficient manner, including through the preservation and restoration of essential basic structures and functions.

**response** - Concerted effort by two or more agencies, public or private, to provide assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of affected people and to restore essential public activities and facilities.



**risk** - Combination of the probability of an event and its negative consequences.






**risk assessment** - Methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihood and the environment on which they depend. Risk assessments with associated risk mapping include: a review of the technical characteristics of hazards such as their location, intensity, frequency and probability; the analysis of exposure and vulnerability including the physical, social, health, economic and environmental aspects; and the evaluation of the effectiveness of prevailing and alternative coping capacities in various risk scenarios.




**state of calamity** - Condition involving mass casualty or major damage to property, including roads; disruption of means of livelihood and normal way of life of people in the affected areas as a result of a natural or human-induced hazard.





**vulnerability** - Characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. Vulnerability may arise from various physical, social, economic, and environmental factors such as poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official recognition of risks and preparedness measures, and disregard for sustainable environmental management.









	Agency	Issuance For	Subject	Memorandum Circular Number
	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> <li>Department of the Interior and Local Government</li> <li>Department of Budget and Management</li> <li>Civil Service Commission</li> </ul>	<p>Provincial Governors, City Mayors, Municipal Mayors, Punong Barangays, Members of the Sanggunian, Local Disaster Risk Reduction and Management Councils, Local Finance Committees, and All Other National and Local Government Officials Concerned</p>	<p>Implementing guidelines for the establishment of Local DRRM Offices (LDRRMOs) or Barangay DRRM Committees (BDRRMs) in local government units</p>	<p>Joint Memorandum Circular No. 2014-1</p>
	<ul style="list-style-type: none"> <li>Commission on Audit</li> </ul>	<p>All Heads of Departments, Bureaus/Officers and Local Government Units; Chiefs of Financial and Management Services, Chief Accountants, Cashiers, Disbursing Officers, and Budget Officers; Assistant Commissioners, Directors and State Auditors of the Commission on Audit (COA); and All Others Concerned</p>	<p>Accounting and reporting guidelines on the receipt and utilization of NDRRMF cash and in-kind aids/donations from local and foreign sources, and funds allocated from the agency's regular budget for DRRM Program</p>	<p>Memorandum Circular No. 2014-002</p>







	Agency	Issuance For	Subject	Memorandum Circular Number
	<ul style="list-style-type: none"> <li>Commission on Audit</li> </ul>	<p>All Provincial Governors, City/Municipal Mayors, and Punong Barangays; Local Accountants, Treasurers, and Budget Officers; COA Assistant Commissioners, Directors and Auditors; and All Others Concerned</p>	<p>Accounting and reporting guidelines for the LDRRMF of LGUs, NDRRMF given to LGUs and receipts from other sources</p>	<p>Memorandum Circular No. 2012-002</p>
  	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> <li>Department of the Interior and Local Government</li> <li>Department of Budget and Management</li> </ul>	<p>Provincial Governors, City Mayors, Municipal Mayors, Punong Barangays, Members of the Sanggunian, Local Disaster Risk Reduction and Management Councils, Local Finance Committees, and All Other National and Local Government Officials Concerned</p>	<p>Allocation and utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF)</p>	<p>Joint Memorandum Circular No. 2013-1</p>
	<ul style="list-style-type: none"> <li>Department of Interior and Local Government</li> </ul>	<p>Provincial Governors, City Mayors, Municipal Mayors, Punong Barangays, DILG Regional Directors and the ARMM Regional Governor</p>	<p>Utilization of Local Disaster Risk Reduction and Management Fund (LDRRMF)</p>	<p>Memorandum Circular No. 2012-73</p>

	Agency	Issuance For	Subject	Memorandum Circular Number
	<ul style="list-style-type: none"> <li>Department of the Interior and Local Government</li> </ul>	Provincial Governors, City Mayors, Municipal Mayors, Punong Barangays, DILG Regional Directors and the ARMM Regional Governor, and All Others Concerned	Installation of landslide warning signages in high-risk areas	Memorandum Circular No. 2016-113
	<ul style="list-style-type: none"> <li>Department of Interior and Local Government</li> </ul>	Provincial Governors, City Mayors, Municipal Mayors, Punong Barangays, DILG Regional Directors and the ARMM Regional Governor, and All Others Concerned	Supplemental guidelines to DILG Memorandum Circular No. 2016-113, dated September 1, 2016, titled, "Installation of Landslide Warning Signages in High Risk"	Memorandum Circular No. 2016-158
	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> </ul>	Vice Chairpersons and Members (NDRRMC), Chairpersons and RDRRMCs, Chairperson (Metro Manila DRRMC), Chairperson (ARMM DRRMC), Local DRRMCs, and Other Concerned Agencies	Implementing guidelines on the use of Incident Command System (ICS) as an on-scene disaster response and management mechanism under the Philippine Disaster Risk Reduction and Management System (PDRRMS)	Memorandum Circular No. 2012-02

	Agency	Issuance For	Subject	Memorandum Circular Number
	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> </ul>	Disaster Risk Reduction and Management Council at All Levels, Government Agencies, Bureaus, Offices, Units, and Instrumentalities	Guidelines on the interoperability of IMT and response clusters	Memorandum Circular No. 2016-043
	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> </ul>	Disaster Risk Reduction and Management Council at All Levels, Government Agencies, Bureaus, Offices, Units, and instrumentalities	Guidelines on the mobilization of Incident Management Teams (IMTs)	Memorandum Circular No. 2016-044
	<ul style="list-style-type: none"> <li>Department of the Interior and Local Government</li> </ul>		Updated specification of cadaver bags for the management of the dead and missing persons	Memorandum Circular No. 2016-139
	<ul style="list-style-type: none"> <li>Department of the Interior and Local Government</li> <li>Department of Education</li> <li>Department of Social Welfare and Development</li> <li>Department of Health</li> </ul>	All Concerned	Guidelines on evacuation center coordination and management	Joint Memorandum Circular No. 2013-01

	Agency	Issuance For	Subject	Memorandum Circular Number
	<ul style="list-style-type: none"> <li>• Department of the Interior and Local Government</li> <li>• Department of Environment and Natural Resources</li> <li>• Department of Public Works and Highways</li> <li>• Department of Science and Technology</li> <li>• Department of National Defense</li> </ul>	All Concerned	Adoption of hazard zone classification in areas affected by Typhoon Yolanda (Haiyan) and providing guidelines for activities therein	Joint Memorandum Circular No. 2014-01
	<ul style="list-style-type: none"> <li>• Office of the President</li> </ul>	All Concerned	Prescribing rules on the cancellation or suspension of classes and work in government offices due to typhoons, flooding, other weather disturbances, and calamities	Executive Order No. 66, series of 2012

	Agency	Issuance For	Subject	Memorandum Circular Number
	<ul style="list-style-type: none"> <li>Department of the Interior and Local Government</li> </ul>	All Provincial Governors City/ Municipal Mayors, City/ Municipal Planning and Development Coordinators, DILG Regional, Provincial and City Directors, City/ Municipal LGOOs and Others Concerned	Guidelines on mainstreaming climate change adaptation and disaster risk reduction in local development planning	Memorandum Circular No. 2015-77
	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> </ul>	National/Regional/Local Disaster Risk Reduction and Management Council and All Agencies Concerned	Rules and regulations governing the management of the dead and missing persons	Memorandum Circular No. 2016-19
	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> </ul>	National/Regional/Local Disaster Risk Reduction and Management Councils	Amended policies, procedures and criteria for the declaration of a state of calamity	NDCC Memo Order No. 1998-04
	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> </ul>	All chairpersons, RDRRMCs	Guidelines in the conduct of LDRRMP review	NDRRMC Memorandum No. 147, s. 2017

	Agency	Issuance For	Subject	Memorandum Circular Number
	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> </ul>	All chairpersons, RDRRMCs	Amendment to the guidelines in the conduct of LDRRMP review	NDRRMC Memorandum Circular No. 2018-13
	<ul style="list-style-type: none"> <li>National Disaster Risk Reduction and Management Council</li> </ul>	All Provincial Governors, ARMM Regional Governor, City/Municipal Mayors, Punong Barangays, R/P/C/ MDRRMCs and Others Concerned	Adoption of the Quality Assurance System and the Operation LISTO: Simplified Barangay Disaster Risk Reduction and Management Plan (BDRRMP) template	NDRRMC Memorandum Circular No. 2018-01
   	<ul style="list-style-type: none"> <li>Department of the Interior and Local Government</li> <li>Department of Social Welfare and Development</li> <li>Department of Education</li> <li>Department of Health</li> </ul>	All Concerned	Guidelines on the implementation of the MISP for SRH in emergencies and disasters and its integration into the NDRRMP and LDRRMPs and signed by DOH, DSWD, DILG and OCD	Joint Memorandum Circular No. 2017-001

### SOURCES OF FUNDING

- Section 21 of R.A. 10121 provides that the General Fund amounting to not less than 5 percent of the estimated revenue from regular sources shall be set aside for LDRRM Fund; 30 percent of the LDRRMF shall be set aside for the Quick Response Fund (QRF); and 70 percent for disaster prevention and mitigation, response, rehabilitation and recovery.
- The release and use of the 30 percent QRF shall be supported by the local sanggunian declaring the LGU under a state of calamity, or a presidential declaration of state of calamity on the recommendation of the NDRRMC.

### Examples of Projects and Activities for Disaster Preparedness

1. Trainings on disaster preparedness and response, search, rescue and retrieval operations
2. Simulation exercises at various levels to test plans and skills
3. Information, education and communication campaign and information sharing between LGUs, communities, and the national government
4. Standard operations manual for disaster operation centers
5. Standard operating procedures for deployment, evacuation and coordination with rapid assessment teams
6. Early warning systems and information sharing among LGUs, communities, and the national government
7. Risk reduction and management research
8. Multistakeholder dialogue
9. Regular review of contingency plans
10. Information and database generation
11. Stockpiling of basic emergency supplies



### Examples of Projects and Activities for Disaster Prevention and Mitigation

1. Risk assessment, vulnerability analysis, and other science-based technology and methodologies to enhance the LGU's ecological profile and mainstream disaster risk reduction and management activities
2. Community-based monitoring system with DRRM and CCA indicators
3. Capability building (train, equip, organize, provide funding, sustain) on mainstreaming DRRM and CCA in development planning, investment programming, financing, and project evaluation and development
4. Review and integration of DRRM and CCA in environmental policies, plans, programs and projects
5. Vulnerability analysis and risk assessment of critical facilities and infrastructure
6. Development of tools for risk assessment
7. Construction of dams or embankments that will reduce or mitigate flood risks

### Examples of Projects and Activities for Disaster Rehabilitation and Recovery

1. Designs for the reconstruction of disaster-resilient houses
2. Construction or rehabilitation of damaged infrastructure facilities and evacuation centers
3. Trainings for the social preparation of host communities and relocated communities
4. Implementation of the National Building Code and promotion of green technology
5. Post-conflict analysis

### Examples of Projects and Activities for Disaster Response

1. Alternative livelihood relief or assistance to victims of disasters
2. Tents and other temporary shelter facilities
3. Food subsistence or relief goods to disaster victims

### A 7160: LOCAL GOVERNMENT CODE

...to carry such emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities.

### RA 10121: DISASTER RISK REDUCTION AND MANAGEMENT ACT OF 2010

**Section 11.** Organization at the Local Government Level — The existing... Municipal Disaster Coordinating Councils shall henceforth be known as the.. City and Municipal Disaster Risk Reduction and Management Councils...

#### A. Composition: The LDRRMC shall be composed of, but not limited to, the following:

1. Local Chief Executive, Chairperson
2. Local Planning and Development Officer, member
3. Head of the LDRRMO, member
4. Head of the Local Social Welfare and Development Office, member
5. Head of the Local Health Office, member
6. Head of the Local Agricultural Office, member
7. Head of the Gender and Development Office, member
8. Head of the Local Engineering Office, member
9. Head of the Local Veterinary Office, member
10. Head of the Local Budget Office, member
11. Division Head or Superintendent of the Schools of the DepEd, member
12. Highest ranking officer of the Armed Forces of the Philippines (AFP) assigned in the area, member
13. City or Municipal Chief of the Philippine National Police, member
14. City or Municipal Fire Marshal of the Bureau of Fire Protection, member
15. President of the Association of Barangay Captains (ABC), member
16. Philippine Nation Red Cross, member
17. Four accredited CSOs, members
18. One private sector representative, member

#### B. The LDRRMC shall have the following functions:

1. Approve, monitor and evaluate the implementation of the LDRRMPs and regularly review and test the plan consistent with other national and local planning programs
2. Ensure the integration of Disaster Risk Reduction and Climate Change Adaptation in local development plans, programs and budgets as a strategy in sustainable development and poverty reduction
3. Recommend the implementation of forced or preemptive evacuation of local residents, if necessary
4. Convene the local council once every three months as necessary

## R.A. 10121 DISASTER RISK REDUCTION AND MANAGEMENT ACT OF 2010

### Section 12. Local Disaster Risk Reduction and Management Office (LDRRMO)

- a. There should be an established LDRRMO in every province, city, municipality, and a Barangay Disaster Risk Reduction and Management Committee (BDRRMC) in every barangay which shall be responsible for setting the direction, development, implementation, and coordination of disaster risk management programs within their territorial jurisdiction.
- b. The LDRRMO shall be under the office of the Governor, City or Municipal Mayor, and the Punong Barangay in the case of the BDRRMC. The LDRRMO shall be initially organized and composed of a DRRMO to be assisted by three staff responsible for: (1) administration and training; (2) research and planning; (3) operations and warning. The LDRRMOs and the BDRRMCs shall organize, train and directly supervise the local emergency teams and the ACDVs.
- c. The LDRRMOs shall perform the following functions (related to the Critical Preparedness Action):
  - ...(5) Operate a multi-hazard early warning system linked to disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to the public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;
  - ...(8) Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
  - ...(16) Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
  - ...(18) Serve as the secretariat and executive arm of the LDRRMC;
  - ...(23) Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**  
 National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

**NDRRMC UPDATE**

**Severe Weather Bulletin No. 27 for  
 Typhoon “VINTA” (TEMBIN)**

Releasing Officer:

*[Signature]*  
**USEC. RICARDO B. JALAD**  
 Executive Director, NDRRMC and  
 Administrator, OCD

**DATE : 24 December 2017**

Source: DOST-PAGASA

**1. SITUATION OVERVIEW:**

“VINTA” HAS INTENSIFIED INTO A TYPHOON AS IT APPROACHES THE WESTERN BOUNDARY OF THE PHILIPPINE AREA OF RESPONSIBILITY (PAR).

- **Scattered to widespread moderate to heavy rains** will prevail over Palawan. Residents of these areas must take appropriate actions against **flooding and landslides**, coordinate with their respective local disaster risk reduction and management offices, and continue monitoring for updates.
- **Sea travel remains risky** over the western seaboard of Palawan due to Typhoon.
- **Tropical Cyclone Warning Signal No. 1** over Northern Palawan has been lifted.
- **Expected** to exit the PAR between 5:00 AM and 8:00 AM today.

● IMPACT STATEMENT

● ADDITIONAL INFORMATION SUCH AS FLOODING, LANDSLIDE AND RISK PRONE AREAS

<b>Location of eye/center</b>	At 4:00 AM today, the eye of Typhoon "VINTA" was located based on all available data at 355 km South Southeast of Pagasa Island, Palawan (8.1°N, 115.4°E)
<b>Strength</b>	Maximum sustained winds of up to 120 kph near the center and gustiness of up to 145 kph.
<b>Forecast Movement</b>	Forecast to move West at 25 kph.
<b>Forecast Positions</b>	24 Hour ( <i>Tomorrow morning</i> ): 465 km West Southwest of Pagasa Island, Palawan (OUTSIDE PAR) (8.8°N, 110.5°E)

### TROPICAL CYCLONE WARNING SIGNAL

TCWS	Luzon	Visayas	Mindanao	Impacts of the Wind
#1 (30-60 kph Expected in 36 hours)	Southern Palawan	-	-	<ul style="list-style-type: none"> <li>• Very light or no damage to high risk structures.</li> <li>• Light damage to medium to low risk structures.</li> <li>• Slight damage to some houses of very light materials or makeshift structures in exposed communities. Some banana plants are tilted, a few downed and leaves are generally damaged.</li> </ul>
				<ul style="list-style-type: none"> <li>• Twigs of small trees may be broken.</li> <li>• Rice crops, however, may suffer significant damage when it is in its flowering stage.</li> </ul>

Wave Height: (Open Sea) 1.25-4.0 meters

The Public and the disaster risk reduction and management council are advised to take appropriate actions and watch for the next Severe Weather Bulletin to be issued at 8:00 AM today.

STORM WARNING SIGNALS AND THE EXPECTED IMPACT OF THE WIND ON SELECTED AREAS BASED ON THE FORECAST TRACK OF TYPHOON

## 2. ACTIONS TAKEN:

- NDRRM Operations Center disseminated Severe Weather Advisory No. 27 for Typhoon "VINTA" to all OCD Regional Offices through SMS and facsimile and uploaded in the NDRRMC website for further dissemination to their respective local DRRM Councils from the provincial down to the municipal levels.
- The public and DRRM Councils concerned are advised to take appropriate actions.



REPUBLIC OF THE PHILIPPINES  
 Department of Science and Technology  
 Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)

#1

**GALE WARNING #01**

**1** FOR : STRONG TO GALE FORCE WINDS ASSOCIATED WITH THE SURGE OF THE NORTHEAST MONSOON.

Issued at: 5:00 PM TODAY, 07 JANUARY 2015

**2** Strong to gale force winds is expected to affect the seaboards of Northern Luzon.

**3**

SEABOARDS	WEATHER	WIND FORCE (KPH / KNOTS)	SEA CONDITION	WAVE HEIGHT (meters)
THE SEABOARDS OF NORTHERN LUZON (Batanes, Calayan, Babuyan, Cagayan, Isabela, Ilocos Norte, Ilocos Sur, La Union and Pangasinan)	Cloudy skies with light rains	(52 – 63) / (28 – 34)	Rough to very rough	3.4 to 4.5

**4** Fishing boats and other small seacrafts are advised not to venture out into the sea while larger sea vessels are alerted against big waves.

The next update will be issued at 5:00 am tomorrow.

1. Statement of the system causing the gale force wind.
2. General statement on the seaboards that will be affected by the gale force wind.
3. Name of the seaboards, associated weather, expected wind force, sea condition, and wave height.
4. General advisory to fisherman and small sea crafts and alert to larger sea vessel against big waves.

**SOURCE:** <http://pagasa.dost.gov.ph/index.php/gale-warning-archive/209-150107-gale/2021-1>

The following are some websites that publish weather bulletins, which your LGUs may visit to monitor alerts and advisories. You may use these sites in addition to the alerts via text messages or radio communication from NDRRMC and DILG.

WEBSITE	SITE INFORMATION/CONTENT
<b>GOVERNMENT OWNED SOURCES</b> (formal channels where official information is released)	
<a href="http://bagong.pagasa.dost.gov.ph">bagong.pagasa.dost.gov.ph</a>	<ul style="list-style-type: none"> <li>• Weather Advisories</li> <li>• Rainfall and Thunderstorm Warning</li> <li>• Flood Information Warning</li> <li>• Climate Advisory</li> <li>• Astronomy Information</li> </ul>
<a href="http://www.ndrrmc.gov.ph">www.ndrrmc.gov.ph</a>	<ul style="list-style-type: none"> <li>• Weather Advisory for Low Pressure Area (LPA)</li> <li>• Gale Warning</li> <li>• Flood Advisory, Flood Bulletin</li> <li>• Tropical Cyclone Updates</li> </ul>
<b>PRIVATELY-OWNED SOURCES</b> (privately-owned reporting channels; the government has no control over the content and information reported in these websites)	
<a href="http://www.weatherph.org">www.weatherph.org</a>	<ul style="list-style-type: none"> <li>• Daily Weather Update</li> <li>• Weather Warnings (Wind and Rain)</li> <li>• Weather Maps</li> </ul>
<a href="http://www.news.abs-cbn.com/weather">www.news.abs-cbn.com/weather</a> <a href="http://www.gmanetwork.com/news/imready">www.gmanetwork.com/news/imready</a>	<ul style="list-style-type: none"> <li>• Hourly Forecast</li> <li>• Daily Forecast</li> <li>• Weather News</li> <li>• Current Condition</li> </ul>
<a href="http://www.accuweather.com">www.accuweather.com</a>	<ul style="list-style-type: none"> <li>• Local Weather</li> </ul>
<a href="http://www.panahon.tv/weather-today">www.panahon.tv/weather-today</a>	<ul style="list-style-type: none"> <li>• Daily Weather Update</li> </ul>

To access PAGASA's storm surge risk maps, go to [bagong.pagasa.dost.gov.ph](http://bagong.pagasa.dost.gov.ph)

1. Choose the **Product and Services** dropdown menu. Click **Risk Analysis Map**.

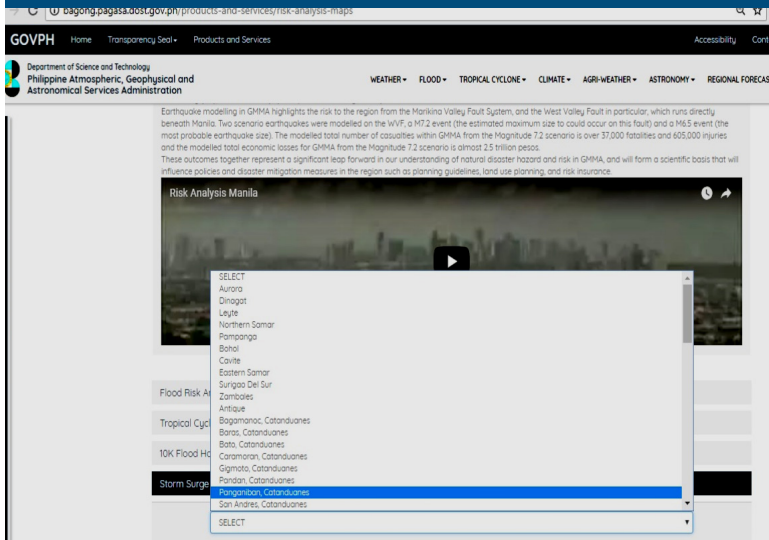
The screenshot shows the homepage of the Department of Science and Technology (DOST) Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA). The navigation menu includes 'Home', 'Transparency Seal', and 'Products and Services'. The 'Products and Services' dropdown menu is open, highlighting 'Risk Analysis Map'. The main content area displays weather information for Metro Manila, including a current wind speed of 14.4 km/hr SW and a 5-day forecast for July 25 to 28. A forecast for the Port Area Synoptic Station, Manila, is also shown with a relative humidity of 2.4.

2. In the Risk Analysis Map page, choose **Storm Surge Hazard Maps**.

The screenshot shows the 'Risk Analysis Map' page on the website. The page title is 'Enhancing Risk Analysis Capabilities for Flood, Tropical Cyclone Severe Wind and Earthquake for Greater Metro Manila'. The page contains a video player titled 'Risk Analysis Manila' and a list of links: 'Flood Risk Analysis', 'Tropical Cyclone Severe Winds Analysis', and 'ISK Flood Hazard Maps'. The page also features a navigation menu with options like 'Home', 'Transparency Seal', 'Products and Services', and 'Accessibility'.



3. In the dropdown menu, choose the name of your LGU. Your LGU map will appear.



4. View your LGU's storm surge map.



## Sample Storm Surge Risk Map

- The inundation coverage is estimated based on geomorphologic analysis and observation in the areas during interviews/surveys. Surge heights are computed using the data gathered during surveys of significant tropical cyclone occurrences and from storm surge model results
- Inundation coverage is the area subject to flooding/surges.

### Legend of inundations:

- Inundations Step 2.2. Select your LGU from the list
- Inundations
- Inundations of 1m surges

## 144 ANNEX I: DENR-MGB GEOHAZARD BASE MAPS

To access DENR-MGB's geohazard base maps, go to [gdis.mgb.gov.ph/mgbgoogle/](http://gdis.mgb.gov.ph/mgbgoogle/)

I. Choose a map layer ratio between 1:10,000 - 1:50,000.

The screenshot displays the web interface of the Mines and Geosciences Bureau (MGB). The browser address bar shows the URL [gdis.mgb.gov.ph/mgbgoogle/](http://gdis.mgb.gov.ph/mgbgoogle/). The page header includes the MGB logo, the text "Mines and Geosciences Bureau", a "MENU" dropdown, and a "Search Places..." input field. A left-hand navigation menu is visible, with "Layers" and "Photos" options. The "Layers" menu is expanded, showing "POLITICAL BOUNDARIES" as the selected layer. Below this, two map scale options are presented: "1:10,000" and "1:50,000". The "1:10,000" option is currently selected. Below the scale options, "SEARCH RESULTS" is also visible in the menu. The main content area shows a map of East Asia and Southeast Asia, with labels for various regions including GUANGXI, GUANGDONG, FUJIAN, HAINAN, Macau (澳門), Hong Kong (香港), Taipei (台北), Taiwan, Kaohsiung City, Luzon, Manila, Philippines, Panay, Cebu, Negros, Sulu Sea, Mindanao, Dayao, Brunei, SABAH, NORTH, and Celebes Sea. The map also shows the Paracel Islands, South China Sea, and Spratly Islands.

2. In the dropdown menu, mark the information you want to show in the map. View and zoom to display the map details.

The screenshot shows the Mines and Geosciences Bureau (MGB) Geoportal interface. The main map displays a flood susceptibility rating for a 1:10,000 scale. The map is color-coded according to the legend:

- Very high Susceptibility to Flooding (Dark Blue)
- High Susceptibility to Flooding (Medium Blue)
- Moderate Susceptibility to Flooding (Light Blue)
- Low Susceptibility to Flooding (Very Light Blue)
- None (White)

The interface includes a 'Layers' panel on the left with a dropdown menu for 'POLITICAL BOUNDARIES' and a 'LEGEND' panel on the right. A red box highlights the 'Legend' tab in the lower right section of the page.

You may click the tab **“Legend”** in the lower right section of the page for your reference in reading the map.

- MGB issued the following standard specifications for an outdoor landslide warning signage to be placed strategically in hazardous areas (Source: DILG MC 2016-113)

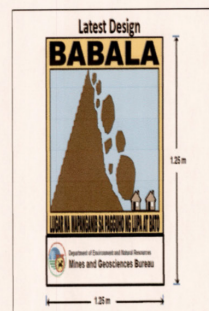
## Sticker specifications

- Material - 3M engineer reflective grade sticker or prismatic engineering grade sticker
- Process - digital print, computer cut
- Color - full-color
- Size - 1.25 x 1.25 m

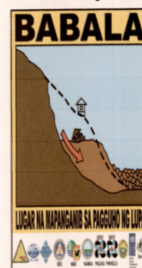
## Frame specifications

- Material – stainless, aluminum, or G.I. plain sheet 2-3 mm thick
- Size - 1.3 x 1.3 m, at least 4 m including frames and poles
- Finish - powder-coated metallic silver finish
- Design - pre-bended edges attached to 1 and 1/2 to 1/4 angle bar framings, G.I. pipe 2" sched. #40 (powder-coated metallic silver finish), 0.5 x 0.5 x 0.75 m deep concrete footing with pipes doweled by 10 mm deformed bars at the base

OUTDOOR LANDSLIDE WARNING SIGNAGE "STICKER SPECIFICATIONS"



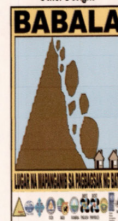
Other Designs



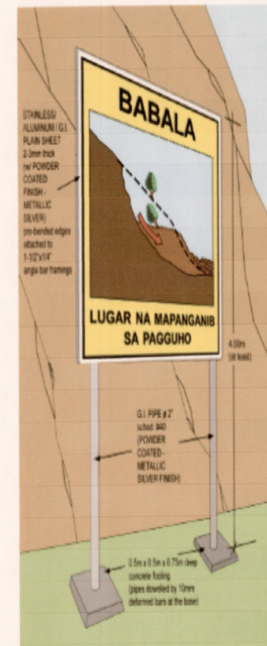
Other Designs



Other Designs



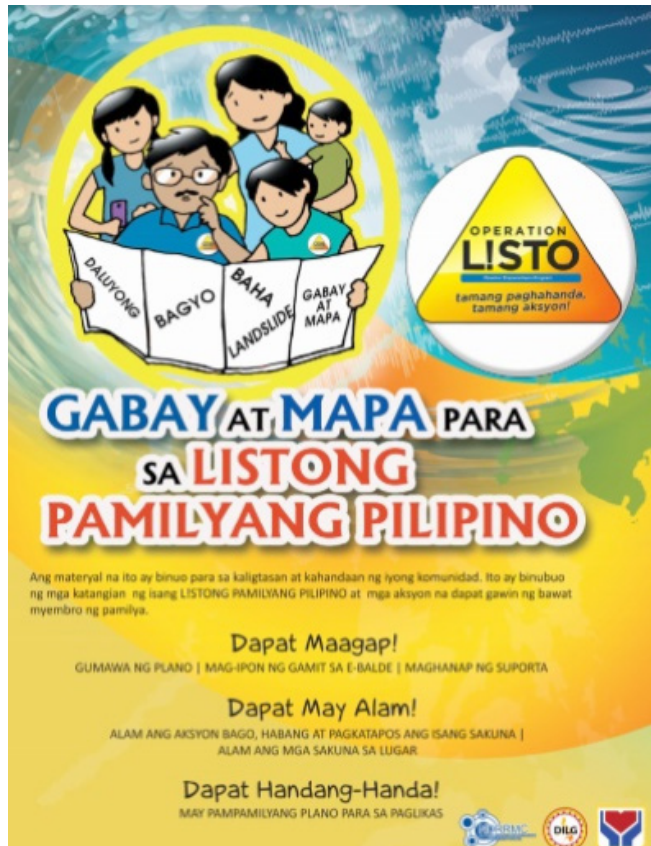
OUTDOOR LANDSLIDE WARNING SIGNAGE "FRAME SPECIFICATIONS"



- In furtherance of the objectives of MC 2016-113, the guidelines relative thereto are herein supplemented to include the installation of visible flood and storm surge warning signages in identified hazard zones.
- In reference to the DENR-DILG-DND-DPWH-DOST Joint Memorandum Circular No. 2014-01, dated November 5, 2014, titled, “Adoption of Hazard Zone Classification in Areas Affected by Yolanda and Providing Guidelines for Activities Therein”, hazard zone classification is based on the following criteria:
  - ◇ **Landslide**
    - Areas with steep to very steep slopes on weak materials, recent landslides, escarpments, and tension cracks, as well as numerous old or inactive landslides.
    - Includes areas that can be affected by landslide debris (debris flow path, possible accumulation zones)
  - ◇ **Flood**
    - Areas that are likely to experience flood heights of greater than 1 m or flood duration of more than 3 days
    - Immediately flooded during heavy rains of several hours; includes landforms of topographic lows, such as active river channels, abandoned river channels, areas along riverbanks, and areas prone to flashfloods
  - ◇ **Storm Surge**
    - Areas that are likely to experience storm surge flood heights greater than 1.5 m
    - Include low-lying coastal regions, coastlines with concave shape, wide and shallow-sloped continental shelves and shallow bays
- The DILG encourages all LCEs to perform the following:
  - ◇ Install visible warning signs in areas identified as hazard zones, details of which are based on the MGB specifications, as stipulated in the DILG MC Circular No. 2016-113
- All LGUs may utilize part of the 70% preparedness fund out of the 5% local DRRM Fund to cover the expenses, subject to availability thereof and to the usual accounting and auditing rules and regulations

## 148 ANNEX K: GABAY AT MAPA PARA SA LISTONG PAMILYANG PILIPINO

To access Gabay at Mapa (containing E-Balde), copy and paste this link to your browser: <https://lga.gov.ph/media/uploads/2/Publications%20Cover/Others/Gabay%20at%20Mapa.pdf>



- Gabay at Mapa is a family guide that contains actions to be performed before, during, and after a disaster. It requires families to make a household plan that specifies their evacuation routes, family meeting points, and safe places in their home.
- It contains a template of a directory to be filled out by the family, and a page to draw maps of the barangay, where the house is located, exit points, windows, and high-risk areas in and around the house. It also contains information about what to do in times of disasters such as typhoons, earthquake, landslide, fire, storm surge, and flooding. It lists the items to be put inside the emergency balde or emergency kit.

**DILG**

## E-BALDE O EMERGENCY BALDE

- Ang E-Balde o Emergency Balde ay pinagsama-samang emergency goods na maaaring dalhin sa oras ng paglikas.  
- Maaari rin itong gamitin na pang-igib ng tubig kung kinakailangan.

**TUBIG AT PAGKAIN**  
(Sapat sa 3 araw)

- Delata at ready-to-eat-foods
- Tatlong (3) galong inuming tubig

**DOKUMENTO**  
(Ilagay sa plastic o anumang waterproof na lalagyan)

- Birth, Marriage or Death Certificate
- Titulo ng Lupa
- ATM Card, Passbook, Passport atbp.
- Iba pang mahalagang papeles

**GADYET** (Para sa impormasyon)

- Cellphones
- Radyo
- Ekstrang baterya at powerbank

**KASUOTAN**

- Kapote
- Tsinelas
- Bota
- Ekstrang Damit
- Hard Hat o Hemet
- Malong

**GAMIT PANG-MEDIKAL**

- First Aid Kit
- Gamot para sa ubo, lagnat, sipon atbp.
- Hygienic Kit (Sabon, Shampoo, Toothbrush, Toothpaste, Alcohol, Deodorant)

**IBA PA**

- Flashlight
- Papel at Ballpen
- Lubid
- Posporo o Lighter
- Pito o whistle
- Pera

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The **Emergency Balde** or emergency kit contains emergency supplies such as food and water, documents, gadgets, clothes, medical supplies, and similar items that households must prepare before a disaster strikes.

SOURCE: Public Affairs and Communication Service—Department of Interior and Local Government

The Quality Assurance System (QAS) is a collection of tools that aims to help attain the national goal of zero casualty during disasters. It provides a platform for reviewing and improving the quality of Local Disaster Risk Reduction and Management Plans according to prescribed benchmarks. The tool and the BDRRMP template are available in [www.alertandready.ph](http://www.alertandready.ph)



9 Key Elements of BDRRM Plans	QAT Section
A. Organization of Local DRRM Structure	A1, A2
B. Risk Assessment and Analysis	B1, B2
C. Resource Allocation	C1
D. Involvement of Relevant Stakeholders	D1
E. Capacity Building	E1
F. Community Awareness-Raising and Education	F1
G. Monitoring and Evaluation	G1
H. Policy Support	H1
I. Early Warning System and Evacuation Plan	I1, I2

The **Quality Assessment Tool** is a component of QAS. It has 9 Key Elements and 12 Benchmarks for gauging the quality of a Local Disaster Risk Reduction and Management Plan. It helps identify strengths and weaknesses, and it outlines some recommendations for targeted investments to increase preparedness and resilience. The recommendations may be in the form of policies, programs, projects, activities, or budget allocations.





The **Barangay Risk Reduction and Management Plan Template** is a simple, easy-to-use form for developing a quality plan. Its sections correspond to the Key Elements and Quality Benchmarks of the Quality Assessment Tool. Barangay DRRM Committees can contextualize and expand the form to match local needs.

## Nilalaman ng BDRRM Plan Template

Pangalan ng Barangay, Munisipyo at Probinsiya  
Bilang ng Taon na Nasasakupan ng Plano  
Bisyon at Misyong ng Barangay  
Mithiin at Layunin

- I. Mga Pangunahing Impormasyon Tungkol sa Barangay
- II. Istruktura at Tungkulin ng BDRRM Committee
- III. Community Risk Assessment (CRA)

- Pagbalik tanaw sa mga sakuna o disaster na nangyari sa komunidad sa nakalipas na mga taon
- Pag-alam sa mga peligro o panganib na maaaring maranasan ng komunidad
- Pag-alam sa kasalukuyang vulnerabilidad at kahinaan ng komunidad
- Pag-alam ng mga kasalukuyang kakayahan at kasanayan ng komunidad
- Maagang babala (Early Warning System)
- Plano sa paglikas at ligtas na daanan ng mga bakwit papunta sa designadong gusali o lugar
- Listahan ng mga vulnerableng grupo
- Listahan ng mga ligtas na gusali o lugar na pagba-bakwitan
- Sistema ng pamamahagi ng relief Goods
- Listahan ng mga kagamitan sa panahon ng emergency
- Listahan ng mga pagsasanay na nakuha ng mga miyembro ng BDRRM Committee

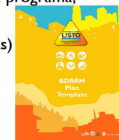
IV. Listahan ng mga Batas at Polisiya na may Kinalaman sa DRR at CCA

V. Kabuuang Programa sa DRRM (base sa programa, proyekto at aktibidad)

VI. Programa, Proyekto at Aktibidad (PPAs)

VII. Pagsubaybay at Pagtatasa

VIII. Mga Annexes







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