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Republic of the Philippines
Province of Eastern Samar
Municipality of Quinapondan

OFFICE OF THE LOCAL CHIEF EXECUTIVE

March 10, 2017

Dear All Quinapondanans:

A pleasant day.

The occurrence of Super Typhoon Yolanda, internationally known as Haiyan, last November 8, 2013 opened our eyes to some realities, such that no matter how brilliant humanity may be, she still remains vulnerable to the whims of Mother Earth. And that Mother Earth has life; she breaths; she feels; and she longs for care and protection from humanity.

So that if humanity fails to care and protect Mother Earth, the latter will surely demand accountability and justice. And that is what is happening now. Mother Earth is strongly pleading accountability and justice from humanity, and the latter has no choice but to account and mend. Otherwise, Mother Earth will take stronger measures to protect herself from the onslaught of human indifference.

That is why humanity is given a choice to make a radical change of its mindset from being careless to becoming prudent, from indifference to collaboration and co-existence. Thus, humanity should loss no time to mend and heal the wounds it inflicted upon Mother Earth.

Mother Earth is the cradle of humanity. Ergo, let us hold together and put a good fight to protect Mother Earth.

God bless us all.

Yours in public service,


ATTY. RAFAEL S. ASEBIAS
Municipal Mayor



Republic of the Philippines
Province of Eastern Samar
Municipality of Quinapondan

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF QUINAPONDAN, PROVINCE OF EASTERN SAMAR HELD ON NOVEMBER 07, 2016 AT THE SB SESSION HALL, 3RD FLOOR OF THE MUNICIPAL BUILDING.

RESOLUTION NO. 069-A
Series of 2016

A RESOLUTION APPROVING THE 5-YEAR LOCAL DISASTER RISK REDUCTION MANAGEMENT PLAN – CONTINGENCY PLAN (LDRRMP-CP) FOR CY 2017-2021 OF THE MUNICIPALITY OF QUINAPONDAN, EASTERN SAMAR.

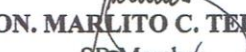
WHEREAS, the Municipal Disaster Risk Reduction Management Council (MDRRMC) of the municipality of Quinapondan through the assistance of the different concerned NGOs has come-up with the final output of the LDRRM Plan and Contingency Plan for CY 2017 – 2021 which will be the tool in the preparedness, prevention and mitigation, response, recovery and rehabilitation towards a disaster;

NOW THEREFORE, upon motion of Hon. Antonio L. Ramirez, seconded by all of the members present, it was;


RESOLVED AS IT IS HEREBY RESOLVED: To approve the Local Disaster Risk Reduction Management Plan – Contingency Plan (LDRRMP-CP) for CY 2017-2021 of the municipality of Quinapondan, Eastern Samar.

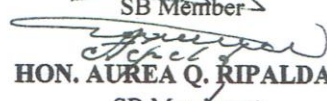
APPROVED: November 07, 2016
Quinapondan, Eastern Samar

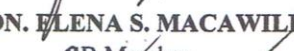

HON. LEO JASPER M. CANDIDO
Municipal Vice Mayor / Presiding Officer

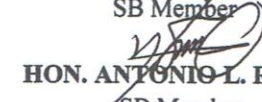

HON. MARLITO C. TERCENCIO
SB Member


HON. JUNREY B. GERMONES
SB Member


HON. LOPE A. ANGUREN
SB Member


HON. AUREA Q. RIPALDA
SB Member


HON. ELENA S. MACAWILE
SB Member



HON. ANTONIO L. RAMIREZ
SB Member


HON. AGERICO C. MAGNO
SB Member


HON. FLORENCIA A. BIONG
SB Member


HON. MA. ALONA A. CAMPO
ABC President

Attested:


ANACLETO C. TERCENCIO JR.
Secretary to the Sangguniang Bayan

LEGAL BASIS

Republic Act No. 10121

“An act strengthening the Philippine Disaster Risk Reduction and Management System, providing for the National Disaster Risk Reduction and Management Framework and institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds therefore and for other purposes”

Republic Act No. 9729

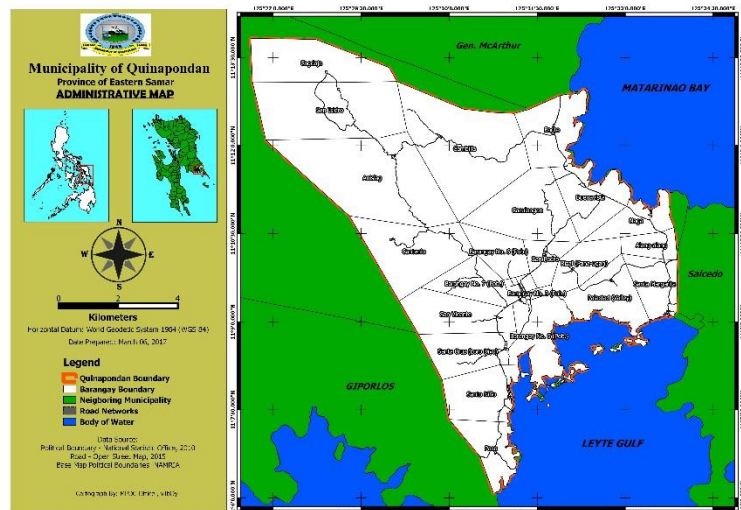
“An act or this purpose mainstreaming Climate Change into Government Policy Formulations, Establishing the Framework Strategy and Program on Climate Change, creating for this purpose the Climate change Commission, and for other purpose”

CHAPTER I. BACKGROUND

A. INTRODUCTION

1. Geographical Location and Area

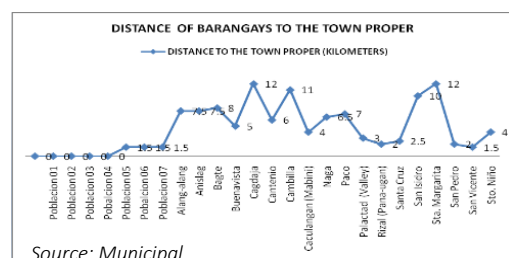
Quinapondan is located along the Southern Coast of the Province of Eastern Samar more specifically at 11 degrees, 9 minutes and 12 seconds north latitude. It is approximately 75 kilometers Southwest of the Provincial Capital, Borongan, Eastern Samar and 30 kilometers northwest of Guiuan, Eastern Samar. It is bounded in the north by the municipality of Gen. MacArthur and the Pacific Ocean, on the East by the municipality of Salcedo and the Leyte Gulf, on the South and the West by the Municipality of Giporlos. It has an area of approximately 8, 423.5836 hectares



wherein 882.7127 hectares or 10.84% comprise the urban barangays while the rural barangays occupy the remaining area of 7, 540.87 or 89.16 percent of the total area of the municipality. Quinapondan is classified as 5th Class Municipality of the Province of Eastern Samar.

2. Political Subdivision

Quinapondan is composed of twenty five (25) barangays. Seven (7) in the Poblacion, Six (6) in the upland. Seven (7) along the highway and Five (5) along the Seacoast.



Source: Municipal

The average distance of barangays from the municipality is 4.7 kilometers. Ten (10) barangays are within a 2-kilometer radius of the municipality. These are Poblacion 1 to 7, San Vicente, San Pedro, and Rizal.

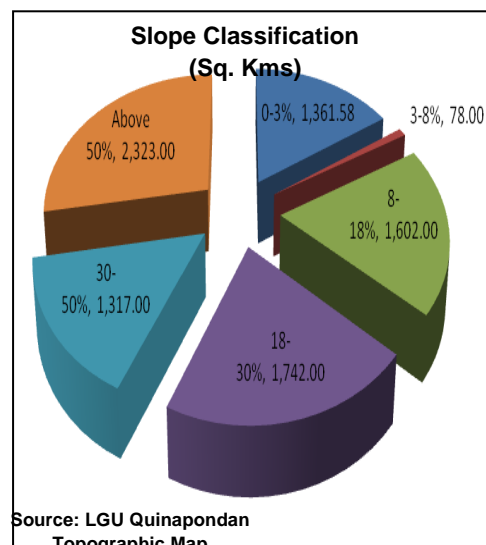
3. Geology and Soils

The municipality of Quinapondan has three (3) major soil types. Predominant is the Luisana Clay with a total land area of 5,646.58 hectares or 67.03% of the total land area followed by GuinGua Clay Loam with an area of 2,338 hectares or 27.76% and the third type, the Hydrosol with 439 hectares or barely 5.21% of the total land area of the municipality.

4. Topography, Slope Aspect and Elevation

Quinapondan is situated on a plain with valleys and mountains as its background. The western part of the municipality is a mountainous area with a maximum elevation of 369meters above sea level. The mountainous parts are those areas towards the boundaries of the municipality of Gen. Macarthur and Giporlos.

The rolling terrain at the central part of the municipality slopes down to the sprawling fertile plains at the Eastern side of the municipality.



5. Climate

Quinapondan falls under Type 2 that is characterized by no definite dry and wet season. There is more or less an even definite dry and wet season. There is, more or less an even distribution of rainfall throughout the year with maximum rains coming in November to January. There is no single dry month on the region which falls under this type of climate. The minimum monthly rainfall occurs in April to May and August to September.

6. River

The major River of Quinapondan is the Anislag Kadak-an River, other rivers are at Brgy. Sto. Niño, Brgy. Bagte, Brgy. San Pedro, Brgy. San Vicente, Brgy. Sta. Cruz & the Igang River. The kadak-an River, Igang and Kulalapnitan Rivers presently, these river are likewise serving do the source of Irrigation System of Quinapondan, which distributed all the Rice fields of Quinapondan. Pobl. 01-07, Brgy. San Pedro and Brgy. San Vicente. The Kulalapnitan river is one of the sources of the existing Water Supply of Quinapondan, as water System Level III QUIWASA, which distributed to Brgy. 01-07, Pobl. Brgy. San Pedro and Brgy. Rizal/Pana-ugan.

7. Peace and Order Situation

Based on the Municipal Peace and Order Council Record from January 2021 to November 2021 appears that on record of Municipal Police Station Office are stated below

NATURE OF THE CRIME	Date Committed	Total Crimes Cleared	Total Crimes Solved	Late Reported	Total Crimes Cleared	Total Crimes Solve	TOTAL (date committed + late report)
AGAINST PERSON	0	0	0	1	1	0	1
MURDER	0	0	0	0	0	0	0
PARRICIDE	0	0	0	0	0	0	1
INFANTICIDE	0	0	0	0	0	0	0
MURDER(plain)	0	0	0	0	0	0	0
HOMICIDE	0	0	0	0	0	0	1
PHYSICAL INJURY	0	0	0	0	0	0	0
FRUST/ATTEMP MURDER	0	0	0	0	0	0	5

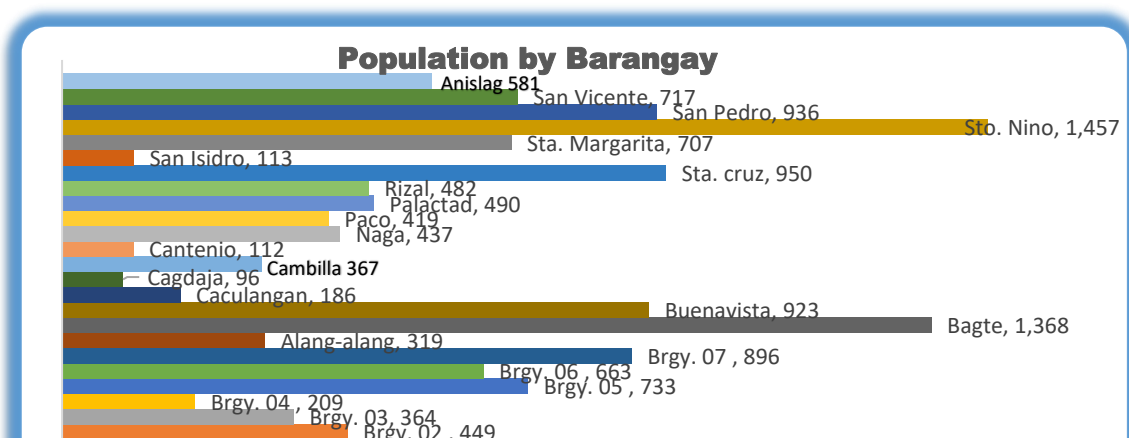
FRUST/ATTEMP HOMECIDE	0	0	0	0	0	0	0
PHY INJ (plain)	0	0	0	0	0	0	0
RAPE	0	0	0	1	1	0	1
AGAINST PROPERTY	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
THIEFT	0	0	0	0	0	0	0
CARNAPPING MV	0	0	0	0	0	0	0
CARNAPPING MC	0	0	0	0	0	0	0
CATTLE RUSTLING	0	0	0	0	0	0	0
NON-INDEX CRIMES	0	0	0	0	0	0	0
ACTS OF LASCIVIOUSNESS	1	1	1	0	0	0	1
ILLEGAL GAMBLING	1	1	1	0	0	0	1
GRAVE THREATS	0	0	0	0	1	1	1
TRAFFIC INCIDENTS	5	5	4	0	0	0	8
RIR HOMICIDE	1	1	1	0	0	0	3
RIR PHYSICAL INJURY	1	1	0	0	0	0	4
RIR DAMAGE TO PROPERTY	1	1	1	0	0	0	1
SPECIAL LAWS	5	4	3	0	0	0	27
COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002 (R.A 9165)	2	1	0	0	0	0	1
ILLEGAL FISHING ACT (R.A. 8550)	3	2	1	0	0	0	3
ILLIGAL LOGGING	4	4	4	0	0	0	4
P.D. 1865 ILLEGAL TRADING OF PETROLEUM PRODUCTS	1	1	1	0	0	0	0
ILLIGAL NUMBER GAMES	3	3	3	0	0	0	3
NAT'L. BLDG. CODE OF THE PHILS.	0	0	0	1	0	0	1
TOTAL	33	31	28	3	2	2	36

A. POPULATION AND SOCIAL PROFILE

1. Population

The total population of Quinapondan based on the 2015 PSA survey, was 14,779 persons, an increase of 938 or 6.78 percent over 2010 census of 13,841.

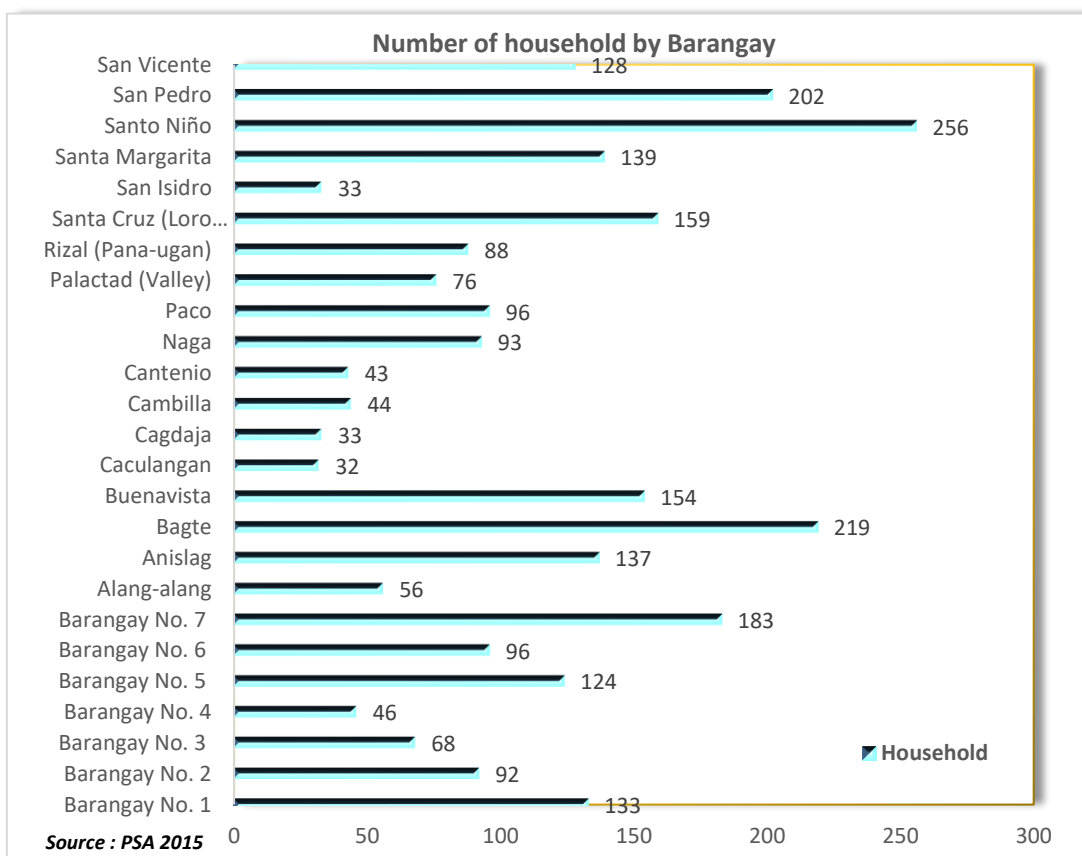
Barangay Sto. Niño registered the largest population at 1,457 persons followed by barangay Bagte at 1,368 persons followed by Sta. Cruz with 950 persons. Cagdaja (96) and Cantenio (112) were the barangays with the smallest population size.



2. Number of Household

The number of households of Quinapondan, Eastern Samar reached 2,730 in 2015, or an increase of 2.98 percent over the 2010 figure of 2,651 households.

Barangay Sto Niño recorded the highest number of households in 2015 with 256 (9.38 percent) followed by Barangay Bagte with 219. Nine barangays, namely: Poblacion 05, Poblacion 01, Sta. Margarita, San Vicente, Anislag, Buenavista, Santa Cruz, Poblacion 07, and San Pedro had household counts ranging from 100 to 183. Barangay Caculangan, Cagdaja and San Isidro showed household population size of less than 40.



3. Social Welfare

In 2015, there are 20 barangays with Day Care Centers, which benefited some 533 children in the 3 – 5 year old, bracket. Number of Senior Citizens of 1,351 and 470 persons with Disabilities in the municipality

4. Health Facilities

The health services in the municipality of Quinapondan, Eastern Samar is being delivered by the Rural Health Unit with Lying – in Clinic of 24 hours operations (Monday to Friday) and the Community/ Municipal Hospital, both are located in Poblacion 03. The former has an area of 300 square meters while the latter has a 10 beds capacity occupying an area of 2800 square meters. In addition, there are four barangay health stations located at Barangays Sto. Niño, Sta. Margarita, Buenavista and Anislag. Each station has an area of 60 square meters.

5. Health Manpower

The number of health workers in the municipality reached 129 in 2015. Active BHW's comprised more than a half of the total health workers. 84 Barangay health workers, 25 barangay nutrition scholar, 8 NDPs, 2- RHMPP and 5 – Midwives assigned to their respective barangays. Doctor to population ratio was placed at 1: 14,779.

6. Education

Enrollment and Number of Teachers

Elementary

Enrollment in elementary schools in the municipality of Quinapondan reached 2,708 in SY 2018 - 2019 a decrease of 0.63 percent from the SY 2016 – 2017 figure of 2,725. Elementary school teachers numbered 105 in SY 2018 – 2019. Teacher – pupil ratio was placed at one teacher per 25.79 pupils. During that period, all schools were within the standard ratio of 1:40.

Secondary

The municipality has secondary national high school namely Quinapondan National School located in the Poblacion 01 and has an Annex in Anislag, one of the upland barangay in the municipality. The total enrollees of secondary school is 1,300 which comprises the Grade 7 – 10 with 1,186 enrollees and Grade 11 (Senior High) of 114.

B. ECONOMIC CONDITIONS, LIVELIHOOD AND INCOME SOURCE

The economy of the municipality is dominated by agriculture/fishery/forest sector, income from other commercial establishment, especially in the service-related businesses, shows considerable contribution to the municipal economy.

Coastal Resources

The Municipality of Quinapondan has a total of fourteen (14) coastal barangays with coastline of 26.5 miles facing the Pacific Ocean and Leyte Gulf with rich in coastal resources, mangroves of 471 hectares, corrals and white sand.

Marine Fishery Resources

Marine waters that serves as primary sources of fishery products surround municipality. The fishing ground is in the Leyte Gulf and Matarinao Bay.

Fishery and Aquatic Resources

a. Fishing Ground	1,928 Has.
b. Mariculture Zone	1,000 Has
c. Mangrove	471 Has.
d. Corral Reefs	95 Has
d. Coastline (From Barangay Paco to Sta. Margarita)-28 Kms	

Mineral Reserves

The municipality contains substantial deposit of chromite having an area of 5 hectares.

Marine Protected Areas

Quinapondan has established two (2) marine protected sanctuaries at barangay Sto. Niño. The Mantampok and Panaloytoyon having its area of 11 and 25 hectares respectively. The coastal Law Enforcement Council is now operational in the protection of the coastal resources in the municipality. Bantay Dagat Task Force and Fish Wardens are now operating in the coastal areas of the town to apprehend illegal practices of the fisherfolks. They are supported with the units seaborne patrol facilities.

Income

The municipal government of Quinapondan earned an income of 1,775,027.27 in 2015, increased by 35 percent from its income level of 1,156,747.26 in 2014.

C. INFRASTRUCTURE AND UTILITIES

Road Network

The total road network had a length of 75.52 kilometers in. A total of 20.94 kilometers (27.72 %) were Provincial roads. National roads totaled 16.81 kilometers that accounted for 22.25 percent while Barangay and Municipal totaled 37.77 and 7.01 kilometers respectively.

Bridges

There were six (6) concrete bridge and two (2) timber bridge with a combined length of 145 linear meters complemented the municipal road network. Concrete bridge had a length of 119 linear meters or 82.06 percent of the total bridge length while Timber Bridge with a length of 26 linear meters or 17.93 percent.

Water and Irrigation System

Domestic Water Supply

About 88.30 percent of households or a total of 3,096 have access to potable water as of 2015. Level I facilities numbered 327 or 9.32 percent of the total number of household. Other households depended on Level II, there were 1,961 household providing potable on this level. Level III facilities provided by the Quinapondan Water System Administration (QUIWASA) was numbered 808 or 23.04 percent of the total household.

Irrigation and Agri- infrastructures

The municipality has four (4) functional communal irrigation systems. The Quinapondan CIS has an irrigable area of 145 has. Tinago CIS has 15 has., San Pedro CIS has 14 has. and Loro CIS has 8 has. All of the irrigation systems were fully operational that irrigated 460 hectares

There are two (2) multi-purpose drying pavement within the municipality, one is situated in Barangay No. 5 and the other one is in Barangay Sta. Margarita.

One (1) Municipal Level Grain Center is situated in Barangay San Pedro with a Flat Bed Dryer having a capacity of 60 cavans per batch.

Power

The municipality is served with electric power through the Eastern Samar Electric Cooperative (ESAMELCO). All of the 25 barangays has already access to electricity.

D. DEVELOPMENT ADMINISTRATION

Hazard	Probability		Impact		Average P+I 2	RANK
	Rate	Remarks	Rate	Remarks		
Earthquake	2	Geographic location	3	Near fault line X	2.5	2
Typhoon	5	Geographic location; past experiences such as Typhoons Seniang, Frank and Yolanda	5	Most communities live in flood prone areas	5	1
Tsunami	2	Geographic location; stories of the Aetas in 1948	2	Most communities live in flood prone areas	2	5
Storm surge	2	Geographic location; stories of the Aetas in 1948	2	Most communities live in flood prone areas	2	2
Flash flood	3	Identified areas prone to flashflood Brgy. 07 Pobl, Brgy. 01-06 Pobl. Sto. Niño, Bagte	5	Most communities live in flood prone areas	5	1
Landslide	5	Identified areas prone to landslide Brgy. Paco, Sta. Cruz, Sto. Niño & Upland Barangays	4	Communities near landslide prone area Brgy. Paco, Sto. Niño, Sta. Margarita, Sta. Cruz, Bagte.	3.5	3
Tornado	1	Occurrence of tornado in the past 2016	1	Sto. Niño	1	6
River Flooding	5	Identified areas prone to river flooding Brgy. 07 Pobl. Sto Niño, Bagte, San Pedro, San Vicente, Brgy. 01-06 Pobl.	5	Communities near river flooding prone area	5	1

Drought	2	Past experience on El Niño Phenomenon	4		3	4
Public Health Emergency (Re-emerging Emerging Infectious Diseases)	4		5		4. 5	2
Fire	2		5		3. 5	

Administrative structure

The municipal government employed a total 65 regular personnel as of December 2016. The office of the Municipal Mayor accounted for 16.88 percent of the total number of municipal government employees. The second biggest office in terms of personnel is the Sangguniang Bayan and the municipal agriculture office it had a staff of 9 or 11.68 percent of the total. The other big municipal government departments were Municipal Health Office, which mandates to deliver primary health care services, Treasurer’s office and the office of the Municipal Engineering.

Of the total number of officials and employees, 11 held elective positions and 2 co – terminus appointments. All the rest are permanent officials and employees.

I. RISK PROFILE

Disaster Characteristics in the Municipality of Quinapondan

Disasters are not simply large-scale emergencies. Disasters have a number of distinct characteristics which are normally not seen during emergency and emergencies are normally handled adequately by emergency services. Responders have the equipment, training, experience and communication to adequately handle any emergency event. However, insome instances disaster may exceed the capacity of responders and may result in number larger of casualties or more damage to property, maybe over a large area or maybe unpreventable. Time maybe short or maybe plenty of warning (fire, tsunami, typhoon, landslide, flooding, storm surge and earthquake).

Quinapondan is a coastal municipality and is vulnerable to different types of hazard such as typhoon, storm surge, flooding, landslide due to its geographic location and condition.

B. Hazard Identification

Municipality of Quinapondan is exposed to nine (9) natural hazards: earthquake, typhoon, tsunami, storm surge, flashflood, landslide, tornado, river flooding and drought.

As seen in the above probability and impact ratings of the hazards, typhoon ranks as number 1. Based on historical records, typhoon left most devastation in the lives and properties of the communities. Some

of the devastating typhoons that occurred in the Municipality from year 1965 to 2014 were TY Claring in 1965, TY Typhoon during in 1984, Yuning in 1985 and Typhoon Yolanda in 2013.

During the TY Yolanda, death toll reached 10 & 190 injured as per the records of MDRRMC and MSWDO. At least 2,000 families from coastal were forcibly evacuated the water passing along the rivers overflowed. Approximately damaged to infrastructure reached at P2.6 B. Damaged to agriculture and fisheries reported was P3.8 B.

CP Form 1: Hazard Identification

Based on the assessment of the hazards, Municipality of Quinapondan, requires having a contingency plan for typhoon that shall help ensure preparedness for effective response in the 25 barangays and the entire municipality.

CP Form 2: Anatomy of the Hazard

Root Causes	Early Warning Signs	Triggering Factors	Existing Mitigating Measures
The geographic location of Municipality of Quinapondan, Eastern Samar makes it prone to tropical cyclone which may occur in the month of June to December. However, with the climate change manifestation, a tropical cyclone may also occur during the months of January to May.	<ul style="list-style-type: none"> • PAGASA Weather Bulletins; • Tri media (TV, radio and internet); • Indigenous knowledge such unexplained migration of birds; blood red coloration of the sky during sunset and sunrise and convergence of cirrus clouds at one point in the horizon. 	A tropical cyclone which may landfall in or within the vicinity of Quinapondan may be enhanced by the following weather conditions: <ul style="list-style-type: none"> • <i>Habagat</i> or Southwest Monsoon • Low Pressure Area • Inter-tropical Convergence Zone (ITCZ) 	<ul style="list-style-type: none"> • Non-structural measures like de-clogging and planted mangroves; • Structural measures such as seawalls and flood control structures

The root cause of the typhoon is the geographic location of Municipality of Quinapondan. Typhoons may occur in the month of June to December. However, there may be also typhoons during the months of January to May due to climate change.

The early warning signs that the MDRRMC needs to watch out for are the PAGASA Weather Bulletins; tri media (TV, radio and internet); indigenous knowledge such unexplained migration of birds; blood red coloration of the sky during sunset and sunrise and convergence of cirrus clouds at one point in the horizon.

The typhoon which may landfall in or within the vicinity of Municipality of Quinapondan may be triggered by other weather disturbances like *Habagat* or Southwest Monsoon, Low Pressure Area and Inter-tropical Convergence Zone (ITCZ).

At the very least, Municipality of Quinapondan has established existing mitigating measures in response to a typhoon. These include non-structural measures like de-clogging and planted mangroves as well as structural measures such as seawalls and flood control structures.

CP Form 3A: Scenario Generation for Natural Hazard

The following table describes the three different scenarios that may occur in the event that a typhoon hits Municipality of Quinapondan, Eastern Samar.

PARTICULARS	BAD	WORSE	WORST
General Description of the Event	Tropical Depression made landfall or within the vicinity of Municipality of Quinapondan; maximum sustained winds of less than 63 kph is observed	Typhoon made landfall or within the vicinity of Municipality of Quinapondan; maximum sustained wind of 64 to 184 kph is observed	Super typhoon made land fall in or within the vicinity of Municipality of Quinapondan, Eastern Samar with the maximum sustained wind of greater than 250 kph is experienced with possible occurrence of 3 meters storm surge. The typhoon could trigger the occurrence of flooding and rain-induced landslides in the identified areas.
NO. OF AFFECTED INDIVIDUALS			
No. of Dead	0	0	1 or more
No. of Injured	less than 20	21-50	51 and above
No. of Missing	0	5	20

EFFECTS ON:			
Communication			
Power/Electricity			
Transportation			
Environment			
Response Capabilities			
Government Trust			
Roads			
Bridges			
Housing			
Water			
OTHERS:			

The MDRRMC of Quinapondan will have to prepare for the worst case scenario as described in the above table. In this case, a super typhoon shall make landfall with maximum sustained winds of greater than 350 kph, possibly triggering the occurrence of 5 meters storm surge. The typhoon could also lead to the occurrence of flooding and rain-induced landslides in the identified areas.

A total of 14,779 individuals/4,144 families will be affected. 700 houses are projected to be totally damaged while 2,000 will be partially damaged. Power blackout will be experienced. Communication facilities will be totally damaged. Transportation will be interrupted and roads and bridges will not be passable. There will also be damages on water and drainage facilities.

The agricultural land and products will suffer extensive damages and the livelihood will be severely affected as well.

Based on the scenario, it is assumed that the priority barangays will be those located along coastal areas namely: Barangay Sta. Margarita, Sto. Niño, Naga, Buenavista, followed by Brgy. 01-07, Poblacion. Brgy San Pedro, Bagte, Sta. Cruz, San Vicente, which are located along riverside and low lying areas respectively. Municipal Incident Management Team (IMT) will have to be activated with few response groups from local and private clusters. However, more response capabilities will be needed due to the severity of the impact brought about by the typhoon.

CP Form 4A: Displaced Population

AFFECTED AREA	NO. OF AFFECTED POPULATION		NO. OF DISPLACED POPULATION							ASSUMPTIONS (WHY THEY WERE AFFECTED/DISPLACED/ EVACUATED)	CHARACTERISTICS
			Inside Evacuation			Outside Evacuation		Total			
	Family	Persons	Family	Persons	Location	Family	Persons	Family	Persons		
Brgy. 01, Pobl.	202	382	108	540	Municipal Building, Private Houses & High School Buildings	94	376	202	832	Riverside / Low lying Area	Vendors, Small business owners, farmers, fishermen, laborers, housewives, professionals, local officials, IPs
Brgy. 02, Pobl.	138	486	71	355	Municipal Building, Private Houses & Brgy. Hall	52	260	138	486	Low Lying Area	
Brgy. 03, Pobl.	91	378	49	245	Municipal Building, Private Houses & Elem. School	42	210	91	378	Riverside / Low lying Area	
Brgy. 04, Pobl.	70	190	29	145	Municipal Building & Private Houses	20	100	70	190	Riverside / Low lying Area	
Brgy. 05, Pobl.	181	758	105	525	Elem. School Building & Municipal Building	76	380	181	758	Riverside / Low lying Area	
Brgy. 06, Pobl.	169	791	85	425	Private Houses, Brgy. Hall, Kulong, DCC	63	315	169	791	Low Lying Area	
Brgy. 07, Pobl.	250	1,077	126	630	Municipal Building, Private Houses, Kulong	112	560	250	1,077	Low Lying Area / Riverside	
Alang-Alang	86	346	53	265	Private Houses, Elem. School, Brgy. Hall, Day Care Center	37	185	82	346	Hillside	
Anislag	191	581	97	485	Elem. School, Private Houses, Church	58	290	191	581	Hillside	

CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
2022-2025

Bagte	363	1,392	148	740	Private Houses, Elem. School, Makeshift/kulong	128	640	363	1,392	Reverside/Low Lying Area	
Buenavista	250	1,216	112	560	Private Houses, Brgy. Hall, Church, Day care center	98	490	250	1,216	Hillside/ Coastal Barangay	
Cantenio	60	229	28	140	Private Houses, Small House/tunnel/Sc h.Bodega	22	110	60	229	Hillside	
Cagdaja	33	209	22	110	Ele. School, Health Center, Private Houses	9	45	33	209	Hillside	
Cambilla	73	367	56	280	Church, Elem School, Day care center, Private Houses	18	90	73	367	Hillside	
San Isidro	40	281	31	155	Elem. School, church, Health Center, Private Houses	13	65	40	281	Hillside	
Mabini	66	273	28	140	Private Houses, Day care center, Health center, Elem. School	21	105	66	273	Hillside	
Sta. Margarita	186	697	108	540	Elem School, Private houses, makeshift/ kulong	63	315	186	697	Coastal Barangay	
Naga	129	484	79	395	Day Care center, Private Houses, Health center, Church	32	160	129	484	Coastal Barangay	
Paco	131	471	79	395	Elem. School, Private Houses	42	210	131	471	Hillside	
Palactad	119	477	67	335	Day care center, Private Houses, Church, Health center, Elem. School	52	260	119	477	Hillside	
Rizal	133	563	71	355	Day care center, Church, Brgy. Hall, Elem. School, Private Houses	62	310	133	563	Hillside	
San Pedro	221	902	132	660	Day care center, Brgy. Hall, Health center, Private Houses, Church, CEC	49	245	221	902	Riverside/Low lying area	

CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
2022-2025

San Vicente	204	728	93	465	Elem. School, Private Houses, Church	88	440	204	728	Riverside/Hillside	
Sta. Cruz	235	935	149	745	Private Houses, Brgy. Hall	73	365	235	935	Riverside	
Sto. Niño	378	1,482	239	956	Masada Building, Elem. School, Brgy. Hall, Private Houses, Municipal Building, Kulong	112	560	378	1,482	Coastal Barangay	

GOAL AND OBJECTIVES

Goal

The goal of the contingency plan is to provide effective, efficient, timely and well-coordinated response mechanisms in the event of the occurrence of typhoon in Municipality of Quinapondan, Eastern Samar. Such mechanisms shall help to protect lives, properties and the environment, and restore the immediate needs of the affected communities and have a Zero Casualties.

General Objectives

The general objectives of the contingency plan are as follows:

1. To determine the immediate tasks required for the typhoon response operations;
2. To conduct inventory of resources available among MDRRMC member-agencies, including the CSOs;
3. To establish proper coordination through efficient communication and linkage among MDRRMC member agencies and stakeholders;
4. To provide the immediate and appropriate needs of the affected population of the MDRRMC OFFICE; and
5. To reinforce the standards of reporting system set by the NDRRMC.

COORDINATION, COMMAND AND CONTROL

A. Coordination

The following are the required clusters, with the corresponding lead and member offices, that must be activated in response to the typhoon:

CLUSTER	LEAD OFFICE	OFFICES INVOLVED
Communications and Warning	MDRRMO	PNP/BTAC, AFP, MENRO, PCG, BFP, MSWDO, MDRRMO, PRC, GSO, BAG, MAO, P Clinic, Brgy. Council, DEPED, MPDC,
Camp Coordination & Camp Management	MSWDO	MSWDO, MDRRMO, PRC, BAG, BRGY COUNCIL, JPORT, FINANCE
Food and Non-Food	MSWDO	MEO, MSWDO, MPDO, OMAS, KALAHI-CIDSS
Protection	MSWDO	
Health	MHO	MHO, MSWDO, MDRRMO, PRC, BAG, P CLINICS, BRGY COUNCIL, DEPED

Law and Order	PNP	PNP/BTAC, AFP, PCG, MDRRMO, GSO, BAG, MAO, BRGY COUNCIL,
Transportation	GSO	PNP/BTAC, AFP, PCG, BFP, MDRRMO, PRC, GSO, BAG, BRGY COUNCIL,
Logistics	GSO	MTO, MSWDO, MPDO, GSO, Accounting and MBO
International Humanitarian Assistance	MO	
Management of the Dead and the Missing (MDM)	DILG	
Local Epidemiology Surveillance Unit (LESU)	RHU	
Education	DepEd	
Search, Rescue and Retrieval	BFP	

1. Search, Rescue and Retrieval (SRR) Cluster

Lead: Municipal DRRM Office Emergency Response Team (MDRRMO-ERT)

Members: PNP/BTAC, BFP, BAG, MAO, Brgy DRRM Councils, MHO

Scenario: Typhoon makes landfall in Municipality of Quinapondan, Province of Eastern Samar. This leads to the occurrence of flooding, landslides and storm surges in the municipality. The strong winds uproot trees and topple down electric posts and telecommunications facilities. Roads and bridges are rendered impassable for a certain period of time.

Out of 14,779 individuals/4,144 families, there are projected 10 deaths, 10,000 injuries and 50 missing persons. Some are reported to be trapped in their respective homes due to the flooding. Furthermore, a lot of families need to be transported to evacuation centers.

While the local responders are already deployed, majority of them and their families are victims themselves. Furthermore, debris is all over the area making SRR operations difficult to perform.

Specific Objectives of the Cluster:

1. To ensure the safety and security of the response teams deployed by the SRR cluster;
2. To ensure timely, effective and efficient conduct of SRR operations;
3. To facilitate and assist in the retrieval, identification and proper management of human remains; and
4. To account all the responses made by the SRR cluster.

Roles and Responsibilities:

The SRR cluster shall have the following roles and responsibilities:

- Organize and deploy self-sufficient and capable response teams to conduct SRR;
- Provide resource augmentation, to include manpower and equipment, to other areas as needed;
- Coordinate with the other clusters for the resource needs of the SRR teams;
- Consolidate all the activities made by the response teams into one cluster report

Protocols:

1. Upon activation of the contingency plan, all key representatives of the SRR cluster headed by the MDRRMO-ERT will have to convene at the EOC to undertake coordination work.

The SRR cluster shall organize 6-man teams composed of a leader, 5 rescue specialists and a logistics officer:

Team Composition	Functions
1 Leader	<ul style="list-style-type: none"> • Communicates with the IMT • Receives work instructions from the IMT • Decides which tools should be used to perform specific tasks • Monitors work rotations • Ensures safety of the team • Maintains a log of all events, actions and expenditures • Reports to the IMT
5 Rescue Specialists	<ul style="list-style-type: none"> • Carry out work instructions from the Team Leader. Use the tools, equipment and accessories correctly and safely. • Update the SRR Leader on task progress
1 Logistics Officer	<ul style="list-style-type: none"> • Manages the tools, equipment and accessories, and other resources • Requests from the Team Leader the resources necessary to complete the task. • SRR members will take turns assuming this responsibility.

1. Each response team shall:
 - a. Check in to the established ICP and receive instructions under the supervision of the IMT
 - b. Observe 12 hours shift to prevent premature exhaustion.
 - c. Utilize the principle of triage to determine the order of priority to respond to casualties
 - d. Shall work in pairs. There shall always be a second rescuer to stand behind to provide physical support and monitor safety. Working in pairs also provides the opportunity for rotations and rest
 - e. Account all treated/responded victims by recording important details such as name, age, sex, and address.
 - f. Transport victims who do not need hospitalization to the nearest evacuation area as instructed by the IMT.
 - g. Retrieve and endorse human remains to Municipal Health Office for proper documentation and disposal (burial). Only a doctor can officially declare a victim dead.
 - h. Report all actions taken to the IMT for subsequent reporting to the EOC.
2. The SRR cluster shall provide additional SRR resource augmentation to the IMT upon request of the IC. The principle of efficiency and effectiveness shall always be observed.
3. Priority shall be given to the very young (0-7 y/o), old (60 y/o above), pregnant and PWDs. The severely injured with life threatening condition but with a high chance of survival are to be responded first, followed by the less severely injured. Next will be the walking wounded and the last will be those with remote survival.

Communications and Warning

Cluster	Lead and members	Objective	Roles and Responsibilities	Protocol
Communications and Warning	Lead: Mr. Elizalde Abejero Vice- Chairman: Lorenzo Gahoy, MDRRMO Members: PNP, AFP, MENRO	To widely disseminate timely information and warning concerning imminent disaster and threats to the general public in the areas of immediate risk	Lead in the activation of Early Warning System; Alert the Mayor, LDRRM Council members, Barangay Officials BDRRMC, and QUIRU members Relay updates and monitor on weather bulletin and advisory from PAG-ASA and other source of relevant and reliable information To warned vulnerable areas for possible impact of hazard so as to enable protective or preventive actions to be taken by disaster management officials; Furnish information on updates to responsible persons/agencies; Post and updates information advisory thru social media networks, website, twitter, text brigade, etc.	Upon alert from PAG-ASA, OCD, DILG, & PDRRMO: - Inform the LCE, all PB concerning the imminent hazard so as to prepare appropriate anticipatory actions. - inform / instruct BDRRMO's for immediate activation of EWS - Whenever necessary, update the LCE for a possible forced Evacuation in areas of concern. - alert the RO for activation of ICS

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Cluster	Chairperson	Co-Chairperson	Members	Objective	Roles and Responsibilities		
					Before	During	After
Communications and Warning				To widely disseminate timely information and warning, concerning imminent disaster and threats to general public, institutions, in the areas of immediate risk		<ul style="list-style-type: none"> To relay updates and monitoring on weather bulletin and advisory from PAG-ASA and other sources of relevant and reliable information. To forewarn vulnerable areas for possible impact of a hazard so as to enable protective or preventive actions to be taken by disaster management officials. To assist in the activation or warning system devices. To furnish information on updates to responsible persons / agencies. Post and updates information advisory thru social networks, website, twitter, text brigade etc. 	

(Communications and Warning)
CP 8. Resource Projection

FLOODING

Resources	Need	Have	Gaps (Need-Have)	Activities/Sources to Fill the Gaps	Cost Estimates (Fill-up only when appropriate)	Source of Funds (fill-up when appropriate)
Hand-Held Radio	6	1	5	Procurement	40,000	LDRRMF
Genset	3	2	1		80,000	LDRRMF
Megaphone	5	0	5		40,000	LDRRMF
PPE's	50	0	50		50,000	LDRRMF
First-Aid Kit	10	0	10		30,000	LDRRMF
Flash Light	20	1	19		9,500	LDRRMF
Emergency Light	10	1	9		45,000	LDRRMF
Logbook	5	5	0		-	
Manpower	10	4	6	Hire		
	TOTAL				294,500.00	

Narrative:

All of the above needed resources should be included in the annual procurement plan.

CP Form 10: Emergency Operation Center		
Location	Second Floor, Right Wing, Municipal Buiding	
CONTACT INFORMATION		
Primary	Alternate	
Landline:	Satelite:	
Mobile: 9985683265	Radio Frequency: 145-120	
Email Address: elizaldeabejero@gmail.com	Others:	
Social Media: zaldy orejeba		
Others:		
EOC MANAGEMENT TEAM		
POSITION (Customise as Appropriate)	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
EOC Manager	Elizalde C. Abejero (MDRRMO)	9985683265
	Jared Pompee Jamarolin (MO)	9663525131

Operations Coordinator	PLT Jose Fortunato Lumain (PNP)	
	SFO1 Arsenio Lacaba (BFP)	
Planning Coordinator	Marites P. Servano (MPDO)	
	Engr. Felix John E. Bianes (MENRO)	
	Marie Rose G. Docabo (MSWDO)	
Logistics Coordinator	Crispin Baldicañas (GSO)	
	Eva T. Quinto (MBO)	
	Lorenzo B. Gahoy (HRMO)	
Finance/Admin Coordinator	Lito L. Bajado (MTO)	
	Vanessa B. Magno (AO)	
	Maressa Dado (MTO)	
Others:		
Others:		
Others:		

Quinapondan EOC is the repository and main hub for coordination of the MDRRMC. It serves as the main communication link for all responding units, receives emergency and non-emergency calls, monitors municipal-wide security and order, dispatches calls to concerned responding units and receives data and reports from responding units.

CP Form 11: INCIDENT COMMAND SYSTEM		
ICS FACILITIES		
FACILITIES (Customise as Appropriate)	LOCATION	
Incident Command Post	Ground Floor, Municipal Building	
Staging Area	Public Plaza, Brgy. 02 Poblacion	
Base Camp	Evacuation Center, Brgy. San Pedro, Quinapondan, E. Samar	
Heli Spot	Sitio Palanas, Brgy. 03 Poblacion, Quinapondan, E. Samar	
Heli Base	N/A	
Others		
Others		
Others		
INCIDENT MANAGEMENT TEAM		
POSITION (Customise as Appropriate)	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
INCIDENT COMMANDER	Elizalde C. Abejero (MDRRMO)	9985683265
	Marie Rose G. Docabo (MSWDO)	

PUBLIC INFORMATION OFFICER	Jarred Pompee Jamarolin (MO)				
	Marie Rose G. Docabo (MSWDO)				
	Liza Gonzaga (DepEd District Supervisor)				
	PLT Jose Fortunato Lumain (PNP)				
LIAISON OFFICER	Lorenzo B. Gahoy				
	Jarred Pompee Jamarolin (MO)				
SAFETY OFFICER	PLT Jose Fortunato Lumain				
	SFO1 Arsenio Lacaba (BFP)				
OPERATIONS SECTION CHIEF	PEMS Leo Lusico (PNP)				
	FO2 Jelson Dayola (BFP)				
	1LT Elmer Salolog (AFP)				
PLANNING SECTION CHIEF	Engr. Marites P. Servano (MPDC)				
	Engr. Vincent John B. Padriga (ME)				
	Engr. Felix John E. Bienes (MENRO)				
LOGISTICS SECTION CHIEF	Crispin Baldicañas (GSO)				
	Eva T. Quinto (MBO)				
FINANCE/ADMIN SECTION CHIEF	Lito L. Bajado (MTO)				
	Vanessa B. Magno				
Others					
Others					
Others					

Single command shall be used in managing the typhoon response operations. All operational and tactical teams shall work under the supervision of the Operations Section Chief.

Camp Coordination and Camp Management Cluster

Cluster	Lead and members	Objective	Roles and Responsibilities	Protocol
Camp Coordination & Camp Management	Lead: MSWDO	To provide temporary shelter	Register persons/families brought to evacuation center	Activation of Camp Management Team upon receiving the communication from warning and telecommunication cluster: pre-emptive or forced evacuation (where the members and designated persons per area will be on duty)
	Members: DepEd, SK and LGU Employees	To provide protection and assistance to evacuees.	Conduct stress debriefing	Formulate policies and guidelines on the use of evacuation centers
		To provide immediate and appropriate disaster interventions	Provide temporary comfort to evacuees	Provide Disaster Assistance Family Access Cards (DAFAC) to families
		To provide protection and assistance to evacuees.	Distribute relief goods	Maintain an Evacuation Center Information Board.

		To coordinate services for evacuees		Provide relief goods to families while in evacuation centers.
				Rapid Damage and Needs Assessment for Camp Management Deactivation

CP Form 4A: Affected Population

Hazard: **Flooding**

Area/Location	No. of Individuals Affected	Displaced Population		
		No. of Individuals Inside Evacuation Centers	No. of Individuals Outside Evacuation Centers	Reasons for Displacement
Brgy. 01 Pob.	628		628	
Brgy. 02 Pob.	439		439	
Brgy. 03 Pob.	429		429	
Brgy. 04 Pob.	232		232	
Brgy. 05 Pob.	827	330	497	
Brgy. 06 Pob.	556		556	
Brgy. 07 Pob.	870	610	260	
Brgy. San Pedro	276	120	156	
Brgy. San Vicente	371		371	
Brgy. Bagte	960		960	

Brgy. Sto. Niño	867		867	
Brgy. Alang-alang	95		95	
Brgy. Sta. Cruz	714		714	
Brgy. Buenavista	338		338	
Brgy. Sta. Margarita	549		549	
Brgy. Rizal	497		497	
Brgy. Palactad	259		259	
Total	9,314	1,060	8,254	

Based on data from CDRA on the Flood Susceptibility Map, it was found out that of the Twenty-Five (25) barangays in the Municipality, four (4) barangays are highly susceptible, eight (8) moderately susceptible six (6) are of low susceptibility. Only seven (7) barangays are not prone to flood.

In worst-case scenario of flooding, or once the flood marker is at the red level, the high risk of flooding is at the Brgy. 05-Poblacion, 07 Poblacion and San Pedro and immediate evacuation should already be conducted. 1,970 affected individuals are expected from this three barangays, but only 1,060 could be accommodated at evacuation centers to comply the minimum standard of DSWD guidelines on 1.33 square meter ratio per capita. Individuals outside the evacuation centers are at the private houses and other buildings with MOA with LGUs. The reasons for displacement are that the affected individuals are living near the riverbanks and low-lying areas, houses are made mostly of light materials that can easily damage by flooding, and the possibility of secondary hazards for the residents of the diseases caused by flooding.

CP FORM 6: RESPONSE ACTIVITIES

EVACUATION/ CAMP MANAGEMENT AND CAMP COORDINATION CLUSTER

Head: MSWDO

Members: PNP, DEPed, MLGOO, PNP, RHU, ME, BFP

General Objective:

The E/CMCC Cluster ensure that all requirements needed in the management of evacuation center are being met and delivery of basic is well coordinated.

Specific Objective:

1. To ensure that facilities in the identified safe, secure and accessible evacuation centers for emergencies and disaster and functional;
2. To ensure the designation of camp managers and leaders
3. To ensure that the temporary refuge to individual and families potentially at risk or in actual danger are immediately provided;

4. To ensure the establishment the accurate sex, and age, disaggregated data e.g. Listing and profiling of individual displaced population inside the evacuation center
5. To ensure that all displaced individual in evacuation center are provided the basic humanitarian needs such as, but not limited to, food, potable water, clothing, family item, hygiene kits, and other essential non - food items
6. To ensure the establishments of medical stations with available medicines and medical personnel that provide medical services 24/7
7. To ensure that energy source and communication facilities are in place;
8. To ensure that Evacuation Centers (ECs) are off limits and have designated areas for pets' animals and live stocks;
9. To ensure the availability of security personnel inside the evacuation centers 24/7;
10. To ensure the conduct of age appropriate a recovery and gender / culture sensitive activities that will facilitate the IDP's quick recovery from the impact of the disaster.
11. To prevent Covid-19 transmission during the evacuation while providing emergency response.
12. To continue to seek opportunities for recovery, rehabilitation and development task as post response activities are undertaken, in case of prolonged stay.
13. Provide safety for the MDM teams from contracting infections

FLOODING

RESPONSE CLUSTER	CAMP COORDINATION & CAMP MANAGEMENT	
TIMEFRAME	RESPONSE ACTIVITIES	RESPONSIBLE AGENCIES/OFFICES
H-(3-1)	<ul style="list-style-type: none"> • Forced Evacuation (level of water of the flood marker is already at the red level) • Ensure registration of evacuees (Listing and profiling of displaced individuals inside the evacuation center (age, sex etc.) • Observation of health protocols • De-contamination and disinfection of evacuation centers 	MSWDO MDRRMO RHU BFP PNP
H-0	<ul style="list-style-type: none"> • Medical & Psychological First Aid 	MSWDO

		RHU
D+1	<ul style="list-style-type: none"> • De-contamination/Disinfections of evacuation centers • Relief Distribution • Stress Debriefing 	MSWDO RHU BFP
D+(2-7)	<ul style="list-style-type: none"> • Stress Debriefing • De-contamination/Disinfections of evacuation centers 	MSWDO RHU

Based on experience in our municipality, in a matter of 3-5 hours of intense heavy rains there is high a possibility of flooding at high risk area/barangays. Once the level of water in the flood marker is already at red level (located at Quinapondan Bridge and at Brgy. 7 Pob.) immediate force evacuation are being conducted at brgys. 5,7 and San Pedro.

Prior to flood occurrence, CCCM are presumably in place, and procurement of goods have been done.

Identification of number of evacuees are based on DSWD guidelines with 1.33 sq.m. standard ratio per capita,

For flooding, out of 9,314 individuals only 1,060 can be accommodated at evacuation centers (San pedro, Municipal main Building, left wing, right wing, Annex A and Annex B.

Evacuation centers should be de-contaminated and disinfected before and after evacuations to ensure safety of displaced individuals and health protocol should still be followed.

Psychological and stress-de briefing should be conducted whenever necessary a day after the typhoon and beyond.

CP Form 7. Resource Inventory (CCCM)

Flooding

AGENCY/OFFICE	RESOURCE	QUANTITY	REMARKS
MSWDO,	Hand-held Radio	1	Serviceable
	12 volts Battery	1	Serviceable
	Genset	2	Serviceable
	PPE's	1	Serviceable
	Flashlight	1	Serviceable
	Emergency Light	1	Serviceable
	Logbook	5	Visible

	Manpower	4	Regular Employee
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Narrative:

All of the above-mentioned resources are available at the office of the MSWDO. However, there is a need of regular inventory to ensure that all of the above resources are serviceable at the time of disaster.

CP 8. Resource Projection

Flooding

Resources	Need	Have	Gaps (Need-Have)	Activities/Sources to Fill the Gaps	Cost Estimates (Fill-up only when appropriate)	Source of Funds (fill-up when appropriate)
Hand-Held Radio	6	1	5	Procurement	40,000	LDRRMF
12 Volts Battery	5	1	4		35,000	LDRRMF
Genset	3	2	1		80,000	LDRRMF
Megaphone	5	0	5		40,000	LDRRMF
PPE's	20	1	19		95,000	LDRRMF
First-Aid Kit	10	0	10		30,000	LDRRMF
Flash Light	20	1	19		9,500	LDRRMF
Emergency Light	10	1	9		45,000	LDRRMF
Logbook	5	5	0	Hire	-	
Manpower	10	4	6			

	TOTAL		374,500.00
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Narrative:

All of the above needed resources should be included in the annual procurement plan.

CP Form 9. Budget and Resources Summary

Flooding

Cluster	Total Resource Gaps	Total Cost Estimates
Camp Coordination & Camp Management	5- Hand-Held Radio	40,000
	4- 12 Volts Battery	35,000
	1- Genset	80,000
	5- Megaphone	40,000
	19- PPE's	95,000

	10- First-Aid Kit	30,000
	19- Flash Light	9,500
	9- Emergency Light	45,000
	6- Manpower	
TOTAL		374,500.00

Narrative:

All of the above needed resources should be procured to fill the gaps to ensure that all needed requirements in the management of evacuation center will be met.

CP Form 10: Emergency Operation Center	
Location	Second Floor, Right Wing, Municipal Buiding
CONTACT INFORMATION	
Primary	Alternate
Landline:	Satelite:
Mobile: 9985683265	Radio Frequency: 145-120
Email Address: elizaldeabejero@gmail.com	Others:

Social Media: zaldy orejeba		
Others:		
EOC MANAGEMENT TEAM		
POSITION as Appropriate)	(Customise as Appropriate)	CONTACT INFORMATION (Primary and Alternate)
EOC Manager	Elizalde C. Abejero (MDRRMO)	9985683265
	Jared Pompee Jamarolin (MO)	9663525131
Operations Coordinator	PLT Jose Fortunato Lumain (PNP)	
	SFO1 Arsenio Lacaba (BFP)	
Planning Coordinator	Marites P. Servano (MPDO)	
	Engr. Felix John E. Bienes (MENRO)	
	Marie Rose G. Docabo (MSWDO)	
Logistics Coordinator	Crispin Baldicañas (GSO)	
	Eva T. Quinto (MBO)	
	Lorenzo B. Gahoy (HRMO)	
Finance/Admin Coordinator	Lito L. Bajado (MTO)	
	Vanessa B. Magno (AO)	
	Maressa Dado (MTO)	
Others:		
Others:		
Others:		

Quinapondan EOC is the repository and main hub for coordination of the MDRRMC. It serves as the main communication link for all responding units, receives emergency and non-emergency calls, monitors municipal-wide security and order, dispatches calls to concerned responding units and receives data and reports from responding units.

CP Form 11: INCIDENT COMMAND SYSTEM	
ICS FACILITIES	
FACILITIES (Customise as Appropriate)	LOCATION
Incident Command Post	Ground Floor, Municipal Building
Staging Area	Public Plaza, Brgy. 02 Poblacion
Base Camp	Evacuation Center, Brgy. San Pedro, Quinapondan, E. Samar

Heli Spot	Sitio Palanas, Brgy. 03 Poblacion, Quinapondan, E. Samar	
Heli Base	N/A	
Others		
Others		
Others		
INCIDENT MANAGEMENT TEAM		
POSITION (Customise as Appropriate)	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
INCIDENT COMMANDER	Elizalde C. Abejero (MDRRMO)	9985683265
	Marie Rose G. Docabo (MSWDO)	
PUBLIC INFORMATION OFFICER	Jarred Pompee Jamarolin (MO)	
	Marie Rose G. Docabo (MSWDO)	
	Liza Gonzaga (DepEd District Supervisor)	
	PLT Jose Fortunato Lumain (PNP)	
LIAISON OFFICER	Lorenzo B. Gahoy	
	Jarred Pompee Jamarolin (MO)	
SAFETY OFFICER	PLT Jose Fortunato Lumain	
	SFO1 Arsenio Lacaba (BFP)	
OPERATIONS SECTION CHIEF	PEMS Leo Lusico (PNP)	
	FO2 Jelson Dayola (BFP)	
	1LT Elmer Salolog (AFP)	
PLANNING SECTION CHIEF	Engr. Marites P. Servano (MPDC)	
	Engr. Vincent John B. Padriga (ME)	
	Engr. Felix John E. Bienes (MENRO)	
LOGISTICS SECTION CHIEF	Crispin Baldicañas (GSO)	

	Eva T. Quinto (MBO)	
FINANCE/ADMIN SECTION CHIEF	Lito L. Bajado (MTO)	
	Vanessa B. Magno	
Others		
Others		
Others		

Single command shall be used in managing the typhoon response operations. All operational and tactical teams shall work under the supervision of the Operations Section Chief.

Resource Summary

Cluster	Description	Project Needs	Current Resources	Gaps	Source
Evacuation and Relief Cluster	Food Items	2,910,240	0	2,910,240	

	Potable water	242,520	0	242,520	
	Jerry Can	1,010,500	0	1,010,500	
	Blanket	2,021,000	0	2021000	
	Sleeping Mat	1,212,600	0	1,212,600	
	Hygiene Kit	1,616,800	0	1,616,800	
	personnel	20	5	15	
	DAFAC	16,168	4000	12,168	
	Kitchen	500,000	0	500,000	
	EC Information Board	6000	3000	3,000	
	Master List/Brgy.	25 pcs	0	25 pcs	
	Camp Mgt. Trng.	100,000	0	100,000	
TOTAL		9,635,828	7,000	9,628,828	

KITCHEN RULES

KITCHEN RULES	BREASTFEEDING AREA	SOLID WASTE MANAGEMENT	TOILET AREA	WATER AREA	MEDICAL AREA	CHILD FRIENDLY SPACE AREA
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1. Sundin ang iyong schedule sa pagluluto.	1. Bago at pagkatapos gumamit ng breastfeeding area - siguraduhing ito ay malinis.	1. Maglagay ng tatlong basurahan ayon sa klasi ng basura	1. Huwag mag tapon ng napkins sa loob ng bowl.	1. Huwag mag aksaya ng tubig.	1. Sumangguni sa nurse kung may karamdaman.	1. Ingatan ang mga laruan habang ito'y ginagamit.
2. Siguraduhing malinis and kamay at pangangatawan bago mag simula sa paghahanda ng pagkain.	2. Siguraduhing malinis si nanay kung mag papasoso.	2. Takpan ang mga basurahan para hindi dapuan ng mga insektong mapanganib sa kalusugan.	2. Buhusan ang bowl pagkatapos gumamit	2. Isara ang gripo pag katapos gumamit.	2. Sundin ang pinapayo ng nurse or doctor.	2. Makipaglaro ng maayos sa kapwa.
3. Huwag mag aksaya ng tubig, gas / kahoy at iba pang gamit sa pag luluto.	3. Ingatan si baby habang nag papasoso.	3. Wag ikalat ang basura, ilagay sa tamang lalagyan.	3. Maghugas ng kamay pagkatapos gumamit ng CR.		3. Inumin ang gamot sa takdang oras.	3. Bigyan ng pagkakataon ang ibang bata na makapag-laro.
4. Ilagay sa tamang lalagyan ang mga tira o panis na pagkain.	4. Si nanay at si baby lamang and dapat na nasa loob ng breastfedding area.	4. Mag laan ng schedule sa pagtapon ng basura, at pag lagay sa MRF.	4. Panatilihin maliniis ang CR pag pagkatapos gamitin, bilang respeto sa susunod na gagamit.		4. Sumali sa mga stress debriefing activity.	4. Ibalik ang mga laruan sa tamang lalagyan.
5. Paghiwa-hiwalayin at ilagay sa tamang lalagyan ang mga basura.	5. Suguraduhing komportable si nanay at si baby habang nag papasoso.					5. Huwag magdala ng matutulis na bagay na maaring makasakit sa ibang bata.
6. Siguraduhing nakasara ng maayos ang gas stove / patay ang mga pangatong sa pagluluto. Para makaiwas sa sunog.						
7. Huwag hayaang nakaimbak ang mga hugasin at iba pang						

gamit pagkatapos mag luto.						
8. Ilagay ang mga gamit tulad ng plato, baso, kutsara at iba pa sa tamang lalagyan.						
9. Pagkatapos mag hugas siguraduhing malinis ang lahat ng gamit pang luto , lababo at ang boong kusina.						

Medical Cluster:

Cluster	Lead and members	Objective	Roles and Responsibilities	Protocol
Medical	Lead: MHO Dr. Jener S. Camposano Member: Dra. Crespe A. Macawile Chief of hospital QUIWASA manager Liza A. Ogsimer MENRO John Felix A. Bianes RHU-QUAD Cluster leaders (WASH, MEDICAL nutrition, MPSS) NGO BHW pres. DOH / PHO MNHO / POPCOM	1. to avoid hazards and mitigate / prevent their potential impacts by reducing exposure and existing vulnerabilities of the community	1. Strengthen day today operation of different health programs (EPI, TB, WASH, Nutrition, mental health etc.)at the community level 2. active surveillance of chemical and biological hazards(emerging and re-emerging disease) 3. asses and reduce risks in structural or integrity of health facilities through engineering and maintenance	1. make use/ learn the early warning system, surveillance system, personal protective equipment's (PPES) 2. Public awareness 3. Health Promotions
		2. Strengthen capacities to participate, cope and insure early recovery from negative health impacts of emergencies and disaster.	1. Update, approve disseminate, annually test and fund the health-DRRM plan 2. Organize health clusters teams at municipal and barangay level and train them. 3. available and accessible health emergency commodities 4. functional OPCEN center (Coordination command, control and communication)	1. enhancement of DRR-HEALTH plan 2. conduct / send training for WASH, ERT, NUTRITION, MPSS 3. quarterly inventory of medicines, supplies and equipment's 4. Requisitioning / procurement of supplies. 5, establish data management 6. Coordinate with other agencies.

		<p>3. Preserve lives and meet the basic needs of the affected population during or immediately often emergency or disaster.</p>	<p>1. ensure availability of critical lifelines related to health (safe water, electricity, fuel, communication, devices) 2. guarantee physical and mental wellness of affected communities through QUAD CLUSTER response (medical, public health, WASH,, Nutrition and MPSS) 3. information management and surveillance 4. Coordinate with other agencies for augmentation / support.</p>	<p>1. Deployment / mobilization of QUAD cluster teams. To deliver basic health services. 2. Gather information regarding the event, RHA (Rapid health assessment) HEARS, SPEED and cluster reports. 3. Submit the reports to higher authority.</p>
		<p>4. to restore and improve health facilities, condition and organization capacity of affected community and reduce risk with the principles of “building back better”</p>	<p>1. Plan to restore health services and replacement damaged elements of the health systems for the better.</p>	<p>1. request engineering office to assess, repair / contract damaged facilities/ utilities 2. Replace non-functional equipment’s and replenishment of utilized resources. 3. post – incident evaluation 4. Compensation and recognition of responders. 5. health surveillance 6. review and update DRRM-H plan 7. Conduct QUAD cluster health services.</p>

CP Form 6: Response Activities
HEALTH CLUSTER

GOAL: To preserve lives and to prevent/control disease outbreak in the community/evacuation centers after 12 hours to 3 weeks.

- Conduct proactive and reactive Disaster Response Operations entities within the Municipality in support to Disaster Risk Reduction and Management Center and concerned entities in order to save lives, and ensure the safety of Health personnel.

OBJECTIVES:

- 1.** Ensure availability of critical lifelines related to health (e.g. safe water, electricity/fuel, communication devices, Basic essential medicines/supplies).
- 2.** Guarantee physical and mental wellness of the affected communities through health cluster response; Medical, WASH, Nutrition, MHPSS and disease surveillance.
- 3.** To be able to restore and improve health conditions and organizational capacity of the affected communities and reduce disaster health risk.
- 4.** To be able to prevent potential health impacts by reducing the exposure to hazards and the existing vulnerabilities in the community.
- 5.** Ensure compliance to minimum public health protocol while conducting surveillance and contact tracing.

CP FORM 6: Response Activities

TIME	ACTIVITIES	AGENCY
Pre-Impact	<ol style="list-style-type: none"> 1. Activate the health Operation Center 2. Conduct meetings/ briefing to all health Cluster teams; Medical, WASH, Nutrition, MHPSS and LESU. 3. Inventory/ prepare all necessary logistics for the cluster teams. 4. Attend meetings and / or coordinate with the MDRRMO and other agencies concerned such as; transportation, communications PHO/DOH 5. Provide necessary reporting forms; RHA, CIF, etc. 	<p>RHU STAFF/MDRRMO</p> <p>RHU</p> <p>RHU/GSO</p> <p>RHU/MDRRMO</p> <p>RHU/GSO</p>
First 48hours after impact and onward	<ol style="list-style-type: none"> 1. Gather information regarding the event Identify basic health needs, gaps and problems that require immediate health response(Rapid Health Assessment) 2. Deploy and conduct health cluster services; at the community/ evacuation centers. 	<p>RHU</p> <p>RHU/MSWDO</p>

	<p>a. WASH= Vector control, hygiene promotion, coordinate with QUIWASA for continuous H2O supply. Promote solid waste management, drinking water source sampling/laboratory analysis, Drainage.</p> <p>b. Nutrition= Rapid nutrition assessment, mass feeding , micronutrient supplementation, Nutrition education.</p> <p>c. MHPSS= Ensure social considerations in all relief effort, Psychological first aid, and interventions.</p> <p>d. Medical= Maternal and child health, prevention and control treatment of communicable disease; management of injuries Control of non-communicable diseases; Referral for isolation/ Quarantine/ hospital management.</p>	
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NARRATIVE:

Based on the above-mentioned activities, Rural Health Unit is committed to ensure the health and safety of the community from pre-impact/day 1 until 48 hours after impact and onwards. In coordination with other concerned agencies, proper reporting, monitoring, and surveillance of health situation in order to lessen or prevent the outbreak of any notifiable diseases.

CP Form 4B: Breakdown of Affected Population

AREA/ LOCATION	NO.OF INDIVIDUALS		BREAKDOWN													
			INFANT (0-11 MONTHS)		CHILDREN (17Y.O&BELOW)		ADULT (18-59 Y.O)		ELDERLY (60 Y.O)		PERSON WITH DISABILITY(PWD)		WITH SICKNESS		PREGNANT WOMEN	OTHERS
	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
BARANGAY 1	329	299	2	3	91	81	195	163	41	52	10	4	3	6	2	
BARANGAY 2	225	214	4	2	59	58	138	127	24	27	6	3	2	5	3	
BARANGAY 3	214	215	8	6	57	61	114	118	35	30	2	3	8	5	3	
BARANGAY 4	109	123	1	2	36	28	54	69	18	24	2	1	10	18	0	
BARANGAY 5	434	393	8	5	139	133	243	219	44	36	10	3	27	31	5	
BARANGAY 6	272	284	2	5	162	132	89	127	19	20	1	2	2	21	4	
BARANGAY 7	523	500	10	4	178	161	287	281	48	54	13	11	4	8	10	
SAN VICENTE	371	336	8	2	111	109	205	179	47	46	5	6	17	37	4	
SAN PEDRO	314	265	10	7	118	103	126	119	60	36	7	6	40	24	6	
STA MARGARITA	387	375	7	11	107	94	219	208	54	62	8	3	12	27	6	
PALACTAD	289	239	4	6	96	70	158	128	31	35	2	4	9	27	5	
RIZAL	311	288	4	6	111	95	161	153	35	34	5	9	10	4	1	

CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
2022-2025

BUENAVISTA	538	519	4	8	207	173	265	275	62	63	10	12	14	38	7	
BAGTE	759	695	8	19	278	260	395	327	78	89	8	7	14	25	6	
ALANG-ALANG	174	176	2	1	65	68	91	88	16	19	4	1	14	17	1	
MABINI	90	97	1	4	15	19	61	67	13	7	2	1	3	3	3	
NAGA	280	229	1	0	93	97	146	107	40	25	4	5	20	21	3	
STO NINO	689	687	11	10	262	270	353	316	63	91	21	8	29	60	13	
STA CRUZ	533	459	5	10	187	150	286	237	55	62	12	7	31	62	16	
PACO	242	242	2	4	99	104	123	111	18	23	0	2	9	21	5	
ANISLAG	616	551	5	3	190	194	369	314	52	40	3	7	16	24	5	
CANTENIO	101	81	1	3	16	15	67	52	17	11	1	1	8	4	1	
CAMBILLA	223	190	3	2	87	76	123	100	10	12	8	3	3	9	1	
SAN ISIDRO	93	66	1	0	30	19	52	41	10	6	3	0	5	1	1	
CAGDAJA	91	77	1	0	26	29	56	43	8	5	1	0	1	3	1	
TOTAL:	8207	7600	113	123	2820	2599	4376	3969	898	909	148	109	311	501	112	

CP Form 7: Resource Inventory

Cluster: Medical Services and Sanitation

QUANTITY	UNIT	RESOURCE	AGENCY/OFFICE	RESOURCE LOCATION	REMARKS
1	Pax	Registered Physician	RHU / LGU	Main Health Center	Regular Employee
1	Pax	Registered Nurse	RHU / LGU	Main Health Center	Regular Employee
4	Pax	Registered Midwives	RHU / LGU	BHS	Regular Employees
3	Pax	Registered Midwives	RHU / LGU	BHS / Main Health Center	Casual / JO
1	Pax	SI	RHU / PHO	Main Health Center	Regular Employee
1	Pax	Med. Tech.	RHU / LGU	Main Health Center	Regular Employee
1	Pax	Dentist	RHU / PHO	Main Health Center	Regular Employee
75	Pax	BHW	RHU	Every Brgy.	Volunteer
25	Pax	BNS	RHU	Every Brgy.	Volunteer
4	Jug / Drum	Water Disinfectant (Chlorine Granules)	RHU	Main Health Center	
520	Bottles	Water Disinfectant (Hydrosol)	RHU	Main Health Center	
16	Pax	Water Personnel	LGU	LGU	Regular and JO Employees
30	Pcs.	BP Apparatus	RHU	Main Health Center / BHS	
1	Pax	Rural Health MD	LGU	Main health center (MHC)	Regular employees

CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
2022-2025

1	Pax	Rural health nurse	LGU	MHC	Regular
5	Pax	Midwife	LGU	MHC / BNS	Regular
1	Pax	Sanitary Inspector	PHO	MHC	Regular
1	Pax	Dentist	PHO	MHC	Regular
1	Pax	Med. Technologist	LGU	MHC	Regular
90	Pax	BHW	LGU	Every barangay	Volunteer
25	Pax	BNS	LGU	Every barangay	Volunteer
3	Pax	Casual Midwife	LGU	MHC / BNS	JO
13	Pax	HRH (Human Resources for Health)	DOH	MHC / BNS	Contractual
1`6	Pax	Water personnel	LGU	QUIWASA	Regular & JO Employee
9	Pax	Solid Waste Management Team	MENRO	MRF / MCA	Regular & JO Employee
1	Unit	Main Health center	LGU	Brgy. 02	For rehabilitation
4	Unit	Barangay health station		Sto. Nino, Sta. Margarita, Buenavista, Anislag	functional
9	Unit	Brgy. Health post / center		San isidro, Cagdaja, cantenio, paco, bagte, alang-alang, mabini, san pedro, valley	functional
5	Set	Blood pressure apparatus		MHC / BNS	functional
5	Unit	Thermometer (body)		MHC / BNS	functional
2	Unit	Microscope		MHC	functional
1		Dental equipments		MHC	functional

7		Wheel chairs		MHC / BNS	
420	100 tab/ box	FeSO4 + Foliased	LGU / DOH	MHC & BHS	Available
588	60 ml / bot	Cefalexin 250 mg	LGU / DOH	MHC & BHS	Available
150	Bot	Cefalexin 100 mg	LGU / DOH	MHC & BHS	Available
213	Bot	Cloxacillin 125 mg	LGU / DOH	MHC & BHS	Available
248	Bot	Co-Trimoxazol 200mg	LGU / DOH	MHC & BHS	Available
84	Bot	Metronidazole 125mg	LGU / DOH	MHC & BHS	Available
3,400	Tablet	Metronidazole 500mg	LGU / DOH	MHC & BHS	Available
240	Bot	Chloramynazol 125mg	LGU / DOH	MHC & BHS	Available
40	Bot	Dicycloverine 5mg	LGU / DOH	MHC & BHS	Available
4,00	Tablet	Omeprazole 20mg	LGU / DOH	MHC & BHS	Available
251	Bot	Tobramycin eyedrop	LGU / DOH	MHC & BHS	Available
800	Tablet	Ibuprofen 400mg	LGU / DOH	MHC & BHS	Available
5,700	Tablet	Cimetidine 200mg	LGU / DOH	MHC & BHS	Available
500	Tablet	Ciprofloxacin 500mg	LGU / DOH	MHC & BHS	Available
500	Tablet	Clindamycin 150mg	LGU / DOH	MHC & BHS	Available
55	Bot	Multivitamins 150mg	LGU / DOH	MHC & BHS	Available
60	Bot	FeSO4 sg.	LGU / DOH	MHC & BHS	Available

8	box	Surgical gloves	LGU / DOH	MHC & BHS	Available
60	Bopt	Isopropyl alcohol	LGU	MHC & BHS	Available
10	Gallons	Lysol	LGU	MHC & BHS	Available
15	Gal.	Povidone Iodine 10%	LGU	MHC & BHS	Available
17	Rolls	Cotton	LGU	MHC & BHS	Available
154	Pcs.	Gauze Pad 10x10	LGU	MHC & BHS	Available
355	Vial	ATS, 1,500 'IU'	LGU	MHC & BHS	Available
189	Vial	Titanus toxoid	LGU	MHC & BHS	Available
124	Kit	Rapid dengue test	LGU	MHC & BHS	Available
1,600	Pcs	Syringe 5ml	LGU	MHC & BHS	Available
2,800	Pcs	Syringe 0.5ml	LGU	MHC & BHS	Available
840	Pack	Anti-HPN	DOH / LGU	MHC & BHS	Available
35	Pack	Anti-DDM	DOH / LGU	MHC & BHS	Available
580	Sachet	Oresol	DOH / LGU	MHC & BHS	Available
1,152	Bot	Sodium hypochlorite	DOH / LGU	MHC & BHS	Available
4	Drums	Chlorine granules 75%	DOH / LGU	MHC & BHS	Available
60	liters	chemical for dengue control	DOH / LGU	MHC & BHS	Available

Reminders:
 Anti- hypertensive medicine
 Anti-diabetic
 Antibiotics

Agency / Office
 RHU / MHU

Resource Location
 Main Health Centers and BHS

Analgesic
Oresol
Anti-diarrhea
Antiseptic Solutions
Maternity Medicines
New born Medicines
Vaccines
Syringes w/ needles

FORM 7: Resource Inventory

AGENCY	RESOURCE	ACTIVITIES	REMARKS
	1.Human Resources	=ORGANIC; 1 PHN, 5 RHM, 1 Medical Technologist, 1 RHP =NON-ORGANIC; 1 Dentist(Provincial item) *DOH Deployed personnels; 9 NURSES, 3 Midwives *JO= 8 =Barangay Volunteers >25 BNS >97 BHW 1= Main Health Center	Designated function No Sanitary Inspector No MNAO No Surveillance Officer

	<p>2.Facilities</p>	<p>4= Barangay Health Stations</p> <p>9=Health Post=Bagte, Alang-Alang,Mabini, Rizal, Valley, San Pedro, San Vicente, Sta Cruz, Paco</p>	
	<p>3.Equipments</p>	<p>1-Generator</p> <p>2-Cold chain refrigerator</p> <p>10--BP apparatus</p> <p>1-Colilest machine-to be purchased by QUIWASA</p> <p>=Weighing scale for Nutrition(salter)</p> <p>5=Laptop computers</p> <p>2=Nebulizer</p> <ul style="list-style-type: none"> ➤ Health Forms(CIF, RHA),ballpens,band papers ➤ Refer to resource projection Form 8 	<p>No hand held Radio</p>

	<p>4.Office Supplies</p> <p>5.Basic essential medicines supplies</p> <p>6.Patient transport vehicle</p>	<p>➤ 4 Vehicles</p>	
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NARRATIVE:

Based on the table above, it can be noted that 3 items for human resources are on designated functions - such as surveillance officer, sanitary inspector and MNAO due to the absence of organic personnel. As such, Sanitary Inspector is employed by the Provincial Government and Surveillance Officers are from the National government.

HEALTH

CP Form 8:Resource Projection

FLOODING

RESOURCE Medicine/ Supplies	NEED	HAVE	GAPS (NEED- HAVE)	ACTIVITIES/SOURCES TO FILL THE GAPS	COST ESTIMATES (FILL-UP ONLY WHEN APPROPRIATE)	SOURCE OF FUNDS(FILL-UP ONLY WHEN APPROPRIATE)
Cotrimoxazole tab.	500 tab	100	400		3,200	LGU,PHO,DOH
Cotrimoxazole syrup	50 bot	10	40		2,800	
Cefalexin cap.	500 cap	100	500		3,200	
Cefalexin syrup	50 bot	10	40		2,800	
Ibuprofen tab.	500 tab.	0	500		2,000	
Paracetamol 500mg	600 tab.	100	500		1,000	
Paracetamol syrup	100 syrup	10	90		6,300	
ORS	200	50	150		1,000	
Lagundi tab.	200	50	150		900	
Lagundi syrup	20	0	20		1,400	
Omeprazole	200	50	150		1,200	
Skin Ointment	100	0	100		40,000	
Anti-HPN Meds.	500	0	500		2,000	
Salbutamol tab.	200	0	100		400	
Salbutamol Syrup	20	0	20		1,400	
Anti-DDM meds	500	0	500		2,500	
Doxyclyne	2,000	0	2,000		16,000	
Mtronidazole tab.	500	0	500		2,500	
Metronidazole Syrup	20	0	20		1,400	
Anti-tetanus	30	0	20		2,100	
Azithromycin	20	0	20		1,600	
Covid and Measles	As needed	0	0	Requisition as needed		DOH/PHO
Hyposol Sulotion	200	0	200		16,000	
Ready to use therapeutic food	50	0	0	Requisition from DOH		DOH
Surgical tape	10 rolls	0	10		1,200	
Gauze pad	100 pcs	0	100		400	

Medical Absorbent cotton	5 rolls	0	5		2,500	
Alcohol 75%	5 gallons	0	5		2,500	
PPE's	100 set	0	100		80,000	
First Aid kit	500 kit	0	500		100,000	
Hygiene kit	500 kit	0	500		75,000	
Dengue Rapid test	50	0	50		13,000	
Covid-19 Ag test	50	0	50		60,000	
Surgical gloves	500	0	500		2,500	
Cadaver bags	5	0	5		7,500	
N-95 face mask	200	0	200		2,000	
Intravenous fluids 500ml	20 bot	25	0			
IV set	20	0	20		4,000	
TOTAL					446,300.00	

CP Form 9 Budget and Resource Summary
Budgetary Summary

Cluster	Cost of Projected Needs	Cost of Current Resources	Amount of Gaps	Source of Fund
<i>Medical</i>	<i>34,443,590</i>	<i>20,499,360</i>	<i>13,944,230</i>	<i>LGU / PHO / DOH</i>
TOTAL	34,443,590	20,499,360	13,944,230	

CP Form 9:Resource GAP Summary

RESPONSE CLUSTER	TOTAL SOURCE GAPS	TOTAL COST ESTIMATES
HEALTH	TYPHOON= Based Essential medicines and supplies	2,829,550.00
	FLOOD=Basic Essential medicines and supplies	446,300.00
	Emergency and Re-emerging Health emergencies.	2,802,550.00

TOTAL(PHP)	6,078,400.00
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CP Form 10: Emergency Operation Center			
Location		Second Floor, Right Wing, Municipal Buiding	
CONTACT INFORMATION			
Primary		Alternate	
Landline:		Satelite:	
Mobile: 9985683265		Radio Frequency: 145-120	
Email Address: elizaldeabejero@gmail.com		Others:	
Social Media: zaldy orejeba			
Others:			
EOC MANAGEMENT TEAM			
POSITION as Appropriate)	(Customise	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
		Elizalde C. Abejero (MDRRMO)	9985683265
EOC Manager		Jared Pompee Jamarolin (MO)	9663525131
Operatations Coordinator		PLT Jose Fortunato Lumain (PNP)	

	SFO1 Arsenio Lacaba (BFP)	
Planning Coordinator	Marites P. Servano (MPDO)	
	Engr. Felix John E. Bienes (MENRO)	
	Marie Rose G. Docabo (MSWDO)	
Logistics Coordinator	Crispin Baldicañas (GSO)	
	Eva T. Quinto (MBO)	
	Lorenzo B. Gahoy (HRMO)	
Finance/Admin Coordinator	Lito L. Bajado (MTO)	
	Vanessa B. Magno (AO)	
	Maressa Dado (MTO)	
Others:		
Others:		
Others:		

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CP Form 11: INCIDENT COMMAND SYSTEM		
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FACILITIES (Customise as Appropriate)	LOCATION	
Incident Command Post	Ground Floor, Municipal Building	
Staging Area	Public Plaza, Brgy. 02 Poblacion	
Base Camp	Evacuation Center, Brgy. San Pedro, Quinapondan, E. Samar	
Heli Spot	Sitio Palanas, Brgy. 03 Poblacion, Quinapondan, E. Samar	
Heli Base	N/A	
Others		
Others		
Others		
INCIDENT MANAGEMENT TEAM		
POSITION (Customise as Appropriate)	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
INCIDENT COMMANDER	Elizalde C. Abejero (MDRRMO)	9985683265
	Marie Rose G. Docabo (MSWDO)	
PUBLIC INFORMATION OFFICER	Jarred Pompee Jamarolin (MO)	
	Marie Rose G. Docabo (MSWDO)	
	Liza Gonzaga (DepEd District Supervisor)	

	PLT Jose Fortunato Lumain (PNP)	
LIAISON OFFICER	Lorenzo B. Gahoy	
	Jarred Pompee Jamarolin (MO)	
SAFETY OFFICER	PLT Jose Fortunato Lumain	
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OPERATIONS SECTION CHIEF	PEMS Leo Lusico (PNP)	
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	1LT Elmer Salolog (AFP)	
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	Engr. Vincent John B. Padriga (ME)	
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	Eva T. Quinto (MBO)	
FINANCE/ADMIN SECTION CHIEF	Lito L. Bajado (MTO)	
	Vanessa B. Magno	
Others		
Others		
Others		

Single command shall be used in managing the typhoon response operations. All operational and tactical teams shall work under the supervision of the Operations Section Chief.

Cluster: SRR

Cluster	Lead and members	Objective	Roles and Responsibilities	Protocol
Search, Rescue and Retrieval	Lead: BFP Members: PNP QUIRU AFP MDRRMO	<ul style="list-style-type: none"> -to save lives in a dangerous environment -To properly account missing persons -Rescue trapped survivors of disaster -Provide first aid to the injured people -in event of any deaths, the team should endure the proper and immediate disposal of the bodies. 	<ul style="list-style-type: none"> -perform ground, aerial, or water based search and rescue operation. -supervise the search and rescue personnel. 	<ul style="list-style-type: none"> -size up the situation. -Determine the needs -wait for the further instruction of incident commander -Observe safety of responders

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Cluster	Chairperson	Members	Objective	Roles and Responsibilities		
				Before	During	After
SRR	BFP	PNP QUIRU AFP MDRRMO Volunteers	-To properly account missing persons -Rescue trapped survivors of disaster	-Prepare all rescue equipment's and other resources	-perform ground, aerial, or water based search and rescue operation. -supervise the search and rescue personnel	-Clearing Operation

CP Form 6: Needs and Activities Inventory

Cluster: **SRR**

NEEDS	ACTIVITIES/ ARRANGEMENTS TO MEET THE NEEDS	RESPONSIBLE AGENCIES/OFFICES	TIMEFRAME
MDRRMC/PNP/AFP/BFP	Augmentation of personnel	LGU	1 week
Rescue Tools and Equipment's(ropes, Carabineers,	Procurement	LGU	
50 pcs. Cadaver Bag	Procurement		
Back Hoe	Standby	LGU	
Fuel	Stock of fuel		
Handheld Radio			
(Apog) Lime Powder	Procurement		
Personal Protective Equipment's (Gloves, mask, helmet)	Procurement	LGU	
Emergency Lights/ flashlights	Procurement	LGU	
Pump boat/Rubber boat	Procurement		
First Aid Kit	Available	MDRRMO	

CP Form 7: Resource Inventory

Cluster: SRR

QUANTITY	UNIT	RESOURCE	AGENCY/OFFICE	RESOURCE LOCATION	REMARKS
60		Manpower	ERT, PNP, BFP, MSWDO, MO, Engineering,	Operation Center	
1	Pc	Radio Base	MDRRMO	Operation Center	
39	Pcs	Handheld Radio	MDRRMO	MDRRM Office, ERTs,	10 pcs are unserviceable
1	Unit	Rescue Vehicle	MDRRMO	LGU	
17	Pcs	Life Jackets	MDRRMO	Operation Center	
15	Pcs	Life rings	MDRRMO	Operation Center	
5	Pcs	Mega Phone	MDRRMO	Operation Center	
4	Pcs	Spine Board	MDRRMO	Operation Center	
2	Pcs	Trauma Bag	MDRRMO	Operation Center	
1	Unit	Motor Boat	MDRRMO	Sto. Niño Port	
100	Meters	Rope	MDRRMO	Operation Center	
24	Pcs	Flashlights	MDRRMO	Operation Center/ERTs	7pcs are unserviceable
24	Pcs	Swimming Goggles	MDRRMO	Operation Center/ERTs	

3	PCS	Snorkel	MDRRMO	Operation Center	
17	PCS	Helmet	MDRRMO	Operation Center/ERTs	
22	PCS	Rain Boots	MDRRMO	Operation Center	
3	Units	Throw Bag	MDRRMO	Operation Center	
3	Units	Pull Buoy	MDRRMO	Operation Center	
15	PCS	Head lamp	MDRRMO	Operation Center/ERTs	

CP Form 7: Resource Inventory

Cluster: **SRR**

QUANTITY	UNIT	RESOURCE	AGENCY/OFFICE	RESOURCE LOCATION	REMARKS
1	unit	Fire truck	BFP	Quinapondan FS	unserviceable
7	Personnel	Fireman's	BFP	Quinapondan FS	On Duty
21	Personnel	Police officers	PNP	QMPS	On Duty

10	manpower	QUIRU	MDRRMO	MDRRMO	On duty
1	Unit	Megaphone	BFP	Quinapondan FS	Serviceable
1	set	First-aid kit	BFP Office	Quinapondan FS	Available
3	unit	Ambulance	RHU	RHU Quinapondan	Serviceable
2	unit	Patrol cars	PNP	Quinapondan Police Station	Serviceable
15	Set	PPE's (Hardhat, life jacket, boots, flashlight, gloves, etc...)	MDRRMO	MDRRMO office	Available

CP Form 8: Needs Projection and Resource Gap Identification

Cluster: **SRR**

RESOURCE	TARGET POPULATION		STANDARD S	UNIT COST (PHP)	PROJECTED NEEDS				CURRENT RESOURCE		GAPS (PROJECTED - CURRENT)		SOURCES TO FILL THE GAPS
	FAMILI ES	PERSONS			1 DAY		(7) DAYS		QTY	COST (PHP)	QTY	COST (PHP)	
					QTY	COST (PHP)	QTY	COST (PHP)					
Manpower	4,042	16,000	38					38		0			

Ambulance			1						1	1M	0		Mayors Office
Fuel			500liters	50	71liters	3,550	500liters	25,000	0	0	500 liters	25,000	MDRRMO
Cadaver bag			50	1,500	50	75,000					50	75,000	NGO
Lime Powder			1sack	1,500	1sack	1,500	1sack	1,500			1sack	1,500	NGO
Handheld Radio			38	5,000					4	20,000	34	170,000	LDRRF /NGO
First Aid kit		3,000	1	500	3,000	1.5M					3,0000	1.5M	Out Sourcing
Personal Protective Equipment			38	3,000					15	3,000	23	69,000	LDRRF /NGO
TOTAL						1,580,000				1,000,023		1,840,500	

CP Form 9 Budget and Resource Summary

Budgetary Summary

Cluster	Cost of Projected Needs	Cost of Current Resources	Amount of Gaps	Source of Fund
<i>SRR</i>		1,000,023	1,840,500	<i>LDRRF / NGO</i>

TOTAL				

Resource Summary

Cluster	Description	Project Needs	Current Resources	Gaps	Source
SRR					

CP Form 10: Emergency Operation Center	
Location	Second Floor, Right Wing, Municipal Buiding
CONTACT INFORMATION	
Primary	Alternate

Landline: Mobile: 9985683265 Email Address: elizaldeabejero@gmail.com Social Media: zaldy orejeba Others:	Satellite: Radio Frequency: 145-120 Others:
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EOC MANAGEMENT TEAM

POSITION (Customise as Appropriate)	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
EOC Manager	Elizalde C. Abejero (MDRRMO)	9985683265
	Jared Pompee Jamarolin (MO)	9663525131
Operations Coordinator	PLT Jose Fortunato Lumain (PNP)	
	SFO1 Arsenio Lacaba (BFP)	
Planning Coordinator	Marites P. Servano (MPDO)	
	Engr. Felix John E. Bienes (MENRO)	
	Marie Rose G. Docabo (MSWDO)	
Logistics Coordinator	Crispin Baldicañas (GSO)	
	Eva T. Quinto (MBO)	
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	Vanessa B. Magno (AO)	

	Maressa Dado (MTO)	
Others:		
Others:		
Others:		

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ICS FACILITIES

FACILITIES (Customise as Appropriate)	LOCATION	
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Heli Spot	Sitio Palanas, Brgy. 03 Poblacion, Quinapondan, E. Samar	
Heli Base	N/A	
Others		
Others		
Others		
INCIDENT MANAGEMENT TEAM		
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	Vanessa B. Magno	
Others		
Others		
Others		

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SEARCH, RESCUE AND RETRIEVAL (SRR) CLUSTER

- Lead: BFP
- Members: MDRRMO, PNP, BFP, QRU, AFP
- Goals: Conduct proactive and reactive Disaster Response Operations within the municipality in support to Disaster Risk Reduction and Management Centers and concerned entities in order to save lives, limbs, properties and minimize damages caused by natural or human induced disasters or calamities and ensure the safety of SRR Team from Infectious Diseases.

Specific Objectives:

1. Deploy Disaster Response Task Units in coordination with other government agencies to conduct HADR operations in areas of concentration during major disasters and calamities
2. Respond effectively and expediently to disasters and other emergencies
3. Contribute to disaster mitigation and prevention
4. Improve capability of DRTUs.
5. Assist MDRRMC for the delivery of basic services and for the planning and deployment of HADR units for SRR Operations.
6. Ensure Compliance to minimum Public Health Protocol while conducting SRR Operation.

Fire Suppression Cluster

Cluster	Lead and members	Objective	Roles and Responsibilities	Protocol
Fire suppression	Chairperson: SFO1 ARSENIO B. LACABA	To intensify fire prevention education program to gain support from the general public and to promote fire safety consciousness through continuous “Ugnayan sa Barangay”. and suppression of all destructive fires.	Lead agency in fire suppression and Arson investigation Conduct fire safety lectures in schools, Barangays, Government Offices and Business Establishment Responsible for the enforcement of the Philippines R.A 9514	Immediately response when received fire alarms

Cluster	Chairperson	Co-Chairperson	Members	Objective	Roles and Responsibilities		
					Before	During	After
Fire Suppression	BFP-	FO1	FO1 Jesreel B. Omapoy FO1 Rudy Ablay FO1 Erwin Mabajen FO1 Francis Badando FO1 Jeffrey Lacaba	Responsible for the prevention and suppression of all destructive fires.	-Conduct fire safety lectures in schools, Barangays, Government Offices and -Conduct Inspection on Business Establishment	Firefighting and conduct rescue if needed	Conduct investigation of the incident/ cause of fire

CP FORM 6: RESPONSE ACTIVITIES
(Flooding)

RESPONSE CLUSTER	SEARCH, RESCUE AND RETRIEVAL TEAM	
TIME FRAME	RESPONSE ACTIVITIES	RESPONSIBLE AGENCIES/OFFICES
D-3	Coordinate with LGU/MDRRMC in preparation for the Typhoon/Flooding Emergency	LGU/MDRRMO/BFP/PNP/AFP/ERT
D-2	Conduct safety inspection to identified evacuation centers	BFP/LGU/PNP
D-1	Call-up all SRR Team for possible deployment	BFP/AFP/PNP/ERT
D-1	Conduct inventory of rescue equipment's (Chainsaw, ropes, lifejackets, Flood boats flashlights)	BFP/AFP/PNP/ERT
D-1	Prepare GenSet in anticipation for power outage	LGU/MDRRMO
D-1	Secure family first prior reporting for duty	BFP/AFP/PNP/ERT

- Based on the above data of Response activities, the BFP/PNP/RHU/LGU/MDRRMO conduct coordination and activation of contingency Plan for Public Health Emergency to assist in Contact Tracing, Vaccination, Disinfection and Crowd Control during surge of Covid 19 Pandemic to ensure the entire Quinapondan will be safe and well organized.

CP FORM 7: RESOURCE INVENTORY

Flood

RESPONSE CLUSTER	SEARCH, RESCUE AND RETRIEVAL TEAM		
AGENCY/OFFICE	RESOURCE	QUANTITY	REMARKS
BFP	Personnel	8	Active
	Firetruck	1	Unserviceable
	Fuel	40 Liters	40 Liters reserve
	Hand-held Radio	4	Serviceable
	Speaker	1	Serviceable
	Megaphone	1	Unserviceable

Based on the above data for Resource Inventory, these are the actual number of personnel assigned in this municipality and it is divided into two (2) shifts and this is necessary for the municipal fire station.

CP FORM 8: RESOURCE PROJECTION

Flooding

RESOURCE	NEED	HAVE	GAPS (Need to have)	Activities/ Sources to Fill the Gap	Cost Estimate (fill-up only when appropriate)	Source of Funds (fill-up only when appropriate)
Personnel	15	8	7	Request for additional manpower to the higher office/LGU		BFP Regional Office/LGU
Firetruck	1	1	1	Request for repair from Regional Office/LGU	Php 150,000.00	BFP Regional Office/LGU
Fuel	80 Liters	40 Liters	40 Liters	Request from Regional Office/LGU	Php 7,200.00	BFP Regional Office/LGU
Laptop	1	0	1	Request from Regional Office/LGU	Php 40,000.00	
Kern Mantle Rescue Ropes	200 m	0	200 m	Request from LGU/Regional Office	Php 13,260.00	BFP Regional Office/LGU

CP Form 9: Resource GAP Summary
Typhoon

Response Cluster	Total Source GAPS	Total Coast Estimate
Personnel	7	
Firetruck	1	Php 150,000.00
Fuel	40 Liters	Php 7,200.00
Laptop	1	Php 40,000.00
Kern Mantle Rescue Ropes	100 m	Php 13,260.00
Life Vests	15	28,680.00
Flashlights	15	6,000.00
Life Ring	1	2,000.00
Carabiners	8	18,000.00
Eight Ring Carabiner	8	11,200.00
Rescue Pulley	3	7,530.00
TOTAL		Php 283,870.00

CP Form 10: Emergency Operation Center		
Location	Second Floor, Right Wing, Municipal Buiding	
CONTACT INFORMATION		
Primary	Alternate	
Landline:	Satelite:	
Mobile: 9985683265	Radio Frequency: 145-120	
Email Address: elizaldeabejero@gmail.com	Others:	
Social Media: zaldy orejeba		
Others:		
EOC MANAGEMENT TEAM		
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Others:		
Others:		
Others:		

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	Vanessa B. Magno			
Others				
Others				
Others				

Single command shall be used in managing the typhoon response operations. All operational and tactical teams shall work under the supervision of the Operations Section Chief.

Cluster: Recovery and Rehabilitation

Engineering and Restoration				
Cluster	Lead Members	Objectives	Role and Responsibility	Protocol
Engineering and Restoration	Lead: MEO Co-Lead: MPDC Members: MENRO, QUIWASA, TOURISM OFFICER OMAS & BLGU (Kagawad on Infra)	Assessment of affected household infrastructures and lifelines and identify possible restoration of lifelines immediately after the disaster	Assess and manage the listing of damaged infrastructures/ lifeline facilities. Analyze immediate needs to restore infrastructures Submit reports to LCE	Assess, Analyze and restore Government Infrastructures and lifelines
Recovery and Rehabilitation				
Recovery and Rehabilitation	Lead: MEO Co-Lead: MPDC Members: MENRO, MSWDO, QUIWASA,	Identify affected barangays/household/individual assessment of damages on properties/ livelihood; identify	Investigate/Survey extent damage of infrastructures and lifelines facilities	Validate, Formulate Recovery Plan Link with other NGA's for possible funding and Implement the Plan

	TOURISM OFFICER OMAS & BLGU (Kagawad on Infra)	possible assistance for the rehabilitation and recovery	Formulate Recovery and Rehabilitation Plan	
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NEEDS AND ACTIVITIES INVENTORY

Recovery and Rehabilitation			
Needs	Activities/ arrangement to meet the needs	Responsible Agencies/Offices	Timeframe
Skilled Personel	Identification of Skilled Worker of per barangay with in the municipality	Barangay Council	D-6 mos
	Assessment		
Transpo (Service Vehicle,Driver, Gasoline)	Stockfilling of Fuel for Assessment and Restoration	GSO/MEO	D- 7 days
Handheld Radio (+6pcs)	Procurement of Handheld Radios	BAC/MDRRMC/MEO	D-3 mos
Camera (+2pcs)	Procurement of Cameras	BAC/MDRRMC/MEO	D-3 mos
GPS (+2 pcs)	Procurement of GPS	BAC/MDRRMC/MEO	D-3 mos
Drone (+1pc)	Procurement of DRONE	BAC/MDRRMC/MEO	D-3 mos
	Clearing and Restoration of Lifelines		
Backhoe w/ Grader pc100,	Procurement of Backhoe	BAC/MDRRMC/MEO	D - 12 MONTHS
Dumptruck (6wheeler) 3units	Procurement of Dumptruck	BAC/MDRRMC/MEO	D - 12 MONTHS
Chainsaw (5pcs)	Procurement of Chainsaws	BAC/MDRRMC/MEO	D - 3 MONTHS

PPE's (Helmet, Steel toe, etc) (30sets)	Procurement of PPE's	BAC/MDRRMC/MEO	D - 3 MONTHS
Construction Materials	Procurement of Construction Materias	BAC/MDRRMC/MEO	D + 7 DAYS
Manpower & Skilled volunteers	Restoration of Government Infrastructures (Health Stations, Water, Power and other infra)	MEO/VOLUNTEERS	D + 15 DAYS

Recovery and Rehabilitation

Needs	Activities/ arrangement to meet the needs	Responsible Agencies/Offices	Timeframe
Assistant Municipal Engineer	Creation of item (Assistant Municipal Engineer)	MEO/MSWDO/OMA/MPDC/MENRO/DepED/BLGU/CSO/QUIWASA/LFC	D + 12 mos
Eng'ng Personnel, AT, MENRO Personel, Barangay Officials	Training on RDANA/PDANA	LCE & SB	D-6 mos
Result of RDANA/PDANA	Recovery and Rehabilitation Plan		
Supplies and training materials	Formulation of Recovery and Rehabilitation Plan Approval of Recovery and Rehabilitation Plan Implementation of PPA's identified in the Recovery and Rehabilitation Plan	DSWD/DPWH/DOT/DA/BFAR/DAR/NIA/DENR/OCD/DILG & NGO's	D + 2 Weeks D + 1 month
Project Proposals with POW	Linkaging of NGA's/NGO's in accessing of funds for rehabilitation and recovery of infrastrutures and Livelihood	DSWD/DPWH/DOT/DA/BFAR/DAR/NIA/DENR/OCD/DILG & NGO's	D+10days-6mos

	Recovery/Rehabilitation of housing/Water Sytem/ Municipal and Barangay Roads/ Municipal Infrastructures / Livelihoods and damaged Natural		D + 3 years
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Recovery and Rehabilitation

Quantity	Unit	Resource	Agency/Office	Resource Location	Remarks
1	Unit	Backhoe (pc60)	LGU/MDRRMO	MDRRMO	Serviceable
2	Unit	Dumptruck	LGU/LCE	MO	Serviceable
1	Unit	Chainsaw	LGU/GSO	GSO	Functional
1	Unit	Camera	LGU/LCE	MO	Functional
20	pcs	Handheld Radio	LGU/MDRRMO	MDRRMO	Functional
3	pcs	GPS	LGU/MPDC & MEO	MPDC and MEO	Functional

Recovery/Rehabilitation					
Quantity	Unit	Resource	Agency/Office	Resource Location	Remarks

1	personel	Municipal Engineer	LGU/MEO	MEO	In-Service
1	personel	Draftsman	LGU/MEO	MEO	In-Service
1	personel	Carpenter	LGU/MEO	MEO	In-Service
2	personel	Plumber	LGU/MEO	MEO	In-Service
1	personel	Electrician	LGU/MEO	MEO	In-Service
1	personel	Auto Mechanic	LGU/MEO	MEO	In-Service
1	Unit	Survey Equipment	LGU/MEO	MEO	Non-Functional
1	Unit	Backhoe (pc60)	LGU/MDRRMO	MDRRMO	Serviceable
2	Unit	Dumptruck	LGU/LCE	MO	Serviceable
1	personel	Municipal Agriculturist	LGU/OMA	OMA	In-Service
7	personel	Agricultural Technician	LGU/OMA	OMA	In-Service
3	Units	4 Wheel Drive Tractor	LGU/OMA	OMA	Serviceable
1	Unit	Storage Building	LGU/OMA	OMA	Serviceable
4	Units	Communal Irrigation System	LGU/OMA	OMA	Serviceable
1	Set	Farmtools	LGU/OMA	OMA	Serviceable
5	kls	Assorted Vegetable Seeds	LGU/DA-RFO8	OMA	Available
300	bags	Certified/hybrid Rice Seeds	LGU/DA-RFO8	OMA and DA-RFO8	Available
1	personel	MENRO	LGU/MENRO	MENRO	Designated
500	Seedlings	Mahogani Tree	LGU/MENRO	MENRO	Available
20	personel	DayCare Workers	LGU/MSWDO	MSWDO	In-Service
25	personel	BLGU	BLGU	BLGU	In-Service
2	Units	PumpBoat	LGU/OMA	OMA	Serviceable

CP Form 8: Needs Projection and Resource Gap Identification
Recovery and Rehabilitation

Resources	Target Population	Standard	Cost	Projected Needs	Current Resouces	Gaps	Sources to fill the Gaps
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CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
2022-2025

				Quantity	Unit Cost	Unit/s	Unit Cost	Total Cost	Quantity	Unit/s	Unit Cost	Total Cost	Quantity	Unit/s	Total Amount	
Skilled Personnel																
Volunteers (Farmers, Fisher folks and etc.)			30													
Backhoe Operator			2			Personel	10,000.00	20,000.00	1	Personel	10,000.00	10,000.00	1.00	Personel	10,000.00	GF
Transpo (Services Vehicle, Driver, Gasoline)			20			liters	50.00	1,000.00	20.00	Liter	50.00	1,000.00	-	Liter	-	LDRRMF
Handheld Radio			6			units	6,500.00	39,000.00	2	Units	6,500.00	13,000.00	4.00	Units	26,000.00	LDRRMF
Camera			2			Units	23,000.00	46,000.00	1	Units	23,000.00	23,000.00	1.00	Units	23,000.00	LDRRMF
GPS			5			pcs	45,000.00	225,000.00	3	Pcs	45,000.00	135,000.00	2.00	Pcs	90,000.00	LDRRMF
Drone			1			unit	75,000.00	75,000.00	0	unit	75,000.00	-	1.00	Unit	75,000.00	LDRRMF
Backhoe w/ Grader pc60			1			units	3,500,000.00	3,500,000.00	1	Units	3,500,000.00	3,500,000.00	-	Units	-	LDRRMF
Backhoe w/ Grader pc100			1			units	5,000,000.00	5,000,000.00	0	Units	3,500,000.00	-	1.00	Units	5,000,000.00	LDRRMF / GF
Dump truck (6wheeler)			3			units	1,500,000.00	4,500,000.00	2	Units	1,500,000.00	3,000,000.00	1.00	Units	1,500,000.00	LDRRMF / GF
Chainsaw			5			Pcs	15,000.00	75,000.00	1	Pcs	15,000.00	15,000.00	4.00	Pcs	60,000.00	LDRRMF
PPE's (Helmet, Steel toe, etc)			30			Sets	3,000.00	90,000.00	0	Sets	3,000.00	-	30.00	Sets	90,000.00	LDRRMF

CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
2022-2025

Construction Materials for immediate restoration of Government Infrastructures / life lines facilities.			1			I.s.	10,000,000.00	10,000,000.00	1	I.s.	1,000,000.00	1,000,000.00	-	I.s.	9,000,000.00	LDRRMF / 20% EDF / NGS's / NGO
TOTAL															15,874,000.00	

Resources	Target Population		Standard	Projected Needs				Current Resouces				Gaps			Sources to fill the Gaps	
				Quantity	Unit/s	Unit Cost	Total Cost	Quantity	Unit/s	Unit Cost	Total Cost	Quantity	Unit/s	Total Amount		
Municipal Engineer			1	Personnel					Personnel				Personnel			
Assistant Municipal Engineer / Engineer II			1	Personnel	26,000.00	312,000.00		0	Personnel	-			1	Personnel	312,000.00	GF
Draftsman			1	Personnel			-	1	Personnel				0	Personnel	-	
Carpenter			1	Personnel			-	1	Personnel				0	Personnel	-	
Plumber			1	Personnel			-	2	Personnel				0	Personnel	-	
Electrician			1	Personnel			-	1	Personnel				0	Personnel	-	

CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
2022-2025

Auto Mechanic			1	Personnel		-	1	Personnel			0	Personnel	-	
Day Care Workers			20	Personnel		-	20	Personnel			0		-	
MENRO			1	Personnel		-	1	Personnel			0	Personnel	-	
BLGU			25	Personnel		-	25	Personnel			0		-	
Staff (J.O)			2	Personnel	43,200.00	86,400.00	0	Personnel	43,200.00	-	2	Personnel	86,400.00	GF
Survey Equipment			1	Units	250,000.00	250,000.00	1	Unit/s	Unserviceable	-	1	Unit/s	250,000.00	CO
Rehabilitation and Recovery of Government Infrastructures			0										Cost depends on the extent of the damage	DSWD / DPWH / BFAR / DAR / NIA / DENR / OCD / DILG & NOG's
Municipal Agriculturist			1	Personnel		-	1	Personnel			0	Personnel	-	
Agricultural Technician			7	Personnel		-	7	Personnel			0	Personnel	-	
4 Wheel Drive Tractor			2	Unit	1,000,000.00	2,000,000.00	2	Unit	1,000,000.00	2,000,000.00	0	Unit	-	
4 Wheel Drive Tractor			1	Unit	2,000,000.00	2,000,000.00	1	Unit	2,000,000.00	2,000,000.00	0	Unit	-	
Storage Building			1	Unit	3,000,000.00	3,000,000.00	1	Unit	3,000,000.00	3,000,000.00	0	Unit	-	
Communal Irrigation System			7	Unit	1,000,000.00	7,000,000.00	4	Unit	1,500,000.00	6,000,000.00	3	Unit	1,000,000.00	DA / DAR / NIA
Farm tools			3	Sets	3,000.00	9,000.00	2	Sets	3,000.00	6,000.00	1	Sets	3,000.00	DA / DAR
Assorted Vegetable Seeds			20	Kls	3,000.00	60,000.00	5	Kls	3,000.00	15,000.00	15	Kls	45,000.00	DA / DAR
Certified Rice Seeds			220	Bags	2,000.00	440,000.00	150	Bags	2,000.00	300,000.00	70	Bags	140,000.00	DA / DAR

CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
2022-2025

Hybrid Rice Seeds			200		Bags	4,000.00	800,000.00	150	Bags	4,000.00	600,000.00	50	Bags	200,000.00	DA / DAR
Mahogany Tree / Tree Planting Materials			1000		Seedlings	35.00	35,000.00	500	Seedlings	35.00	17,500.00	500	seedlings	17,500.00	20% EDF / DENR
Pump boat			3		units		-	2	Units		-	1		60,000.00	BFAR / DA
TOTAL														2,113,900.00	

CP Form 10: Emergency Operation Center	
Location	Second Floor, Right Wing, Municipal Buiding
CONTACT INFORMATION	
Primary	Alternate
Landline:	Satelite:
Mobile: 9985683265	Radio Frequency: 145-120
Email Address: elizaldeabejero@gmail.com	Others:

Social Media: zaldy orejeba		
Others:		
EOC MANAGEMENT TEAM		
POSITION as Appropriate)	(Customise NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
EOC Manager	Elizalde C. Abejero (MDRRMO)	9985683265
	Jared Pompee Jamarolin (MO)	9663525131
Operations Coordinator	PLT Jose Fortunato Lumain (PNP)	
	SFO1 Arsenio Lacaba (BFP)	
Planning Coordinator	Marites P. Servano (MPDO)	
	Engr. Felix John E. Bianes (MENRO)	
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	Eva T. Quinto (MBO)	
	Lorenzo B. Gahoy (HRMO)	
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	Vanessa B. Magno (AO)	
	Maressa Dado (MTO)	
Others:		
Others:		
Others:		

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main communication link for all responding units, receives emergency and non-emergency calls, monitors municipal-wide security and order, dispatches calls to concerned responding units and receives data and reports from responding units.

CP Form 11: INCIDENT COMMAND SYSTEM	
ICS FACILITIES	
FACILITIES (Customise as Appropriate)	LOCATION
Incident Command Post	Ground Floor, Municipal Building
Staging Area	Public Plaza, Brgy. 02 Poblacion
Base Camp	Evacuation Center, Brgy. San Pedro, Quinapondan, E. Samar
Heli Spot	Sitio Palanas, Brgy. 03 Poblacion, Quinapondan, E. Samar
Heli Base	N/A

Others		
Others		
Others		
INCIDENT MANAGEMENT TEAM		
POSITION (Customise as Appropriate)	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
INCIDENT COMMANDER	Elizalde C. Abejero (MDRRMO)	9985683265
	Marie Rose G. Docabo (MSWDO)	
PUBLIC INFORMATION OFFICER	Jarred Pompee Jamarolin (MO)	
	Marie Rose G. Docabo (MSWDO)	
	Liza Gonzaga (DepEd District Supervisor)	
	PLT Jose Fortunato Lumain (PNP)	
LIAISON OFFICER	Lorenzo B. Gahoy	
	Jarred Pompee Jamarolin (MO)	
SAFETY OFFICER	PLT Jose Fortunato Lumain	
	SFO1 Arsenio Lacaba (BFP)	
OPERATIONS SECTION CHIEF	PEMS Leo Lusico (PNP)	
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	1LT Elmer Salolog (AFP)	
PLANNING SECTION CHIEF	Engr. Marites P. Servano (MPDC)	
	Engr. Vincent John B. Padriga (ME)	
	Engr. Felix John E. Bienes (MENRO)	
LOGISTICS SECTION CHIEF	Crispin Baldicañas (GSO)	
	Eva T. Quinto (MBO)	

FINANCE/ADMIN SECTION CHIEF	Lito L. Bajado (MTO)	
	Vanessa B. Magno	
Others		
Others		
Others		

Single command shall be used in managing the typhoon response operations. All operational and tactical teams shall work under the supervision of the Operations Section Chief.

Cluster: Transportation

Cluster	Lead and members	Objective	Roles and Responsibilities	Protocol
Transportation	Lead: GSO Crispin Baldecanas Members: PNP LGU drivers Jeffrey Germones Rey Jongco Jeronidez Dizor Ernesto Gonzaga Claudio Germones Jr. Melchor Dipalco Anacleto Germones Rogelio Palaba Joel Elacion Hon. Elmer Ripalda Barangay Transport. Committee	-Provide immediate means of transportation for possible evacuees -Ensure that all vehicles are always functional and serviceable	-Make an inventory, or accounting rescue vehicles and all serviceable vehicle of LGU quinapondan. - To prepared and ensure sufficient gasoline, oil and diesel for all rescue vehicle for the disaster. - stand by the rescue vehicles in a safe pick-up point. - park other vehicles at safe place for the transportation of evacuees to evacuation center. - search other resources out of the LGU that can be used as rescue vehicles.	1. wait for the instruction of head cluster 2. assemble all involve personnel 3. Despatch all vehicle to the designated brgys. 4. coordinate punong barangay about search and rescue and retrieval operation 5. Transport evacuees to evacuation center. 6. Transport injured person to the nearest hospital.

Cluster: Transportation

NEEDS	ACTIVITIES/ ARRANGEMENTS TO MEET THE NEEDS	RESPONSIBLE AGENCIES/OFFICES	TIMEFRAME
Fuel buffer stock	To procure for the stock of fuel	GSO	Within 24 hours
drivers	Hire	HRMO / MO	2 days before calamity
manpower	11 drivers		
Standby transport vehicle	To procure all the spare parts if this needed; standby manpower and all drivers	GSO	Within 24 hours

CP Form 7: Resource Inventory

Cluster: Transportation

QUANTITY	UNIT	RESOURCE	AGENCY/OFFICE	RESOURCE LOCATION	REMARKS
2	Unit	Garbage truck	LGU	EVACUATION	GOOD CONDITIONS
9	Pax	Drivers	LGU	WITHIN THE TOWN	ON-CALL
3	Unit	Ambulance	LGU	MUNICIPAL BLDG	IN GOOD CONDITION
1	Unit	Rescue unit	MDRRMO	MUNICIPAL BLDG	IN GOOD CONDITION
1	Unit	Backhoe		SAN PEDRO EVAC	IN GOOD CONDITION
1	unit	crosswind	LGU	MUNICIPAL BLDG	IN GOOD CONDITION
2	unit	Patrol Car	PNP	Barangay 2	Serviceable
1	unit	Private Vehicle	Hon. Elmer Ripalda	Barangay Sto. Niño	Serviceable
1	unit	fire truck	BFP	Mun. Building	On Call
2	unit	Motorcycle (single)	RHU	Municipal Building	Serviceable (other unit is not serviceable)
1	unit	Motorcycle (sidecar)	MDRRMO	Municipal Building	On call
2,127	Ltrs.	Fuel	MDRRMO	Fuel Station (Petron)	

CP Form 8: Needs Projection and Resource Gap Identification

Cluster: Transportation

RESOURCE	TARGET POPULATION		STANDARD S	UNIT COST (PHP)	PROJECTED NEEDS				CURRENT RESOURCE		GAPS (PROJECTED – CURRENT)		SOURCES TO FILL THE GAPS
	FAMILI ES	PERSONS			1 DAY		(7) DAYS		QTY	COST (PHP)	QTY	COST (PHP)	
					QTY	COST (PHP)	QTY	COST (PHP)					
FUEL				47/ ltr.	1,540 Ltrs.	10,340 / day	7 days	72,380	1,540 / ltrs.	31,020			LDRRM fund & MOEA
TIRE				500	20 set	110,00							
DRIVER					20 personnel				6				
MANPOWER			20 PCS						6		5		
VEHICLE			20 PCS						6		5		
Total			40 PCS										

CP Form 9 Budget and Resource Summary

Budgetary Summary

Cluster	Cost of Projected Needs	Cost of Current Resources	Amount of Gaps	Source of Fund
<i>Transportation</i>	<i>141,020</i>	<i>141,020</i>		<i>30% Calamity Fund</i>
TOTAL	<i>141,020</i>	<i>141,020</i>		

Resource Summary

Cluster	Description	Project Needs	Current Resources	Gaps	Source
Transportation	Fuel and spare tire	<i>141,020</i>	<i>141,020</i>		<i>30% Calamity Fund</i>
TOTAL		<i>141,020</i>	<i>141,020</i>		

CP Form 10: Emergency Operation Center

Location		Second Floor, Right Wing, Municipal Buiding	
CONTACT INFORMATION			
Primary		Alternate	
Landline:		Satelite:	
Mobile: 9985683265		Radio Frequency: 145-120	
Email Address: elizaldeabejero@gmail.com		Others:	
Social Media: zaldy orejeba			
Others:			
EOC MANAGEMENT TEAM			
POSITION as Appropriate)	(Customise	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
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		Jared Pompee Jamarolin (MO)	9663525131
Opertations Coordinator		PLT Jose Fortunato Lumain (PNP)	
		SFO1 Arsenio Lacaba (BFP)	

Planning Coordinator	Marites P. Servano (MPDO)	
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Others:		
Others:		
Others:		

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FACILITIES (Customise as Appropriate)	LOCATION	
Incident Command Post	Ground Floor, Municipal Building	
Staging Area	Public Plaza, Brgy. 02 Poblacion	
Base Camp	Evacuation Center, Brgy. San Pedro, Quinapondan, E. Samar	
Heli Spot	Sitio Palanas, Brgy. 03 Poblacion, Quinapondan, E. Samar	
Heli Base	N/A	
Others		
Others		
Others		
INCIDENT MANAGEMENT TEAM		
POSITION (Customise as Appropriate)	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
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	Marie Rose G. Docabo (MSWDO)	
PUBLIC INFORMATION OFFICER	Jarred Pompee Jamarolin (MO)	
	Marie Rose G. Docabo (MSWDO)	
	Liza Gonzaga (DepEd District Supervisor)	
	PLT Jose Fortunato Lumain (PNP)	
LIAISON OFFICER	Lorenzo B. Gahoy	

	Jarred Pompee Jamarolin (MO)	
SAFETY OFFICER	PLT Jose Fortunato Lumain	
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FINANCE/ADMIN SECTION CHIEF	Lito L. Bajado (MTO)	
	Vanessa B. Magno	
Others		
Others		
Others		

Single command shall be used in managing the typhoon response operations. All operational and tactical teams shall work under the supervision of the Operations Section Chief.

Law and Order Cluster

Lead: PNP

Members: BFP, PCG, MDRRMO, AFP, DILG

General Objectives:

To mitigate the impact of disaster through effective enforcement of law and order and ensure an orderly evacuation process of the municipality through provision of information on the disaster response operation and the maintenance of community policing to reduce criminality in the area.

Specific Objectives of the Cluster:

1. To facilitate the orderly and immediate evacuation of the affected communities.
2. To ensure peace and security within the evacuation center.
3. To ensure that augmentation is readily available in case of emergency.
4. To provide crowd control and security measures in areas affected.
5. To ensure the safety and security of the response teams deployed by the cluster.
6. Prepare/implement rerouting schemes for rescue, evacuation, and relief operations.
7. Ensure that public health protocols are strictly followed.
8. To facilitate and assist in the retrieval, identification, and proper management of human remains and,
9. To account all the responses made by the Law and Order cluster.

10. Information dissemination to affected barangays prior to the occurrence of hazards.

CP Form 6: Response Activities

Flooding:

Response	Law and Order	
TIMEFRAME	RESPONSE ACTIVITIES	RESPONSIBLE AGENCIES/OFFICE
4 Hours of intense rain	Coordination with the LCE and other concerned agencies for the preparation and activation of Contingency Plan	PNP/BFP/PCG/PDRRMO/AFP/DILG
3 Hours of intense rain	Evaluate the place for the positioned of relief goods and the evacuation center	PNP/BFP/PCG/PDRRMO/AFP/DILG
2 Hours of intense rain	Assist and conduct the pre-emptive and force evacuation and secure the distribution of relief goods at the evacuation center	PNP/BFP/PCG/PDRRMO/AFP/DILG
During Flooding	Standby and Monitoring	PNP/BFP/PCG/PDRRMO/AFP/DILG
1 hour after flooding	Conduct security to the relief operation at the evacuation center and other places of operation	PNP/BFP/PCG/PDRRMO/AFP/DILG
A day after flooding	Strengthen the conduct of police visibility and mobile patrol to the commercial and affected area and to the whole area of responsibility to avoid looting	PNP/BFP/PCG/PDRRMO/AFP/DILG
A day and beyond flooding	Assess and report the situation for possible augmentation of personnel	PNP/BFP/PCG/PDRRMO/AFP/DILG

Narrative: As the PNP is mandated to maintain the Law and Order during disaster/Calamities. The Quinapondan MPS as the lead agency will maintain a close coordination and collaboration with the other responsible agencies to harmoniously implement the duties and responsibilities of every member of the cluster in the Contingency Plan prior the occurrence of Flooding. Assist and participate on the conduct of Search, Rescue and Retrieval Operation.

CP Form 7: Resource Inventory

Flooding:

Response Cluster	Law and Order		
AGENCY/OFFICE	RESOURCE	QUANTITY	REMARKS
PNP/BFP/PCG/AFP	Personnel	21	Active
	Patrol Cars	3	1 for Repair
	Base Radio	1	Serviceable
	Handheld Radio	4	Serviceable
	Fuel	0	No Stock of Fuel

Narrative: All Resources needed prior to the occurrence of the Flooding must be ready and in positioned for the immediate response during and after the effect of the disaster/calamities hence regular inventory of the resources must be conducted to determine the availability of the equipment during eventualities.

CP Form 8: Resource Projection

Typhoon:

Resource	Need	Have	GAPS (Need Have)	Activities/sources to fill Gaps	Cost estimates (Fill-up only when appropriate)	Source of funds (Fill-up only when Appropriate)
Personnel	31	21	10	Request Augmentation from Higher Office and coordination with the other members of the cluster to augment/provide additional troops during typhoon to fill up the depleted personnel		
Laptop	1	0	1	Request purchase to NHQ and LGU	30,000.00	MOOE / POPS Plan and Support from LGU
Gen Set	1	0	1	Request purchase to NHQ and LGU	20,000.00	MOOE / Support from LGU
Patrol Cars	3	2	1	Request for repair or for new one from National Office	200,000.00	MOOE / Support from LGU
Fuel	60 ltrs	20ltrs	40 ltrs	Purchase or Have on Stock for Emergency	4,800	POPS Plan and support from LGU

Narrative: As a Standard Ratio of Police to Population it must have a 1 PNP personnel for every 500 individual or 1:500 for a total population of 15,807 we must have a total of 31 PNP personnel to fill the GAP or to meet the standard of Police to Population Ratio,

hence Mobility and Availability of Fuel must be in position for immediate emergency responses. Coordination and Collaboration with the other member of the cluster will fill the GAP for the depleted personnel.

CP Form 9: Budget and Resource Summary

Budget Summary

Cluster	Cost of Projected Needs	Cost of Current Resources	Amount of Gaps	Source of Fund
SRR	3,690,750.00	1,907,750.00	1,866,100.00	
Communication and Warning	1,150,000.00	1,000,000.00	150,000.00	<ul style="list-style-type: none"> • QRF • 30% CF, LGU • Donations
Food and Non-Food	2,300,000.00	1,300,000.00	1,000,000.00	
Shelter	82,860,000.00	0	82,860,000.00	
Health	1,318,100.00	105,000.00	1,213,100.00	
Security	500,000.00	200,000.00	300,000.00	
Transportation	1,500,000.00	700,000.00	800,000.00	
Engineering and Restoration	4,000,000.00	2,000,000.00	2,000,000.00	
TOTAL (PHP)	82,860,000.00	19,607,750.00	18,616,100.00	

CP Form 9: Resource GAP Summary

Typhoon:

Response Cluster	Total Source GAPS	Total Coast Estimate
Personnel	10	
Laptop	1	30,000.00

GenSet	1	20,000.00
Patrol Cars	1	250,000.00
Fuel	40 ltrs	4,800
Total (PHp)		334,800.00

Narrative: All GAPS must be full filled to address the necessary required resources to meet the Standard requirement for the Contingency Planning prior to the occurrence of the Typhoon and other disaster/calamity.

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Location	Second Floor, Right Wing, Municipal Buiding
CONTACT INFORMATION	
Primary	Alternate
Landline:	Satelite:
Mobile: 9985683265	Radio Frequency: 145-120
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	Vanessa B. Magno	
Others		
Others		
Others		

Single command shall be used in managing the typhoon response operations. All operational and tactical teams shall work under the supervision of the Operations Section Chief.

3. Total Resource Requirements

Resource Summary

The total resource requirements for all the clusters are as shown:

Cluster	Description	Current Resources	Projected Needs	Gaps	Source
SRR	Manpower	165	200	35	Volunteers
	Handheld Radio	39	50	11	LDRRMF
	Rescue Vehicle	1	2	1	GF
	Life buoy	15	50	35	LDRRMF
	Lifejackets	17	50	33	LDRRMF
	Rescue Boat	0	1	0	Sto.Niño/NGO's Association
	Raincoat w/ pants	15	50	0	LDRRMF
	Boots	22	50	1	LDRRMF
	Helmet	17	50	1	LGU Trust Fund
	Spine Board	4	5	1	LDRRMF
	Flashlights	20	50	30	LDRRMF
	Trauma Bag	4	4	0	LDRRMF
	Mega phone	5	5	0	LDRRMF
	Head Lamp	15	50	35	LDRRMF
Throw Bag	3	10	7	LDRRMF	
	Goggles	24	50	26	LDRRMF
	Snorkel	3	10	7	LDRRMF
Relief and Registration	Volunteers for repacking	80	200	120	PNP BFP ERT Academe Youth organizations
Medical/Health	Doctors	4	20	16	LGU Hospitals P/C/M Health Office Private cluster
Food and Non-Food	Food Packs/Family	1,500.00	3,766	1,866	LDRRMF
	Sleeping Mat/Family	100	3,766	2,266	LDRRMF
		0	2,260	2,260	LDRRMF

Shelter	Assistance to Partially & Totally Dmaged	0	-	-	
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EDUCATION CLUSTER:

LEAD: DepEd

MEMBERS: DOH, DENR, PSWDO, OPAS, OPV, PIA

Objectives:

1. Protect the learners and DepED Personnel from death, injury, and harm;
2. Guarantee educational continuity even in the phase of disaster;
3. Safeguard educational investments; (both infra and non-infra)
4. Strengthen risk reduction and resilience through education and advocacy; and
5. Ensure compliance to minimum public health and safety protocols while implementing different learning delivery modality (LDM).

CP Form 6: Response Activities

FLOODING

Response Cluster	DepEd-Quinapondan District	
TIMEFRAME	RESPONSE ACTIVITIES	RESPONSIBLE AGENCIES/OFFICES
D - 1	Always remind the learners that in times of heavy rains they must stay at home.	DepEd-Quinapondan District
D - 1	Safekeeping of all school facilities, equipment, books, and other important documents.	DepEd-Quinapondan District
D - 0	Be updated on the weather forecast particularly on heavy rains.	DOST, NDRRMC, PAGASA
D - 0	Monitor if all learners are at the safe place through text brigade or “kumustahan.”	DepEd-Quinapondan District
D - 0	If there are flood warnings, be updated on social media, radio and other form of communication.	LDRRMC, LGU, DepEd-Quinapondan District
D - 0	Stay in safe and elevated places	DepEd-Quinapondan District
D + 1	Account all school personnel, and learners.	DepEd-Quinapondan District
D + 1	Check the status of damages of their residences.	DepEd-Quinapondan District
D + 1	Account all school personnel and learners	DepEd-Quinapondan District
D + 1	Account all school properties, facilities, equipment, books, and other important school documents.	DepEd-Quinapondan District

D + 1	Assess the damages of school buildings, equipment, facilities and other school properties	DepEd-Quinapondan District
D + 2	Report the damages to the higher authorities through RADAR	DepEd-Quinapondan District
D + 3	Solicit support for the rehabilitation of the damaged school buildings and school facilities	DepEd-Quinapondan District
D + 4	Conduct a CLEAN-UP DRIVE or <i>PINTAKASI</i> with the parents and other stakeholders to promote cleanliness and healthful environment around the school premises.	DepEd-Quinapondan District, Barangay officials, BFP, PNP, and AFP
D + 5	Coordinate with the Department of Health (DOH) and Department of Social Welfare and Development (DSWD) on the conduct of stress debriefing and Psychological First Aid (PFA)	DSWD, DOH (RHU), DepEd-Quinapondan District
D + 6	Disinfection of classrooms	Quinapondan District Nurses

NARRATIVE: CP FORM 6 RESPONSE ACTIVITIES

FLOODING

Quinapondan, Eastern Samar is a municipality where out of 25 barangays, 14 are located in lowland areas, which are mostly affected when flooding occurs due to heavy rains and excess water from the irrigation and rice fields. To mitigate the said natural disaster, contingency plan for response activities has to be crafted in partnership with DepED, LGU, Barangay officials, RHU, PNP, BFP, NGO's and other stakeholders. A day before the occurrence of heavy rains as notified by the MDRRMC, DOST, and PAGASA, the district supervisor will create a group of cluster heads who will be responsible for monitoring the occurrence of the disaster. Cluster heads then will be accountable to keep in touch with the concerned departments. Likewise, cluster heads must post directories in all classrooms where all contact numbers of the responsible departments must be displayed in order to establish proper communication to all responsive departments. On the day of the occurrence, the district head will instruct all cluster heads to constantly monitor through text brigade or' *kumustahan*' to ensure that all learners and school personnel are safe and in a secured places.

On the day after the flooding, all cluster heads shall conduct accounting of learners, school personnel, school properties, facilities, equipment, books, and other important school documents. Then, a report of the damages shall be submitted to the district head for consolidation and submission to the higher authorities through RADAR. After reporting, all assigned cluster heads shall initiate and conduct a CLEAN-UP DRIVE or *PINTAKASI* with parents, Barangay officials, BFP, PNP, AFP and other stakeholders to promote cleanliness and healthful environment around the school premises. Afterwards, coordinate with the Department of Health (DOH) and Department of Social Welfare and Development (DSWD) on the conduct of stress debriefing and Psychological First Aid (PFA).

CP Form 7: Resource Inventory

Response Cluster	DepEd-Quinapondan District		
AGENCY/OFFICE	RESOURCE	QUANTITY	REMARKS
DepEd-Quinapondan District	personnel	199	In-service/ insufficient
	Office supplies	5 boxes of bond papers	insufficient
	School buildings	152 classrooms	functional
	printers	82	functional
	photocopier	3	functional
	TV sets	12	functional
	Computer/tablets	150	functional
	Tables and chairs	4260	serviceable
	Storage boxes	385	serviceable
	Generator set	3	2 needs repair, 1 functional
	laptops	17	functional
	lapel	9	functional
	Sound system	8	functional

NARRATIVE: CP FORM 7 RESOURCE INVENTORY

Resource inventory is an information about the current condition of the different available resources. This provides factual and objective data that are vital for sound decision-making. This is also needed to determine the severity of resource concerns and identify opportunities for improvement. As revealed in CP Form 7, the DepEd-Quinapondan district has a total of 199 in-service personnel composed of both in the administrative and teaching positions. However, considering the increasing number of enrollment, the district needs 21 additional teaching personnel as reported on the data above, that the actual number of personnel is still insufficient.

The district has functional school buildings (152 classrooms), riso/photocopier (3 sets), television (12 sets), computers/tablets (150 sets), laptops (17 sets), printers (82 sets), lapel (9 sets), and sound system (8 sets). Also, it has generators (3 sets) in which one (1) set is functional while the other two (2) sets need to be repaired. Additionally, it has serviceable tables and chairs (4,260 pieces), and storage boxes (385 boxes). But it can be noted from the data in the above form that the district has insufficient office supplies. The district has only 5 boxes of bond papers.

CP Form 8: Resource Projection

RESOURCE	NEED	HAVE	GAPS NEED- HAVE	ACTIVITIES/ SOURCES TO FILL THE GAPS	COST ESTIMATES (Fill-up only when appropriate)	SOURCE OF FUNDS (fill-up only when appropriate)
Personnel	220	199	21	hiring	6, 048, 000 annually	DepED central office, DBM
Storage boxes	1010	385	625	procurement	262,500.00	MOOE, SEF, NGO, MLGU, and BLGU
Bond papers 398 boxes	398 boxes	50 boxes	348 boxes	procurement	382, 800.00	MOOE, SEF, NGO, MLGU, and BLGU
printers	199	82	117	procurement	1, 755, 000.00	MOOE, SEF, NGO, MLGU, and BLGU
Ink	199 sets	50 sets	149 sets	procurement	24, 801.00	MOOE, SEF, NGO, MLGU, and BLGU
Plastic/expanded envelope	4, 211	0	4, 211	procurement	378, 990.00	MOOE, SEF, NGO, MLGU, and BLGU
notebooks	4, 211	0	4, 211	procurement	42, 110.00	MOOE, SEF, NGO, MLGU, and BLGU
pencils	2, 249	0	2, 249	procurement	15, 743.00	MOOE, SEF, NGO, MLGU, and BLGU
ballpens	3, 511	0	3, 511	procurement	35, 110.00	MOOE, SEF, NGO, MLGU, and BLGU

crayons	4, 211	0	4, 211	procurement	105, 275.00	MOOE, SEF, NGO, MLGU, and BLGU
Tent cloth	2, 736	0	2, 736	procurement	232, 560.00	MOOE, SEF, NGO, MLGU, and BLGU
Umbrella nails	456 kg	0	456 kg	procurement	38, 760.00	MOOE, SEF, NGO, MLGU, and BLGU
Tie wire	304 kg	0	304 kg	procurement	24, 320.00	MOOE, SEF, NGO, MLGU, and BLGU
2x2x12 coco lumber	4560 bft	0	4560 bft	procurement	1, 003, 200.00	MOOE, SEF, NGO, MLGU, and BLGU
CWN 3"	456 kg	0	456 kg	procurement	38, 760.00	MOOE, SEF, NGO, MLGU, and BLGU
CWN 4"	456 kg	0	456 kg	procurement	38, 760.00	MOOE, SEF, NGO, MLGU, and BLGU

NARRATIVE: CP FORM 8 RESOURCE PROJECTION

Resource projection is the process of anticipating the organization’s resource needs over a future period of time. The purpose is to be aware of the gaps and anticipate future resource needs. As shown in CP Form 8, on resource projection, the DepEd-Quinapondan district needs resources such as storage boxes (1010 boxes), bond papers (398 boxes), printers (199 sets), ink (199 sets), plastic expanded envelope (4,211 pieces), notebooks (4,211 pieces), pencils (2,249 pieces), ball pens (3,511 pieces), crayons (4,211 sets), tent cloth (2,736 meters), umbrella nails (456 kilograms), tire wire (304 kilograms), 2 x 2 x 12 coco lumber (4,560 board ft.), and common wire nails of 3 and 4 inches of 456 kilograms each. The district had already purchased some of the mentioned needed resources such as storage boxes (385 boxes), bond papers (50 boxes), printers (82 pieces), and inks (50 sets). Hence, it still need to purchase 625 and 348 boxes of storage boxes and bond papers, respectively, 117 sets of printers, and 149 sets of inks.

Additionally, as revealed in Form 8, other needed resources such as plastic expanded envelope, notebooks, pencils, ball pens, crayons, tent cloth, umbrella nails, tire wire, 2 x 2 x 12 coco lumber, and common wire nails of 3 and 4 inches have not been purchased yet. Hence, the district has to purchase these total needed resources as indicated in the form. To realize the acquisition of the needed resources, the cost was estimated for each item as follows: storage boxes (262,500.00), bond papers (382,800.00), printers (1,755,000.00), ink (24,801.00 sets), plastic expanded envelope (378,990.00), notebooks (42,110.00), pencils (15,743.00) ball pens (35,110.00), crayons (105,275.00), tent cloth (232,560.00), umbrella nails (38,760.00), tire wire (24,320.00), 2 x 2 x 12 coco lumber (1,003,200.00), and common wire nails of 3 and 4 inches (77,520.00). Overall, the total estimated cost to purchase the needed resources of the DepEd-Quinapondan district is amounting to 10, 426, 689.00. This amount will be funded by MOOE, SEF, INGO, MLGU, and

BLGU for the readiness and mitigation goals of the several schools in the district to the effects of typhoon occurrence. As noted, the number and cost of the needed resources were identified based on the purpose of meeting the needs of each teacher in the district to acquire the set of the resources listed in the form.

CP Form 9: Resource GAP Summary

FLOODING

RESPONSE CLUSTER	TOTAL SOURCE GAPS	TOTAL COST ESTIMATES
DepEd-Quinapondan District	625 storage boxes	262, 500.00
	82 cabinets	1, 230, 000.00
TOTAL (PHP)		1, 492, 500.00

NARRATIVE: CP FORM 9 Resource GAP Summary

FLOODING

As shown in CP Form 9 (resource gap summary for flooding), generally, the DepEd-Quinapondan district has the total source gaps for the resources such as 625 storage boxes, and 82 cabinets with a total cost estimates of 262,500.00, and 1, 230, 000.00, respectively. These result to an estimated total cost of 1,492,500.00, necessary for the district to purchase and acquire the identified needed resources.

CP Form 10: Emergency Operation Center		
Location	Second Floor, Right Wing, Municipal Buiding	
CONTACT INFORMATION		
Primary	Alternate	
Landline:	Satelite:	
Mobile: 9985683265	Radio Frequency: 145-120	
Email Address: elizaldeabejero@gmail.com	Others:	
Social Media: zaldy orejeba		
Others:		
EOC MANAGEMENT TEAM		

POSITION as Appropriate) (Customise	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
EOC Manager	Elizalde C. Abejero (MDRRMO)	9985683265
	Jared Pompee Jamarolin (MO)	9663525131
Operations Coordinator	PLT Jose Fortunato Lumain (PNP)	
	SFO1 Arsenio Lacaba (BFP)	
Planning Coordinator	Marites P. Servano (MPDO)	
	Engr. Felix John E. Bienes (MENRO)	
	Marie Rose G. Docabo (MSWDO)	
Logistics Coordinator	Crispin Baldicañas (GSO)	
	Eva T. Quinto (MBO)	
	Lorenzo B. Gahoy (HRMO)	
Finance/Admin Coordinator	Lito L. Bajado (MTO)	
	Vanessa B. Magno (AO)	
	Maressa Dado (MTO)	
Others:		
Others:		
Others:		

Quinapondan EOC is the repository and main hub for coordination of the MDRRMC. It serves as the main communication link for all responding units, receives emergency and non-emergency calls, monitors municipal-wide security and order, dispatches calls to concerned responding units and receives data and reports from responding units.

CP Form 11: INCIDENT COMMAND SYSTEM		
ICS FACILITIES		
FACILITIES (Customise as Appropriate)	LOCATION	
Incident Command Post	Ground Floor, Municipal Building	
Staging Area	Public Plaza, Brgy. 02 Poblacion	
Base Camp	Evacuation Center, Brgy. San Pedro, Quinapondan, E. Samar	
Heli Spot	Sitio Palanas, Brgy. 03 Poblacion, Quinapondan, E. Samar	
Heli Base	N/A	
Others		
Others		
Others		
INCIDENT MANAGEMENT TEAM		
	NAMES AND AGENCY/OFFICE/ORGANIZATION	(Primary and Alternate)

POSITION (Customise as Appropriate)		CONTACT INFORMATION (Primary and Alternate)
INCIDENT COMMANDER	Elizalde C. Abejero (MDRRMO)	9985683265
	Marie Rose G. Docabo (MSWDO)	
PUBLIC INFORMATION OFFICER	Jarred Pompee Jamarolin (MO)	
	Marie Rose G. Docabo (MSWDO)	
	Liza Gonzaga (DepEd District Supervisor)	
	PLT Jose Fortunato Lumain (PNP)	
LIAISON OFFICER	Lorenzo B. Gahoy	
	Jarred Pompee Jamarolin (MO)	
SAFETY OFFICER	PLT Jose Fortunato Lumain	
	SFO1 Arsenio Lacaba (BFP)	
OPERATIONS SECTION CHIEF	PEMS Leo Lusico (PNP)	
	FO2 Jelson Dayola (BFP)	
	1LT Elmer Salolog (AFP)	
PLANNING SECTION CHIEF	Engr. Marites P. Servano (MPDC)	
	Engr. Vincent John B. Padriga (ME)	
	Engr. Felix John E. Bienes (MENRO)	
LOGISTICS SECTION CHIEF	Crispin Baldicañas (GSO)	
	Eva T. Quinto (MBO)	
FINANCE/ADMIN SECTION CHIEF	Lito L. Bajado (MTO)	
	Vanessa B. Magno	
Others		
Others		

Others		
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Single command shall be used in managing the typhoon response operations. All operational and tactical teams shall work under the supervision of the Operations Section Chief.

RESPONSE CLUSTER: MDM

Lead: DILG

Members: AFP, PNP, BFP, PCG, PNP, NBI, RHU, MSWDO, MUNICIPAL RESCUE TEAM, GSO

Objectives:

1. Ensure safety and security of the response teams deployed by the SRR cluster;
2. Ensure timely, effective and efficient conduct of SRR operations;
3. Provide one-stop-shop for Disaster Victim identification, Missing persons desk, Management of the bereaved families;
4. Provide Psychological Intervention among MDM team;
5. **Provide safety for the MDM Teams from contracting infections**

Roles and Responsibilities:

1. Organize and deploy self-sufficient and capable response teams to conduct SRR;
2. Provide resource augmentation, to include manpower and equipment, to other areas as needed;
3. Coordinate with the other clusters for the resource needs of the SRR teams;
4. Consolidate all the activities made by the response teams into one cluster report

6. To facilitate and assist in the retrieval, identification and proper management of human remains with proper tagging.
7. Disposition of identified cadaver to the legitimate/rightful claimants, and facilitate burial for the unidentified/ identified without claimants.
8. To conduct psychological interventions among all MDM Team members
9. Communication and reporting as verified by the concerned office/agency.
- 10. To ensure compliance of minimum public health standards and ensure that teams are equipped with necessary PPEs while conducting MDM operation**

Response Activities

CP Form 6: Response Activities

RESPONSE CLUSTER	MDM(Typhoon)	
TIMEFRAME	RESPONSE ACTIVITIES	RESPONSIBLE AGENCIES/OFFICES
D-3	1. Activation of MDM Team	MLGOO, MDRRMO, DILG, AFP, PNP, BFP, PCG, NBI, RHU PNP, MSWDO, LCR, DOH/PHO, QUINAPONDAN RESCUE TEAM, GSO
D-2	2. Assessment of the impacts (Safety/security of the impact site, statistics of the Presumably Missing and Dead Persons)	PNP, AFP, BFP, PCG
D0	1.Registration of MDM teams at the EOC/ICP	MLGOO, AFP, PNP, BFP, PCG PNP, NBI, DOH, MSWDO, LCR, DOH/PHO
D0	2.Establishment of one-stop-shop	MLGOO, MDRRMO, DILG, AFP, PNP, BFP, PCG

		PNP, NBI, DOH PNP, DSWD, LCR, DOH/PHO, GSO
D0	1.Assessment of the impact site by the safety and security officer	MLGOO, PNP, AFP, BFP, PCG, Volunteer SRRs
D+1	2.Deployment of SRR Team(s)	MLGOO, PNP, AFP, BFP, PCG, Volunteer SRRs
D+1	3.Assessment of the retrieved dead bodies by the.DVI Team(s)	NBI. PNP
D+1	4.Establishment of desk for Management of the Missing Persons	DILG, PNP, MSWDO, MDRRMO
D+1	5.Assessment of result by the DVI and Missing Persons (based on the PM and AM Forms)	PNP, NBI
D+1	6.Disposition of the identified cadaver to the legitimate/rightful claimants and facilitating the burials of those unidentified/identified without claimant	DILG thru MDRRMO
D+1	7. Conduct of psychosocial interventions for the bereaved families	MSWDO, RHU/PHO/DOH
D+2	8. Stress debriefing of MDM Teams	MSWDO, RHU/PHO/DOH
D+2	1.Coordination of MDM Reports following the proper chain of communication and compliance with the necessary documentary requirement as prescribed by law	MDRRMO, MLGOO, RHU/PHO/DOH, PNP
D+1	2. Seeking assistance to Provincial MDM Team if applicable	MDRRMO, MLGOO

The above activities will be activated upon receiving report from SRR Cluster based on the impact of Typhoo specifically on human lives. MDM strike teams to be deployed will depend as to the number of casualties resulted. Members of the MDM clusters from their respective involved agency shall prepare for the establishment of one-stop-shop to ensure efficient delivery of services. There shall be a close coordination of SRR Team to DVI Teams, the primary objective in this phase is to assess possible identification of the retrieved cadaver at the impact site. Likewise, the PNP shall also establish coordination with the DVI team for the validation of reporting missing persons. Upon validation of reports from DVI team, PNP shall issue certificate of identification of the retrieved cadaver for the disposition to the rightful/legitimate claimants. Also, management of the bereaved families through psychological interventions shall be conducted. Lastly, to prepare for worst case event, the municipal MDM lead convenor shall establish active communication with the Provincial MDM cluster for possible demand of augmentation.

Resource Inventory

CP Form 7: Resource Inventory

RESPONSE CLUSTER	MDM		
AGENCY/OFFICE	RESOURCE	QUANTITY	REMARKS
GSO	Handheld radio PPEs: 1.Hard hat 2.Body reflector vest 3.Boots 4.N95 mask 5.Gloves 6. Cadaver bags 7.Full Body PPEs 8. Googles		

	Disinfection solutions Caskets (MOA) Body tags Temporary or Permanent burial site (MOA in case for private burial site) MOA with the other LGUs (Province/City/Municipalities for augmentation) Manpower: a. Trained personnel on retrieval operations b. Trained PNP officers on DVI c. PNP officers in-charge on Missing persons d. Personnel in-charge on disposition of the dead e. Trained personnel on MHPSS		
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The above table shows the needed items for MDM response. These are basic materials/equipment that the LGU must have in order to deliver efficient MDM operations. Inventory shall be regularly conducted to make sure the readiness of the necessary materials/equipment are ready to use in times of disaster.

Resource Projection

CP Form 8: Resource Projection

RESPONSE CLUSTER	MDM					
RESOURCE	NEED	HAVE	GAPS (NEED – HAVE)	ACTIVITIES/ SOURCES TO FILL THE GAPS	COST ESTIMATES (FILL-UP ONLY WHEN APPROPRIATE)	SOURCE OF FUNDS (FILL-UP ONLY WHEN APPROPRIATE)
Trained MDM Members				Expand teams Training on MDM		LDRRNF
Hard hat				Purchase		LDRRNF
Body reflector				Purchase		LDRRNF
Boots				Purchase		LDRRNF
N95 mask				Purchase		LDRRNF
Gloves				Purchase		LDRRNF
Cadaver bags				Requisition at the OCD Region, Purchase		LDRRNF

Full Body PPEs				Purchase		LDRRNF
Googles				Purchase		LDRRNF
Body Freezer				MOA with Funeral Parlors		LDRRNF
Burial site				MOA		LDRRMF
Manpower: a.Trained personnel on retrieval operations b.Trained PNP officers on DVI c. PNP officers in-charge on Missing persons d.Personnel in-charge on disposition of the dead e.Trained personnel on MHPSS				Training on MDM		
TOTAL						LDRRNF

The above table shows the gaps of the needed items/equipment and manpower for MDM operations. It reveals that the existing inventory of the needed materials/equipment and manpower is insufficient in order to establish efficient MDM operations. However, the LGU is committed to fill all those gaps by ensuring allocation of funds, outsourcing to local and external partners in order to fill the gaps. The LGU shall ensure that those personnel involved on MDM operations are technically equipped with the necessary knowledge and skills on MDM.

Resource Gap Summary

CP Form 9: Resource Gap Summary

RESPONSE CLUSTER	TOTAL RESOURCE GAPS	TOTAL COST ESTIMATES
Trained MDM Members		
Hard hat		
Body reflector		
Boots		
N95 mask		
Gloves		
cadaver bags		
Full Body PPEs		
Googles		
Manpower:		

a.Trained personnel on retrieval operations		
b.Trained PNP officers on DVI		
c. PNP officers in-charge on Missing persons		
d.Personnel in-charge on disposition of the dead		
e.Trained personnel on MHPSS		
TOTAL		

The above table shows the summary gaps necessary for MDM operations and its corresponding amount based on table ____ (sequence of table). This needs to be integrated to LDRRMP and other applicable DRR/CCA plans to ensure its harmonization.

CP Form 10: Emergency Operation Center	
Location	Second Floor, Right Wing, Municipal Buiding
CONTACT INFORMATION	
Primary	Alternate
Landline:	Satelite:
Mobile: 9985683265	Radio Frequency: 145-120

Email Address: elizaldeabejero@gmail.com	Others:	
Social Media: zaldy orejeba		
Others:		
EOC MANAGEMENT TEAM		
POSITION as Appropriate) (Customise	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
EOC Manager	Elizalde C. Abejero (MDRRMO)	9985683265
	Jared Pompee Jamarolin (MO)	9663525131
Operations Coordinator	PLT Jose Fortunato Lumain (PNP)	
	SFO1 Arsenio Lacaba (BFP)	
Planning Coordinator	Marites P. Servano (MPDO)	
	Engr. Felix John E. Bienes (MENRO)	
	Marie Rose G. Docabo (MSWDO)	
Logistics Coordinator	Crispin Baldicañas (GSO)	
	Eva T. Quinto (MBO)	
	Lorenzo B. Gahoy (HRMO)	
Finance/Admin Coordinator	Lito L. Bajado (MTO)	
	Vanessa B. Magno (AO)	
	Maressa Dado (MTO)	
Others:		
Others:		
Others:		

Quinapondan EOC is the repository and main hub for coordination of the MDRRMC. It serves as the main communication link for all responding units, receives emergency and non-emergency calls, monitors municipal-wide security and order, dispatches calls to concerned responding units and receives data and reports from responding units.

CP Form 11: INCIDENT COMMAND SYSTEM	
ICS FACILITIES	
FACILITIES (Customise as Appropriate)	LOCATION

Incident Command Post	Ground Floor, Municipal Building	
Staging Area	Public Plaza, Brgy. 02 Poblacion	
Base Camp	Evacuation Center, Brgy. San Pedro, Quinapondan, E. Samar	
Heli Spot	Sitio Palanas, Brgy. 03 Poblacion, Quinapondan, E. Samar	
Heli Base	N/A	
Others		
Others		
Others		
INCIDENT MANAGEMENT TEAM		
POSITION (Customise as Appropriate)	NAMES AND AGENCY/OFFICE/ORGANIZATION (Primary and Alternate)	CONTACT INFORMATION (Primary and Alternate)
INCIDENT COMMANDER	Elizalde C. Abejero (MDRRMO)	9985683265
	Marie Rose G. Docabo (MSWDO)	
PUBLIC INFORMATION OFFICER	Jarred Pompee Jamarolin (MO)	
	Marie Rose G. Docabo (MSWDO)	
	Liza Gonzaga (DepEd District Supervisor)	
	PLT Jose Fortunato Lumain (PNP)	
LIAISON OFFICER	Lorenzo B. Gahoy	
	Jarred Pompee Jamarolin (MO)	
SAFETY OFFICER	PLT Jose Fortunato Lumain	
	SFO1 Arsenio Lacaba (BFP)	
OPERATIONS SECTION CHIEF	PEMS Leo Lusico (PNP)	
	FO2 Jelson Dayola (BFP)	
	1LT Elmer Salolog (AFP)	
PLANNING SECTION CHIEF	Engr. Marites P. Servano (MPDC)	

	Engr. Vincent John B. Padriga (ME)	
	Engr. Felix John E. Bienes (MENRO)	
LOGISTICS SECTION CHIEF	Crispin Baldicañas (GSO)	
	Eva T. Quinto (MBO)	
FINANCE/ADMIN SECTION CHIEF	Lito L. Bajado (MTO)	
	Vanessa B. Magno	
Others		
Others		
Others		

Single command shall be used in managing the typhoon response operations. All operational and tactical teams shall work under the supervision of the Operations Section Chief.

B. Command and Control

1. Features of Emergency Operations Center (EOC)

Quinapondan EOC is the repository of information and main hub for coordination of the MDRRMC of Quinapondan. It serves as the main communication link for all responding units, receives emergency and non-emergency calls, monitors the security and surveillance cameras municipal wide, dispatches calls to concerned responding unit, receives data and reports from responding units.

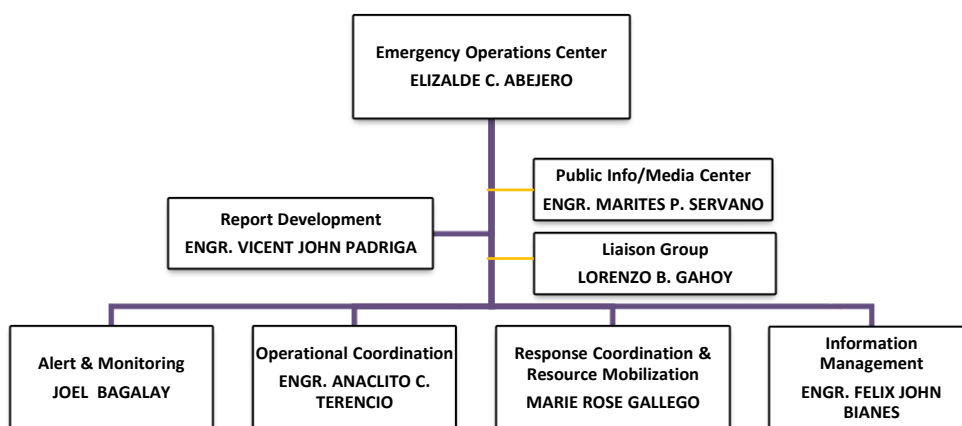
Location: 2nd Floor, Left Wing, Municipal DRRM Office, Barangay 03 Pobl. Quinapondan, Eastern Samar.

Contact Numbers: 09085083652

Email address: elizaldeabejero@gmail.com

Facebook: LGU-Quinapondan@yahoo.com

Manning and Structure: The EOC shall be operated by the following personnel according to the organization structure:



Activation: The EOC shall be activated upon the issuance of alert level from the Provincial DRRMO and based on the findings of Pre-Disaster Risk Assessment (PDRA).

2. Features of Incident Command System (ICS)

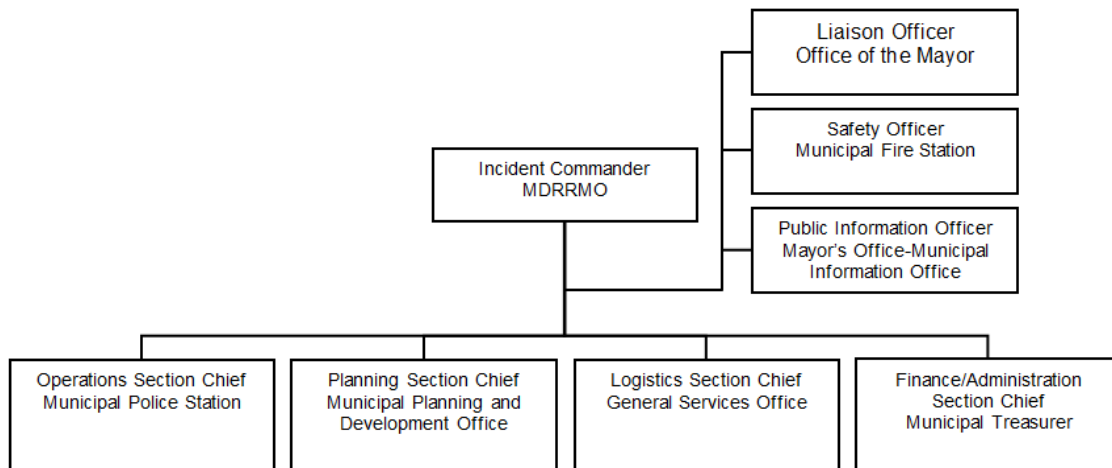
The Municipal Incident Management Team that will carry out the tactical operations of the clusters is as follows:

The contingency plan shall be activated based on the findings of Pre-Disaster Risk Assessment by the MDRRMC, leading to the activation of the EOC. MDRRMC Chairman shall then convene all the clusters to assess the situation. Afterwards, MDRRMC Chairman shall officially activate ICS and delegate authority to the IC coming from the Municipal DRRMO. The IC shall then proceed to organize the IMT and implement tactical activities based on the strategic decisions of the clusters.

The contingency plan shall be deactivated once the situation has improved and when heightened alert is no longer required. The recommendation for deactivation shall emanate from the IC going to MDRRMC Chairman via the EOC. Once deactivated, operation will still remain until such time that the EOC will be back to “white alert” status. At this point, the operation is already terminated.

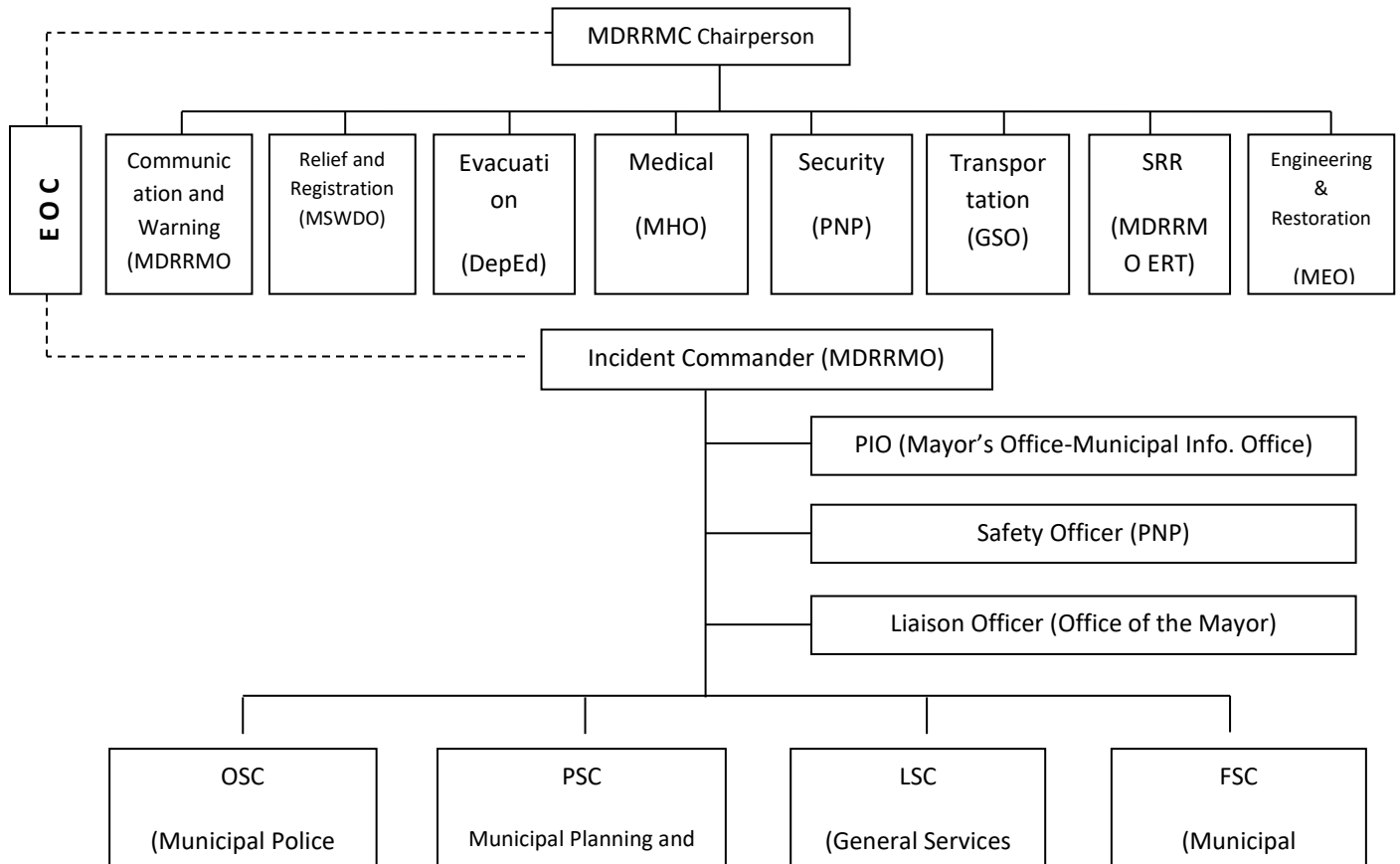
B. Non-Activation

In case that the typhoon will not take place in the months of June to December, the contingency plan will not be activated. In this case, the plan will be maintained as a perpetual plan for future use in the event of upcoming typhoons.



Single command shall be used in managing the typhoon. All the operational teams identified in the clusters shall work under the supervision of the Operations Section Chief.

Interoperability

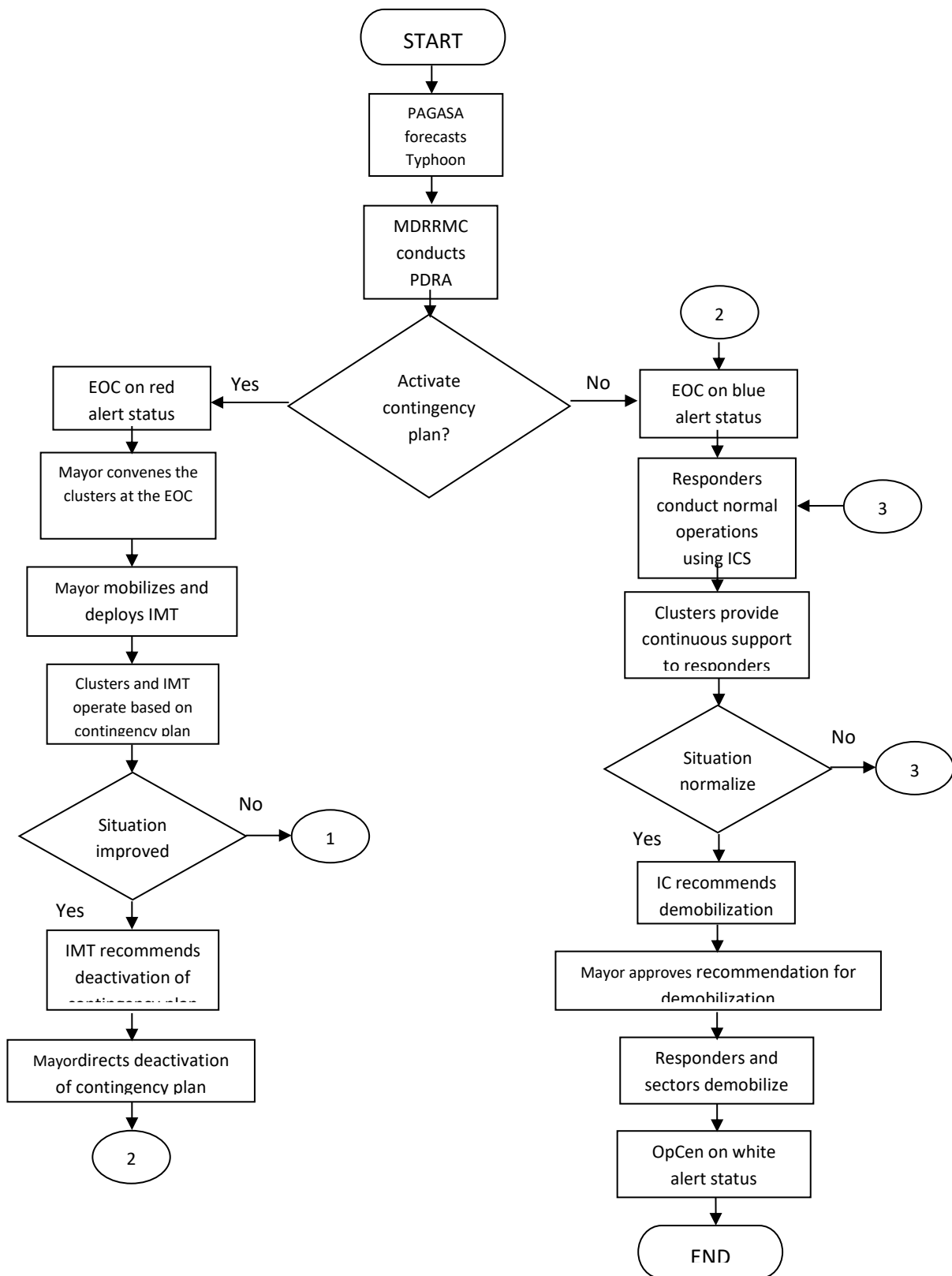


The Chairperson of the MDRRMC of Quinapondan, shall supervise the coordination activities and strategic decisions of the clusters. These decisions shall then be communicated to the IC through the EOC. The IC, on the other hand, shall report the tactical activities to the EOC going to the clusters.

ACTIVATION, DEACTIVATION AND NON-ACTIVATION

Activation and Deactivation

The procedures for activating and deactivating the contingency plan shall adhere to the flowchart below:



The contingency plan shall be activated based on the findings of Pre-Disaster Risk Assessment by the MDRRMC, leading to the activation of the EOC. Mayor shall then convene all the clusters to assess the situation. Afterwards, Mayor shall officially activate ICS and delegate authority to the IC coming from the Municipal DRRMO. The IC shall then proceed to organize the IMT and implement tactical activities based on the strategic decisions of the clusters.

The contingency plan shall be deactivated once the situation has improved and when heightened alert is no longer required. The recommendation for deactivation shall emanate from the IC going to Mayor via the EOC. Once deactivated, operation will still remain until such time that the EOC will be back to “white alert” status. At this point, the operation is already terminated.

Non-Activation

In case that the typhoon will not take place in the months of June to December, the contingency plan will not be activated. In this case, the plan will be maintained as a perpetual plan for future use in the event of upcoming typhoons.

ANNEX 1. Working Group

Purpose: The Working Group shall be the focal body in charge of the refinement, finalization, testing, evaluation, packaging, updating and improvement of the contingency plan under the supervision of the Municipal DRRM Officer. The group shall work closely with the planners of the municipality for the attainment of the CP objectives.

Functions:

1. Facilitate the refinement and finalization of the contingency plan to include testing, evaluation, packaging, updating and improvement;
2. Develop work plan for the completion and updating of the contingency plan;
3. Organize consultation meetings with the planners and relevant subject matter experts regarding the development of the contingency plan; and
4. Facilitate the presentation and endorsement of the contingency plan to Chairperson, MDRRMC Mayor Atty. Rafael S. Asebias and Local Sanggunian for comments and approval.

Composition:

ROLE	NAMES	OFFICE	CONTACT NOS.	EMAIL ADDRESS
Overall Coordinator	Elizalde C. Abejero	MDRRMO	09985683265	elizaldeabejero@gmail.com
Facilitators	Rhoda A. Lacanaria Engr. Marites P. Servano	MLGOO MPDC	09065906478 09391873470	 servanomhar@yahoo.com
Secretariat	Glenie E. Obispo Jr. Rodyzza B. Sabas	MDRRMO/STAFF MPDC	09306117173 09674328201	glenie052385.go@gmail.com
Technical Staffs	Engr. Marites P. Servano Marie Rose E. Gallego	MPDC MSWDO	09391873470 09499907429	 marieroseazulgallego@yahoo.com
Cluster Lead : Communication and Warning	Elizalde C. Abejero	MDRRMO	09985683265	
Cluster Lead : Relief and Registration	Marie Rose E. Gallego	MSWDO	09499907429	marieroseazulgallego@yahoo.com
Cluster Lead : Evacuation	Engr. Vincent John B. Padriga	MEO	09158521115	
Cluster Lead : Medical	Dr. Jener S. Camposano	MHO	09284040864	
Cluster Lead : Security		MPSO		QMPSOPERATION@yahoo.com
Cluster Lead : Transportation	Crispin Baldecañas	GSO	09074194328	
Cluster Lead : SRR				
Cluster Lead : Recovery and Rehabilitation	Engr. Vincent John B. Padriga Engr. Felix John B. Bienes	MEO	09186437652 09070846471	vincentjohnpadriga@yahoo.com felixjohnbienes@yahoo.com

Members' Duties and Responsibilities:

1. **Overall Coordinator:** in charge of the CP process; monitors the progress of CP; initiates the conduct of meetings to review, evaluate and update the contingency plan, as necessary; disseminates updates on the contingency plan to agencies/offices concerned; leads the conduct of simulation exercises to test the coherence and integrity of the plan.
2. **Facilitator:** facilitates CP meetings, workshops and simulation exercises; drives the CP participants to achieve the target outputs.
3. **Secretariat:** documents proceedings of the meetings, workshops and simulation exercises; take charges of the reproduction and distribution of the contingency plan and other materials to the concerned meeting attendees and workshop participants.
4. **Technical Staffs:** write the contents of the actual contingency plan; assimilates comments, inputs and recommendations gathered during meetings, workshops and simulation exercises to improve the contingency plan; consolidates the outputs from the clusters/clusters and integrates them into the overall contingency plan.
5. **Cluster Leads:** facilitates the completion of sub-plan for the respective cluster, including the accomplishment of the CP forms; ensures the availability of data for the specific cluster; coordinates with other clusters/cluster to ensure that the preparation of sub-plans is on track, that the different cluster/cluster plans are consistent with each other, and that all clusters/clusters are familiarized with their tasks likely to be performed in case of an emergency.

The contingency plan shall be activated based on the findings of Pre-Disaster Risk Assessment by the MDRRMC, leading to the activation of the EOC. Mayor shall then convene all the clusters to assess the situation. Afterwards, Mayor shall officially activate ICS and delegate authority to the IC coming from the Municipal DRRMO. The IC shall then proceed to organize the IMT and implement tactical activities based on the strategic decisions of the clusters.

The contingency plan shall be deactivated once the situation has improved and when heightened alert is no longer required. The recommendation for deactivation shall emanate from the IC going to Mayor via the EOC. Once deactivated, operation will still remain until such time that the EOC will be back to "white alert" status. At this point, the operation is already terminated.

Non-Activation

In case that the typhoon will not take place in the months of June to December, the contingency plan will not be activated. In this case, the plan will be maintained as a perpetual plan for future use in the event of upcoming typhoons.

Gap Identification Matrix

Clusters	Offices Involved																			Lead Office
	PNP/BTAC	AFP	MENRO	MHO	PCG	BFP	MSWDO	MDRRMO	PRC	MEO	GSO	BAG	MAO	P Clinic	Brgy Council	DEPED	MPDC	JPOR T	Finance	
Telecommunication and Warning	/	/	/		/	/	/	/	/		/	/	/	/	/	/	/	/		MDRRMO (PIO)

CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
2022-2025

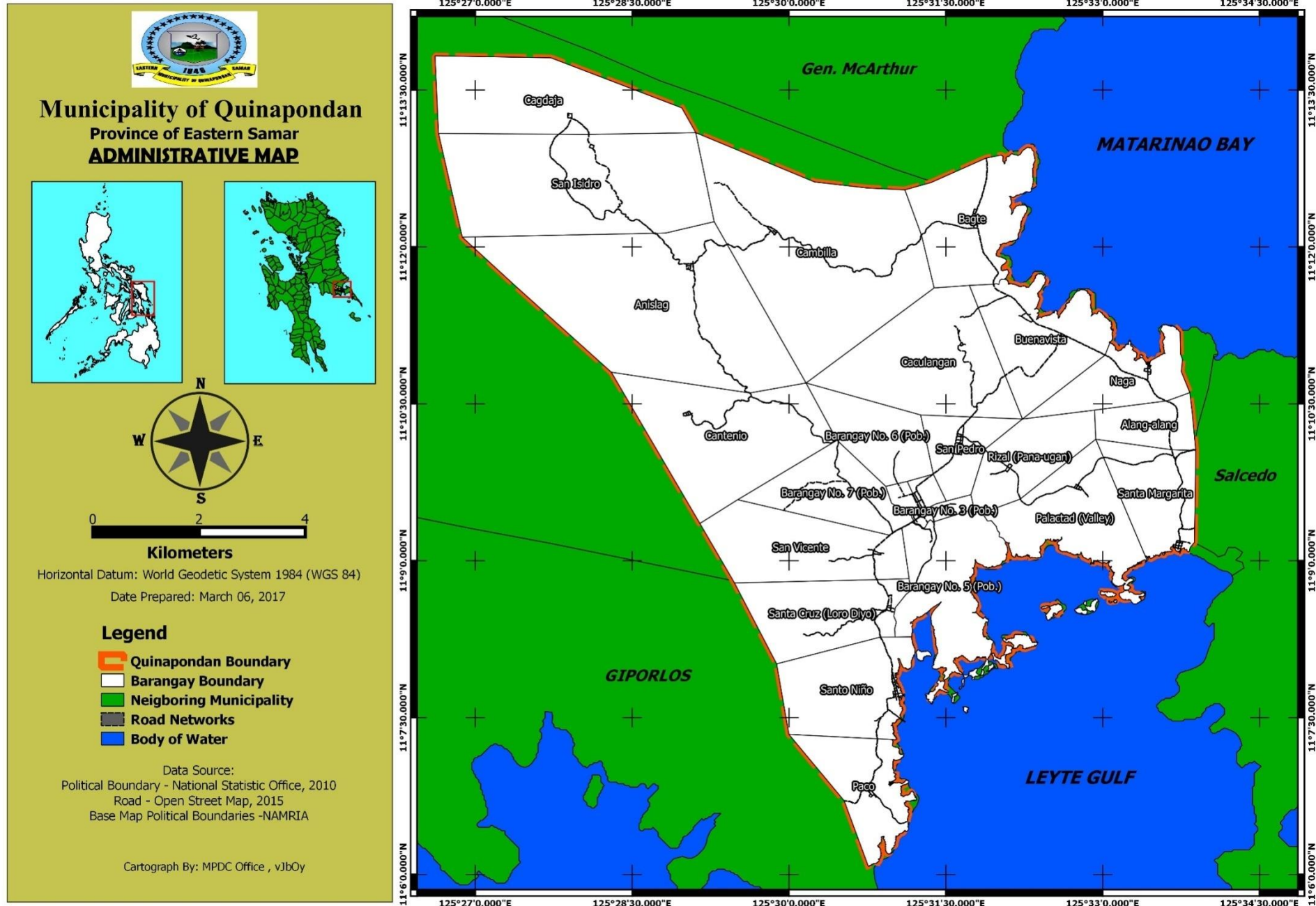
Relief and Registration							/	/	/			/				/	/	MSWDO
Evacuation							/	/		/		/		/	/			DEPED
Medical			/				/	/	/			/	/	/				MHO
Security	/	/			/			/			/	/	/			/		PNP
Transportation	/	/			/	/		/	/	/	/	/	/			/		GSO
Rescue	/	/		v	/	/		/	/			/	/	/	/			MDRRMO (ERT)
Engineering and Restoration			/		/	/		/		/	/	/			/		/	MEO

ANNEX 2. Municipality of Quinapondan Directory

OFFICE	CONTACT NUMBERS	EMAIL ADDRESS
Municipal Planning & Development Office	09391873470	servanomhar@yahoo.com
Municipal Disaster Risk Reduction and Management Office	09985683265	elizaldeabejero@gmail.com
Municipal Social Welfare & Development Office	09499907429	marieroseazulgallego@yahoo.com
Municipal Engineering Office	09158521115	Jorgesasebias22@yahoo.com
Bureau of Fire Protection BFP	09215990523	@yahoo.com
Municipal Treasurers Office	09272481971	@yahoo.com
Municipal Budget Office	09990443684	@yahoo.com
Municipal Agriculture Office	09395905158	jaimeabit@yahoo.com
Municipal Health Office	09284040864	@yahoo.com
Municipal Gender and Development Office	09499907429	@yahoo.com
General Services Office	09074194378	@yahoo.com
Philippine National Police	09157461552	QMPSOPRERATION@yahoo.com
Municipal Environment and Natural Resources Office	09070846471	felixjohnbianes@yahoo.com
Municipal Local Government Operation Officer	09273743360	@yahoo.com
Parish Church		@yahoo.com
Department of Education Elem.	09302913876	@yahoo.com
ABC President	09282363498	@yahoo.com
SB Member	09176457833	@yahoo.com
Philippine Army		@yahoo.com
Philippine Coast Guard		@yahoo.com
Municipal Transportation Office		@yahoo.com
Philippine Red Cross		@yahoo.com
Municipal Action Group		@yahoo.com

CONTINGENCY PLAN for FLOODING
Municipality of Quinapondan, Eastern Samar
 2022-2025

Municipal Tourist Action Center		@yahoo.com
Office of the Mayor	09175778748	@yahoo.com
Provincial Disaster Risk Reduction and Management Office	09273422038	@yahoo.com
Office of Civil Defense (OCD)		@yahoo.com
Department of Health (DOH)		@yahoo.com
National Intelligence and Coordination Agency (NICA)		@yahoo.com
National Security Council (NSC)		@yahoo.com
Municipal Accountant Office	09774631503	Vanessa-billote@yahoo.com
Vice Mayor Office	09283384453	lovielebrilla@yahoo.com
Private Secretary Mayor's Office		
SB Secretary Office	09494502585	bimboyterencio@gmail.com
HRMO	09989979594	
Municipal Civil Registry Office	09212513876	
Municipal Assessor's Office	09936554303	





Republic of the Philippines
Province of Eastern Samar
Municipality of Quinapondan

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 03
Series of 2016

AN ORDER REORGANIZING THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL OF QUINAPONDAN, EASTERN SAMAR.

WHEREAS, the passage of Republic Act No. 10121 also known as the Philippine Disaster Risk Reduction and Management Act of 2010, highlighted the role of the Local Government Units at the forefront of disaster risk reduction initiatives.

WHEREAS, it is imperative therefore to organize/reorganize the Municipal Disaster Risk Reduction and Management Council that shall formulate and implement the Local Disaster Risk Reduction and Climate Change Adaptation Plans.

NOW THEREFORE, I **ATTY. RAFAEL S. ASEBIAS**, Municipal Mayor of Quinapondan, Eastern Samar, by virtue of the powers vested in me, do hereby **reorganize** the Municipal Disaster Risk Reduction and Management Council with the duties and the functions inherent thereto, to wit:

Section 1. COMPOSITION – Pursuant to the implementing rules of DRRM Act, the Municipal Disaster Risk Reduction and Management Council shall be composed as follows:

Chairman: **ATTY. RAFAEL S. ASEBIAS**
Municipal Mayor

Co-Chairman: **ALEJANDRO L. BARSANA**
MDRRMO

Vice-Chairman: **HON. LEO JASPER M. CANDIDO**
Municipal Vice-Mayor

Members:

ENGR. MARITES P. SERVANO
MPDC

ENGR. JORGE S. ASEBIAS
Mun. Engineer

EVA T. QUINTO
MBO

VIRGINIA C. RAMIREZ
Mun. Treasurer

VANESSA B. MAGNO
Mun. Accountant

OSCAR P. NAVIDAD
M.I.G.OO

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Executive Order No. 03
Series of 2016

MARIE ROSE GALLEGO
MSWDO

DR. JENER S. CAMPOSANO
MHO

ENGR. JAIME C. PADIT
MA

ENGR. GERARDO R. ABIT
Mun. Assessor

PIONIO A. CAMPO
MCR

MRS. LIZA A. OGSIMER
QUIWASA Supervisor

HON. ANTONIO L. RAMIREZ
SB Representative

ENGR. ANACLETO C. TERCICIO
SB Secretary

MR. LORENZO B. GAHOY
HRMO

MRS. MARINA N. PABELONIA
Quinapondan District

PSI CLARK B. CHAVARRIA
Chief of Police/QMPS

HON. MA. ALONA A. CAMPO
ABC/Liga President

SFOI NORMAN N. BARBA
BFP Monitoring Officer

MRS. VICTORIA ELOGARIO
School Principal-QNHS

MR. TITO A. DADULLA
School Principal-ANHS

MR. CERILO ABUEVA
CSO/Farmers Representative

SK PRESIDENT
Youth Sector

GLICERIA A. ABUDA
Women Sector

MR. APOLONIO T. CADIZAL
Fisherfolks

PAZ A. ACEBIAS
OSCA Head

Business Sector

Section 2: There is hereby created operating/task units that shall be responsible for providing immediate needed and appropriate services before, during and after disaster/s.

A. SEARCH & RESCUE

LEADER : PCI CLARK B. CHAVARRIA

MEMBERS : All PNP Officers
All WASAR Graduates
Barangay Tanods
All BFP Personnel
And others

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LEADER : ALEJANDRO L. BARSANA

MEMBERS : LORENZO B. GAHOY
Engr. ANACLETO C. TERCENIO, JR.
Engr. MARITES P. SERVANO
ELIZALDE C. ABEJERO
CLAUDIO D. TY
LIZA A. OGSIMER
And others

C. TRANSPORTATION

LEADER : General Services Office

MEMBERS: PIONIO A. CAMPO, JR.
CRISPIN N. BALDICANAS
ERNESTO S. GONZAGA
JERONIDEZ P. DIZOR
JEFFREY B. GERMONES
And other drivers

D. SUPPLY/LOGISTICS

LEADER : VIRGINIA C. RAMIREZ

MEMBERS : DELIO E. MARGIN
BEATRIZ A. OMLANG
MARIA A. VALDEMORO
ARSENIO V. LUMAGBAS
BRIGIDA A. QUINTO
EVA T. QUINTO
VANESSA B. MAGNO
Engr. MARITES P. SERVANO
General Services Office

E. MEDICAL, HEALTH AND SANITATION

LEADER : DR. JENER S. CAMPOSANO

MEMBERS : All HOSPITAL and RHU Personnel
All QUIWASA Personnel
And others

F. EVACUATION, RELIEF/EMERGENCY RESPONSE & REHABILITATION

LEADER : Engr. JORGE S. ASEBIAS

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MEMBERS : MSWDO
ALL SB MEMBERS
Engr. ANACLETO C. TERCENIO, JR.
Engr. JAIME C. ABIT
ALL AMO PERSONNEL
ALL DAY CARE WORKERS
ALL BFP PERSONNEL
And others

G. DAMAGE & ASSESSMENT CONTROL

LEADER : Engr. GERARDO R. ABIT

MEMBERS : Engr. JORGE S. ASEBIAS
Engr. JAIME C. ABIT
Engr. JOHN VINCCENT B. PADRIGA
Mrs. MARINA N. PABELONIA
Mrs.. VOCTORIA ELOGARIO
Mr. TITO N. DADULLO
And others

Each Chair/Leader of every unit has authority to augment personnel if needed under prevailing circumstances.

Section 3. DUTIES AND FUNCTIONS. The following, but not limited to, are the duties and functions of the Municipal Disaster Risk Reduction and Management Council, to wit:

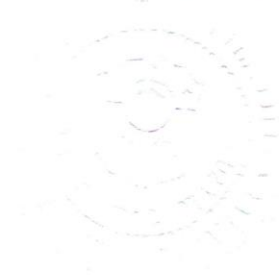
1. Approve, monitor and evaluate the implementation of the MDRRMO Plans and annually review, test and develop the plan consistent with other national and local planning programs;
2. Ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;
3. Recommend the implementation of forced or pre-emptive evacuation of local residents, if necessary; and
4. Convene the local council as provided by the DRRM Act.

Section 4. MEETINGS. The meeting of the MDRRMC shall be held once every three months on dates and place to be determined by the body. The chairperson of the MDRRMC may call special meeting as may be necessary. The MDRRMO shall serve as Secretariat.

SO ORDERED.

Page 5 of 5
Executive Order No. 03
Series of 2016

Done this 9th day of August 2016 at Quinapondan, Eastern Samar, Philippines.



ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairman

A handwritten signature in black ink, appearing to read 'R. Asebias', is written over the typed name and title of the signatory.

Cc:
Office of the Governor

COMMUNICATION PROTOCOL

For more effective, systematic and well coordinated actions during preparedness and response phase the following communication protocol shall be observed by the LDRRMCs:

PDRRMC/ICS OPCEN – Issue advisory on the forecast/warning and actions to be under taken by the MDRRMC.

BEFORE (Upon Alert)

The BDRRMCs shall submit reports to the MDRRMC of the following:

- Status on actions taken e.g.
 - Conduct of BDRRMC meeting
 - Review of Hazards Maps
 - Review of Contingency Plan
 - Status of activation of evacuation centers
 - Status of forced/pre-emptive evacuation
 - BDRRMC mobilization/activation of different teams
 - Status of preposition of relief goods & services
 - Advisory prohibiting venturing out to the sea of fisherfolks and small vessels

MDRRMCs shall submit reports to PDRRMC of the following:

- Consolidated status reports on actions taken
 - Status of activation of evacuation centers
 - Conduct of MDRRMC meeting
 - Review of Contingency Plan
 - Status of forced/pre-emptive evacuation and specific number of evacuees per barangay and location of evacuation center
 - Pre-positioning of relief goods/services

DURING RESPONSE PHASE

BDRRMC

- Shall assist the RDANA team in the conduct of assessment after a disaster

MDRRMC

- Submit RDANA reports to the PDRRMC determining the extent of damage and the assistance required by the municipal level.

PDRRMC

- Incident Commander (IC) to relay the information/reports and the needed assistance to the concerned teams/cluster
- Inform MDRRMCs on the relief assistance and the services to be provided by the PDRRMC to the municipal level.



Republic of the Philippines

Province of Eastern Samar

MUNICIPALITY OF QUINAPONDAN

OFFICE OF THE LOCAL CHIEF EXECUTIVE

EXECUTIVE ORDER NO. 20

Series of 2019

**AN EXECUTIVE ORDER INSTITUTIONALIZING THE INCIDENT
COMMAND SYSTEM (ICS) AS ON-SCENE, ALL HAZARDS AND
DISASTER RESPONSE AND MANAGEMENT MECHANISM IN THE
MUNICIPALITY**

WHEREAS, Rule 7 (h) of Implementing Rules and Regulations (IRR) of RA 10121 provides that the Office of Civil Defense shall establish an Incident Command Systems (ICS) as part of the country's existing on-scene disaster response system, to ensure effective consequence management of disasters and emergencies;

WHEREAS, NDRRMC Memorandum Circular No. 04 directs the LDRRMCs to use or adopt the Incident Command System as on-scene disaster response and management mechanism under the Philippine DRRM System;

WHEREAS, Executive Order No. 82, Section 4 (d) states that "As soon as an incident is declared as approaching crises level, the responding Crises Manager activates the Incident Command System (ICS) and calls on the designated Incident Commander;

NOW, THEREFORE, I, ATTY RAFAEL S. ASEBIAS, Municipal of Quinapondan, Eastern Samar, by virtue of the powers vested in me by laws, do hereby promulgate the following:

Section 1. Adoption of the Incident Command System

The Municipal Disaster Risk Reduction and Management Council shall adopt the Incident Command System as on-scene, all hazards disaster response and management mechanism.

Section 2. Activation of Incident Command System

The Municipal Disaster Risk Reduction and Management Office/DRRM Operations Center shall advise the activation of the concerned ICS Teams.

Section 3. Formation of ICS Sections and Teams

Depending on the types of hazards and upon the advise of the Municipal Disaster Risk Reduction and Management Office/Provincial DRRM Operations Center, the appropriate ICS Sections and Teams shall be activated for the on-scene response and management to avoid the loss of lives and minimize damage to properties.

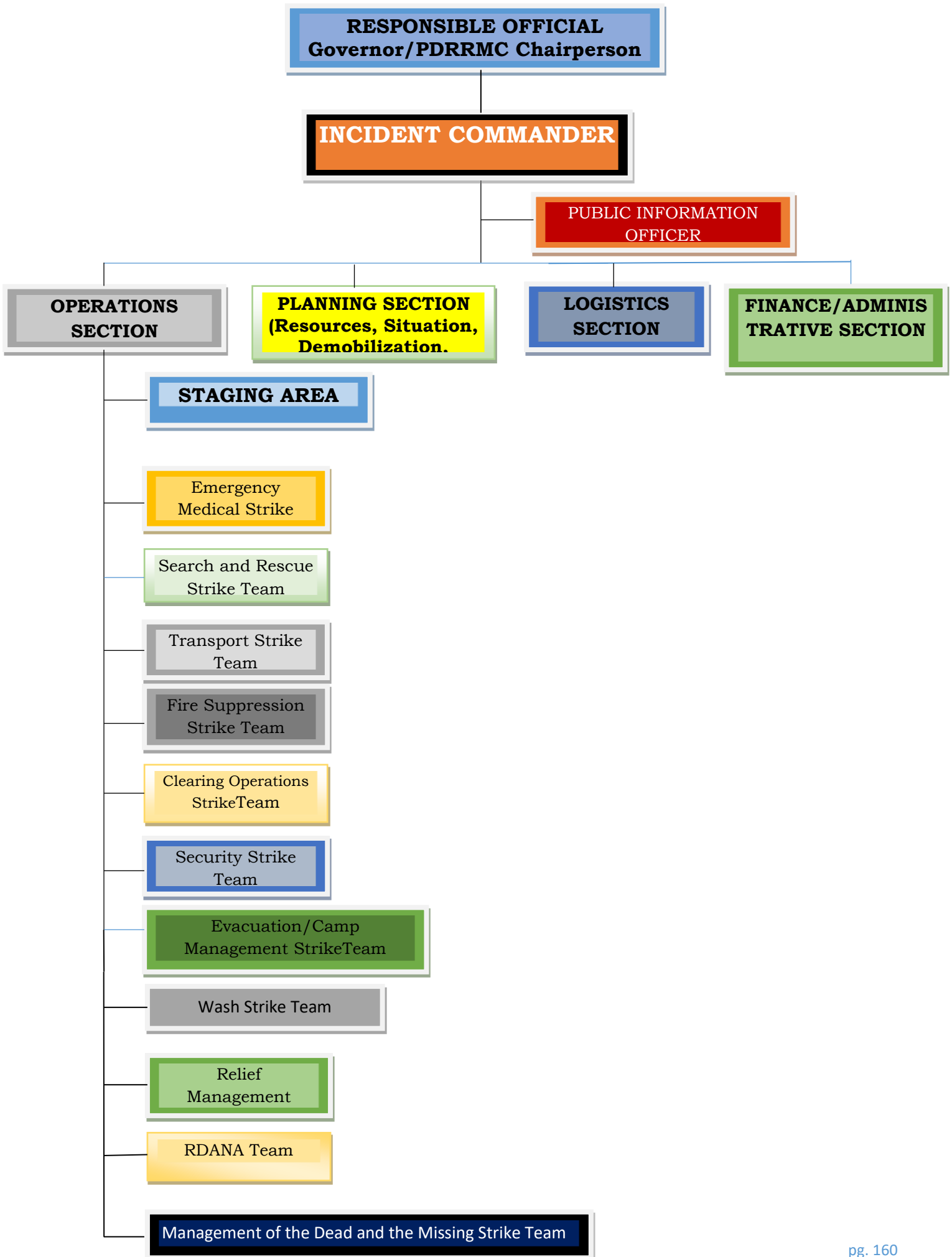
Section 4. Effectivity

This Executive Order shall take effect immediately upon signing.

Done this 19th day of November, 2019 at Quinapondan, Eastern Samar, Philippines.

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor

INCIDENT COMMAND SYSTEM (ICS) ORGANIZATIONAL STRUCTURE





Republic of the Philippines
Province of Eastern Samar
MUNICIPALITY OF QUINAPONDAN

OFFICE OF LOCAL CHIEF EXECUTIVE

MEMORANDUM UNNUMBERED

TO : CONCERNED TRAINED INCIDENT COMMAND SYSTEM (ICS) TEAMS

FROM : HON. ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairperson

DATE : November 19, 2019

SUBJECT : ORGANIZATION OF INCIDENT COMMAND SYSTEM (ICS) TEAMS

In exigency of public service so requiring and in line with Executive Order No. 21, Series of 2017 re: Institutionalizing the Incident Command System (ICS) as on-scene, all Hazards and Disaster Response and Management Mechanism in the LGU-of Quinapondan, the following ICS teams are hereby organized for timely, coordinated and effective response thus avoiding the loss of lives and minimize damage to properties, viz:

TYPE OF HAZARD/EMERGENCY	ICS TEAM
TYPHOON	ELIZALDE C. ABEJERO ENGR. ANACLETO C. TERCENIO JR. LORENZO B. GAHOY JOEL BAGALAY RANDY MACAWILE ROGELIO CABUQUIT CLAUDIO D. TY JEFFREY GERMONES ALL MDRRMC MEMBER ALL ERT GRADUATES ALL DRIVERS ALL PNP
TYPE OF HAZARD/EMERGENCY	ICS TEAM
FIRE FIRE	SFO1 ARSENIO LACABA JEFFREY B. GERMONES ERT VOLUNTER TRAINED

TYPE OF HAZARD/EMERGENCY	ICS TEAM
FLOODING	ELIZALDE C. ABEJERO JOEL BAGALAY ROMMY C. OBILLO CLAUDIO D. TY PNP PERSONNEL RANDY MACAWILE ALL WASAR GRADUATES

TYPE OF HAZARD/EMERGENCY	ICS TEAM
TSUNAMI/EARTHQUAKE	Lt Jose Fortunato Lumain ALL PNP PERSONNEL ENGR. ANACLETO C. TERCENIO JR. ENGR. MARITES P. SERVANO ALL FIRST AID BASIC LIFE SUPPORT GRADUATES

TYPE OF HAZARD/EMERGENCY	ICS TEAM
LANDSLIDE	ELIZALDE C. ABEJERO RANDY MACAWILE LUCKY P. ESCO LEO L. MACAWILE RANIE O. DOCENA MARCIAL P. ALABADO OTHER ERT/QUIRU MEMBERS PNP PERSONNEL

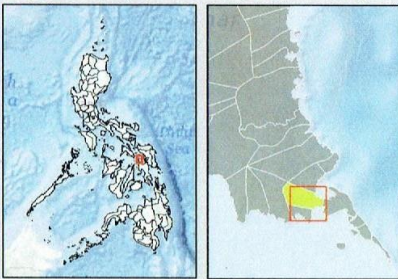
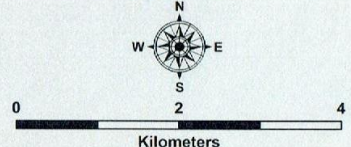
Said ICS Teams shall be activated upon the advise of the Municipal Disaster Risk Reduction and Management Office/DRRM Operations Center. In case of the occurrence of a hazard, the undersigned as MDRRMC Chairperson shall designate an Incident Commander from the above mentioned ICS trained members. Identified Incident Commanders shall properly coordinate and report to the Emergency Operations Center for instructions and provision of logistical support.

For strict compliance.

HON. ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairperson

Municipality of Quinapondan
 Province of Eastern Samar
Flood Hazard Map

Emergency Assistance and Early Recovery
 for Poor Municipalities Affected by typhoon Yolanda,
 Component C.1: Improved Resilience to Future Disasters (2016)

Projection: Universal Transverse Mercator Projection (Zone 51)
 Horizontal Datum: World Geodetic System 1984 (WGS 84)
 Date Prepared: June 8, 2016

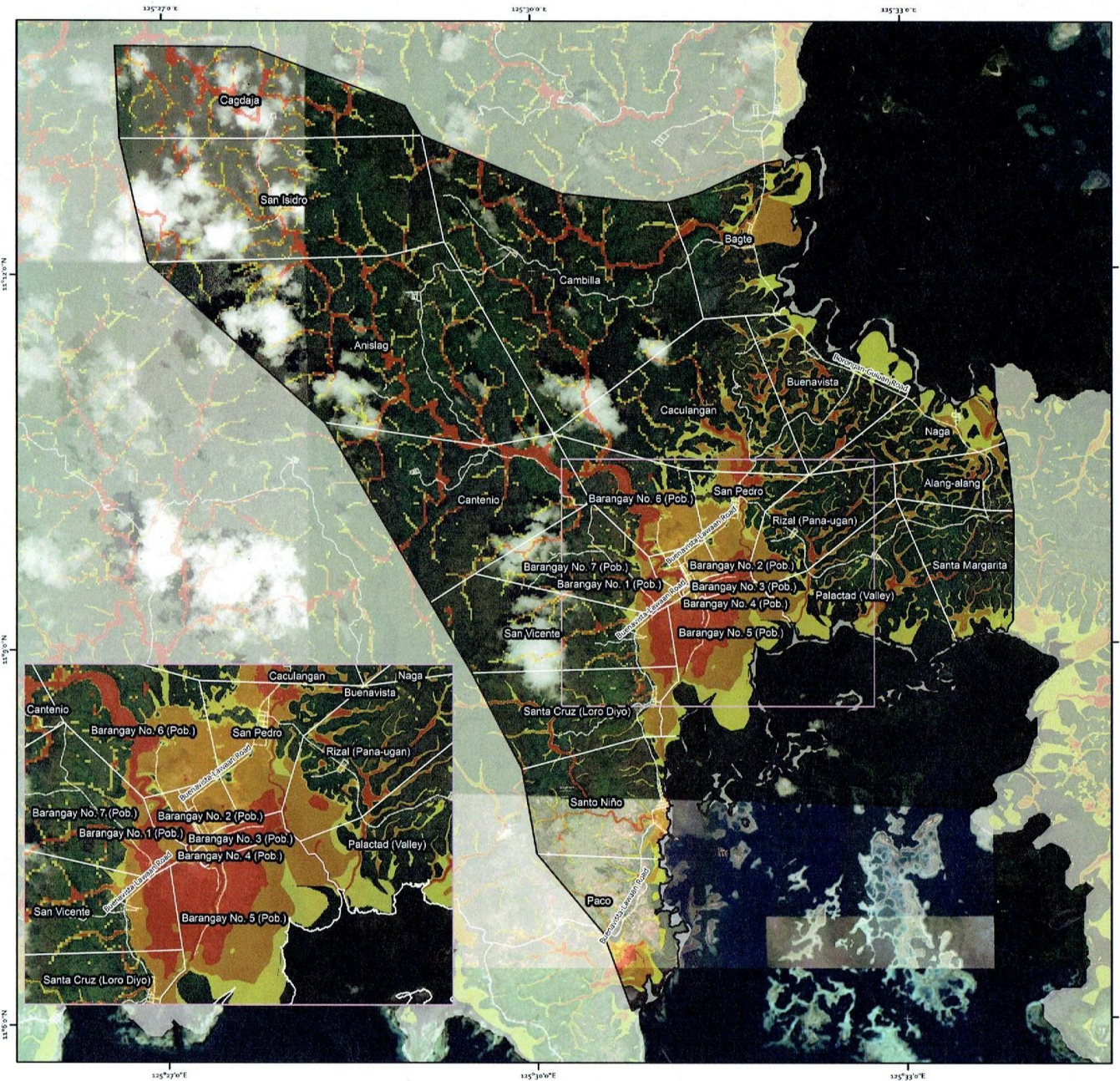
Legend

- Municipality of Quinapondan
- Barangay Boundary
- Hazard Level
 - Low (0.21m - 0.5m)
 - Medium (0.51m - 1.5m)
 - High (1.51m and above)

Funded by: Japan Fund for Poverty Reduction
 Implemented by: From the People of Japan




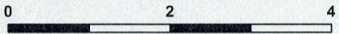
Consultants:

Data Sources:
 Flood - Based on a 50-Year Rain Return Scenario from DOST - Project NOAA
 Image (c) 2015 Digital Globe, Image (c) 2015 CNES/Astrium, Image (c) 2015 TerraMetrics



Municipality of Quinapondan
Province of Eastern Samar
Landslide Hazard Map

Emergency Assistance and Early Recovery
 for Poor Municipalities Affected by typhoon Yolanda,
 Component C.1: Improved Resilience to Future Disasters (2016)

Kilometers
 0 2 4


Projection: Universal Transverse Mercator Projection (Zone 51)
 Horizontal Datum: World Geodetic System 1984 (WGS 84)
 Date Prepared: June 8, 2016


Legend



- Municipality of Quinapondan
- Barangay Boundary

Hazard Level

- Low (0.21m - 0.5m)
- Medium (0.51m - 1.5m)
- High (1.51m and above)

Funded by:  Japan Fund for Poverty Reduction

Implemented by:  DILG




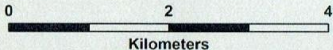
Consultants:   ASSURE

Data Sources:
 Landslide Hazard - DOST - Project NOAA
 Image (c) 2015 Digital Globe, Image (c) 2015
 CNES/Astrum, Image (c) 2015 Terrametrics





Municipality of Quinapondan
 Province of Eastern Samar
**Storm Surge and Tide:
 Flood Hazard Map
 of 5m Maximum Storm Tide**

Emergency Assistance and Early Recovery
 for Poor Municipalities Affected by typhoon Yolanda,
 Component C.1: Improved Resilience to Future Disasters (2016)










Projection: Universal Transverse Mercator Projection (Zone 51)
 Horizontal Datum: World Geodetic System 1984 (WGS 84)
 Date Prepared: June 8, 2016



Legend




-  Municipality of Quinapondan
-  Barangay Boundary

Hazard Level

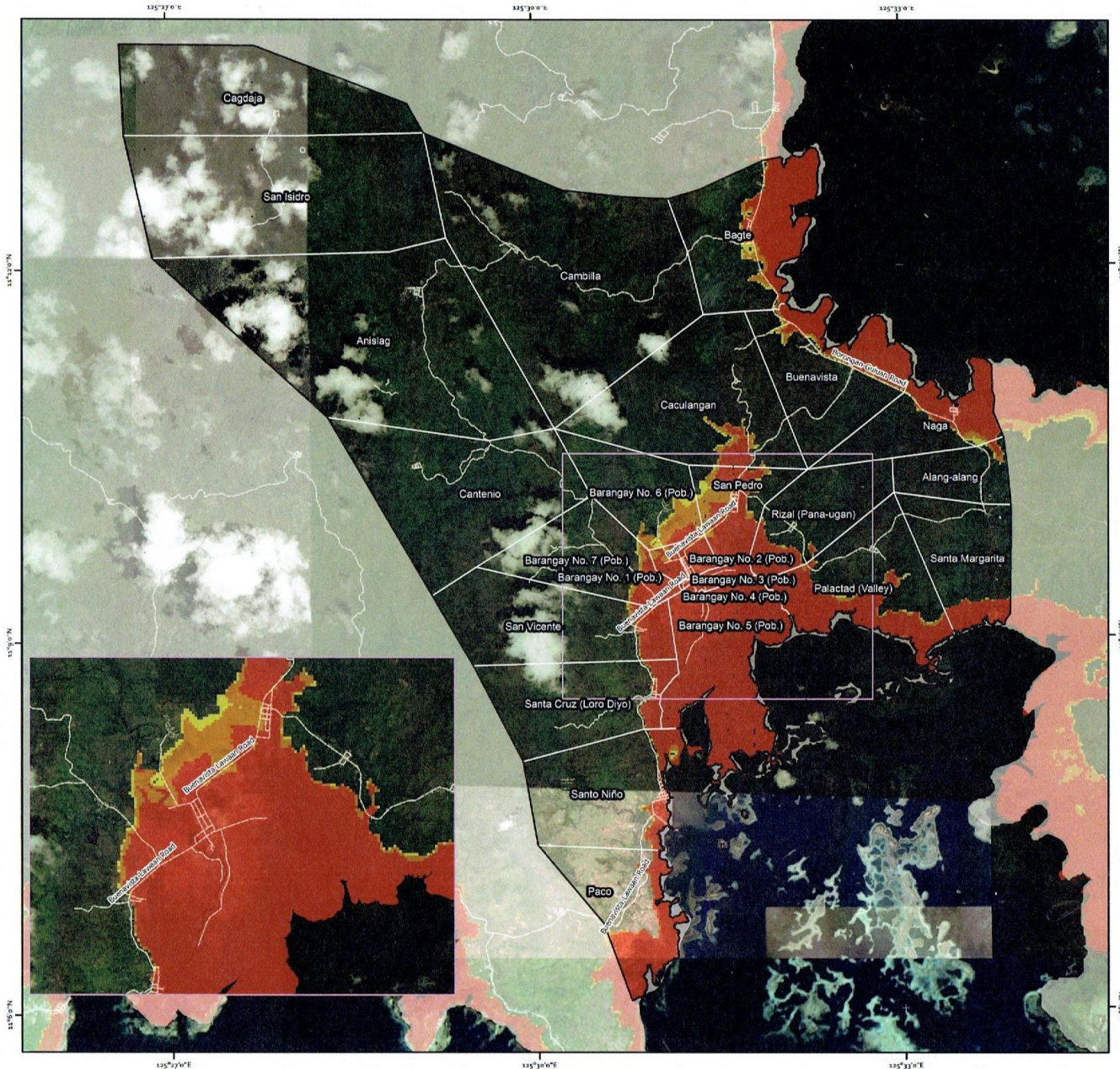
-  Low (0.21m - 0.5m)
-  Medium (0.51m - 1.5m)
-  High (1.51m and above)

Funded by:  Japan Fund for Poverty Reduction

Implemented by:   From the People of Japan

Consultants:   

Data Sources:
 Storm Surge - DOST - Project NOAH
 Image (c) 2015 Digital Globe, Image (c) 2015
 CNES/Astrium, Image (c) 2015 TerraMetrics



STANDARD OPERATING PROCEDURE IN THE ACTIVATION AND OPERATIONALIZATION OF INCIDENT COMMAND SYSTEM (ICS)

LEGAL BASIS

- Rule 7 (h) of RA 10121 Implementing Rules and Regulations (IRR) provides that the Office of the Civil Defense (OCD) shall establish an Incident Command System (ICS) as part of the country's existing on-scene disaster response system, to ensure effective consequence management of disasters and emergencies.

- NDRRMC Memorandum Circular No. 04 directs the LDRRMCs to use or adopt the Incident Command System as on-scene disaster response and management mechanism under the Philippine DRRM System.

- Executive Order No. 82, Section 4 (d) states that "As soon as an incident is declared as approaching crises level, the responding Crises Manager activates the Incident Command System (ICS) and calls on the designated Incident Commander.

- Executive Order No. 21 series of 2017 signed by Mayor Atty. Rafael S. Asebias institutionalized the Incident Command System (ICS) as on-scene, all hazards and disaster response and management mechanism in the locality.

INCIDENTS/EVENTS TO BE MANAGED BY ICS

- Natural disasters such as Typhoons, Flooding, Landslides, Storm Surges, Earthquakes and Tsunami
- Manmade disasters and accidents
- Planned events

1. ACTIVATION OF INCIDENT COMMAND SYSTEM

Depending on the types of hazards and upon the advice of the Provincial Disaster Risk Reduction and Management Office/DRRM Operations Center, the appropriate ICS Sections and Teams shall be activated for the on-scene timely, coordinated and effective response and management to avoid the loss of lives and minimize damage to properties.

2. ADOPTION OF INCIDENT MANAGEMENT OPTIONS

The Municipality as may deem appropriate, shall adopt a Single Command or Incident Complex Management Options:

2.1 SINGLE COMMAND

- may be applied when a single Incident Commander is designated by the MDRRMC with overall management responsibility for the incident.

2.2 INCIDENT COMPLEX

- Multiple incidents are managed by a single Incident Management Team (IMT)

4. REVIEW OF MAJOR ICS POSITIONS AND THEIR RESPONSIBILITIES

3.1 RESPONSIBLE OFFICIAL

- Chairs LDRRMC
- Delegates authority to the Incident Commander
- Serves as link to higher authorities
- Provides policy direction
- Ensures availability of resources

3.2 INCIDENT COMMANDER

- Responsible for overall management response operations.
- Selected by the Responsible Official based on qualifications and experience.
- Assesses the situation/receives briefing from the Responsible Official or outgoing Incident Commander.
- Determines incident objectives and strategies.
- Establishes priorities in consultation with the staff.
- Establishes Incident Command Post (ICS).
- Establishes appropriate ICS organization based on the situation.
- Ensures planning meeting are scheduled as required.
- Approves and authorizes the implementation of the Incident Action Plan.
- Ensures that adequate safety measures are in place.
- Coordinates with key people and officials.
- Approves requests for additional resources and for the release of resources.
- Keeps DRRMC Chairperson and/or Responsible Official informed of incident status.
- Authorizes release of information to the news media.
- Coordinates activity for all Command and General Staff.

3.3 INFORMATION OFFICER

- Focal person for information dissemination.
- Works closely with all different information.
- One Lead Information Officer per incident and may have assistant(s).

3.4 LIAISON OFFICER

- Contact point for representatives of assisting cooperating agencies (DRRMC member and partner-agencies).

3.5 SAFETY OFFICER

- Works with Operations on tactics.
- Anticipates, detects, and corrects unsafe situations.
- Has emergency authority to stop unsafe acts/operations.
- One Lead Safety Officer per incident and may have assistant(s).

3.6 OPERATIONS SECTION

- First organization assigned to the incident.
- Responsible for managing, directing and coordinating all tactical operations at the incident.
- The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.
- Headed by Operations Section Chief.

3.7 PLANNING SECTION

- Responsible for planning services.
- Collects situation and resources status information, evaluates and processes them.
- Develops Incident Action Plan to accomplish objectives.
- Maintains resources & situation status.
- Headed by Planning Section Chief.

3.8 LOGISTICS SECTION

- Provides resources and all other services needed to support the incident.
- Headed by Logistics Section Chief.

3.9 FINANCE/ADMINISTRATION SECTION

- Monitors incident costs.
- Maintains financial records.
- Administers procurement contracts.
- Performs time recording.
- Headed by Finance/Administrative Section Chief.

3.10 COMMON RESPONSIBILITIES OF ALL STRIKE TEAMS

- Obtain briefing from Section Chief.
- Participate in Incident Planning meetings if necessary.
- Determine current status of unit activities.
- Confirm dispatch and estimated time of arrival of staff and supplies.
- Assign specific duties to staff and supervise.
- Develop and implement accountability, safety and security measures for personnel and resources.
- Supervise demobilization of unit, including storage of supplies.
- Provide supply unit leader with list of supplies to be replenished.
- Maintain unit records, including unit log.

4. REVIEW AND DETERMINATION OF ICS FLOW OF COMMUNICATION

- Orders, directives, resource requests and status changes must follow the chain of command in accordance with the ICS organizational structure.

- Details of the Incident Action Plan (IAP) will be discussed during operational meetings.

5. SETTING UP/ESTABLISHMENT OF INCIDENT COMMAND SYSTEM FACILITIES

The following facilities shall be established/provided for effective and coordinated response to incidents:

5.1 INCIDENT COMMAND POST (ICP)

- Initially, the ICP shall be established near the incident area.
- ICP shall provide a central coordination point.
- ICP can be any facility that is available and appropriate.
- ICP should not be moved unless absolutely necessary.
- There should only be one ICP for the incident.
- The communication is also located or adjacent to ICP.

- ICP activation and location must be announced to appropriate personnel are notified.
- Should be large enough to provide adequate working room for assigned personnel
- Should contain situation and resource status displays necessary for the incident

5.2 STAGING AREA

- Staging area shall be set-up close to the location of tactical assignments.
- It will serve as temporary location for resources awaiting assignments.
- Located out of any possible line of direct hazard effects to minimize risk.
- Large enough to accommodate available resources and have room for growth.
- Have necessary security controls
- Have different access routes for incoming and outgoing resources
- Control and assist the check-in of personnel who arrive at the incident via privately owned vehicles or other private means.

5.3 BASE

- Location for primary support activity.
- Location for out-of-service equipment (for repair) and personnel (for medication).
- Only one Base per incident.
- Logistics Section located at Base.

5.4 CAMP

- Temporary locations to provide services to ICS personnel.
- Location of camps can be moved.
- Several camps may be required.
- All Base activities may be performed at Camps.
- Designated by geographic name or number.

5.5 HELIBASE

- Location where the helicopters may be parked, maintained, fuelled and loaded.
- Large incidents may have more than one Helibase.
- Helibase can be located at airport or other off-incident location
- Designated by name of incident.

5.6 HELISPOT

- Temporary locations where helicopters can safely land and take off.
- Can be used to load or off-load personnel, equipment and supplies.

6. EXECUTION OF THE STEPS IN MANAGING FOR ANY INCIDENT:

1. The incident commander shall size-up the situation.
2. Determine if there are lives at immediate risk.
3. Establish the immediate objectives and strategies.
4. Determine if there are enough and necessary resources on scene and/or requested.
5. Develop an Incident Action Plan.

5.1 Understand the situation

5.2 Establish Incident objectives and strategy

5.3 Determine Tactical Direction

5.4 Determine assignments of personnel and equipment

- 5.5 Finalize the plan
- 5.6 Implement the plan

- 6. Establish initial ICS organization.
- 7. Conduct operational briefings.
- 8. Monitor work progress.
- 9. Review and evaluate the plan and if necessary modify objectives and adjust the IAP to reflect the situation.

7. FILLING-UP OF VARIOUS ICS FORMS TO BE USED

Example:

- ICS Form 211 – Check-in List
- ICS Form 213 – General Message
- ICS Form 214 – Unit Log
- ICS Form 201 – Incident Briefing
- ICS Form 202 – Incident Objectives
- ICS Form 203 – Organizational Assignment List
- ICS Form 204 – Assignment List
- ICS Form 205 – Incident Command Plan
- ICS Form 206 – Incident Medical Plan

8. PREPARATION AND UTILIZATION OF SUPPORTING DOCUMENTS

- Maps and incident facility plans
- Safety Messages
- Detailed weather forecasts
- Phone Lists
- Other important information for operational strike team leaders

9. ORDER OF DEMOBILIZATION AND CONDUCT OF CLOSE OUT MEETING WITH LDRRMC

Prepared by:

ELIZALDE C. ABEJERO
MDRRMO

Approved:

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairperson



Republic of Philippines
Province of Eastern Samar
MUNICIPALITY OF QUINAPONDAN

Office of the Local Chief Executive

Executive Order No. 21
Series of 2019

CREATING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, COMPOSITION AND DEFINING ITS TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM, AND IS ACTIVATED ONLY IN RESPONSE TO DISASTER OR EMERGENCIES AND SITUATIONS APPROACHING CRISIS LEVEL.

WHEREAS, IRR Rule 7 (h) RA10121 “Philippine Disaster Risk Reduction and Management Act of 2010” provides for the establishment of an Incident Command System (ICS) as part of the country’s on-scene disaster response system to ensure the effective consequence management of disaster or emergencies;

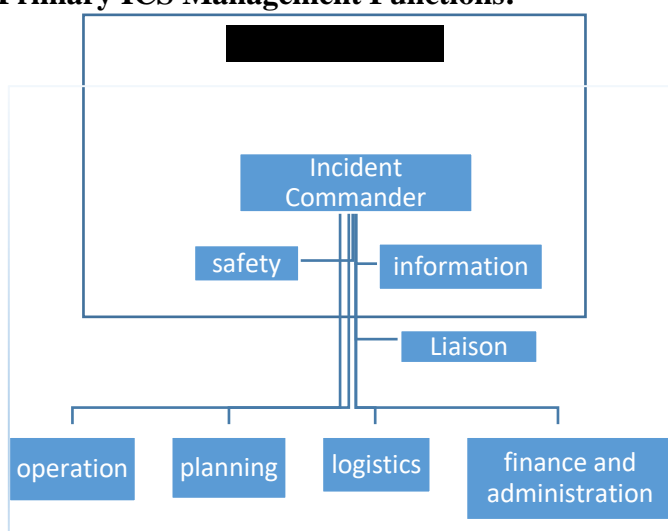
WHEREAS, the law mandates the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected;

WHEREAS, the law has restructured the roles of key players during the disaster giving local government units the capacity to manage disaster as “first responders and manage the adverse effects of emergencies and carry out recovery activities”;

WHEREAS, in the implementation of such roles requires the structuring of an incidence command system that will govern responses and appropriate actions for pre-disaster, during disaster responses;

NOW THEREFORE, I, ATTY. RAFAEL S. ASEBIAS, Municipal Mayor of Quinapondan Eastern Samar by virtue of the powers vested in me by laws, do hereby order the CREATION OF THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, ITS COMPOSITION, DEFINING ITS TEAM FUNCTIONS, which shall be following:

Primary ICS Management Functions:

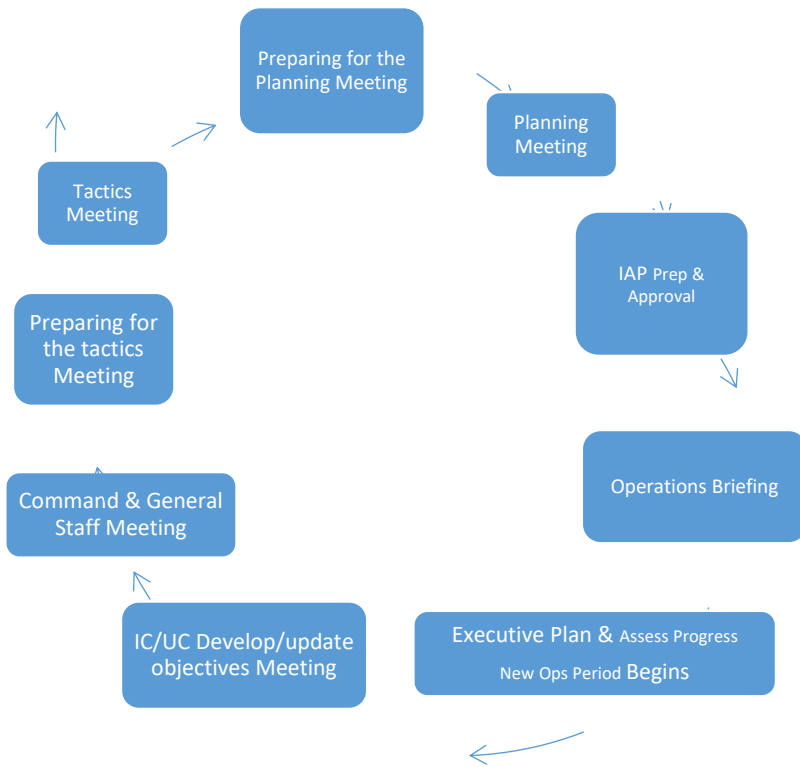


Functional responsibility:

Command = overall responsibility
Operations = direct tactical actions
Planning = collects/analyze data and prepare action plan
Logistics = provide support
Finance/Administration = Cost accounting and procurement

The Operational Planning Cycle

The Incident Command System will follow the standard operational planning cycle (see figure) from incident/event, notifications, initial response and assessment to planning meeting to tactics meeting.



Incident Command Post

Incident Command Post will be located with the incident base where primary command functions are performed or other incident facilities, for incidents happening in the locality, incident command post will be at MDRRM Office or MDRRM Operation Center.

- Incident Brief Using ICS-201
- Initial Response & Assessment
- Notifications
- Incident / Event

INITIAL RESPONSE

**THE
PLANNING
“P”**

The **MUNICIPAL INCEDENT COMMAND SYSTEM (MICS) STUCTURE** is shown below and shall have the following responsibilities:

COMMAND

- | | |
|-----------------------------------|--------------------------------|
| Responsible Official: | ATTY. RAFAEL S. ASEBIAS |
| Incident Commander: | ELIZALDE C. ABEJERO |
| Deputy Incident Commander: | |
| Information Officer: | |
| Liaison Officer: | MR. LORENZO B. GAHOY |

Basic Functions of the Incident Commander and Command Staff

- a. The Incident Commander is responsible for overall management response operations.
- b. The Incident Commander is selected by qualifications and experience.
- c. Determines incident objective and strategies.
- d. Establishes priorities in consultation with the staff.
- e. Establishes Incident Command Post (ICP)
- f. Establish appropriate ICS organization based on the situation.
- g. Ensures planning meeting are scheduled as required.
- h. Approves and authorizes the implementation of the Incident Action Plan.
- i. Ensures that adequate safety measures are in place.
- j. Coordinates with key people and officials.
- k. Has overall authority and responsibility for conducting incidents operations.

- l. Ensures availability of resources and will serve as link to higher authorities.
- m. Authorizes release of information to the news media.

Information Officer

- a. Central point for information dissemination.
- b. Works closely with all the different information officers/media.
- c. Ask approval of the Incident Commander before media releases.

Liaison Officer

- a. Contact point for representatives of assisting and cooperating agencies (DRRMC member and partner agencies).
- b. Assisting agency – provides tactical or service resources.

Safety Officer

- a. Work with operations on tactics.
- b. Anticipate, detect, and correct unsafe operations.
- c. Has emergency authority to stop unsafe acts/operations.

Operation Section Chief

- a. Directs and coordinates all incident tactical operations.
- b. Supervises in the staging areas and monitor various operation teams such as communication and warning, pre-emptive evacuation and transportation, evacuation and relief and search and rescue groups.

Planning Section Chief

- a. Maintains resource status.
- b. Maintain situation status.
- c. Prepares Incident Action Plan.
- d. Provides documentation services.
- e. Prepares demobilization plan.
- f. Provide technical specialists.

Logistics Section Chief

Provide services and support to the incident commander

Responsible for:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment Maintenance and Fuel
- Food services
- Medical Services

Finance/Administration Section Chief

- a. Monitors incident cost
- b. Maintains financial records
- c. Administer procurements
- d. Perform time recordings

Disaster Risk Reduction and Management Council

Provides the following to the Incident Commander, through Responsible Officials:

- Making policy decisions.
- Establishing priorities.
- Resolving critical resource issues.
- Mobilizing and tracking resources.

- Collecting, analyzing and disseminating information.

OPERATIONS

PRE-DISASTER

1. Communication and Warning

Chairperson : ELIZALDE C. ABEJERO
Co-chairperson : LORENZO B. GAHOY
Members : JOEL BAGALAY
: ENGR. ANACLETO C. TERCENIO JR.
: ENGR. MARITES P. SERVANO
: CLAUDIO D. TY
: LIZA A. OGSIMER
: And other ERT

Purpose: To rapidly disseminate information concerning imminent disaster threats to government officials, institutions, properties and the population at large in the areas of immediate risk.

Basic Functions

- a. To repay 24-hour weather bulletin and advisory from PAG-ASA.
- b. To forewarn vulnerable areas for possible impact of a hazard so as to enable protective or preventive actions to be taken by disaster management officials.
- c. To assist in the activation or warning system devices.
- d. To furnish information on updates to responsible persons / agencies.
- f. Post and updates information advisory thru social networks, website, twitter, PAG-ASA, resources agencies, etc.

2. Pre-emptive Evacuation and Transportation

Chairperson : CRISPIN BALDECAÑAS
Co-chairperson : PIONIO A. CAMPO JR
Members : ALL DRIVERS
: ALL ERT
: ALL SB MEMBERS

Purpose : To provide vehicles for transporting evacuees to the assigned evacuation center and give information to the MDRRM headquarters any needed assistance of the evacuees.

DURING DISASTER

1. Search and Rescue Team

Chairperson : SFO1 Arsenio Lacaba
Co-chairperson :
Members : All QUIRU Personnel/All BFP Personnel
: All Drivers
: Engineering Personnel/Brgy. Tanods

Purpose : To save lives and minimize damage to property.

Basic Functions:

- a. To have capable rescue personnel assigned in search and rescue operations.
- b. To minimize further injury to people and damage to property.

2. Evacuation and Relief Operation

Chairperson : Engr. Vincent John Padriga
Co-chairperson : Marie Rose A. Gellego
Members : All SB Members
: All OMA Personal DA
: All Day Care Workers
: All BFP Personnel

Purpose

- a. To assist in the evacuation of affected families to prevent casualties.
- b. To provide relief operations while in evacuation centers (food, water, blankets, mats, etc).
- c. To provide relief and appropriate disaster intervention.

Basic Functions:

- a. Identify beneficiaries in coordination with barangay secretaries.
- b. Distribution of relief goods.
- c. Frontline in the event of disaster and calamities.
- d. Lead in the relocation of victims to a safe place.
- e. Monitor the evacuation centers.
- f. Conduct of stress debriefing of victims (DSWD).
- g. To coordinate with other teams.
- h. Link with civic groups for continuous provision of basic necessities.

3. Emergency Medical services

Chairperson : Dr. Jener S. Camposano
Co-chairperson : Dr. Baby Crispy Macabare
Members : All Hospital and RHU Personnel, All QUIRU Personnel

Purpose: Provide medical services (emergencies) & post emergencies.

Basic Functions:

- a. Conduct rapid health assessment to affected areas.
- b. Disposal of dead bodies if the need arises.
- c. EVS/health education/water supply, garbage disposal etc.

- d. Provision of essential medicines/medical supplies.
 - e. Update the incident commander on status of the health services especially the victims.
 - f. Health advices information.
 - g. Refer to higher authority (EVRMC) for serious cases of medical treatment.
 - h. Recommend and suggest medical actions.
-
- i. Establish protocol of command.

4. Fire Suppression / Prevention

Chairperson :SFO1 Arsenio Lacaba
Co-chairperson : F03 Artemio A. Gajelan
Members :F02 Mario A. Manadong
: F01 Michelle B. Bernardo
: F01 Riel Louise R. Basilides
: And other ERT Volunteers Trained

Purpose : To Minimized effects of the occurrence of disastrous fire.

Basic Functions:

- a. Conduct of fire suppression operation during conflagration.
- b. Pre and post assessment of cost of damage.
- c. Prepare reports and submit to MDRRMC Office.

5. Security and Safety

Chairperson : Lt Jose Fortunato Lumain
Co-Chairperson : Lt Elmar Salulog
Members : All PNP and PA Personnel
: All Brgy. Tanods
: All ERT
: All Brgy. Officials

Purpose : Ensure safety and security of the affected families including personal properties and belongings and maintain peace and order situation at the site.

Basic Functions:

- a. Police visibility at the site.
- b. Monitor peace and order situation.
- c. Coordinate with barangay tanod/barangay officials at the site.
- d. Report incident to the commander on post for any unusual peace and order situation.
- e. Crowd control during relief distribution.

POST DISASTER

1. Damage Assessment / Needs Analysis

Chairperson : Engr. Vincent John Padriga
Co-chairperson : Engr. Marites P. Servano
Members : Engr. John Felix Bianes
: Engr. Jaime C. Abit

: Engr. John Vicent B. Padriga
: Liza A. Ogsimer
:

Purpose

- a. To assess damage and determine needs.
- b. To list down number of casualties (male, female, age).
- c. To account/list down number of affected families/household (rescued/missing family member).
- d. List down injured persons that need immediate attention and medical services.
- f. Feedback/reporting to public information.
- g. Submit list/record of affected families to evacuation & relief team.
- h. Submit list of inured persons to emergency medical services.
- i. To analyze immediate needs at evacuation center.

Basic Function:

- a. Manage the listing of affected families rescued and brought to the evacuation center
 - List of injured
 - List of casualties
 - List of missing persons
- b. Assess the immediate needs of the affected families in the evacuation center
- c. Manage the listing of damaged to property.
- d. Submit report to headquarters / Mayor.
- e. Update the headquarters/mayor every 3 hours.

2. Rehabilitation and Recovery Team

Chairperson : Engr. Vincent John Padriga
Co-chairperson : Engr. Marites Servano
Members : Engr. Anacleto C. Terencio Jr.
: Engr. John Felix Bienes
:

Purpose: To rehabilitate/ recover/ repair damaged properties after the occurrence of the calamity/ disaster.

Basic Functions:

- a. Investigation / survey extent of damage.
- b. Assessment as to properties, infrastructure and etc (inventory).
- c. Submit report to incident commander.
- d. If all request granted, implementation will follow.

3. Retrieval Operation

Chairperson : SFO1 Arsenio Lacaba
Co-chairperson : Lt Jose Fortunato Lumain
Members : All Fire and PNP Personnel
: All QUIRU Members

Purpose

- a. To find or retrieve any missing persons or bodies as reported.
- b. To find important things or properties as reported missing.

Basic Functions:

- a. After the search and rescue operation, retrieval operation will commence.

- b. To find missing bodies and/or property.
- c. Coordinate with all the teams.

PLANNING

Chairperson : Atty. Rafael S. Asebias
Co-chairperson : Hon. Leo Jasper M. Candido
Member : All Chairpersons and Co-Chairpersons

Purpose: To plan, assess efforts, strategies and coordination.

Basic Functions:

- a. Maintains resource status.
- b. Maintains situation status.
- c. Prepares incident action plan.
- d. Provide documentation service.
- e. Prepares demobilization plan.
- f. Provide technical specialist.

LOGISTICS

Chairperson : Mrs. Vanessa Magno
Co-chairperson : Mrs. Eva T. Quinto
Member : SB Chairman on Finance & appropriation
: Marissa Dado
: Hon. Leo Jasper M. Candido

Purpose: To make early and available needed logistic report and services.

Basic Functions: Provide services and support to the Incident Commander.

Responsible for:

- Facilities
- Transportation
- Communication
- Supplies
- Equipment maintenance and fuel
- Food services
- Medical services

FINANCE ADMINISTRATION

Chairperson : Marissa Dado
Co-chairperson : Mrs. Eva T. Quinto
Members : Mrs. Vanessa Magno
: All Treasurers Personnel
: Engr. Marites P. Servano

Purpose: “To make early and materials needed personal support.”

Basic Functions

- a. Monitors incident costs
- b. Maintains financial records
- c. Administers procurement contracts

- d. Perform time recording

This Executive Order shall take effect immediately.

Done this 19th day of November, 2019 at



Quinapondan E. Samar, Philippines.

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor

Republic of the Philippines
Province of Eastern Samar

MUNICIPALITY OF QUINAPONDAN

OFFICE OF THE LOCAL CHIEF EXECUTIVE

Executive Order No. 22 Series of 2019

AN EXECUTIVE ORDER IMPLEMENTING PRE-EMPTIVE AND FORCED EVACUATION WHEN A HAZARD OR EMERGENCY HAS BEEN DECLARED IN THE MUNICIPALITY AND DANGER OF LOSS OF LIVES BECOME IMMINENT

WHEREAS, it has been a national policy under Section 2 (a) of **RA 10121**, otherwise known as the “**Philippine Disaster Risk Reduction and Management Act of 2010**”, to uphold the people’s constitutional right to life and property by addressing the root causes of vulnerabilities to disasters, strengthening the country’s institutional capacity for disaster risk reduction and management and building the resilience of local communities to disaster including climate change impacts;

WHEREAS, Section 11 (b)(3) of the same law mandates the LDRRMC to recommend the implementation of forced or pre-emptive evacuation of local residents if necessary;

WHEREAS, the Local Chief Executives are all mandated under the Local Government Code of 1991 to carry such emergency measures as may be necessary during and in the aftermath of man-made and natural disaster and calamities;

WHEREAS, Our locality has been subjected to and affected by the adverse impacts of recurrent natural disasters brought about by climate change, as well as man-made disasters and emergencies;

WHEREAS, the geographical location of the Province makes it vulnerable to flood, tropical cyclones, extreme rainfall, earthquake and other hazards which bring havoc to life and property, causing disruption to the normal lives of its inhabitants;

WHEREAS, it is highly recognized that guidelines or procedures on pre-emptive and forced evacuation should be implemented within the locality, to better facilitate, mitigate and ensure maximum safety and survival before and during the occurrence of an emergency or disaster;

NOW, THEREFORE, I, ATTY RAFAEL S. ASEBIAS, Municipal Mayor of Quinapondan, Eastern Samar, by virtue of the powers vested in me by law and as

Concurrent Chairperson of the Local Disaster Risk Reduction and Management Council, hereby order:

SECTION 1. When a hazard is likely to strike, the Municipal Mayor shall declare the conduct of pre-emptive evacuation on the possible affected communities. However, it shall be done only upon the recommendation of the Local Disaster Risk Reduction and Management Officer (LDRRMO) and subsequent concurrence and approval of the Local Disaster Risk Reduction and Management Council.

SECTION 2. The MDRRM Office shall instruct/advise the Mayor the need to conduct of pre-emptive and forced evacuation prioritizing the vulnerable sectors of hazard prone areas.

SECTION 3. The Evacuation Team shall prepare a Pre-emptive and Forced Evacuation Guidelines which will serve as guide in the conduct of the said evacuations in the Municipal level.

SECTION 4. Effectivity:

This Executive Order shall take effect immediately.

Done this 19th day of November, 2019 at Quinapondan, Eastern Samar.

ATTY RAFAEL S. ASEBIAS
Municipal Mayor

STANDARD OPERATING PROCEDURE ON THE DECLARATION AND CONDUCT OF PRE-EMPTIVE AND FORCED EVACUATION

Legal Basis:

- It has been a national policy under Section 2 (a) of **RA 10121**, otherwise known as the **“Philippine Disaster Risk Reduction and Management Act of 2010”**, to uphold the people’s constitutional right to life and property by addressing the root causes of vulnerabilities to disasters, strengthening the country’s institutional capacity for disaster risk reduction and management and building the resilience of local communities to disaster including climate change impacts;

- Section 11 (b)(3) of the same law directs the LDRRMC to recommend the implementation of forced or pre-emptive evacuation of local residents if necessary;

- The local chief executive are mandated under the Local Government Code of 1991 to carry such emergency measures as may be necessary during and in the aftermath of man-made and natural disaster and calamities;

- Executive Order No. 23, Series of 2017 signed by Hon. Mayor Atty. Rafael S. Asebias. Implementing Pre-emptive and Forced Evacuation in the Municipality when a Hazard or Emergency has been Declared in Municipality and Danger of Loss of Lives becomes Imminent

I. SOP IN EMPLEMENTING PRE-EMPTIVE EVACUATION

1.1. When a hazard is likely to strike to two (2) or more Barangay’s to include the Municipality of Quinapondan, the Mun. Mayor shall declare the conduct of pre-emptive evacuation on the possible affected communities. However, it shall be done only upon the recommendation of the Municipal Disaster Risk Reduction and Management Officer (MDRRMO) and subsequent concurrence and approval of the Municipal Disaster Risk Reduction and Management Council.

1.2. The MDRRM Office shall instruct/advise the Mayor and BDRRMOs the need to conduct of Pre-emptive and Forced Evacuation prioritizing the vulnerable sectors in hazard prone areas.

1.3. If possible, order for the pre-emptive evacuation must be thoroughly evaluated after consultation with different government agencies, especially during rainy seasons. The order for pre-emptive evacuation shall be announced by the local government units to the vulnerable or marginalized groups in the area that will be affected at least three (3) hours before the commencement of the pre-emptive evacuation operation to give the affected individuals or groups time to prepare their necessary needs or belongings.

1.4. Vulnerable or marginalized groups in the identified danger-zones or areas that are to be affected by the incoming typhoon or any other hazards shall be temporarily relocated to evacuation sites or centers.

1.5. Assistance from the private sector shall be encouraged particularly in the use of vehicles and facilities. Residential houses with sound structures may be identified as evacuation facilities upon consultations with the owners.

1.6. Barangay Halls, Health Centers and outposts shall be designated as the pick-up points if areas are far from a designated evacuation center. The Municipal Disaster Risk Reduction and Management Office (MDRRMO) with the assistance from the Barangay, shall take the lead in the evacuation procedures.

1.7. Strict enforcement of the pre-emptive measures shall be done in the area/s to be affected by hazards. The city, municipal and barangay chief executives or anybody among, shall be responsible in directing the response team composed of MDRRMO teams, the PNP or any

enforcement agency. The evacuation team shall make sure that no person has been left unaccounted in the area or allowed to return in the affected area without an order issued to this effect.

1.8. Once the pre-emptive evacuation has commenced, priorities shall be given to the following:

- a) sick and elderly people;
- b) differently abled people;
- c) pregnant women and children, especially the orphan and unaccompanied children;
- d) indigenous people.

1.9. Camp Coordination Management teams shall be on standby in the designated evacuation centers/sites to monitor and provide services to the evacuees. Medical personnel shall also be on standby at the evacuation sites to provide medical assistance to the vulnerable or marginalized groups, as well as the response team and other persons who need immediate medical attention.

1.10. Residents shall only be allowed to return or go back to their homes upon the order of the Municipal Mayor through recommendation by the MDRRMO in consultation with different government agencies concerned and field personnel, after it has been determined that the danger no longer exists therein.

II. SOP IN IMPLEMENTING FORCED EVACUATION

2.1. Forced Evacuation procedure shall be resorted to in cases where the forecasted impact of disaster in within less than four (4) hours or in any disaster incidents that have already occurred.

2.2. If anyone from the vulnerable or marginalized groups does not adhere to the order of pre-emptive evacuation and is found within the danger or target area within the time frame, he/she may be forcibly taken or even arrested if the situation warrants as a means of ensuring his/her safety.

2.3 Forced evacuation shall be carried out in a manner that is humane, respectful of the dignity of a person, not using disproportionate force, without discrimination and with conscious attention to the needs of vulnerable sectors such as children, women, elderly and persons with disabilities.

2.4 Personnel and volunteers carrying out forced evacuation shall make sure that all measures are taken to inform the evacuees, in a manner and language that they can understand, of the need for the evacuation, the lack of other alternative for their evacuation.

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EMERGENCY RESPONSE TEAM PROTOCOL

A. LEGAL BASIS

- Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandates the Local Government Units to be in the frontline of disaster prevention and mitigation, preparedness and response to ensure the safety and security of their respective constituents.

- The law likewise mandates the LGUs to create their own Emergency Response Teams and build their capacities in responding to local emergencies and disasters.

B. EMERGENCY RESPONSE TEAM PROTOCOL DURING DISASTERS AND EMERGENCIES

For more timely, coordinated, systematic and effective response, the following Protocol shall be observed:

1. The cluster approach as indicated in the CP shall be strengthened in the coordination and response, e.g.

Northern Cluster	Eastern Cluster	Central Cluster	Southern Cluster
Brgy. Anislag	Brgy. Naga	Brgy. Poblacion 1	Brgy. Paco
Brgy. Cagdaja	Brgy. Alang-Alang	Brgy. Poblacion 2	Brgy. Sto. Niño
Brgy. San Isidro	Brgy. Palactad	Brgy. Poblacion 3	Brgy. Sta. Cruz
Brgy. Cantenio	Brgy. Rizal	Brgy. Poblacion 4	Brgy. San Vicente
Brgy. Cambilla	Brgy. Sta. Margarita	Brgy. Poblacion 5	
Brgy. Mabini	Brgy. Buenavista	Brgy. Poblacion 6	
Brgy. Bagte	Brgy. Poblacion 7		
Brgy. San Pedro			

2. If the Northern part of the province is hit the ERTs of the least affected nearby municipalities shall be the first to respond. Upon the request to the PDRRM Office by the affected municipalities the Eastern Samar Emergency Response Team (ESSERT) shall be immediately deployed to the stricken communities.
3. In the event of similar disasters/emergencies situation for the central and southern parts of the province the same SOP shall be observed
4. During hazard alerts and advisories, the members of the ESSERT shall be activated and will be instructed to report to the Operations Center (OpCen) for proper instructions and possible deployment.
5. The ESSERT shall observe quick or timely response to the affected communities.
6. The ERT/QUIRU Team Leader shall provide updates to the OpCen on the status of their operations.
7. After the emergency response operations, a close out meeting with the affected LGUs shall be conducted followed by demobilization and return of equipment/resources.

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STANDARD OPERATING PROCEDURE ON CAMP COORDINATION AND CAMP MANAGEMENT (CCCM)

Legal Basis:

- RA 10121 “Disaster Risk Reduction and Management Act of 2010”. An Act Strengthening The Philippine Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefore and for other Purposes
- RA 970 Magna Carta of Women 2009 – Section 13, Women affected by Disasters, Calamities and other Crisis Situation

Item No. 4 – provides for the proactive adoption of measures by camp managers to prevent sexual violence in evacuation centers and relocation sites which includes: (a) security and safety of women and children as key criteria for the selection of evacuation sites; (b) separate functional and well lit latrines for men and women with locks; (c) bathing facilities with privacy; (d) regular security patrols preferably by female police officers and (e) prohibition of alcohol, drugs and gambling among others.

1. NDCC Memoranda/Issuances

- 1.1 Memorandum Circular No. 12, s. 2008 – Amendment to the NDCC Memorandum Circular No. 5, s. 2007 and No. 4, s. 2008 re: Institutionalization of the Cluster Approach in the Philippine Disaster Management System, Designation of Cluster Leads and Their Terms of Reference at the National, Regional and Provincial levels
- 1.2 Joint Memorandum Circular No. 17, s. 2008 – Guidelines in the coordination of the Delivery of Humanitarian Services to Disaster victims and Internally Displaced Persons

2. DSWD Memoranda and Issuances:

- 2.1 Administrative Department Order No. 26, s. 1998 – Quick Response Team (QUART) - A composite team of trained DSWD personnel deployed in area affected by natural, man-made or technological disaster, which affect 30% of the given population, and/or when the local capability is inadequate to deliver needed services to victims of disaster
- 2.2 Administrative Order No. 12, s. 2004 – Guidelines on the provision of psychosocial and basic services to displaced children in disaster situation
- 2.3 Administrative Order No. 171, s. 2001 – Minimum Standard Rates of Assistance to Victims of Disasters, Distressed and Displaced individuals and families in crisis situation.

3. International References

3.1 United Nations Guiding Principles on Internal Displacement, 1998 – Address the specific needs of internally displaced persons worldwide. Identify

the rights and guarantees relevant to the protection of IDPs in all phases of displacement, in line with international human rights and humanitarian law.

3.2 Sphere Standards, 2004 – Provides an insight in common standard of humanitarian relief and further provides minimum standards in the following sectors: water, sanitation and hygiene, food security, nutrition, food, aid, shelter and settlement, non-food items and health services.

3.3 Inter-Agency Network for Education in Emergencies (INEE) Minimum Standards for Education in Emergencies Chronic Crisis and Early Reconstruction – Serves both as a handbook containing standards, indicators and guidance notes as well as an expression of commitment that all individuals, children, youth and adults-have a right to quality and relevant education during emergencies and post recovery.

4. Preparation for Evacuation

1. Evacuation Center Management Committee (ECMC)

- An ECMC shall be organized to coordinate delivery of assistance and services to the evacuees.

1.1. Composition:

- Social Welfare and Development Officer as Over-All Coordinator
- Members:
 - Liga ng mga Barangay President
 - P/C/Municipal Engineering Office
 - P/C/Municipal Health Office
 - School Division Superintendent
 - Chief of Police
 - NGO representative to the LDRRMC

1.2. Functions of the Evacuation Center Management Committee:

- 1.2.1 Prepare Evacuation Center Management (ECM) Plan for approval of the LDRRMC
- 1.2.2 Activate the Camp Management Plan and Teams and hold pre-evacuation conference and planning
- 1.2.3 Deploy Evacuation Center Management (ECM) Team(s) when evacuation is ordered by the LDRRMC/local chief executive
- 1.2.4 Coordinate and Monitor service delivery, needs assessment and identify gaps in evacuation centers.
- 1.2.5 Coordinate the mobilization of local resource or request for augmentation from their respective PDRRMCs, other national government agencies or external donors as required
- 1.2.6 Identify and map the agencies and groups providing assistance to the various evacuation centers, including the type of assistance being provided (3 Ws re: Who, What and Where)

- 1.2.7 Develop area-specific protocols to help the Committee implement the objectives of this Guidelines responsive to local context and needs
 - 1.2.8 Ensure that agencies, groups and organizations providing assistance to the evacuation centers are aware of this Guidelines and the standards set forth hereto
 - 1.2.9 Conduct capacity-building activities and refresher courses to designated camp manager/teams
 - 1.2.10 Enter into agreement with the building, structure or property owners that will be used as evacuation centers, [note: this agreement can include duration, number of families/persons, duties and responsibilities of the LGU and property owner and property rentals]
 - 1.2.11 Maintain adequate supply of the Evacuation Center Management Toolkit
 - 1.2.12 Coordinate with the National Camp Coordination and Camp Management (CCCM) Cluster in times of major emergencies on their AOR
 - 1.2.13 Monitor and address needs related to the use of schools as evacuation centers and concerns on the need to continue learning in evacuation centers during emergencies.
2. Evacuation Center Management Teams (ECMT)
 - 2.1 Composition of ECMT:
 - 2.1.1 Evacuation Center Manager (one per evacuation center)
 - 2.1.2 Assistant Manager (one per every 200 families)
 - 2.1.3 Administrative/Records Officer (one per 200 families)
 - 2.1.4 Property Custodian for schools occupied as EC or Owner for non-school ECs
 - 2.2 Functions of ECMT:
 - 2.2.1 Organize the evacuees, identifying their leader to ensure harmonious coordination and collaboration between Camp Management and evacuees
 - 2.2.2 Ensure that the required assistance, services and protection of the evacuees are provided on a timely manner and are based on the standards
 - 2.2.3 Coordinate and monitor delivery of services and conduct of activities of different agencies and organizations
 - 2.2.4 Establish participative and transparent governance and management system, including the crafting of essential house rule
 - 2.2.5 Ensure the inclusion of the evacuees, especially women and persons with disability and persons with special needs, in the management activities and decision-making processes
 - 2.2.6 Register the evacuees and roll-out the information management system
 - 2.2.7 In coordination with the CCCM Committee, mediate and encourage dialogue among evacuees and the host community towards peaceful coexistence

- 2.2.8 Coordinate with law enforcement agencies and Barangay Tanods in the maintenance of peace and order inside the Center, safety, preservation and security of school properties and facilities during the period of occupation by evacuees
- 2.2.9 Coordinate with the building/property owner of the evacuation center and ensure their inclusion in the decisions-making process concerning use, care and maintenance of facilities

3. Mapping of Resource

- 3.1 Identification and listing of evacuation centers with information on facilities that can be used as temporary shelter including the maximum number of families that can be housed in each center. The list shall include public and private open spaces that can be used to set-up transitional shelters or tents
- 3.2 Inventory of facilities including: Medical Clinic or equivalent, rooms for accommodation of evacuees, hand washing and bathing facilities, toilets, connection to water pipeline and electricity, water storage, cooking/kitchen facilities counter. Facilities at the vicinity of the evacuation center and are available for public use should be included in the inventory
- 3.3 Indicative plan how to improve the facilities in the pre-identified evacuation centers on how to meet the standards
- 3.4 Inventory of resources needed for sound management of evacuation centers (Basic Office equipment such as but not limited to the following: computer, typewriters, reproduction machines/computer printers, Xerox machines, TV sets, transistor radios, etc)

4. Prepositioning of Stockpile

- 4.1 LGUs are encouraged to maintain at least 500 food packs at any given time
- 4.2 Basic medicines and medical supplies shall likewise be pre-positioned by the Local Government Unit (LGU) for use of evacuation centers once activated. The MHO through the respective Centers for Health Development (CHD) shall likewise preposition medicines, medical supplies and other goods at the Municipal Health Team Offices (MHTO) ready for immediate deployment once requested by the LGU
- 4.3 LGUs are encouraged to allocate for stockpiling of education supplies of student packs, ECD packages for 10% of identified children at risk (Note that at least 40% of the at risk population are comprised by children, of which about 83% belong to the pre-school or school age population)

5. Evacuation Center Management Plan

- 5.1 List of Evacuation centers with contact numbers of camp management team
- 5.2 List of activities to be undertaken within the duration of the evacuees stay inside the evacuation center
- 5.3 Responsible persons/partner agencies and their contact numbers involved in the management of EC
- 5.4 Resources Needed
- 5.5 Expected output per activity

6. Evacuation Center Management Kit

6.1 The kits are intended for use of Camp Management Teams. This shall be composed of but not limited to:

- LGU Camp Management Plans and Manuals of Operation
- Registration Forms
- DAFAC
- DTM Forms
- Logbook
- Pens
- Mobile phone
- Directory of Contact person and agencies/offices vital to camp management

5. Evacuation Center Management

1. Activation of the Evacuation Center and EC Management Teams

ECM Committee Chairperson, with the information from the LDRRMC or LDRRMO that an evacuation of affected families is imminent, shall activate the Camp Management Teams and:

- 1.1 Deploy the Camp Management Teams to their assigned evacuation centers
- 1.2 Inform the building structure or property owners
- 1.3 Inspect the facilities to ensure that everything is in order and functional
- 1.4 Bring Camp Management Kits
- 1.5 Camp Management Team to conduct planning session, ideally before accepting IDPs
- 1.6 The members of the Camp Management Team shall wear, at all times, identifiable markers (Identification Cards, Name Plates, Shirts, Vests of Jackets)
- 1.7 Set-up the Evacuation Center
 - Visible and with proper directions
 - With adequate visibility using streamers or sign board
 - Sufficient supplies and communication capacity

2. Organization of Evacuation Center Management Committees

- 2.1 Wash Team
- 2.2 Health Team
- 2.3 Education Team
- 2.4 Food and Non-Food Items (NFI) Team
- 2.5 Logistics Team
- 2.6 Protection, Safety and Security

3. Basic facilities and standards

3.1 Shelter and Accommodation

- The Local government units shall ensure that adequate shelter is provided to the evacuees
- To guide LGUs: short-term and long-term
- Check for connection on electricity and water

3.2 Camp Management desk or office

- An office or desk will be set-up in each evacuation center
- The office/desk will be properly marked with visibility

3.3 Toilets and Bathing

- Toilets must be well lighted, can be locked from the inside, with adequate ventilation
- For displacement exceeding 3 days, the camp management team shall ensure the following:
 - Short-term displacement: 1 per 50 persons
 - Long-term displacement: 1 per 20 persons
 - Separate toilet for men and women
 - For communal latrines, due consideration should be given to children, on appropriateness in terms of design, size
 - Must have garbage bins available, especially for latrines assigned to women and men
 - Toilets must be kept cleaned and maintained for all intended users
 - Hand washing facilities preferably with soap be available adjacent to toilet facilities
 - DOH/CHO approval for use of WS Pit Latrines in lieu of full septic pit will be site specific. A site inspection by DOH/CHO will be conducted to consider existing groundwater depth and usage, soil type and planned design life.
 - Women to male toilets should be built at approximately 4 Female toilets to every 3 Male Toilets
 - 1 in 10 toilets should be disabled accessible with a minimum of 1 toilet per site

3.4 Child-Friendly Spaces (CFS)

3.4.1 One (1) CFS for every 100 families (estimated to serve at least 280 children below 18 years old)

3.4.2 CFS should be located near a clean toilet for boys and girls.

3.4.3 Additional guidelines:

a) Community-Based EC:

- The size of CFS is 6mx7m floor area with provision for open space outdoor play activities (see physical layout)

- For the TLS, at least two (2) 42 square meters floor area spaces for learning activities cum psychosocial care. They can be equipped as follows but not limited to chairs and tables, moving blackboards and provision of learning materials such as story books, modular instructional materials for psychosocial support sessions

- Open Space (like basketball court, open spaces) can also be identified as CFS

b) School-Based EC

- Classroom – Identify a safe classroom that can be a “child friendly space” to accommodate children, boys and girls below 18 years old to engage in psychosocial support activities by shift per age group.
- Open Space (like basketball court, open spaces) can also be identifies as CFS
- To include; feeding of infant/pre-school children, educational support activities (ALS), sessions on prevention of violence, abuse and exploitation, child labour, child trafficking and other CP concerns
- CFS will be managed by at least Community Welfare Volunteer (CWV) or Youth Focal Point (YFPs)

3.5 Community Kitchen

Community kitchen for emergency feeding of disaster victims shall provide hot meals or ready to eat foods to disaster victims inside evacuation centers, ensure that basic nutritional requirement of affected groups shall be met, serve as storage for limited food stockpile prepositioned before the occurrence of an emergency. Community kitchen must strategically located in relation the identified evacuation centers, it shall service to ensure timely delivery of adequate food to the affected persons inside ECs.

3.5 Information Board

3.5.1 An information board shall be set-up in each evacuation center

3.5.2 Information can include:

Name of Evacuation Center (EC) Location of EC Name of Camp Manager, agency and contact details No. of families No. of Individuals No. of Males No. of Females No. of Lactating Mothers No. of Pregnant Women No. of Children Disaggregated by Age Bracket and Sex Skills (Identify the skills; carpentry, mason, manicurist, hairdresser, plumbing, vendor, dressmaker, tricycle driver, licensed driver, auto mechanic, technician, electrician)	No. of School Children No. of Elderly Disaggregated by Sex No. of PWDs Disaggregated by Sex No. of Persons with Serious Illnesses No. of 4Ps Beneficiary No. of families with Damaged Houses Disaggregated whether Partially or Totally Damaged No. of families Living in hazardous Areas Prohibited to Return in Place of Origin Weekly Schedule of Activities Common Diseases No. of Facilities: toilets, bathing cubicles, community kitchen, washing area, women-friendly and child-friendly spaces, multipurpose areas
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3.7 Storage Area

- A safe place where relief goods (food and non-food) can be stored free from rodents/insects.

3.8 Laundry Spaces

3.8.1 To endure sanitation in the evacuation centers, guides for laundry spaces:

a. Designated areas for laundry shall be made available in ECs.

- 1 hand basin per 10 persons
- 1 wash bench (4-5m) per 100 persons
- 2 laundry platform (3m double sided) per 100 Persons

b. Size of laundry areas should be sufficient to accommodate 20 persons at any given time.

c. Should be connected to an existing drainage and water tap.

d. Should be provided with roofing and lights.

3.9 Water Spaces

- 15 litres of water per person/day
- 500 meters between individual shelters and water supply
- 250 persons per functioning water tap

3.10 Health

3.10.1 Facility Requirements for Health

- Health station/clinic
- Breast feeding room

3.10.2 All medical stations/clinics shall have available basic drugs, medicines, medical supplies and equipment for use during disaster in evacuation center

3.10.3 All medical stations/clinics shall ensure availability of services 24/7 in evacuation center for emergency cases

3.10.4 All medical missions shall be coordinated through the evacuation center manager/authorized representative

3.10.5 Health Services for populations in ECs located within 500 meters of a public health facility should be provided by that health facility

3.10.6 Health Services for ECs located more than 500 meters from the nearest public health facility can be provided with health station manned by health staff 8 hours on a daily basis for the first 2 weeks of the emergency

3.10.7 The breastfeeding room/corner should be easily accessible providing privacy, security and supportive care namely: helpful maternity services; continuing assistance and social supports and appropriate health services.

3.11 Couple's Room

- Designate a private room located at the end part of the EC to accommodate legally married evacuees-couples (present marriage certificate or proof of legal marriage) for a period of time (at least 2-3 hours) to spend moment of togetherness and romance with privacy. Couples must pay a minimal fee for the hours spend in the private room (maximum 3 hrs). Collected fees will be included as donations to the EC. However, should the evacuation center be located at a school site, the couple room is not deemed appropriated and shall not be allowed within school premises.

3.12 Provision for management of livestock and domestic animals owned by evacuees

- Space for livestock and other domestic animals of evacuees shall be identified and provided in all evacuation center or if possible a separate evacuation facility for the animals shall be established. Facilities and food for these animals shall also be provided during the disaster until such time when they are able to return to their owners

residences. Care and safety of these animals shall be ensured by the evacuation center management officers and staff with the assistance of Department of Agriculture, animal rights group and other stakeholder.

4. Basic Services

4.1 Food

- A food pack of family of 5-6 members shall contain goods that are not highly perishable, culture sensitive and appropriate for the family members. Aside from food pack clothing shall also be included in the family pack.
- Immediate provision of mass feeding during the first days of disaster operation-emergency phase.
- Set up community kitchen as necessary
- Priority consideration to the provision of food to the persons with special needs i.e. breastmilk for infants.
- Family Food Pack
 - Family food packages should conform to the Required Dietary Allowance (RDA) of an individual which is 2,100k/cal/adult/day and 1,700/cal/child per day, micronutrient, vit A for 12 years old and above 200,000 I.U. and for children below 12 years old 100,000 I.U.
 - Some of the required foods are as follows:
 - 3 kilos of rice
 - 9 canned goods (sardines/canned meat)
 - 6 noodles
 - 6 pcs 3 in one coffee or its nutritional alternative i.e. bread
 - Recommended composition of family food packages should be dependent on the availability of food commodities in the disaster affected areas.

4.2 Nutrition

- Food inspection and milk code violators monitoring
- Provision of inpatient referral and outpatient feeding for severely acute malnourished and MAM children (high-risk group)
- Designation of breastfeeding area/corner
- Complementary feeding with MNP for children 6-23 months
- Vitamin A supplementation
- Inclusion of fortified foods in family packs
- Zinc supplementation for all diarrheal cases

4.3 Protection

- General Protection Concerns
 - Establish coordination on inter-sectoral mental health and psychosocial support
 - Conduct assessment of mental health and psychosocial issues through a participatory process involving the IDPs
 - Management of ECs must apply a human rights framework through mental health and psychosocial support

- Identify, monitor, prevent and respond to protection threats and failures through locally mandated structures and through social protection
- Identify, monitor, prevent and respond to protection threats and abuses through legal protection
- ECS must be provided with adequate safety and security measures for all IDPs by mobilizing local Law Enforcement officers (Barangay Tanods/Police officers/Policewomen) to maintain peace and order and to respond to any threat to life and/or crime incident in the ECs that affect men, women, boys and girls

- Preventing IDPs especially children against recruitment by military or armed groups
- Promoting security of social workers, community development workers and other LGU-NGO-INGO field personnel in the performance of their roles and responsibilities at the ECs
- Promoting security from any attack and strengthening the security of teaching staff and student going to and from schools
- Law enforcement officers (Police Officers/Barangay Tanod) to ensure and maintain orderly distribution of relief, to include the prioritization of IDP children and those with special needs
- Physical set-up of the EC must be properly lighted especially at night, not crowded and with proper ventilation
- Provision of adequate dividers per families to facilitate privacy
- Assistance in the retrieval/re-issuance of legal documents like passports, marriage certificates, birth certificates, IDs, land titles, school records and other pertinent legal documents)

- **Child Protection**
 - Set-up Child Friendly Spaces (CFS) for children (boys and girls) using a rights-based approach, inclusive and non-discriminatory regardless of class, gender, abilities, language, ethnicity, sexual orientation, religion, and nationality to have equal access to the CFS and consider cultural norms and practices, community values and design age appropriate CFS activities (from birth to 6 years old, 7-12 years old, 13-17 years old). Coordinate with the existing local structures, Local Social Welfare office, the BCPCs, Community-Based Child Protection Networks (CBCPN) or any community-based child protection group available in the locality and with maximum participation of children/youth groups
 - Promote the message, “Do No Harm” to children and facilitate a protective environment for the prevention of child protection concerns like physical abuse, sexual exploitation, child labour, child trafficking and other child protection cases
 - Strengthening coordination and proper referral to appropriate agencies/authorities to address cases of child protection (e.g. physical abuse, sexual exploitation, child labour, child trafficking and other child protection cases)
 - Strengthen the capacity of the BCPC to facilitate proper response in working with support groups and in facilitating referrals to appropriate and mandated structures

- **Gender-Based Violence**
 - Ensure availability of disaggregated data of pregnant and lactating mothers including women/men victims of GBV indicating their ages, gender (male/female and boys/girls) and any disability (PWDs) or special concerns needing appropriate professional intervention

- Setting-up of Women Friendly Space as venue for psychosocial support for both women and men
- Promote breastfeeding, provision of RH services, counselling sessions and appropriate response and referrals on GBV cases affecting both male/female
- Promote the prevention of GBV concerns like sexual abuse, domestic violence and human trafficking and other GBV cases

4.4 Water Sanitation and Hygiene

The following table outlines the recommended toilet types based on situation and the agreed WASH Cluster latrine ratios. These ratios are based on the observation that populations are mobile throughout the day, and utilising facilities outside the ECs and transit sites. Regular monitoring of CHO Sanitary Inspectors on the practice of open defecation and queuing at peak times is to be done. If either is found an issue ration will be decreases.

The maximum number of users per toilet, shower, handwashing station and solid waste bin in evacuation centers and homebased areas in affected areas must not exceed:

	Toilet Type	Latrine Ratios	Shower Ratio	Handwashing	Solid waste bins
School EC	Permanent Septic to meet School requirements, supplemented by portalets + use of existing facilities with regular desludging	1:50	1:100	1:10 toilets but within 10m of toilet	1:10HH
EC Other	Semi-Permanent Septic supplemented by portalets + use of existing facilities with regular desludging	1:50	1:100	1:10 toilets but within 10m of toilet	1:10HH
Temporary Learning Spaces	Portalets/Semi-Permanent WS Pit /Urinals + use of School latrines with regular desludging	1:55 students	Nil	Group Handwashing Facilities min 15 taps	
Tented Transit Site Rural	Semi-Permanent WS Pit/Portalets	1:40	1:80	1:10 toilets but within 10m of toilet	1:10 HH
Tented Transit Site Urban	Semi-Permanent Septic + use of existing facilities with regular desludging/ Portalets	1:40	1:80	1:10 toilets but within 10m of toilets	1:10 HH
Bunkhouse Transit Site Rural	Semi-Permanent WS Pit	1:20	1:40	1:10 toilets but within 10m of toilet	1:10 HH
Bunkhouse Transit Site Urban	Semi-Permanent Septic	1:20	1:40	1:10 toilets but within 10m of toilet	1:10 HH

Permanent Site	Family Latrines (Permanent Septic)	Per Household			
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4.4.1 WATER SUPPLY STANDARD in accordance with the national standards for drinking water supply, access of Evacuees to adequate water supply shall be ensured at the following levels:

- 250 people per tap (based on a flow of 7.5 liters/min)
- 500 people per handpump (based on a flow of 16.6 liters/min)
- 400 people per single user open well (based on a flow of 12.5 liters/min)
- *Until the minimum indicators are met, the priority should be equitable access to an adequate quantity of water even if of intermediate quality*
- The quantities of water needed may vary according to the climate, the sanitation facilities available, people practices and the food they cook, among others

4.4.2 Basic Survival Water Needs

Water intake (drinking and food)	2.5-3 liters per day	Depends on the climate and individual physiology
Basic hygiene practices	2-6 liters per day	Depends on social and cultural norms
Basic cooking needs	3-6 liters per day	Depends on food type, social as well as cultural norms
Total basic water needs	7.5-15 liters per day	

4.4.3 Minimum Water Demand per day (Prolonged Period)

Use	Minimum Demand (liters/person/day)
Drinking	2 liters
Food preparation and cooking	10 liters
Bathing	15 liters
Laundry	15 liters
Sanitation and Hygiene	10 liters
Total	52 liters

- The minimum distance from the users to the nearest water point is 500 meters
- Queuing time at a water source is no more than 15 minutes
- It takes no more than three minutes to fill a 20 liter container
- The number of people per source depends on the yield and availability of water at each source

4.5 Containment (within WASH)

4.5.1 Faeces, Urine and contaminated water must be contained in such a way so as to prevent;

- Contamination of water supplies (leaching surfaces should be 1.5m above water table, more than 25m from ground water source)

- Prevent faeces and contaminated liquid from being spread over the ground or in fields either through flooding and /or vermin spreading the faeces (containment tanks, septic tanks)
 - Flies from contact with contained materials and then contaminating food or eating surfaces (water seal bowls, lids, screened vent pipes). Fly spraying (deltamethrine) is only to be carried out by professionally trained staff using protective clothing and in event of diarrheal outbreak.
- 4.5.2 If water use for anal cleansing and/or flushing the containment should be designed such that water has sufficient retention time to reduce entrained solids before it is leached in the ground (above the water table) or fed into storm water drains.
- 4.6 Sanitation and Hygiene
- 4.6.1 Water or other anal cleansing materials must be readily available. For Water Seal toilets should only be constructed if there is sufficient water available for flushing within the immediate proximity of the facility (water point within e.g. 50m)
 - 4.6.2 Hand washing facilities must be designed into or nearby the facility (maximum distance 10m from the facility)
 - 4.6.3 Implementing agency id responsible for hygiene promotion, training and strengthening local organizations to maintain and clean the facility
- 4.7 Superstructure and considerations
- 4.7.1 Privacy for users is a primary concern and should be guaranteed. (e.g door should be lockable from outside and latrines should be lit at night I camps)
- 4.8 Hygiene Promotion
- 4.8.1 The key to reducing the public health risk is ensuring that the toilets are used and used correctly. Hygiene promotion programs, that explain the reasons for using toilets vs. open defecation and changing behaviours (i.e. hand washing, cleaning of plates and cutlery, protection of food from flies etc) are needed so that the evacuees will use the facilities and ultimately reduce the public health risks.
 - 4.8.2 Implementation of the facilities depends on good hygiene promotion strategy that should be sustained by the EC WASH committee and Barangay Health Workers (BHWs) with guidance from agencies and City Health Office. The objective is to eliminate the open defecation practices and change risky behaviours
- 4.9 Maintenance of WASH facilities
- 4.9.1 Maintain sufficient water and anal cleansing materials as well as soap and water for hand washing
 - 4.9.2 Cleaning of facility so that it does not smell or get muddy
 - 4.9.3 Maintain locks so that privacy is guaranteed, monitor the conditions of walling and doors to make sure peepholes are not being made
 - 4.9.4 Each woman's block must have a clearly marked receptacle for disposal of baby diapers and sanitary napkins

- 4.9.5 Ensure that access is safe, i.e. lights at nights, clean and safe pathways etc.
- 4.9.6 Agencies installing latrines are responsible for ongoing maintenance for a 3-4 month period, after which time they should ensure adequate maintenance systems are in place. This includes decommissioning if it's within the 3-4 month period

4.10 Dislodging

- 4.10.1 Faeces over time will decompose. However they will still remain some volume and eventually any containment system will fill up and either the facility is sealed up and closed or the containment vessel is emptied.
- 4.10.2 In this setting, the large number of users in a short time will fill these containers much quicker. In addition to this, when using water seal toilets, the amount of water used for flushing cannot be leached into the ground quick enough or passes through the system quickly and is not clean enough for storm water drains. In both cases the sludge and black water needs to be removed and treated on a regular basis.

4.10.3 Different designs:

a) Urinary Diversion Toilets

- In this design, the faeces are purposely collected, along with the separated urine and processed into fertilizer. This will follow established processes, however in the emergency situation the collection and disposal of these materials must be done safely and timely so as to reduce the possibility of exposure to the displaced residents. In these areas there are large proportions of children so extra care must be taken with the storage and disposal of these materials

b) Portalets, Pit Latrines and Septic Tanks

- These can be manually emptied or emptied by pumps into tanks or barrels for removal from site. Note that during removal the workers need to protect themselves and all spills need to be cleaned and disinfected. The transportation vessels must be sealed.

4.11 Sewage Disposal

- 4.11.1 Environmental contamination or spillage from trucking of excreta must be prevented. Final disposal of excreta must prevent exposure of the general population to health risks. Organizations must only use final disposal sites as designated by Department of Health.
- 4.11.2 Workers involved in the management, emptying, transport, treatment or disposal of excreta must be provided with protective clothing tools and health and safety advice.
- 4.11.3 Disposal Site

a) With the influx of portalets which require regularly scheduled emptying, along with school septic tanks that are now full, a Lime Stabilization Area is required.

- At the landfill 2 pits will be dug (4m x 3m x 1.5m deep)
- These will be lined with layers of tarpaulin and plastic to reduce seepage of untreated waste into the ground

- The sewage will be emptied into a pit and mixed with hydrated lime (5kg/100liters)
- The PH will be monitored. Target PH is 12 as this will kill all the pathogens. More Lime will be added if needed
- Once the first pit is full the second pit will be started. The first pit will then be emptied of the disinfected sludge and spread over the landfill as cover

b) This will require:

- Supply and storage of hydrated lime and other equipment
- Scheduling of emptying of septic tanks and portalets, including coordination with pumping company, landfill for access and the camp management to make sure that the truck has access
- Staffing (cash for work for IDPs)
 - Trained to mix in lime
 - Measure the PH
 - Will need protective clothing
 - Will be excavating the full pit and spreading over the landfill
 - Inventory of lime, gas and managing the process
- Pump and hose for dewatering of processed sludge
- Gas for the pump

4.12 Solid Waste Management

4.12.1 Agencies working in the site will provide rubbish bins at a ratio of 1 bin per 10 households. A central Collection receptacle should be established in the designated areas to facilitate emptying by the LGU (and associated contractors) on a daily basis. LGU contact person should be contacted directly if solid waste removal insufficient.

4.12.2 Agencies can augment LGU in the collection system if the need warrant it,

4.13 Vermin Control Program

4.13.1 The Barangay LGU will take care of its own area to conduct spraying, fumigation, fogging if necessary to control vector borne diseases with the assistance and support from the DOH and agencies working in the sites. The DOH-CHDNM will also distribute treated mosquito nets to all affected areas needing its assistance.

4.14 Health

4.14.1 Minimum Services Package for Health

a) Clinical

- Consultations/treatment
- Emergency transport
- Hospital Care

b) Public Health

- WASH- water sanitation hygiene
- Nutrition
- MHPSS
- DSE Surveillance
- PIDSR
- SPEED
- Vector Control
- Management of dead
- Reproductive health (MSP)

4.15 Mental Health

- 4.15.1 There should be an initial assessment of MHPSS needs of persons staying in the evacuation centers with special focus on direct victims, indirect victims, vulnerable groups like children, those with pre-existing mental health conditions and those who are socially marginalized.
- 4.15.2 Psychosocial Support (PSS) services for parents, male involvement should be provided by trained PSS personnel
- 4.15.3 Provision of psycho-social intervention is necessary to enable children victims of disaster maintain a friendly outward social disposition free from feeling of animosities and revenge. This will prevent them from alienation with other children when they will be integrated to their respective communities
- 4.15.4 The children will be provided with developmental and social activities, e.g. Plays, group sessions, counselling and the like to be able to help them recover from trauma and bring them back to their normal psychosocial functioning
- 4.15.5 Minimum package for MHPSS in the evacuation center following the MHPSS intervention pyramid for mental health and psychosocial support in emergencies
- a) Level 1 – any service geared towards addressing the acute needs of the general population in a disaster such as the following:
- Psychosocial first aid
 - Provision of basic needs and services
 - Coordination with concerned agencies on such
 - Disaster orientation/briefing
- b) Level 2 – any service addressed to vulnerable groups to provide community and family support and help restore support systems, e.g.
- Play sessions
 - Provisions of child-friendly spaced
 - Formation of support groups
 - Facilitation of ceremonies and rituals, etc
- c) Level 3 – focused services aimed at managing high risk cases to prevent and reduce risks of mental health cases and their consequences, e.g. psychosocial processing (PSP) or debriefing, counselling, etc.
- d) Level 4 – specialized services for MHPSS cases, e.g. treatment by specialist, management in mental health facilities, provision of psychotropic medications.
- 4.15.6 Proper coordination mechanisms in the provision of MHPSS services must be established among different agencies and partners especially among those with key mandates:
- DOH – leading MHPSS, health personnel, responders, LCEs
 - DSWD – affected people in evacuation centers especially in assessment and provision of services, in coordination with other agencies
 - DepEd – affected school children
 - PRC – affected people in the community.

4.15.7 Screening on possible high risk cases must be made through the use of the Self Reporting Questionnaire (SRQ) to be facilitated by the evacuation center manager with orientation from the DOH

4.15.8 Referral system for vulnerable groups and high-risk cases must be established in coordination with the DOH for proper referral, management and treatment of cases in identified facilities

4.16 Education

4.16.1 Assignment of areas as Child Friendly Spaced or Temporary Learning Space (TLS) should be ensured in each evacuation center

4.16.2 CFS/TLS provide venues for supervised neighbourhood playgroup services for pre-schoolers and learning activities for school-aged children

4.16.3 Determine appropriate approaches sensitive to age and culture to ensure that educational programmes respect the needs and rights of learners example flexible school calendar

4.16.4 The location of the learning spaces should include easy access to toilets. Toilets may need to be adjacent to the child friendly spaces and temporary learning centers because young children frequently need supervision when going to the toilets

4.17 Distribution of Relief Goods

4.17.1 Management of relief goods as stockpile shall be under the supervision of the Municipal Social Welfare and Development Office (MSWDO) since disaster management was devolved at the Provincial level and because the City and Municipal Social Welfare gets the technical assistance from the PSWDOs

5. Registration and Information Management

5.1 Registration

5.1.1 Make available logbooks/DAFAC for the incoming evacuees to register indicating the following:

a) Profile: Name, age and sex of family head and place of origin of evacuees, members of the family, solo parent

b) Provide information on vulnerabilities such as member of the family who are: pregnant with expected date of delivery, lactating, elderly, person with disability and type of disability (PWD), person with serious illnesses, malnourished children, source of income and skill, unaccompanied children, unaccompanied elderly

5.1.2 Master listing and profiling of victims of disaster/IDPs including missing and dead relatives of members of the family, details of family member with special needs.

- The masterlist will be based on the logbook and DAFAC

5.1.3 Displacement Tracking Matrix

- The DTM tool be used in gathering the information on the needs in the evacuation centers.
- The DTM will be rolled out within 48 hours since activation of evacuation center. Thereafter, the DTM report shall be released weekly with the forms to be accomplished by the

assigned information manager in the camp/evacuation center.

5.1.4 The following are the Information Management Tools to be used:

- DROMIC
- DAFAC and DAFAC Database
- Population Tracking Form
- Displacement Tracking Matrix (DTM)
- NDRRMC Situation Report
- DepEd Report
- SPEED Report
- Logbook of Donations Received in Kind

6. Conduct of regular consultation and meetings with evacuees

6.1 All evacuees shall be organized onto groups with identified team leaders

6.2 The team leaders shall have regular meetings with the camp manager and team

6.3 All meetings shall be properly documented and recorded

6.4 The camp manager shall keep the records of the meetings for ready reference when needed.

7. Maintenance and care of evacuation center facilities

7.1 Responsibility of the LGUs

7.2 Repairs of damages to Schools use as evacuation centers during the disaster shall be immediately undertaken to ensure the safety and well being of the evacuees and other occupants

7.3 Such repairs shall be under the jurisdiction of School Principal in coordination with the Camp Manager

8. Mobilization of volunteers

8.1 Organize volunteers for goods distribution, repacking and other activities relevant to management of resources

8.2 Assist in the masterlisting of disaster victims

8.3 Assist in the community kitchen and food preparation

8.4 Assist in the conduct of social-cultural and recreational activities (for prolonged evacuation)

8.5 Coordinate the organization and deployment of breastfeeding support group and members to actively promote, protect and support exclusive breastfeeding in the evacuation center

9. Sharing of resources among LGUs

9.1 In the event that evacuees evacuated to the neighboring LGU, the host LGU may provide the evacuees with relief goods

Termination of Evacuation or Evacuation Center Closure

1. Trigger and Criteria for Closure

1.1 Once all evacuees have voluntarily left the evacuation centers

1.2 Readiness of the resettlement site

1.3 Readiness of the evacuees to return to their respective places of origin

1.4 Normalcy of the situation

2. Site Closure

2.1 Demobilization

- a) All Equipment provided by the local government or donated to the local government for the improvement of conditions during an emergency should be properly stored in safe areas for use in the event of another crisis.
- b) In cases where equipment may be turned over or donated to the administrators of the site used as an evacuation center, a memorandum of agreement should be finalized between the LHU and the relevant counter-part.

2.2 Repair and Rehabilitation of Facilities

- The local government is responsible for facilitating general cleaning including fumigation, repair of broken facilities, etc. This is an important activity in ensuring that the facility is safe to be utilized in its original function.

Prepared by:

ELIZALDE C. ABEJERO
MDRRMO

Noted:

MARIE ROSE A. GALLEGO
MSWDO

Approved:

ATTY. RAFAEL S. ASEBIAS
Local Chief Executive



Republic of the Philippines
Province of Eastern Samar
MUNICIPALITY OF QUINAPONDAN

Office of the Local Chief Executive

EXECUTIVE ORDER NO. 23

Series of 2019

AN EXECUTIVE ORDER SCALING-UP THE FUNCTIONALITY OF THE DRRM OPERATIONS CENTER TO 24/7 TO ENSURE IMMEDIATE RESPONSE TO EMERGENCY OR ANY THREAT OF HAZARD OR DISASTER IN THE MUNICIPALITY

WHEREAS, Section 12 (a) of Republic Act No. 10121, otherwise known as the Disaster Risk Reduction and Management Act of 2010, mandates that there shall be a Local Disaster Risk Reduction and Management Office in every province, city and municipality which shall be responsible for setting the direction, development, implementation and coordination of disaster risk reduction and management programs within their territorial jurisdiction;

WHEREAS, the same law provides that all provinces, cities and municipalities shall establish a Provincial/City/Municipal/Barangay Disaster Risk Reduction and Management Operations Center to monitor the possible occurrence of hazards and to ensure the timely response to any emergency, hazard or disaster in the province;

NOW, THEREFORE, I, ATTY. RAFAEL S. ASEBIAS, Municipal of Quinapondan, Eastern Samar, by virtue of the powers vested in me by laws, do hereby promulgate the following:

Section 1. Management and Supervision of LDRRM Operations Center

The management and supervision of the Local Disaster Risk Reduction and Management Operations Center shall be under the Local Disaster Risk Reduction and Management Office and will be manned by the personnel of the said office.

Section 2. The Disaster Risk Reduction and Management Operations Center shall operate on twenty-four (24) hours per day, seven (7) days a week.

Section 3. Effectivity

This Executive Order shall take effect immediately.

Done this 19th day of November, 2019 at Quinapondan, Eastern Samar, Philippines.

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor

**STANDARD OPERATING PROCEDURE OF THE MUNICIPAL DISASTER RISK
REDUCTION AND MANAGEMENT OPERATIONS CENTER**

(MDRMM-OPCEN)

LEGAL BASIS

-Republic Act No. 10121, otherwise known as the Disaster Risk Reduction and Management Act of 2010, mandates that there shall be a Local Disaster Risk Reduction and Management Office in every province, city and municipality which shall be responsible for setting the direction, development, implementation and coordination of disaster risk reduction and management within their territorial jurisdiction.

-The same law provides that all provinces, cities and municipalities shall establish a Provincial/City/Municipal/Barangay Disaster Risk Reduction and Management Operations Center to monitor the possible occurrence of hazards and to ensure the timely response to any emergency, hazard or disaster in the province.

-Municipal Executive Order No. 24, series of 2017 signed by Hon. Mayor Atty. Rafael S. Asebias scaled up the functionality of the Municipal Operations Center to 24/7 to ensure immediate response to emergency or any threat of hazard or disaster in the province.

STANDARD OPERATING PROCEDURE

1. The management and supervision of the Municipal Disaster Risk Reduction and Management Operations Center shall be under the Municipal Disaster Risk Reduction and Management Office and will be manned by the personnel of said office.
2. The OPCEN shall operate on twenty-four (24) hours per day, seven (7) days a week.
3. The duty schedule shall be on eight (8) hours rotation basis.
4. Buddy system shall be observed in the assignment of duty officers.
5. Duty Officers shall affix their signatures on the logbook.
6. Any reported incident shall be entered and recorded in the logbook for proper documentation.
7. Duty Officer shall inform the Municipal Disaster Risk Reduction and Management Officer who will in turn coordinate with the concerned agency/agencies for appropriate actions or advise the Mayor as MDRRMC Chairperson for the activation of the Incident Command System (ICS) as may deemed necessary.

Prepared by:

Noted by:

GLENIE E. OBISPO JR.

ELIZALDE C. ABEJERO

MDRRMO STAFF

MDRRMO

Approved:

HON. ATTY. RAFAEL S. ASEBIAS

Municipal



Mayor/MDRRMC Chairperson

Republic of the Philippines
Province of Eastern Samar
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
2nd Floor, Right Wing of the Municipal Building, Brgy. 02, Poblacion
Quinapondan Eastern Samar

MEMORANDUM

TO : **JOEL BAGALAY**
QUIRU TEAM LEADER

JEFFREY B. GERMONES
DRIVER/ERT MEMBER

ALL MDRRMO PERSONNEL

ALL ERT/QUIRU VOLUNTEERS

FROM : **ELIZALDE C. ABEJERO**
MDRRMO

DATE : **November 19, 2019**

SUBJECT : **FULL OR 24/7 OPERATIONALIZATION AND MANNING OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OPERATIONS CENTER**

In pursuance to Executive Order No. , Series of 2018 duly signed by Hon. Mayor Atty. Rafael S. Asebias mandating the full or 24/7 operationalization of the Municipal Disaster Risk Reduction and Management Operations Center to monitor impending threats, hazards and disasters and to ensure timely response to the said events, the above mentioned MDRRM Office Staff and personnel are hereby directed to report on the scheduled dates to man the MDRRM Operations Center. (See attached duty schedule for reference)

For more effective operation and coordination, the concerned personnel shall affix their signatures on the logbook and will report to the undersigned and concerned agencies any untoward incident that may require attention and actions.

For strict compliance.

ELIZALDE C. ABEJERO
MDRRMO

Republic of the Philippines
Province of Eastern Samar
MUNICIPALITY OF QUINAPONDAN

Office of the Local Chief Executive

EXECUTIVE ORDER NO. 24
Series of 2019

**AN EXECUTIVE ORDER ORGANIZING THE MDM CLUSTER AND
INSTITUTIONALIZING THE LOCAL MECHANISM FOR THE MANAGEMENT OF THE
DEAD AND THE MISSING PERSONS**

WHEREAS, Section 4 of RA 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, provides for the development of policies and plans and the implementation of actions and measures pertaining to all aspects of disaster risk reduction and management, including good governance, risk assessment and early warning, knowledge building and awareness raising, reducing underlying risk factors, and preparedness for effective response and early recovery;

WHEREAS, it is the policy of the State that the inherent dignity of the dead shall be observed at all times and that the dead persons ensuing from human induced and natural calamities have to be found, retrieved, identified, and buried according to their religious and culturally acceptable norms;

WHEREAS, Administrative Order No. 2007 – 0018 of the Department of Health sets the National Policy on the Management of the Dead and the Missing Persons During Emergencies and Disasters;

WHEREAS, NDRRM Memorandum Circular No. 19, series of 2016 dated May 13, 2016 institutionalize the Management of the Dead and the Missing (MDM) by all concerned agencies providing policies, standards, guidelines, systems and procedures;

NOW, THEREFORE, I, ATTY. RAFAEL S. ASEBIAS, Municipal Mayor of Quinapondan, Eastern Samar, by virtue of the powers vested in me by laws, do hereby promulgate the following:

Section 1. Organization of the Management of the Dead and Missing Cluster

- The MDM Cluster shall be composed of the following:
 - Lead Agency: DILG
 - Members : LGU
 - PNP
 - DSWD
 - NBI
 - OCD
 - Philippine Red Cross

Section 2. Duties and Functions

- 1. DILG** – is the lead agency in the MDM. It has the prime responsibility in the planning and evaluation of the MDM implementation and coordinate with

the LGUs and other concerned agencies such as members of the disaster victim identification, disposition of the dead, management of missing persons and management of the bereaved families.

2. LGU- It shall be the primary implementing arm of the MDM. It shall pre-determine collection sites for human remains and shall pre-identify burial sites. If it is within the capacity of the LGU, it shall take lead in the identification of the dead bodies as a result of natural disaster as well as final arrangement of the dead and management of the bereaved families.

3. PNP – shall take the lead in identifying human remains due to human-induced disasters. It will also take the lead in the management of the missing person. The PNP shall declare if the person is missing as recommended by LGUs and Local Social Welfare and Development.

4. DSWD – through the local social welfare and development office shall provide technical assistance in the coordination and provision of financial assistance and psychosocial support to the bereaved families of the dead and those persons missing.

5. NBI – shall take the lead in the identification and processing of human remains due to natural disasters.

6. OCD – shall serve as the primary link to NDRRMC/RDRRMC and shall supplement supply of cadaver bags of LGU.

The DSWD, DOH and PRC shall provide technical and resource augmentation/assistance for the medical, psychological and physiological needs of the families of the missing persons.

Section 3. Formulation of MDM Protocol

- A protocol to be observed in the implementation of Management shall be formulated to ensure an efficient, timely and well-coordinated action in managing the dead and the missing persons.

Section 4. Effectivity

This Executive Order shall take effect immediately.

Done this 14th day of March 2019 Quinapondan, Eastern Samar, Philippines.

ATTY. RAFAEL S. ASEBIAS
Local Chief Executive

PROTOCOL ON THE MANAGEMENT OF THE DEAD AND THE MISSING PERSONS

Legal Basis:

- Section 4 of RA 10121 (Philippine Disaster Risk Reduction and Management Act, 2010). This Act provides for the development of policies and plans and the implementation of actions and measures pertaining to all aspects of disaster risk reduction and management, including good governance, risk assessment and early warning, knowledge building and awareness raising, reducing underlying risk factors, and preparedness for effective response and early recovery.
- Section 102 of RA 7610 (Local Government Code, 1991). There shall be established a local health board in every province, city or municipality.
- Chapter XXI of Presidential Decree No 856 (The Code on Sanitation of the Philippines, 1976) and its Implementing Rules and Regulations
- Administrative Order No. 2007 – 0018 of the Department of Health (National Policy on the Management of the Dead and the Missing Persons During Emergencies and Disasters)
- NDRRMC Memo Circular No. 19, Series of 2016 dated May 13, 2016 re: Rules and Regulations Governing the Implementation of the Management of the Dead and the Missing Persons.

1. STATEMENT OF POLICY

It is the policy of the PDRRMC and MDRRMCs that:

- 1.1 Dead persons ensuing from human-induced and natural calamities have to be found, retrieved, identified, and buried according to their religious and culturally acceptable norms.
- 1.2 The inherent dignity of the dead shall be observed at all times.
- 1.3 Handling of human remains from retrieval, identification and disposition must be carried out in a sanitary manner for the personal safety and protection of the responders and the general public.
- 1.4 The public shall be informed on the potential risks through information, education and communication campaign.
- 1.5 Unidentified and unprocessed human remains shall never be cremated nor buried in mass graves.
- 1.6 Temporary storage facilities within standard for human remains shall be established/provided and prepositioned in appropriate locations.
- 1.7 Temporary burial sites shall be pre-identified by LGUs.
- 1.8 Final disposition of dead bodies due to infectious disease and chemical, biological, radiological, nuclear and explosive (CBRNE) shall

be done in accordance with the DOH recommended guidelines and procedures.

- 1.9 MDM shall be integrated in the DRRM and CP of the LGUs of all concerned agencies.
- 1.10 Efficient, timely and effective coordination shall be observed among and between all agencies and other stakeholders involved in MDM.
- 1.11 Physiological, social, psychological and medical needs as well as assistance in the processing of benefit claims of the bereaved families shall be attended to by the appropriate agencies.
- 1.12 Reporting, communication and information shall be done accurately, systematically and responsibly.
- 1.13 Concerned agencies shall allocate/appropriate at least 1% of its DRRM funds for MDM operations and research and development.
- 1.14 Safety and security of the responders and volunteers shall be given primary consideration.

2. THE MDM CLUSTER

Shall be composed of the following:

- DILG - Department of the Interior and Local Government
- PNP - Philippine National Police
- LGU - Local Government Unit (Provincial/Municipal)
- DSWD - Department of Social Welfare and Development
- NBI - National Bureau of Investigation
- OCD - Office of the Civil Defense
- COAST GUARD

3. IDENTIFICATION OF DEAD BODIES RESULTING FROM NATURAL AND HUMAN INDUCED DISASTERS

1. If it is within the capacity of the LGU to identify the dead bodies as a result of natural disasters, the Local Health Officer shall be the one to determine and certify the cause of death and in effect shall issue certificate of identification. It shall be noted by the MLGOO and approved by the Mayor. Moreover, the MHO shall likewise issue a Death Certificate.
2. In case of human-induced disaster, the PNP shall take the lead in the identification issuance of Death Certificate. If it is beyond the capacity of the LGU in case of considerable numbers or massive loss of lives the following Disaster Victim Identification process shall be observed.
3. The NBI shall take the lead in identifying victims as a result of natural disasters, while PNP takes the lead in human-induced disasters.

4. All retrieved bodies and body parts shall be turned over to NBI/PNP for identification.
5. The medico-legal officers of the NBI and/or PNP shall issue a certificate of identification and accounting.
6. In case of natural disasters, the Local Health Officer shall issue a Death Certificate based on the Certificate of Identification issued by the NBI/PNP.
7. In case of human-induced disaster, the PNP/NBI shall issue the Certificate of Death.
8. The official list of identified dead bodies indicating the name, cause of death and other relevant information shall be provided by the NBI/PNP to the concerned Local Health Officer.
9. Upon verification of the legitimacy of the claim, the LGU through the local health officer shall authorize the release of the identified dead body to the legitimate family or claimant.
10. The LGU shall take charge in burying unidentified processed bodies on coordination with the NBI/PNP.
11. The LGU shall be responsible for the final disposition of unclaimed identified dead bodies.
12. For purposes of rapid reporting on retrieved dead bodies, the PDRRMC shall consolidate the reports from the LGUs/RDRRMCs and submit the same to the RDRRMC Operations Center.
13. All retrieved body parts and corpses waiting for examination and identification in the temporary mortuary shall be properly preserved through any appropriate and available means.
 - 13.1 Refrigeration of bodies and body parts is the preferred method in storing dead bodies.
 - 13.2 Formalin and quicklime can be applied only to dead bodies after processing by the NBI/PNP.
 - 13.3 Dead bodies should be properly tagged and temporarily buried in a collective grave in a mono-layered manner not more than three (3) feet below the ground with plastic sheets beneath and above them.

4. FINAL ARRANGEMENT FOR THE DEAD

- 4.1 All identified body parts and corpses shall be turned over to the rightful/legitimate claimant accordingly.
- 4.2 Legitimate claimants shall be responsible for the ultimate disposal of identified cadavers.

- 4.3 The respective embassies of identified dead foreigners shall be informed and the repatriation of these bodies shall be their responsibility.
- 4.4 The LGU shall be responsible for the final disposition of the unidentified bodies to be buried in the collective or individual graves, marked with their unique case numbers and/or labels.
- 4.5 The LGU shall consult the community and religious leaders of the disaster site regarding the final disposition of the unidentified bodies.
- 4.6 Exhumation of dead bodies shall be done in the presence of local health officials with proper disinfection of the dis-interment area.
- 4.7 The legitimate claimants of the dead body have the prerogative to have the dead bodies embalmed.
- 4.8. The LGU shall acquire adequate supply of cadaver bags that are compliant to the specifications set by the DOH.
- 4.9. OCD shall supplement the supply of cadaver bags of LGU.

5. MANAGEMENT OF THE MISSING PERSONS

- 5.1 A person can only be considered missing upon the report of the relatives/concerned persons to the local police station. The PNP shall verify the identity of the reported missing persons from the records of its Warrant Section.
- 5.2 The DSWD shall also verify the reported missing persons from its records of Centers/Residential Care Facilities.
- 5.3 In exceptional cases such as huge magnitude calamities, the latest National Census shall be the basis for reporting missing persons.
- 5.4 The police shall immediately inform the incident commander who initiates active search and rescue/retrieval and provides feedback.
- 5.5 The LSWDO shall certify that the missing person is affected by the disaster.
- 5.6 The Barangay Chairman/Punong Barangay shall certify that the reported missing person is a resident of the affected community.
- 5.7 Municipal Social Welfare Office (MSWDO) shall:
 - 5.7.1 establish the local Social Welfare Inquiry Desks for data generation/information management of missing persons presumed to be dead during the disaster and their surviving families.
 - 5.7.2 ensure available or alternative sources of information such as local census, voters list, i-cloud or back up servers with the support from regional or national DSWD.

- 5.7.3 validate and process documents of the missing persons presumed to be dead during the disaster.
- 5.8 The validated list of missing person presumed to be dead shall be submitted to the Local Chief Executive for approvals endorsement to the RDRRMC for issuance of certificate of missing person presumed to be dead during the disaster.
- 5.9 The LGU must to the NBI and/or PNP an updated list of missing persons. The LGU shall be responsible in updating the list of missing persons.
- 5.10 Search, Rescue and Retrieval Operations shall be undertaken to find reported missing persons at sea (e.g fisherfolks, victims of sea mishaps). Said operations will be joint efforts of LDRRMCs, RDRRMCs, AFP, PNP Coast Guard through OCD and Coast Guard.

6. MANAGEMENT OF THE BEREAVED FAMILIES

- 6.1 Municipal Social Welfare and Development Office (MSWDO) is the lead agency in the over-all management of the bereaved families.
- 6.2 The Department of Social Welfare and Development (DSWD) shall provide technical assistance and resource augmentation to the MSWDO on the over-all management of the bereaved families.
- 6.3 The DSWD, PRC and NGOs shall provide technical and resource augmentation assistance to MSWDO for the following:
 - 6.3.1 Physiological needs to the bereaved shall include: Food Assistance; Financial Assistance; Livelihood Assistance; Clothing Assistance; Shelter Assistance; Management of the Orphans and Food/Cash for Work.
 - 6.3.2 Social needs of the bereaved in terms shall include: Family/Peer Support System; Social Welfare Inquiry Desk/Information Center; Educational Assistance and Legal Needs.
 - 6.3.3 Psychological needs of the bereaved shall include: Psychological First Aid and other Special Needs like Psychiatric or Mental Services.
- 6.4 The DOH and the PRC shall provide the resource augmentation/assistance for the medical and psychological needs of the families of the missing persons until such time the LGUs can provide the needed services.
- 6.5 The DOH in collaboration with DSWD and PRC shall develop training program for responders in providing Mental Health and Psychosocial Support to bereaved families.
- 6.6 The OCD Regional Offices shall coordinate with the MSWDO to facilitate the processing of requirements for the benefit claims of the bereaved families:

- 6.6.1 Barangay Certificate as resident and claimant is the legal beneficiary from the Barangay Captain
- 6.6.2 Police report of LDRRMC report from the local PNP/LDRRMC
- 6.6.3 Death certificate from the local civil registrar
- 6.6.4 Endorsement for payment from LDRRMC
- 6.6.5 Endorsement of OCDRO to the chairperson of the NDRRMC.

7. REPORTING

- 7.1 The affected LGUs through the PDRRMC shall submit to the RDRRMC Operations Center an initial report on the number and causes of deaths, location, initial actions taken and needs related to MDM within 12 hours after the occurrence if a disaster or emergency. The report shall be signed by the Local Chief Executive and counter signed by the Local Health Officer copy furnished the Regional Offices of DOH and DILG.

Prepared by:

ELIZALDE C. ABEJERO
MDRRMO

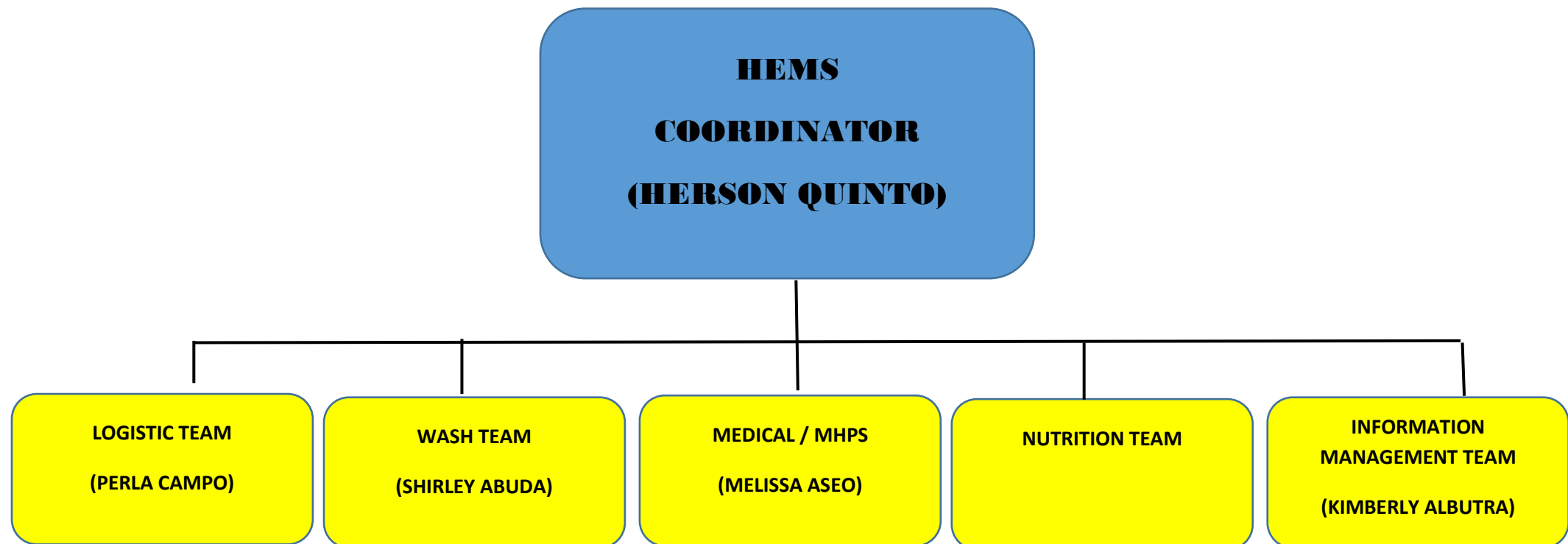
Noted:

Rhoda Lacanaria
MLGOO

Approved:

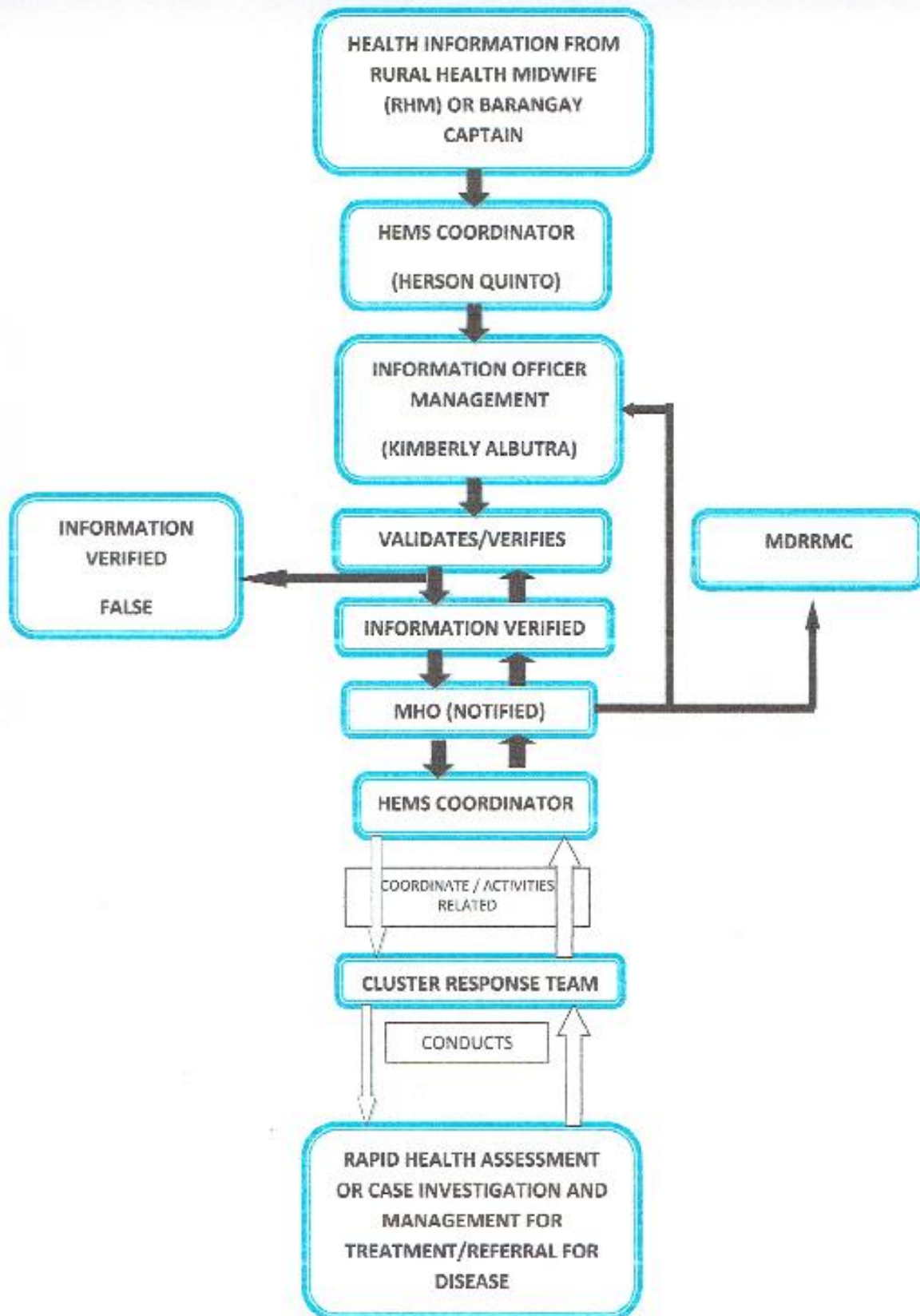
ATTY. RAFAEL S. ASEBIAS
Municipal Mayor / MDRRMC Chairman

CLUSTER RESPONSE TEAMS (CHART)



HEALTH EMERGENCY MANAGEMENT SYSTEM (HEMS)

FLOW CHART ON HOW TO ACTIVATE THE CLUSTER RESPONSE TEAM





Republic of the Philippines
Province of Eastern Samar
MUNICIPAL HEALTH OFFICE
Quinapondan Eastern Samar

**MHO OPERATIONS CENTER (OpCen)
STANDARD OPERATING PROCEDURES**

1. The MHO Operations Center shall be the central command, control and coordination facility for Health sector and shall perform the following:
 - a. Collect and analyse health-related data
 - b. Make decisions that protect life and property and maintain the continuity of the organization within the scope of applicable laws.
 - c. Disseminate those decisions to the MDRRMC for approval and appropriate action.

2. The MHO Operations Center shall have the following specific functions:
 - a. Monitor all health and health-related events or situation that have potential turn into an emergency, hence, it shall work in close coordination with the Municipal Epidemiologic and Surveillance Team;
 - b. Receives all warning messages or information from all sources through all available means of communication;
 - c. Validates all reports and data received, analyses and prepares necessary reports to authorities;
 - d. Follows established protocols, alerts and notifies proper authorities and appropriate offices, health facilities and other stakeholders in anticipation of emergencies/disasters;
 - e. Coordinates the conduct of rapid health assessments, mobilization of logistics and human resources including technical experts of the affected area;
 - f. Networks with all other agencies involved in Health emergency response;
 - g. Provides timely, appropriate information to media and the public upon clearance from proper authorities;
 - h. Documents all emergencies and disasters within its jurisdiction and submits final report to higher authorities.

3. The MHO OpCen shall be manned by the officer of the day (Schedule of duties posted in HEMS bulletin board) with hotline numbers: 09284040864

4. A flow on how to activate the emergency response shall be established and posted in the office and other strategic places;
5. It shall adopt and follow guidelines set by DOH in the institutionalization of Integrated Code Alert System within the Health Sector;
6. It shall have composite teams organized and capacitated to respond depending on what kind of emergency/disaster there are.

Teams shall be composed of the following:

- a. **Water and Sanitation (WASH)** – ensure safe and adequate drinking water, waste disposal and hygiene
 - b. **Disease surveillance** – conducts case investigation for cases of disease outbreaks/epidemics, analyses data and responds accordingly (e.g. mass vaccination, dengue prevention and control measures. etc)
 - c. **Nutrition** – it shall assess and evaluate the situation and makes the necessary recommendations to appropriate agencies (government, local and international NGOs)
 - d. **Psychosocial team** – conducts Mental Health and Psychosocial Support (MHPSS) activities in the community. This is usually dispatched during the extended response (usually after the first 24 hours) or as the need arises;
 - e. **Medical Team** – The Doctor/nurses/midwife/BHW which will be dispatched to the area on the basis of need.
7. **Mental Health and Psychosocial Support Activities:** This involves multi-sectoral supports that require coordinated implementation with guidance provided by the cluster approach. It aims to protect or promote psychosocial well-being and/or prevent or treat mental disorder. Activities are limited to Psychosocial First Aid, Basic Mental Health Care and Psychological Processing (PSP)
 8. **Disease Surveillance: The Surveillance on Extreme Emergencies and Disaster (SPEED)** shall be activated within 24 hours from the onset of emergencies/disaster and deactivated upon the decision of the National HEMS. It is an early warning tool that has been developed to provide real time data for 21 disease syndromes that may signify possible outbreaks that require immediate investigation and action.
 9. Constant and regular monitoring and assessment is being done throughout the duration of the emergency with regular meetings (cluster) conducted daily or on a case to case basis. A post-incident evaluation shall be conducted afterwards.
 10. **BUDGET AND LOGISTIC SUPPORT:**
 - a. An annual budget is allocated for Disease outbreaks and disaster while all the public health programs are also allocated with their own budget;
 - b. Supplies needed for an outbreak/disaster is prepositioned in the rural health units and in the MHO supply office and warehouse in preparation for any emergencies/disasters;
 - c. The MHO shall make representation to the Municipal Mayor's office for assistance of additional funds for response;

- d. The MHO is always in close coordination with the Department of Health for additional logistical support and technical guidance.
11. **TRAININGS:**The MHO in close coordination with DOH, NGO's, PHO shall ensure that the staff/members of MHO OPCEN are trained on the following:
- a. Basic Life Support
 - b. PHEMAP
 - c. Advance Cardiac Life Support
 - d. SPEED
 - e. WASH in Emergencies
 - f. NUTRITION in Emergencies
 - g. Mass Casualty Management
 - h. Disposal of the Dead
 - i. Risk Communication
 - j. Mental Health and Psychosocial support

Prepared by:

DR. JENER E. CAMPOSANO
Municipal Health Officer

Approved:

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor / MDRRMC Chairman



Republic of the Philippines
Province of Eastern Samar
Municipality of Quinapondan

Office of the Local Chief Executive

EXECUTIVE ORDER NO. 25
Series of 2019

AN EXECUTIVE ORDER ORGANIZING THE EVACUATION CENTER MANAGEMENT COMMITTEE AND DEFINING ITS DUTIES AND FUNCTIONS

WHEREAS, Section 2 (p) of RA 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 mandates the Provision of maximum care, assistance and services to individuals and families affected by disaster, implement emergency rehabilitation projects to lessen the impact of disaster, and facilitate resumption of normal social and economic activities;

WHEREAS, the Joint Memorandum Circular No. 1, series of 2013 re: Guidelines on Evacuation Center Coordination and Management clarifying the mandates and directs the LDRRMCs to organize the Evacuation Center Management Committee and other support teams to coordinate delivery of assistance and services to the evacuees;

NOW, THEREFORE, I ATTY. RAFAEL S. ASEBIAS, Municipal Mayor of Quinapondan, Eastern Samar, by virtue of the powers vested in me by laws do hereby promulgate the following:

Section 1. Composition of the Evacuation Center Management Committee (ECMC)

Over-all Coordinator : **MARIE ROSE A. GALLEGO**
SWO III

Members: **LEONARDO O. BALBUENA**
Liga President
Engr. Vincent John B. Padriga
Municipal Engineer
Liza Gonzaga
School Supervisor
Lt Jose Fortunato Lumain
Chief of Police
DR. JENER CAMPOSANO
Municipal Health Officer

Section 2. The MDRRMCs shall also constitute their respective Evacuation Center Management Committees at their level to better manage the evacuation centers and ensure timely delivery of adequate and appropriate response.

Section 3. Duties & Functions

- 3.1 Prepare Evacuation Center Management (ECM) Plan for approval of the LDRRMC.
- 3.2 Activate the Camp Management Plan and Teams and hold pre-evacuation conference and planning.

- 3.3 Deploy Evacuation Center Management (ECM) Team(s) when evacuation is ordered by the LDRRMC/local chief executive.
- 3.4 Coordinate and Monitor service delivery, needs assessment and identify gaps in evacuation centers.
- 3.5 Coordinate the mobilization of local resource or request for augmentation from their respective MDRRMCs, other national government agencies or external donors as required.
- 3.6 Identify and map the agencies and groups providing assistance to the various evacuation centers, including the type of assistance being provided (3 Ws re: Who, What and Where).
- 3.7 Develop area-specific protocols to help the Committee implement the objectives of this Guidelines responsive to local context and needs.
- 3.8 Ensure that agencies, groups and organizations providing assistance to the evacuation centers are aware of this Guidelines and the standards set forth hereto.
- 3.9 Conduct capacity-building activities and refresher courses to designated camp manager/teams
- 3.10 Enter into agreement with the building, structure or property owners that will be used as evacuation centers, [note: this agreement can include duration, number of families/persons, duties and responsibilities of the LGU and property owner and property rentals].
- 3.11 Maintain adequate supply of the Evacuation Center Management Toolkit.
- 3.12 Coordinate with the National Camp Coordination and Camp Management (CCCM) Cluster in times of major emergencies on their AOR.
- 3.13 Monitor and address needs related to the use of schools as evacuation centers and concerns on the need to continue learning in evacuation centers during emergencies.

Section 4. Formulation of CCCM Protocol and Formation of Support Teams

The MDRRMC shall spearhead the formulate the CCCM Protocol and unsure the formation of support teams based on the SWO III-MLGOO-MHO Joint Memorandum Circular No. 1, series of 2013

Section 5. **Effectivity**

This Executive Order shall take effect immediately.

Done this 19THday November, 2019 in the Municipality of Quinapondan, Eastern Samar.

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairperson

SECURITY STANDARD OPERATING PROCEDURE

Legal Basis and Reference:

- Section 12 (c)(8) of RA 10121 otherwise known as Philippine Disaster Risk Reduction Management Act of 2010 provides the conduct of 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.

- Operation Listo Disaster Preparedness Manual Checklist for MLGOOs, COPs and FMs directs PNP to provide security preparedness and response.

UPON ALERT

1. Coordinate with Municipal Police Station (MPS) enjoining to activate available Teams and Personnel including necessary resources to ensure effective operationalization and deployment.
2. Advice to provide assistance to LGU and communities in preparation for an impending hazard that may result to a disaster. Said assistance can be as follows:
 - a) support in the conduct of pre-emptive and forced evacuations.
 - b) provision of security to evacuation routes and identified evacuation centers.
 - c) secure vacated houses, business and office establishments to avoid from possible looting activities
 - d) establish police visibility in possible affected communities.
 - e) maintain coordination and linkages with LDRRMCs.

DURING OCCURRENCE OF A HAZARD

1. Directs and provide advisory to MPS to standby and continue monitoring for updates and ensure safety of all frontliners.

AFTER A DISASTER

1. Coordinate with the MPS requesting support to the Response up to the Rehabilitation and Recovery efforts of the MDRRMC. Support needed are as follows:
 - 1.1 Provision of security assistance in the conduct of the following:
 - 1.1.1 Disaster Relief Operations
 - 1.1.2 Incident Command System Operationalization (ICS facilities)
 - 1.1.3 Disaster Clearing Operations for Roads and lifelines

- 1.1.4 Emergency Medical Services
 - 1.1.5 Return of evacuees to their respective houses
 - 1.1.6 Implementation of Rehabilitation and Recovery efforts
 - 1.2 Provision of MDM Technical Assistance to LDRRMCs as mandated by NDRRMC Memorandum Circular dated May 31, 2016.
 - 1.3 Provision of relevant DRR reports to be forwarded to PDRRMC in the areas of Search, Rescue and Retrieval Management, Health, Emergency Telecommunications and Logistics.
2. Advice the MPS to perform additional functions as Disaster Response Units to create a wider scope on DRRM operational support and assistance as the situation may require.

Prepared by:

ELIZALDE C. ABEJERO
MDRRMO

Conformed:

LT JOSE FORTUNATO LUMAIN
Chief of Police

Approved:

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairperson

RELIEF OPERATIONS PROTOCOL

Legal Basis:

- Section (2(p) (Declaration of Policy) of R.A 10121 states that “it is the policy of the state to provide maximum care, assistance and services to individuals and families affected by disaster.

- Section 12 (c)(8) (Local Disaster Risk Reduction and Management Office) of the same law directs the 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.

- Section 12 (c)(16) likewise mandates to 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.

People affected by disasters may be deprived of food and therefore food aid shall be provided to sustain life. The following measures shall be taken:

1. Where necessary free distributions of food shall be made to those who need the food most.
2. Wherever possible dry rations shall be provided for home cooking.
3. Community Kitchen for mass feeding shall be organized only for an initial short period following a major disaster particularly where affected people do not have means to cook.
4. While providing food assistance, local food practices shall be kept in mind and commodities being provided must be carefully chosen, in consultation with the affected population.
5. Foods must be of good quality, safe to consume and appropriate and acceptable to recipients.
6. Rations for general food distributions shall be adopted to bridge the gap between the affected population’s requirements and their own food resources.
7. Food distributed should be of appropriate quality and fit for human consumption.
8. Food should be stored, prepared and consumed in a safe and appropriate manner at both household and community levels.
9. Food should be distributed in a responsive, transparent, equitable manner.

10. NGOs and other organizations should be involved for supplementing the efforts of the Government.
11. The nutritional needs of the population should be met and malnutrition micronutrient deficiencies of identified at risk groups addressed.

Prepared by:

MARIE ROSE A. GALLEGO
MSWDO

Approved:

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairperson

SYSTEM OF RELIEF OPERATIONS

In the aftermath of disaster the affected population must be looked after for their well-being and should be provided food, water, shelter, clothing, medical care and others not only to save lives but also to ensure that the affected people live with dignity.

MSWDO/MDRRMC

- Coordinate with Local DRRMCs relative to their disaster response.
- Conduct Rapid Damage and Needs Assessment when (2) or more LGUs/towns are affected.
- Release store piles of relief commodities as relief supply augmentation whenever affected LGUs experience resource inadequacy.
- Monitor the Relief Operations status at the local level.
- Consolidate Relief Operations report in observance of maximum transparency and accountability.



MSWDOs

- Maintain close coordination on disaster response efforts DRRMC/SWO III to ensure subsistence relief requirement.
- Release/distribute relief assistance to affected communities.
- Submit reports to concern Government agencies for transparency accountability.



BDRRMCs

- Conduct data gathering on the impact of disaster
- Assist MDRRMCs in the relief distribution.

STANDARD OPERATING PROCEDURE/PROTOCOL FOR EARTHQUAKE AND TSUNAMI

Legal Basis and Reference:

- Section 12 (c)(5) of RA 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 mandates the LDRRM Office to 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 general public, through diverse mass media, particularly radio, landline communications and technologies for communication within rural communities;

- Section 12 (c)(10) of the same law likewise directs to disseminate information and raise awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures.

PERSONNEL PRIMARY RESPONSIBLE IN MANNING EWS

JOEL BAGALAY	ELIZALDE C. ABEJERO
Emergency Response Team	MDRRMO /Operations and Warning

FOR LOCALLY GENERATED EARTHQUAKE AND TSUNAMI

Locally generated tsunamis occur within a very short time, with the first wave reaching the shoreline nearest the epicentre 2 to 5 minutes after the main earthquake. There will not be enough time for warning in case of locally generated tsunamis.

1. Conduct immediate evacuation to higher ground after a strong or felt earthquake that could generate possible tsunami as a result of capacity buildings and drills in schools and communities.
2. Constituents are also advice to observe some natural signs of an approaching local tsunami such as:
 - Unusual sea level change: sudden seawater drop or rise.
 - Rumbling sound at approaching waves.
3. Activation of the Incident Command System (ICS).
4. Activation and deployment of available clusters and teams.
5. Conduct immediate clearing operations.
6. Conduct of search and rescue operations.
7. Activate camp coordination and camp management

8. Conduct relief operations.
9. Provision of medical and psychosocial services.
10. Advise security team to maintain peace and order.
11. Activate Management of the Dead and the Missing (MDM) cluster.
12. Inspection of critical infrastructures to ensure safety and integrity of structures.
13. If it is safe already, advise the evacuees to return to their communities.

FOR FOREIGN GENERATED TSUNAMI

1. Advice MDRRMCs to monitor advisories from PHIVOLCS for appropriate actions.
2. LDRRMCs is advice to wait and listen for updates
- 3 If necessary, advice immediate evacuations of coastal communities that maybe affected.
4. Follow the protocol of the locally generated tsunami as need arises.

Prepared by:

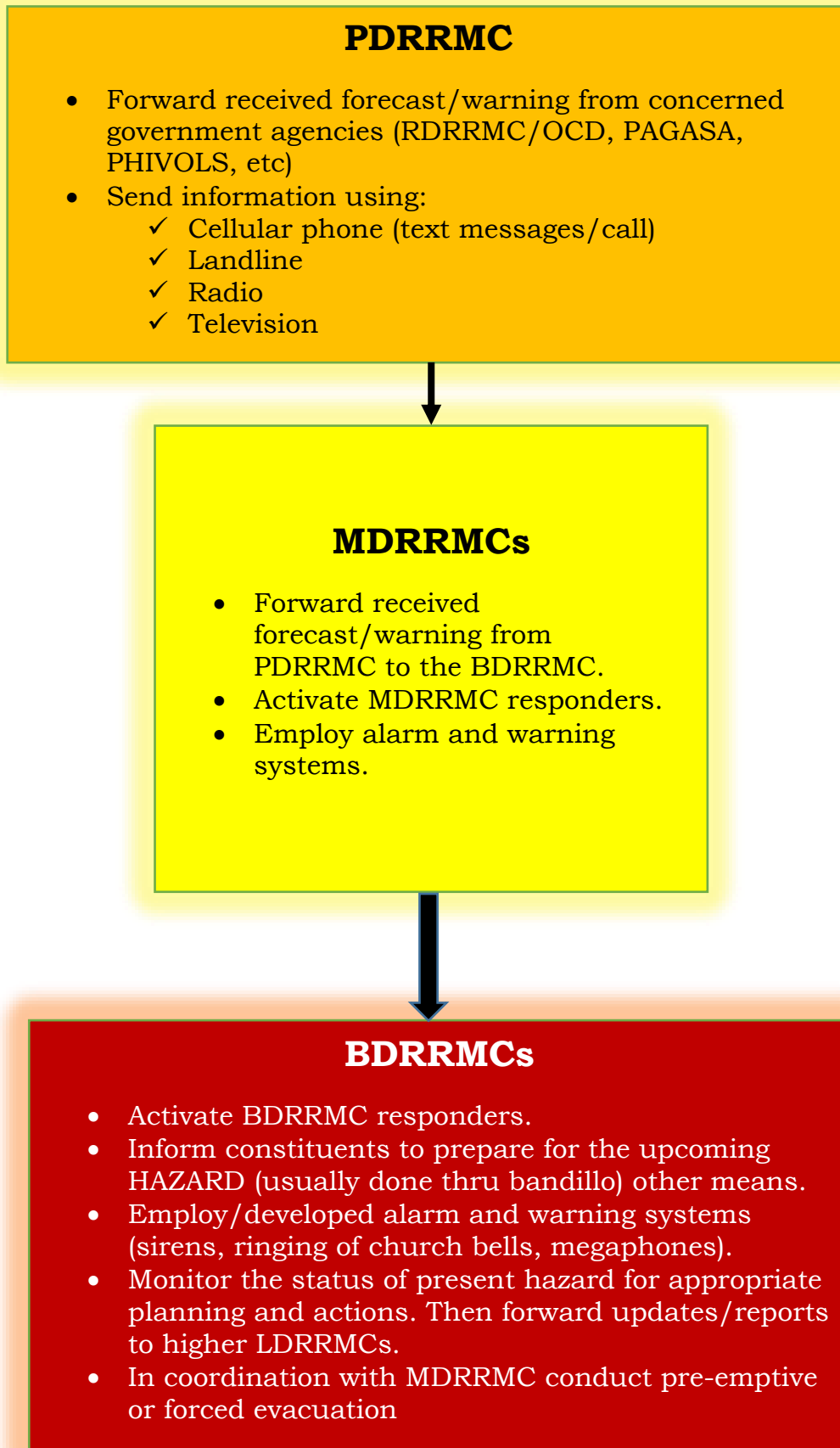
ELIZALDE C. ABEJERO
MDRRMO

Approved:

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairperson

MUNICIPAL EARLY WARNING & EVACUATION SYSTEM

(TYPHOON, FLOODING, EARTHQUAKE & TSUNAMI, LANDSLIDE)





SYSTEM IN ENSURING PEACE AND SECURITY DURING DISASTER

- Security, peace and order must be maintained during any form of disasters. This is done in collaboration with the police from the local government i.e. police should be assigned to camp 24 hours a day. The presence of a police is a deterrent to some evacuees to do some misdeeds, like petty thefts.

MUNICIPAL POLICE STATION – PNP (in coordination with MDRRMCs)

- Activation of Command Center by Task Groups whose area is hit by the disaster
- Assist in the forced relocation/pre-emptive evacuation of residents in hazard prone areas in coordination with corresponding LDRRMC
- Institute police visibility in vacated areas
- Provide security at designated Evacuation Centers
- Deploy first responders, if necessary

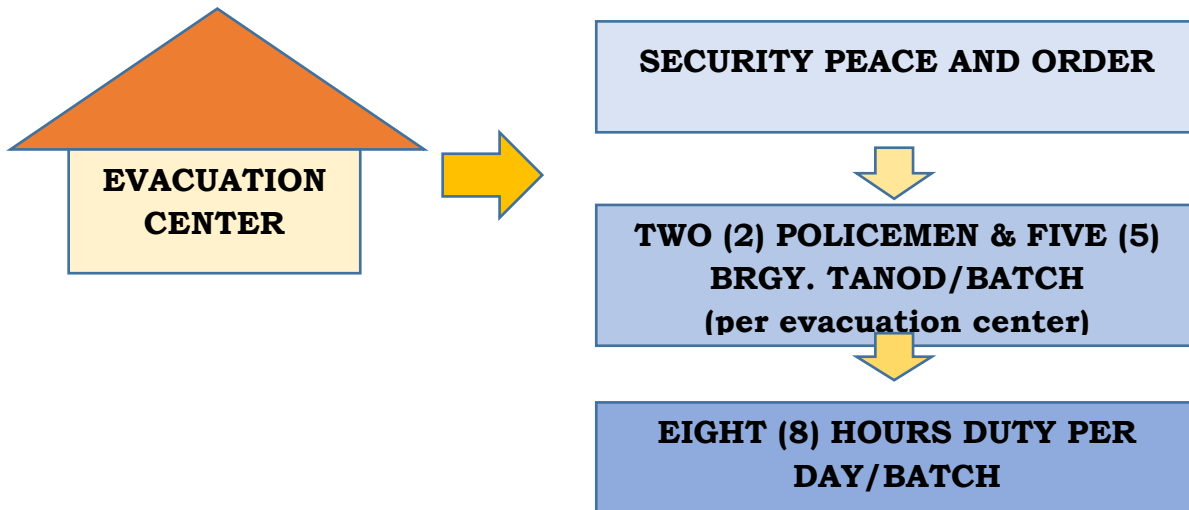


BDRRMCs and TANODS

- Assist the PNP Personnel in the forced relocation/pre-emptive evacuation of vulnerable residents
- Together with PNP, ensure security at designated Evacuation Centers

➤ **EVACUATION CENTER SECURITY MEASURES**

The security, peace and order in the Evacuation Center should be maintained day and night, and this responsibility is given to the Police and Barangay Tanod from the Host Barangay and Outside Barangay. The team is composed of at least two (2) police and five (5) Barangay Tanod who will be on an 8-hour duty per day. They should be under the supervision of the Barangay Chairperson of the Host Barangay.



Prepared by:

LT JOSE FORTUNATO LUMAIN

Chief of Police

Approved:

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor

INDIGENOUS EARLY WARNING SYSTEM (RAIN GAUGE) FOR HEAVY RAIN AND POSSIBLE FLOODING

LEGAL BASIS AND REFERENCE:

- Section 12 (c)(5) of RA 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 mandates the LDRRM Office to 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 general public, through diverse mass media, particularly radio, landline communications and technologies for communication within rural communities;

- Section 12 (c)(10) of the same law likewise directs to disseminate information and raise awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures.









- CBDRRM Modules also suggest the use of indigenous EWS for communities.

PERSONNEL PRIMARY RESPONSIBLE IN MANNING EWS

JESSIE J. DADULLA
Emergency Response Team

- Operations and Warning

The Rainfall Advisories, Classification and Measurement issued by DOST PAGASA

RAINFALL ADVISORIES, CLASSIFICATION, AND MEASUREMENT			
COLOR-CODED RAINFALL ADVISORIES AND CLASSIFICATION	RAIN MEASUREMENT	FLOOD POSSIBILITY	RESPONSE
RED RAINFALL ADVISORY  TORRENTIAL	MORE THAN 30mm RAIN observed in 1 hour and expected to continue in the next 2 hours =  8 gallons per square meter/hour	Serious Flooding expected in low lying areas	EVACUATION
ORANGE RAINFALL ADVISORY  INTENSE	15-30mm RAIN observed in 1 hour and expected to continue in the next 2 hours =  4 to 8 gallons per square meter/hour	Flooding is threatening	ALERT for possible evacuation
YELLOW RAINFALL ADVISORY  HEAVY	7.5-15mm RAIN observed in 1 hour and expected to continue in the next 2 hours =  2 gallons per square meter/hour	Flooding is possible	MONITOR the weather condition
	2.5 - 7.5mm RAIN observed in 1 hour and expected to continue in the next 2 hours =  2.5 liters per square meter/hour to 7.5 liters per square meter/hour	(Flooding still possible in certain areas)	
	LESS THAN 2.5 mm RAIN observed in 1 hour and expected to continue in the next 2 hours =  2.5 liters per square meter/hour		

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shall be adopted in the operationalization.

1. The EWS Team shall monitor the rain measurement using the rainfall advisories, classification and measurement guide by PAGASA.
2. Using the Rain Measurement, the EWS Team shall determine the possibility of flooding especially in low-lying areas.
3. Forward the information Alert Level to the MDRRMOs who will in turn advise the low-lying communities the threat of flooding and possible evacuation.

Prepared by:

GLENIE E. OBISPO JR.
MDRRMO STAFF

Noted:

ELIZALDE C. ABEJERO
MDRMMO

Approved:

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairperson

EWS STANDARD OPERATING PROCEDURE/PROTOCOL FOR TYPHOON, FLOODING, RAIN INDUCED LANDSLIDE AND STORM SURGE

Legal Basis and Reference:

- Section 12 (c)(5) of RA 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 mandates the LDRRM Office to 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 general public, through diverse mass media, particularly radio, landline communications and technologies for communication within rural communities;

- Section 12 (c)(10) of the same law likewise directs to disseminate information and raise awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures.

- The Operation Listo Manual on Minimum Critical Preparation guides the LGUs on how to meet the minimum level of preparedness to any disaster thus avoiding the loss of lives and unnecessary destruction to properties.

PERSONNEL PRIMARY RESPONSIBLE IN MANNING EWS

JOEL BAGALAY

ELIZALDE C. ABEJERO

Emergency Response Team

MDRRMO / Operation and Warning

Listo Manual for Typhoon identifies the Critical Preparedness Actions of the LGUs that vary depending on the intensity and possible impact of the typhoon.

The advisories from DOST, PAGASA, NDRRMC and PDRRMC through DILG Codix shall communicate to the LGUs whether the province is under Alpha, Bravo or Charlie Critical Preparedness.

1. UPON ALERT

- 1.1 The MDRRMC chairperson shall issue directives to cancel travel authorities of personnel.
- 1.2 Forward received forecast/warning from concerned government agencies to MDRRMCs.
- 1.3 Conduct of pre-disaster risk assessment and heightened the early warning system.
- 1.4 Monitor typhoon path its intensity and possible impacts.
- 1.5 Convene LDRMMC within 24 hours upon receiving a severe weather bulletin.

- 1.6 Review the Contingency Plan and Hazard Risk Maps.
- 1.7 Activation of the Incident Command System.
- 1.8 Activation of different Clusters and Teams followed by the review of composition and task.
- 1.9 Conduct inventory of supplies.
- 1.10 Conduct clearing operations.
- 1.11 As need arises, advice the LGUs to conduct pre-emptive or forced evacuation for possible affected communities.
- 1.12 Forward agreed preparedness measures as a result from PDRRMC meeting to LGUs.
- 1.13 Prepositioning of Food and Non-Food items as well as the organized clusters and teams.

Prepared by:

ELIZALDE C. ABEJERO
MDRMMO

Approved:

ATTY. RAFAEL S. ASEBIAS
Municipal Mayor/MDRRMC Chairperson

STANDARD OPERATING PROCEDURE ON PREPOSITIONING SYSTEM OF GOODS AND RESOURCES

Legal Basis:

- Section (2)(p) (Declaration of Policy) of R.A 10121 states that “it is the policy of the state to provide maximum care, assistance and services to individuals and families affected by disaster.

- Section 12 (c)(8) (Local Disaster Risk Reduction and Management Office) of the same law directs the 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.

- Section 12 (c)(16) likewise mandates to 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.

1. UPON ALERT OF UP-COMING HAZARDS

- Inform/alert organized MDRRMC Administrative/logistical support team
- Inform organized MDRRM Search, Rescue & Retrieval Team and advised readiness/availability of their SRR Team resources like supplies, equipment and stockpile.
- Inform organized MDRRMC Security, Medical and Clearing Operations Teams and advised prepositioning of their respective resources
- Inform and advise SWO III to assess and prepare evacuation centers and preposition food packs and non-food items for evacuees.

2. ACTIVATION AND DEPLOYMENT

- Activation and deployment of organized MDRRMC Administrative/logistical support team
- Activation and deployment of organized MDRRM Search, Rescue & Retrieval Team and advised readiness/availability of their SRR Team resources like supplies, equipment and stockpile.
- Activation and deployment of organized MDRRMC Security, Medical and Clearing Operations Teams and advised prepositioning of their respective resources.
- Activation and deployment of SWO III to assess and prepare evacuation centers and preposition for food packs and non-food items for evacuees.

3. PROVISION OF NEEDED RESOURCES

3.1 SEARCH, RESCUE AND RETRIEVAL (SRR) TEAM

- **Supplies**

- First aid kits and vaccines

- **Equipment**
 - Boats/vans/trucks
 - Ambulance/amphibian vehicle/backhoe/dump truck/fire trucks
 - Siren
 - Megaphone
 - Whistle
 - Two-way radio, GPS device, and other communication equipment (consider satellite phone)
 - Ropes and throw bags
 - Search light
 - Ladders
 - Protective gears (helmet and life vest)
 - Reflectorized vest
 - Extrication kit (spine board, shovel, chainsaw, jack hammer or alternative digging device)
 - Chainsaw, bolo, shovel, water pump
 - Mobile water treatment
 - Caution tape
 - Barricade

- **Stockpile**
 - Gasoline and extra batteries
 - Portable generator, solar-powered generator, and flashlights
 - Potable water
 - Food packs (rice, canned goods, noodles, ready-to-eat meal)

3.2 HUMANITARIAN TEAM

- **Supplies**
 - Registration logbook
- **Equipment**
 - Standby vehicles
 - Megaphone
 - Whistle
 - Two-way radio and other communication equipment
 - Flashlight
 - TV or radio
- **Stockpile**
 - First aid kits/medicines
 - Food packs (rice, canned goods, noodles, ready-to-eat meals)
 - Potable water
 - Hygiene kit (soap, shampoo, alcohol, toothbrush, toothpaste, sanitary pads, deodorant)
 - Clothing (jacket, raincoat, hard hat, boots)
 - Gasoline and extra batteries
 - Portable generator and flashlights
 - Beds and beddings

 - Portable toilets

- Mosquito nets

3.3 INFORMATION AND AWARENESS TEAM

- **Data and Information**

- Hazard and risk maps to include Social Vulnerability Assessment, and potential flush points maps
- Directory/contact numbers of key local and national DRRM officials, TV, and radio stations, school principal/administrators
- Advisory from PAGASA
- Template of PSAs (Public Service Announcements)

- **Equipment**

- Centralized Hotline (operated and monitored by the Command Center)
- Vehicles
- Siren/Batingaw
- Telephone/fax machine/internet
- Megaphone
- Two-way radio, GPS device, and other communication equipment (consider satellite phone)
- Flashlight
- Transistor Radio (single frequency)

- **Stockpile**

- Gasoline and extra batteries
- Portable generator and flashlights

4. DEACTIVATION

- In the event that there is no occurrence of disaster (e.g. redirection of typhoon path) deactivation of goods and personnel will be observed
- However in case of disaster occurrence activities under response phase mechanisms will be applied (ICS operationalization, Camp Management and Relief Operations will follow)

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Early Warning System for Typhoon & Flooding
Sistema ng Maagang Babala para sa Bagyo at Pagbaha
Munisipyo ng Quinapondan

Alert Level	Sitwasyon / Senyales	Warning Signal / PAALALA	Gagawin ng BDRRMC	Gagawin ng MDRRMC	Office/person-in-charge/Tanggapan o taong nakatalaga
0	<p>Mayroon ng impormasyon tungkol sa parating na bagyo (pinagkunan ng impormasyon: OCD, PAG-ASA, DILG, PDRRMO) -Sa loob ng pitong araw (7) bago mangyari ang bagyo. Lakas ng ulan</p> <p>Mahina hanggang katamtamang ulan sa loob ng apat na oras</p>	<p>Paggamit ng “One-way radio” para ipaalam sa mga Barangay</p> <p>Pagtaas ng PUTING bandila sa “Operation Center” at mga kinauukulan na nagbibigay ng impormasyon sa iba’t-ibang Barangay dala ang nasabing PUTING bandila kasabay ang bandilyo ng MDRRMO.</p> <p>Ipaalam sa mga punong Barangay</p>	<p>Magkaroon ng pulong-pulong sa Barangay (BDRRMC) at Gawain ang sumusunod:</p> <p>Pagbibigay babala</p> <p>Matalinong pagbibigay ng kaalaman at mga kagamitan</p> <p>Masinsinang paghahanap ng gusaling paglilipatan</p> <p>Makipag ugnayan sa komitiba ng ECM sa nakatalagang gusaling paglilipatan at mga prebadong bahay</p> <p>Ihanda ang mga gamit pang komunikasyon at mga kagamitang pankaligtasan</p>	<p>Tumawag ng pulong pulong sa lahat ng grupong kinauukulan</p> <p>Pagbibigay ng impormasyon at babala gamit ang radio sa BDRRMCs sa pinakamabilis na pamamaraan</p> <p>Paghahanda ng “go-bags” emergency kits, hygiene kits at mga sasakyan</p> <p>Paghahanda ng mga gamit na kakailanganin sa gusaling paglilipatan tulad ng medisina, flashlights, WASH, Pagkain at mga damit</p> <p>Makipag-ugnayan sa Provincial at Pang rehiyon na ahensya</p>	<p>Mayor and MDRRMC</p> <p>All clusters</p> <p>Communication and Warning Cluster</p> <p>Logistics Cluster</p> <p>BDRRMC, Safety and Security and ECM</p> <p>Communication and Warning</p>
1	<p>Malakas na ulan sa loob ng tatlong oras (3)</p> <p>Pagbaha na dulot ng tubig sa bukid at mga ilog (Hanggang bukongbokong) ipinahayag ng mga taga Barangay syete (7) at San Pedro tatlong araw (3) bago</p>	<p>Paggamit ng “one-way radio” para ipaalam Sa mga barangays</p> <p>Pagtaas ng dilaw na tela sa Operation Center</p> <p>Paglibot sa mga barangay</p> <p>Tuloy-tuloy na bandilyo</p>	<p>Patuloy na koordinasyon ng Barangay at MDRRMO ng Munisipyo</p> <p>Patuloy na koordinasyon sa evacuation center</p> <p>Maagang pagpalipat sa mga evacuation center ng mga taong may kapansanan, mga matatanda, at</p>	<p>Pagsisirena at paglilibot ng BFP sa carline Barangays</p> <p>Refer to Critical Preparedness Action Titignan ni Mayor and MDRRMO ang mga kritikal na pagkasunod-sunod ng preparedness action.</p>	<p>Communication and Warning</p> <p>Mayor, MDRRMO</p> <p>MDRRMO</p>

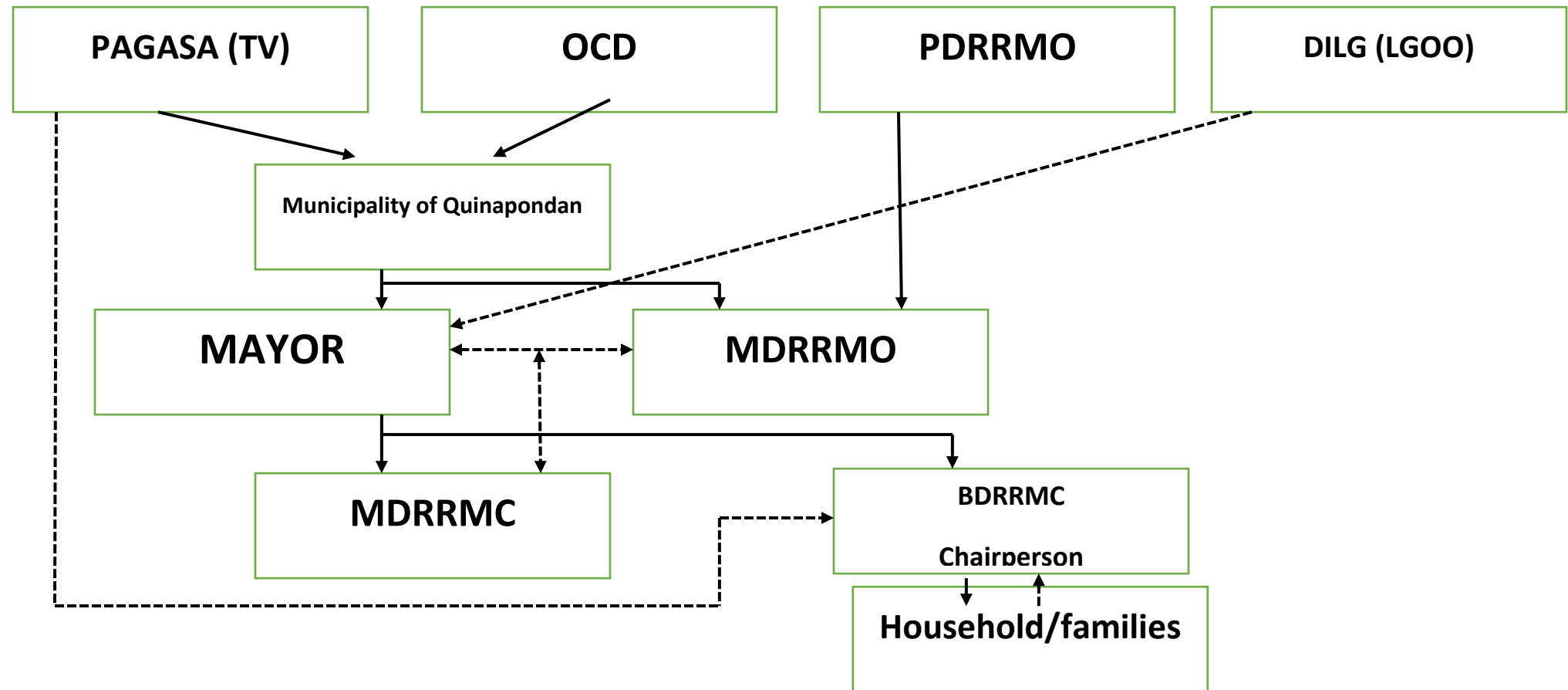
Alert Level	Sitwasyon / Senyales	Warning Signal / PAALALA	Gagawin ng BDRRMC	Gagawin ng MDRRMC	Office/person-in-charge/Tanggapan o taong nakatalaga
	<p>mangyari ang kalamidad</p> <p>Public Storm Warning Signal (PSWS) # 1 Advisory from PAGASA, OCD</p> <p>Lakas ng pagbuhos ng ulan -Yellow rainfall advisory</p> <p>Indigenous Warning:</p> <p>Paglabas ng tamaw-tamaw (wild duck) (at gukoy (small crabs), migrating birds tulad ng balinsayaw at cranes (Atalabong)</p> <p>Yellow – Maglagay ng dilaw na tela sa ilalim ng tulay</p> <p>REFERENCE! Operation Listo – Alpha, Bravo, Charlie</p>	<p>Text blasts</p> <p>Paggamit ng megaphone habang naglilibot ang mga sasakyang nakalaan. Tulad ng ambulansya, fire truck, patrol car na may dalang dilaw n tela</p>	<p>mga nagdadalang tao</p> <p>Patuloy na pagbibigay ng serbisyong pang medical sa mga bulnerableng sector na nangangailangan</p> <p>Panatilihin ang katahimikan at seguridad ng mga evacuees sa loob ng evacuation center at pribadong bahay.</p> <p>Parating nakahanda ang mga sasakyan sa oras ng pangangailangan ng mga evacuees</p> <p>Patuloy na maging aktibo ang bawat committee</p>	<p>Makipag-ugnayan sa Provincial at Pang rehiyon na ahensya</p> <p>Nakahanda ang Camp management and relief clusterna nakatalaga sa Evacuation center</p> <p>Nakahanda ang mga sasakyan sa oras ng pangangailangan</p> <p>Patuloy na pagbibigay ng Babala</p> <p>Pagbibigay ng pre-emptive Evacuation sa mga nasa delikadong Barangay lalo na ang mga bulnerableng sector bata, matatanda, may kapansanan, buntis, at malapit sa baybayin</p> <p>Maagang paghahanda ng pagkain at Logistics (refer to LISTO)</p>	<p>Evacuation and relief Operation</p> <p>Transportation</p> <p>Communication and Warning</p> <p>Safety and Security, Evacuation and relief, Transportation, Logistics, BDRRMC, Health</p> <p>Logistics</p>
2	<p>Malakas na ulan sa matataas na lugar. Abot tuhod ang tubig ayon sa ulat ng Poblacion Barangay 7. Umapaw na ang baha na umabot sa kalsada at magkakalapit na Barangay(1,2,3,4,5,6, San Pedro (Makipag</p>	<p>Paggamit ng “one-way radio” para ipaalam Sa mga barangays</p> <p>Pagtaas ng Orange na tela sa Operation Center at pagbabandilyo sa mga Barangays</p> <p>Text blasts</p>	<p>Pagbibigay payo sa mga taong ayaw umalis sa kanilang tahanan.</p> <p>Patuloy na pag monitor ng panahon</p> <p>Pagpapasunod ng mga gawain habang nasa evacuation centers. Kasama ang mga Emergency Response Team</p>	<p>Paglalagay ng orange na tela sa munisipyo</p> <p>Refer to critical Preparedness Action</p> <p>Makipag-ugnayan sa Probinsyal at panrehiyon na ahensya Forced /Assisted evacuation of high and medium risk areas</p> <p>Patuloy na operasyon ng iba’t-</p>	<p>Communication and Warning</p> <p>Safety and Security, Transportation, Emergency medical service, search and rescue, logistics, Evacuation and Relief Operation</p>

Alert Level	Sitwasyon / Senyales	Warning Signal / PAALALA	Gagawin ng BDRRMC	Gagawin ng MDRRMC	Office/person-in-charge/Tanggapan o taong nakatalaga
	<p>ugnayan sa ESAMELCO)</p> <p>Public Storm Warning Signal (PSWS) # 2 Advisory from PAGASA, OCD</p> <p>Lakas ng pagbuhos ng ulan -Orange Rainfall Advisory</p> <p>Orange – Maglagay ng dilaw na tela sa ilalim ng tulay</p> <p>REFERENCE! Operation Listo – Alpha, Bravo, Charlie</p>	<p>Paggamit ng sirena at megaphone</p> <p>Pagbigay ng iba’t-ibang tunog ayon sa digre ng impormasyon ukol sa lakas ng bagyo.habang nga iikot ang available na sasakyan (ambulansya, fire truck, sasakyan ng pulis) na may orange tela</p>	<p>(ERT), patuloy na pagnabantay ng seguridad ng mga tao sa evacuation center ng buong Barangay</p> <p>Patuloy na pagbigay ng seguridad sa mga residente na nasa ligtas na lugar</p> <p>Patuloy na pakikipag-ugnayan sa mga kinauukulan</p>	<p>ibang komitiba: camp management, relief, transportation, response and warning</p> <p>Patuloy na magmonitor</p> <p>Palagdaan ng kasulatan ang mga taong ayaw lumikas</p>	<p>Communication and Warning</p> <p>Search and rescue, MDRRMO, BDRRMC</p>
3	<p>Zero-Visibility situation. Waist-high flooding reported in Pob. 7, Flooding reported for barangays 1,2,3,4,5,6, San Pedro</p> <p>Public Storm Warning Signal (PSWS) #3-5 Advisory from PAGASA, OCD</p> <p>Lakas na pagbuhos ng ulan -Red Rainfall Advisory</p> <p>REFERENCE! Operation Listo – Alpha, Bravo, Charlie</p>	<p>Paggamit ng “one-way radio” para ipaalam Sa mga barangays</p> <p>Pagtaas ng Pulang Tela sa Operation Center</p> <p>Paggamit ng sirena sa Operation Centerat Pagbigay ng iba’t-ibang tunog ayon sa digre ng impormasyon ukol sa lakas ng bagyo</p> <p>Text blasts</p>	<p>Kung may signal pa ay patuloy pa rin ang komunikasyon sa Munisipyo/ MDRRMO tungkol sa sitwasyon at mag update</p> <p>Nakahanda ang medical/ health committee para sa pagbibigay ng maagap na serbisyong pang medical</p>	<p>Paglalagay ng pulang tela sa Munisipyo</p> <p>Refer to Critical Preparedness Action</p> <p>Coordination with provincial and regional government/agencies</p> <p>Patuloy na operasyon ng camp management at relief</p> <p>Continued monitoring</p>	<p>MDRRMO</p> <p>Communication and Warning</p> <p>Evacuation and relief, logistics, health, medical, Comms and Warning, safety and security</p>

Alert Level	Sitwasyon / Senyales	Warning Signal / PAALALA	Gagawin ng BDRRMC	Gagawin ng MDRRMC	Office/person-in-charge/Tanggapan o taong nakatalaga
SAFE	<p>Advisory mula sa PAGASA</p> <p>Advisory mula sa MDRRMC</p> <p>Indigenous signs: Pagtila-ok ng mga tandang, pagbabalikan ng mga ibon, ludang na</p>	<p>Radio</p> <p>Text blasts</p> <p>Maghintay ng announcement mula sa Mayor or MDRRMO sa evacuation centers</p> <p>Pagbabandilyo at pagtataas ng green flag sa OpCen at pag iikot ng firetruck or service vehicle para ipaalam na safe na</p>	<p>Pagdeklara nga SAFE LEVEL ngan paghatag hin mando nga pwede na bumalik ha tagsa-tagsa nga panimalay an mga nag ebakwet</p> <p>Magbuhat han damage assessment ha barangay ngan clearing operation, Search and Rescue kon kinahanglaon</p> <p>Mag-ayad han mga naruba nga pasilidad han Barangay sugad han tubig ngan kuryente og han iba pa</p> <p>Padayon nga pakipagsumpayan ha MDRRMO hiton Munisipyo para han mga possible nga panginahanglan ha Barangay</p>	<p>Paglalagay ng Blue flag sa Munisipyo</p> <p>Convening of MDRRMC to update reports on lifelines, number of evacuees, overall condition of the municipality with representatives from BDRRMCs</p> <p>RDANA, PDANA</p> <p>Clearing operations/restoration of critical facilities, lifelines (water, electricity, communication, roads)</p> <p>Search, Rescue and Retrieval Relief: Psychosocial support</p>	<p>MDRRMC Members and Committee involve</p> <p>RDANA and PDANA team</p> <p>Recovery and rehabilitation, Security and safety, Search and Rescue, Retrieval, logistics, transportation and warning, medical, health, evacuation and relief</p>

Quinapondan Municipal Simulation for Typhoon and Flooding

MUNICIPAL COMMUNICATION PROTOCOL



Alert level 1	Transportation	Medical, health and sanitation	Supplies and logistics		Evacuation/Relief/Emergency Response and Rehabilitation
Alert level 2	Transportation	Medical, health and sanitation	Supplies and logistics	Search, Rescue and Retrieval	Evacuation / Relief
Alert level 3		Medical, health and sanitation	Supplies and logistics	Search, Rescue and Retrieval (for flooding w/o typhoon)	Relief
SAFE	Transportation	Medical, health and sanitation	Supplies and logistics	Search, Rescue and Retrieval	Rehabilitation/Relief

Republic of the Philippines
Province of Eastern Samar
MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE
2NDFloor Municipal Building, Brgy. 02, Quinapondan E. Samar

**POST-ACTIVITY ACCOMPLISHMENT REPORT ON THE CONDUCT OF EMERGENCY
RESPONSE TEAM REFRESHER COURSE**

September 25, 2019

I. RATIONALE

Republic Act 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 mandates the Local Government Units to be in the frontline of disaster prevention and mitigation, preparedness and response to ensure the safety and security of their respective constituents.

The law likewise requires the LGUs to create their own Emergency Response Teams and build their capacities in responding to local emergencies and disasters.

Although the Municipal ERT members were already capacitated there still a need to enhance their knowledge and skills to ensure more timely, coordinated and effective response during disasters hence the conduct of this ERT Refresher Course.

II. ACTIVITY OBJECTIVES

The activity successfully attained the following objectives:

- Enhanced the knowledge, skills and abilities of the ERT members with the right procedure in dealing with emergency rescue situations and management in a pre-hospital setting.
- Demonstrated the skills of ERT members on Emergency Medical procedure and Emergency Rescue should an unfortunate event or incident occurs.
- Familiarized the ERT members on ICS operationalization.

III. COURSE DESCRIPTION

Said Refresher Course was a 2 day (FA-BLS) First Aid & Basic Life Support for Emergency Response Team activity which employed lectures, focused group discussions, demonstrations and practical exercises in simulated areas. After completion of the program each participant demonstrated competently said refresher course.

IV. METHODOLOGY

The following methodologies were employed which resulted to maximum learning and enhanced skills of the ERT members:

Focused Group Discussions

- Demonstrations
- Practical Simulations

V. PARTICIPANTS

The Emergency Response Team Refresher Course was attended by all members of Quinapondan Rescue Unit.

VII. DATE AND VENUE

Said refresher course was held at the Municipal Port, Brgy. Sto. Nino, Quinapondan, Eastern Samar and at the National Highway.

IX. MONITORING AND EVALUATION

Part of the ERT Refresher Program shall be the conduct of simulations and drills on semestral basis to further enhance their competencies as emergency responders.

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