

Local Government Units

DISASTER PREPAREDNESS MANUAL

Checklist for MLGOOs, COPs and FMs



**LGU's DISASTER PREPAREDNESS MANUAL
CHECKLIST FOR MLGOOs, COPs, AND FMOs**

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Department of the Interior and Local Government

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2 MESSAGE FROM THE DILG SECRETARY

While we as a country and as a people have shown great resilience in dealing with and recovering from disasters, the time has come for us to take a more proactive approach to the challenge.

Local Government Units (LGUs) are the frontliners in the response to any natural disaster, as mandated by law. LGUs are the most familiar with their terrain and resources, the ones that interact directly with citizens. Every adverse weather phenomenon brings unique effects to a community, which accounts for the differences in planning for such encounters among LGUs.

The Department of the Interior and Local Government seeks to strengthen the capacity while preserving the flexibility of LGUs in responding to disasters in their areas.

There are, however, certain basic precautions that are considered to be the minimum necessary for any sort of calamity. As part of our mandate to assist LGUs in executing their tasks, the DILG has come up with OPLAN Listo, of which this manual is one of the components.

This manual assists LGUs in formulating disaster preparedness plans, allowing them to know if they are ready, and what they need to do to meet the minimum levels of readiness. This also assists them in planning responses to typhoons and clarifying what they need and can ask from DILG to reinforce their capacity long before any typhoon arrives.

A checklist is also provided to LGUs from the time a typhoon poses a looming threat in the horizon, to the time it arrives in the locality.

This ensures that LGUs are taking the correct steps in responding to the typhoon and its aftermath. The 48 hours between a typhoon's entry into the Philippine Area of Responsibility (PAR) and its landfall is tense and busy, which can lead to errors that can be easily avoided. This checklist is the tool to minimize those mistakes that may cost lives and grave destruction to properties. Collectively, we must not tolerate haphazard preparations that lead to unnecessary death and destruction.

I urge all Chief Executives of LGUs to make good use of this tool in aligning and improving your unique plans and preparations. Disaster management is a serious business; we owe it to our people to protect them to the best of our abilities. Let us be systematic, thorough, and decisive in planning and implementing disaster preparedness efforts. Let us not leave anyone behind.

Maraming salamat po at mabuhay!

MAR A. ROXAS

DILG Secretary and Vice Chairperson for Disaster Preparedness,
National Disaster Risk Reduction & Management Council (NDRRMC)

4 INTRODUCTION

The Municipal Local Government Operations Officers (MLGOOs), Chief of Police (COPs), and Fire Marshalls (FMs) will be responsible in supporting the Local Chief Executives (LCEs) on his or her disaster preparedness actions. It is designed for them as a counterpart of the LCEs' actions (before, after, and during a disaster) in the Checklist of Minimum Critical Preparations for Mayors. The manual is composed of fill-in-the-blanks and checklist that can be used during early preparations, meetings, and disaster response.

It is also important for the MLGOOs, COPs, and FMs to understand the Checklist of Minimum Critical Preparations for Mayors. See Annex H (Disaster Preparedness Manual Quick Guide). This will guide them in assisting the Mayors in working with the Critical Preparedness Action (Alpha, Bravo and Charlie) where the LGU belongs. In this manual, the MLGOOs have their own reference boxes that correspond to the reference boxes in the Checklist of Minimum Critical Preparations. (See Sample screenshot)

For MLGOOs

A

BOX A: LIST OF DIRECTIVES DURING A DISASTER

Advisory received
1. Time: _____ 2. From: _____

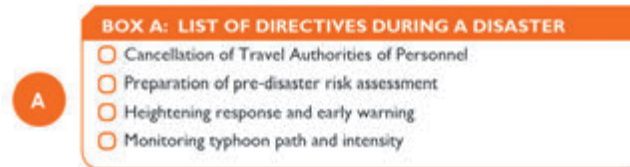
The Mayor cancelled Travel Authorities of Personnel
1. Time: _____ 2. Hours after the receipt of advisory _____

Post-disaster plan
1. To be prepared by: _____
2. Deadline: _____
3. Activity where the plan was prepared: _____

Managing donations and reliefs

NAME OF DONOR	KIND OF DONATION (ITEM)	QUANTITY	REMARKS
1.			
2.			
3.			
4.			
5.			

(Post this)



For Mayors

Meanwhile, there is also a checklist for the COPs and FMs:

CONTINUE OPERATIONS	
COP	FM
<input type="checkbox"/> Coordinate with DRRMO in assessing if affected communities are safe and ready to be occupied again	<input type="checkbox"/> Conduct SAR
<input type="checkbox"/> Continue ensuring the safety of routes of the returning evacuees	<input type="checkbox"/> Deliver potable water to the evacuation center
<input type="checkbox"/> Continue providing updates on status of public safety	<input type="checkbox"/> Continue providing updates on readiness of personnel and equipment
<input type="checkbox"/> Continue providing updates on readiness of personnel and equipment	<input type="checkbox"/> Continue mobilizing volunteers (Tanods, BPATs, Kabalikat, Fire Brigade, Red Cross, NSTP, etc.)
	<input type="checkbox"/> Continue conduct of rescue and evacuation (if deemed necessary)

The Disaster Preparedness Manual (Checklist for MLGOOs, COPs and FMs) are also composed of minimum actions to be undertaken by its recipients. Hence, the MLGOOs, COPs and FMs are encourage to do more and customize it depending on the local context and conditions. Careful planning and preparation based on local hazard and risk maps are highly advised and regular monitoring re highly advised.



UPON ALERT

BEFORE (48 HOURS)

PREPARE

1. Issue Directives **A**

2. Convene the LDRRMC **B**

3. Prepare Administrative and Logistical Support

Activate ICS

Supply/Asset Management

Budget and Finance

Standby Supplies, Equipment, and Relief Goods

Prepare Cash Advance/Vouchers **F**

RESPOND

CLUSTER 1

Security, Lifeline, SRR
(PNP, BFP, Engineering,
Public Safety Office)

Search, Rescue, & Retrieval Teams

Security Teams

Medical Teams

Clearing Operations Teams

Mobilize Teams and Enlist Volunteers

Check Functionality of Equipment **C D E**

CLUSTER 2

Humanitarian
(MHO, MSWDO)

Evacuation/Camp Management

Mass Feeding and Relief Distribution

Prepare Evacuation Centers **I**

Estimate No. of Evacuees

CLUSTER 3

Information and
Awareness (Information
Officer/Media Relations)

Warning, Alerts, and Announcements

Issue Alert and Warn Communities **J**

MONITOR/ REPORT

- Monitor Alerts
- Coordinate Operations with Clusters 1, 2, and 3
- Gather Reports

K

(Continue to Monitor and Report)

ALPHA

MINIMUM CRITICAL PREPARATION



BEFORE (48 HOURS)

Standby Teams

Standby Teams

Possibility of:

- Suspension of Classes and Work
- Fishing & Sea Travel Ban

J

• ALL PREPARATIONS SHOULD BE DONE •

DURING AND AFTER

Continue SRR to Highly Vulnerable Areas

G

Secure Power/Water Supply and Communications

Start Patrolling

Preposition Medical Teams to Highly Vulnerable Areas

G

Standby Clearing Operations Teams

If necessary:

- Conduct SRR
- Restore Power, Water Supply, and Communications
- Continue Patrolling
- Conduct Clearing Operations

Advise the Public to Stay Indoors

If there are suspensions and bannings, consider lifting:

- Suspension of Classes and Work
- Fishing & Sea Travel Ban

- Monitor Alerts
- Coordinate Operations with Clusters 1, 2, and 3
- Gather Reports

K



UPON ALERT

BEFORE (48 HOURS)

PREPARE

1. Issue Directives **A**

2. Convene the LDRRMC **B**

3. Prepare Administrative and Logistical Support

Activate ICS

Supply/Asset Management

Budget and Finance

Check List of Resources Needed **C D E**

Check Inventory of Relief Goods/Supplies

Prepare Cash Advance/Vouchers **F**

RESPOND

CLUSTER 1

Security, Lifeline, SRR
(PNP, BFP, Engineering,
Public Safety Office)

Search, Rescue, and
Retrieval Teams

Security Teams

Medical Teams

Clearing Operations Teams

Mobilize Teams and
Enlist Volunteers

Check
Functionality
of Equipment **C D E**

Preposition
Teams & their
Equipment **C D E**

CLUSTER 2

Humanitarian
(MHO, MSWDO)

Evacuation/Camp Management

Mass Feeding and Relief Distribution

Prepare Evacuation
Centers **I**

Estimate No.
of Evacuees

Preposition Relief
Goods to the
Evacuation Centers

CLUSTER 3

Information and
Awareness (Information
Officer/Media Relations)

Warning, Alerts, and
Announcements

Issue Alert
and Warn
Communities **J**

Preemptive EVAC

Possibility of:
• Suspension of Classes & Work
• Fishing & Sea Travel Ban **J**

MONITOR/ REPORT

- Monitor Alerts
- Coordinate Operations with Clusters 1, 2, and 3
- Gather Reports **K**

(Continue to Monitor and Report)

BRAVO

MINIMUM CRITICAL PREPARATION



BEFORE (48 HOURS)

Procure

Deploy

Deploy Teams for Operations

H

Secure Power, Water Supply, and Communications

Consider Cutting off Power, Electric, and Water Supply Lines

Start Preemptive EVAC

G

Consider Forcible EVAC

Tap the AFP, Coast Guard, and Marina for Assistance

Prepare Listing/Profile of the Evacuees

Distribute Relief Packs and Conduct Mass Feeding

Consider Announcing Forcible EVAC

• ALL PREPARATIONS SHOULD BE DONE •

DURING AND AFTER

Standby Teams

Continue Operations

H

If Cut Off, Restore Power, Water Supply, and Communications

Determine Safety of Communities

Advise Evacuees to return to their communities

Procure Additional Relief Goods, if needed

Continue Relief Packs Distribution and Mass Feeding

Advise the Public to Stay Indoors

If there are suspensions and bannings, consider lifting:

- Suspension of Classes and Work
- Fishing & Sea Travel Ban

- Monitor Alerts
- Coordinate Operations with Cluster 1, 2, and 3
- Gather Reports

K



UPON ALERT

BEFORE (48 HOURS)

PREPARE

1. Issue Directives **A**

2. Convene the LDRRMC **B**

3. Prepare Administrative and Logistical Support

Activate ICS

Supply/Asset Management

Budget and Finance

Check List of Resources Needed **C D E**

Check Inventory of Relief Goods/Supplies

Prepare Cash Advance/Vouchers **F**

RESPOND

CLUSTER 1

Security, Lifeline, SRR
(PNP, BFP, Engineering,
Public Safety Office)

Search, Rescue, and
Retrieval Teams

Security Teams

Medical Teams

Clearing Operations Teams

Mobilize Teams and
Enlist Volunteers

Check
Functionality
of Equipment **C D E**

Preposition
Teams & their
Equipment **C D E**

CLUSTER 2

Humanitarian
(MHO, MSWDO)

Evacuation/Camp Management

Mass Feeding and Relief Distribution

Prepare Evacuation
Centers **I**

Estimate No.
of Evacuees

Preposition Relief
Goods to the
Evacuation Centers

CLUSTER 3

Information and
Awareness (Information
Officer/Media Relations)

Warning, Alerts, and
Announcements

Issue Alert
and Warn
Communities **J**

Preemptive EVAC

• Suspension of Classes & Work
• Fishing & Sea Travel Ban **J**

MONITOR/ REPORT

- Monitor Alerts
- Coordinate Operations with Clusters 1, 2, & 3
- Gather Reports **K**

(Continue to Monitor and Report)

CHARLIE

MINIMUM CRITICAL PREPARATION



BEFORE (48 HOURS)

Procure

Deploy

Deploy Teams for Operations

H

Secure Power, Water Supply, and Communications

Cut off Power, Electric, and Water Supply Lines

Start Preemptive EVAC

G

Forcible EVAC

Tap the AFP, Coast Guard, and Marina for Assistance

Prepare Listing/Profile of the Evacuees

Distribute Relief Packs and Conduct Mass Feeding

Announce Forcible EVAC

Stop traffic at landslide-prone areas

DURING AND AFTER

Buy Additional Resources as Needed

F

Deploy

Standby Teams

Continue Operations

H

Restore Power, Water Supply, and Communications

Determine Safety of Communities

Advise Evacuees to return to their communities

Procure Additional Relief Goods, if needed

Continue Relief Packs Distribution and Mass Feeding

Advise the Public to Stay Indoors

Consider lifting:
• Suspension of Classes and Work
• Fishing & Sea Travel Ban

• Monitor Alerts
• Coordinate Operations with Clusters 1, 2, and 3
• Gather Reports

K

• ALL PREPARATIONS SHOULD BE DONE •

BOX A: LIST OF DIRECTIVES DURING A DISASTER

Advisory received

1. Time: _____ 2. From: _____

The Mayor cancelled travel authorities of personnel

1. Time: _____ 2. Hours after the receipt of advisory _____

Post-disaster plan

1. To be prepared by: _____
2. Deadline: _____
3. Activity where the plan was prepared: _____

Managing donations and reliefs

NAME OF DONOR	KIND OF DONATION (ITEM)	QUANTITY	REMARKS
1.			
2.			
3.			
4.			
5.			
(Post this)			

BOX B: MEETING AGENDA IN CONVENING THE LDRRM C

Key points discussed:

A. Typhoon path

1. Municipality/City: _____
2. Name of typhoon: _____
3. Maximum speed (in kph): _____
4. Expected landfall (time): _____
5. Post a copy of the typhoon path in the command post.

B. Hazard/risk maps available

TYPE OF HAZARD/ RISK MAP AVAILABLE	BARANGAY	POPULATION	PROJECTED NO. OF FAMILIES TO BE EVACUATED			REMARKS
			EVACUATED TO ECS	TRANSFERRED TO RELATIVES / NEIGHBORS	AT HOME	
1.						
2.						
3.						
4.						
5.						

(Attach additional sheet/s if necessary)

C. Socio-economic and population data

Presented by: _____

Source: _____

Data as of: _____

B

BOX B: MEETING AGENDA IN CONVENING THE LDRPMC (CONT.)**D. Assigned Incident Commander**

1. Name: _____

2. Contact No.: _____

3. Command Post: _____

Assigned Sub-Incident Commander/s (if available)

1. Name: _____

2. Contact No.: _____

3. Command Post: _____

E. Plans for discussion and preparation

PLAN	PREPARED/PRESENTED BY	REMARKS
INCIDENT ACTION PLAN		
LDRPMC PLAN		
CONTINGENCY PLAN		
• VOLUNTEER MANAGEMENT		
• RESPONSE OPERATION		
• EVACUATION PLAN		
• RELIEF OPERATION		

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

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

Administrative and Logistical Support

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

Protocols and Agreements (Administrative and Logistical Support):

1. _____
2. _____
3. _____

CLUSTER I: SECURITY, LIFELINE, SRR

Search, Rescue, Retrieval Teams

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

B

BOX B: MEETING AGENDA IN CONVENING THE LDRPMC (CONT.)**Security Team**

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

Medical Team

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

Clearing Operations Team

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

B

BOX B: MEETING AGENDA IN CONVENING THE LDRMC (CONT.)**Other Team/s**

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

Protocols and Agreements (Security, Lifeline, SRR):

1. _____
2. _____
3. _____

**CLUSTER 2: HUMANITARIAN
Supply/Asset Management Team**

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

B

BOX B: MEETING AGENDA IN CONVENING THE LDRRMC (CONT.)**CLUSTER 2: HUMANITARIAN
Budget/Finance Team**

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

Other Team/s

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

Protocols and Agreements (Humanitarian):

1. _____
2. _____
3. _____

BOX B: MEETING AGENDA IN CONVENING THE LDRPMC (CONT.)**CLUSTER 3: INFORMATION AND AWARENESS****Other Team/s**

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

B

Protocols and Agreements (Information and Awareness):

1. _____
2. _____
3. _____

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

Monitoring and Reporting

Note: It is recommended that monitoring and reporting is done every four hours to facilitate real-time updates. However, this does not preclude immediate reporting if something is of pressing concern that needs to be reported.

MEMBERS	DESIGNATION / MAIN TASK	CONTACT NO.	LOCATION / POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

B

Protocols and Agreements (Monitoring and Reporting):

1. _____
2. _____
3. _____

Reporting Template:

DATE	TIME	STATUS/UPDATES	REMARKS/SPECIAL INSTRUCTIONS
1.			
2.			
3.			
4.			
5.			

BOX C: LIST OF RESOURCES NEEDED BY CLUSTER I (SRR TEAM)

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

SUPPLIES	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
First aid kits			
Inclusions:			
1. _____			
2. _____			
3. _____			
4. _____			
Vaccines			
1. _____			
2. _____			
Cadaver bags			
EQUIPMENT	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Boat			
Van			
Trucks			
Bus			
Ambulance			
Amphibian vehicle			
Backhoe			
Dump truck			

C

BOX C: LIST OF RESOURCES NEEDED BY CLUSTER I (SRR TEAM)*(Please be guided with the list of resources needed indicated in the Mayor's checklist)*

EQUIPMENT	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Fire trucks			
Crawler			
Tractor			
Scoop loader			
Siren			
Megaphone			
Whistle			
Two-way radio			
GPS device			
Other communication equipment			
Ropes			
Throw bags			
Search light/Flash light			

C

BOX C: LIST OF RESOURCES NEEDED BY CLUSTER I (SRR TEAM)*(Please be guided with the list of resources needed indicated in the Mayor's checklist)*

EQUIPMENT	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Protective gears - Helmet - Life vest			
Reflectorized vest			
Extrication kit - Spine board - Shovel - Chainsaw - Jack hammer - Alternative digging device			
Bolo			
Shovel			
Water Pump			
Mobile water treatment			
Caution tape			
K9 unit (if available)			

C

BOX C: LIST OF RESOURCES NEEDED BY CLUSTER I (SRR TEAM)*(Please be guided with the list of resources needed indicated in the Mayor's checklist)*

STOCKPILE	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Gasoline			
Extra batteries			
Portable generator, solar-powered generator, and flashlights			
Potable water			
Food pack <ul style="list-style-type: none"> - Rice - Canned goods - Noodles - Ready-to-eat meals 			

Note: List down insufficient resources (if there is any):

LIST OF SUPPLIES/EQUIPMENT/ STOCKPILE	NUMBER OF ITEMS NEEDED	SOURCE OF ITEM	REMARKS
1.			
2.			
3.			
4.			
5.			

(Attached additional sheet/s if necessary)

BOX D: LIST OF RESOURCES NEEDED BY CLUSTER 2 (HUMANITARIAN TEAM)

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

SUPPLIES	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Registration logbook			
EQUIPMENT	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Standby vehicles			
Megaphone			
Whistle			
Two-way radio			
Other communication equipment			
Flashlight			
TV or radio			
STOCKPILE	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
First aid kits			
Inclusions:			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

D

BOX D: LIST OF RESOURCES NEEDED BY CLUSTER 2 (HUMANITARIAN TEAM)*(Please be guided with the list of resources needed indicated in the Mayor's checklist)*

STOCKPILE	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Medicines: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
Food pack - Rice - Canned goods - Noodles - Ready-to-eat meals			
Potable water (in liter or gallons)			
Hygiene kit Inclusion - Soap - Shampoo - Alcohol - Toothbrush - Toothpaste - Sanitary pads - Deodorant			
Clothing - Jacket - Raincoat - Hard hat - Boots			

D

BOX D: LIST OF RESOURCES NEEDED BY CLUSTER 2 (HUMANITARIAN TEAM)

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

STOCKPILE	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Gasoline			
Extra batteries			
Portable generator			
Flashlights			
Beds			
Beddings			
Portable toilets			
Mosquito nets			

D

Note: List down insufficient resources (if there is any):

LIST OF SUPPLIES/ EQUIPMENT/ STOCKPILE	HOW MANY ADDITIONAL RESOURCES NEEDED?	WHO/WHAT AGENCY WILL I TAP FOR THE INSUFFICIENCY?	REMARKS
1.			
2.			
3.			
4.			
5.			
(Attached additional sheet/s if necessary)			

**BOX E: LIST OF RESOURCES NEEDED BY CLUSTER 3
(INFORMATION AND AWARENESS TEAM)**

DATA AND INFORMATION	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Maps <ul style="list-style-type: none"> - Hazard maps - Risk maps - Potential flush points maps 			
Directory/contact numbers of key local and national DRRM officials, TV and radio stations, school principals/administrators			
Copy of the advisory from PAGASA/CODIX			
Template of PSAs (Public Service Announcements)			
EQUIPMENT	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Centralized Hotline (operated and monitored by the Command Center)			
Vehicles			
Siren/Batingaw			
Telephone			
Fax machine			
Internet connection			
Megaphone			
Two-way radio			
GPS device			

E

BOX E: LIST OF RESOURCES NEEDED BY CLUSTER 3 (INFORMATION AND AWARENESS TEAM)

EQUIPMENT	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Other communication equipment			
Flashlight			
Transistor radio (single frequency)			
STOCKPILE	NUMBER OF UNITS AVAILABLE	POSITIONED AT	REMARKS
Gasoline			
Extra batteries			
Portable generator			

Note: List down insufficient resources (if there is any):

LIST OF SUPPLIES/ EQUIPMENT/ STOCKPILE	HOW MANY ADDITIONAL RESOURCES NEEDED?	WHO/WHAT AGENCY WILL I TAP FOR THE INSUFFICIENCY?	REMARKS
1.			
2.			
3.			
4.			
5.			
(Attached additional sheet/s if necessary)			

D

BOX F: GUIDELINES IN UTILIZING THE LDRRM FUND

1. Total LDRRM Fund for the year _____
2. Current available LDRRM Fund _____ as of _____
3. Reported by: _____

F

LIST OF ACTIVITIES/ PROGRAMS/ ACQUISITIONS	BUDGET ALLOTMENT	RESPONSIBLE DESIGNATED PERSON/ GROUP	PURPOSE	REMARKS
1.				
2.				
3.				
4.				
5.				

BOX G: HIGHLY VULNERABLE COMMUNITIES

LANDSLIDE-PRONE BARANGAYS					
BARANGAY	ACTUAL NO. OF FAMILIES EVACUATED	NO. OF INDIVIDUALS EVACUATED	TIME OF EVACUATION		REMARKS
			IN	OUT	
1.					
2.					
3.					
4.					
5.					

COASTAL AND ISLAND COMMUNITIES				
BARANGAY	ACTUAL NO. OF FAMILIES EVACUATED	TIME OF EVACUATION		REMARKS
		IN	OUT	
1.				
2.				
3.				
4.				
5.				

G

BOX G: HIGHLY VULNERABLE COMMUNITIES

COMMUNITIES NEAR RIVER BANKS AND WATERWAYS

BARANGAY	ACTUAL NO. OF FAMILIES EVACUATED	NO. OF INDIVIDUALS EVACUATED	TIME OF EVACUATION		REMARKS
			IN	OUT	
1.					
2.					
3.					
4.					
5.					

FLOOD-PRONE BARANGAYS

BARANGAY	ACTUAL NO. OF FAMILIES EVACUATED	TIME OF EVACUATION		REMARKS
		IN	OUT	
1.				
2.				
3.				
4.				
5.				

G

BOX H: GUIDELINES FOR THE DEPLOYMENT OF CLUSTER I TEAMS

(Please be guided with the deployment operations of each cluster indicated in the Mayor's Checklist on Critical Preparedness Actions)

SEARCH, RESCUE AND RETRIEVAL TEAM

Team Leader: _____

Contact No.: _____

UPON RECEIPT OF ALERT/BEFORE THE TYPHOON

ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Deliver potable water to the evacuation center		
Provide updates on readiness of personnel and equipment		
Mobilize volunteers (Tanods, BPATs, Kabalikat, Fire Brigade, Red Cross, NSTP, etc.)		
Conduct rescue and evacuation		
Other actions/activities		

DURING THE TYPHOON

ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Advise all teams to standby		
Other actions/activities		

H

BOX H: GUIDELINES FOR THE DEPLOYMENT OF CLUSTER I TEAMS

AFTER THE TYPHOON		
ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Deliver potable water to the evacuation center		
Continue providing updates on readiness of personnel and equipment		
Continue mobilizing volunteers (Tanods, BPATs, Kabalikat, Fire Brigade, Red Cross, NSTP, etc.)		
Continue conduct of rescue and evacuation		
Provide head count of injured, missing and other casualties		
Conduct retrieval of dead bodies		
Coordinate with funeral parlors to manage the dead		
Other actions/activities		

BOX H: GUIDELINES FOR THE DEPLOYMENT OF CLUSTER I TEAMS

SECURITY TEAM

Team Leader: _____

Contact No.: _____

UPON RECEIPT OF ALERT/BEFORE THE TYPHOON

ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Provide updates on status of public safety		
Maintain peace and order to prevent looting		
Secure jail facilities		
Patrol communities and evacuation centers		
Other actions/activities		

DURING THE TYPHOON

ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Advise all teams to standby		
Other actions/activities		

AFTER THE TYPHOON

ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Continue providing updates on status of public safety		
Continue maintaining peace and order to prevent looting		
Continue securing jail facilities		
Continue patrolling communities		
Other actions/activities		

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BOX H: GUIDELINES FOR THE DEPLOYMENT OF CLUSTER I TEAMS**MEDICAL TEAM**

Team Leader: _____

Contact No.: _____

UPON RECEIPT OF ALERT/BEFORE THE TYPHOON

ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Provide medical assistance to the evacuation centers and affected areas		
Ensure sufficient medicine/supplies in the evacuation centers and affected areas		
Provide psycho-social care to affected communities as needed		
Other actions/activities		

DURING THE TYPHOON

ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Advise all teams to standby		
Other actions/activities		

H

BOX H: GUIDELINES FOR THE DEPLOYMENT OF CLUSTER I TEAMS

AFTER THE TYPHOON		
ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Coordinate with district or provincial hospitals for admission of injured individuals		
Continue providing medical assistance to the evacuation centers and affected areas		
Continue ensuring sufficient medicine/supplies in the evacuation centers and affected areas		
Continue providing psycho-social care to affected communities as needed		
Other actions/activities		

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BOX H: GUIDELINES FOR THE DEPLOYMENT OF CLUSTER I TEAMS**CLEARING OPERATIONS TEAM**

Team Leader: _____

Contact No.: _____

UPON RECEIPT OF ALERT/BEFORE THE TYPHOON

ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Take down billboards		
Prune trees		
Clear canals		
Ensure unobstructed routes of other teams for faster delivery of relief goods/supplies/equipment		
Assess other structures or places as additional to the pre-identified evacuation centers/warehouses		
Ensure adequate markers that would guide evacuees and operation teams		
Other actions/activities		

DURING THE TYPHOON

ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Advise all teams to standby		
Other actions/activities		

H

BOX H: GUIDELINES FOR THE DEPLOYMENT OF CLUSTER I TEAMS

AFTER THE TYPHOON		
ACTIONS TO BE DONE	ACTUAL ACTIONS DONE	REMARKS
Cut uprooted trees		
Start clearing roads		
Assist SRR teams in searching for victims trapped in collapsed structures		
Continue ensuring the safety of routes of the returning evacuees		
Coordinate with electric and water cooperatives to repair damaged water and power lines		
Other actions/activities		

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BOX I: EVACUATION CENTER STANDARDS

A. STRUCTURE AND LOCATION

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

Guidelines for assessment and reporting

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

LOCATION	CAMP MANAGER/ CONTACT NO.	CAPACITY (NO. OF EVACUEES)	ACTUAL NO. OF ACCOMMODATED EVACUEES	REMARKS
1.				
2.				
3.				
4.				
5.				

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

LOCATION	RESPONSIBLE OFFICER/ CONTACT NO.	CAPACITY (NO. OF EVACUEES)	ACTUAL NO. OF ACCOMMODATED ANIMALS/ LIVESTOCK	REMARKS
1.				
2.				
3.				
4.				
5.				

BOX I: EVACUATION CENTER STANDARDS**B. AMENITIES**

	LOCATION/ POSITIONED AT	NO. OF UNITS	NO. OF BENEFITED EVACUEES	REMARKS
Toilet for men and women (1:50)/ Additional portable toilets				
<i>Guidelines for assessment:</i>				
- Separate toilet for PWDs				
- Consider designated area for LGBTs and assigned bathrooms (if available)				
- Well-lighted				
- Can be locked from inside				
- With proper ventilation				
- With water supply, pail/dipper and soap				
Generator sets				
Child, women, elderly and PWDs-friendly space				
Assembly area for relief distribution				
Consider designating couples/conjugal room				

BOX I: EVACUATION CENTER STANDARDS

	LOCATION/ POSITIONED AT	NO. OF UNITS	NO. OF BENEFITED EVACUEES	REMARKS
Community Kitchen				
<i>Guidelines for assessment:</i>				
Stove/fuel				
Kitchen utensils				
Water facilities				
Laundry space				
Boat garage for coastal barangays				

C. SERVICES

I. ON HEALTH AND NUTRITION

I.1 SUPPLIES/EQUIPMENT/ FACILITIES	LOCATION/ POSITIONED AT	NO. OF UNITS	NO. OF BENEFITED EVACUEES	REMARKS
Health Station/Clinic				
Breastfeeding Room				
<i>Basic drugs:</i>				
Medicines 1. _____ 2. _____ 3. _____				

BOX I: EVACUATION CENTER STANDARDS

I.I SUPPLIES/EQUIPMENT/ FACILITIES	LOCATION/ POSITIONED AT	NO. OF UNITS	NO. OF BENEFITED EVACUEES	REMARKS
Medical Supplies 1. _____ 2. _____ 3. _____				
Medical Equipments 1. _____ 2. _____ 3. _____				
Hygiene kit:				
Toothpaste				
Toothbrush				
Soap				
Shampoo				
Sanitary pad				
Diaper				

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BOX I: EVACUATION CENTER STANDARDS

SUPPLIES/EQUIPMENT/ FACILITIES	LOCATION/ POSITIONED AT	NO. OF UNITS	NO. OF BENEFITED EVACUEES	REMARKS
<i>Food packs:</i>				
Canned goods				
Ready-to-eat meals				
Noodles				
Water				
Milk for infants				
Contraceptives				

2. PERSONNEL

MEDICAL TEAM: DOCTORS, NURSES, MIDWIVES (IN THE EVACUATION AREA)

Team Leader: _____

Contact No.: _____

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

BOX I: EVACUATION CENTER STANDARDS**CREW (EMERGENCY MEDICAL SERVICES)**

Team Leader: _____

Contact No.: _____

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

TRAINED PSYCHO-SOCIAL SUPPORT RESPONDERS (AT LEAST TWO PER LGU-PCMB FROM DOH)

Team Leader: _____

Contact No.: _____

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

I

BOX I: EVACUATION CENTER STANDARDS**3. ON SECURITY
POLICE OFFICERS**

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

15 TANODS (BPAT/BERT)

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

BOX I: EVACUATION CENTER STANDARDS

15 TANODS (BPAT/BERT)

NAME	DESIGNATION	REMARKS
11.		
12.		
13.		
14.		
15.		

DESIGNATED PARKING SPACE/HELIBASE

LOCATION	CAPACITY (AREA IN METERS)	REMARKS
1.		
2.		
3.		
4.		
5.		

I

BEFORE ACTIONS

COP	FM
<input type="checkbox"/> Prepare teams and equipment	<input type="checkbox"/> Prepare teams and equipment

CONVENE THE LDRRMC

COP	FM
<input type="checkbox"/> Attend the LDRRMC meeting <input type="checkbox"/> Establish an advanced command post of the Disaster Incident Management Task Group (DIMG) when deemed necessary <input type="checkbox"/> Prepare and submit to the Mayor the security plan at the evacuation center <input type="checkbox"/> Prepare and submit to the Mayor the forced relocation/pre-emptive evacuation plan of residents in flood-prone/landslide-prone areas in coordination with corresponding LDRRMC and other concerned agencies	<input type="checkbox"/> Attend the LDRRMC meeting <input type="checkbox"/> Coordinate with other government agencies in the conduct of disaster response operation/support needed <input type="checkbox"/> Prepare & submit to the Mayor the required Action Plan <input type="checkbox"/> Prepare and submit to the Mayor the forced relocation/pre-emptive evacuation plan of residents in flood-prone/landslide-prone areas in coordination with corresponding LDRRMC and other concerned agencies

ACTIVATE ICS

COP	FM
<input type="checkbox"/> Alert/Activate Disaster Incident Management Task Group (DIMG) and Search, Rescue, and Retrieval (SRR) teams	<input type="checkbox"/> Alert/Activate Disaster Incident Management Task Group (DIMG) and Search, Rescue and Retrieval (SRR) teams

CHECK LIST OF RESOURCES NEEDED

COP	FM
<input type="checkbox"/> Update the Mayor on the availability of resources (personnel and equipment) for response <input type="checkbox"/> Secure emergency telecommunications equipment (i.e. bring down antennas)	<input type="checkbox"/> Update the Mayor on the availability of resources (personnel and equipment) for response

MOBILIZE TEAMS AND ENLIST VOLUNTEERS

COP	FM
<input type="checkbox"/> Declare heightened alert to PNP stations <input type="checkbox"/> Prepare the SRR team <input type="checkbox"/> Designate personnel who will assist in the medical, clearing, evacuation, camp management, and information dissemination operations	<input type="checkbox"/> Declare heightened alert to Fire stations <input type="checkbox"/> Prepare the SRR team <input type="checkbox"/> Designate personnel who will assist in the medical, clearing, evacuation, camp management, and information dissemination operations

CHECK THE FUNCTIONALITY OF EQUIPMENT

COP	FM
<input type="checkbox"/> Check the availability and functionality of resources in support to the SRR response and other operations	<input type="checkbox"/> Check the availability and functionality of resources in support to the SRR response and other operations

PREPOSITION TEAMS AND EQUIPMENT

COP	FM
Provide Mayor on the following updates: <ul style="list-style-type: none"> <input type="checkbox"/> Prepositioning of SRR teams <input type="checkbox"/> Prepositioning of personnel in assisting the clearing, evacuation, camp management and information dissemination operations <input type="checkbox"/> Availability of medical teams for timely and rapid response if needed <input type="checkbox"/> Inform the LCE the readiness of SRR equipment and supplies to support operational requirements <input type="checkbox"/> Update the Mayor on the operational readiness of personnel, equipment and supplies for SRR operations <input type="checkbox"/> Provide vehicular and personnel support (if necessary) for pre-emptive and force evacuation of communities/families 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide vehicular and personnel support (if necessary) for pre-emptive and force evacuation of communities/families <input type="checkbox"/> Update the Mayor on the operational readiness of personnel, equipment and supplies for SAR operations <input type="checkbox"/> Prepositioning of personnel in assisting the clearing, evacuation, camp management and information dissemination operations

DEPLOY TEAMS FOR OPERATIONS

Note: The actions listed below are the same actions included in the Box H on the Mayor's Checklist on Critical Preparedness Actions Manual. These actions are subdivided to assigned office accordingly.

COP	FM
UPON RECEIPT OF ALERT/BEFORE THE TYPHOON <ul style="list-style-type: none"> <input type="checkbox"/> Provide updates on readiness of personnel and equipment <input type="checkbox"/> Mobilize volunteers (Tanods, BPATs, Kabalikat, Fire Brigade, Red Cross, NSTP, etc.) <input type="checkbox"/> Coordinate with the Mayor and the PNP higher headquarters to forward the deployment of the PPPOs/PROs SRR team <input type="checkbox"/> Provide updates on status of public safety <input type="checkbox"/> Maintain overall peace and order <input type="checkbox"/> Conduct patrol/police visibility in vacated areas and establishments prone to looting <input type="checkbox"/> Secure jail facilities <input type="checkbox"/> Provide security measures to abandoned houses and properties and to operationalize the security system in the evacuation centers 	UPON RECEIPT OF ALERT/BEFORE THE TYPHOON <ul style="list-style-type: none"> <input type="checkbox"/> Conduct draining (siphoning) of flood waters and vital road networks <input type="checkbox"/> Conduct cleaning/flushing of vital structures <input type="checkbox"/> Deliver potable water to the evacuation center <input type="checkbox"/> Take down billboards <input type="checkbox"/> Prune trees <input type="checkbox"/> Clear canals <input type="checkbox"/> Ensure unobstructed routes of other teams for faster delivery of relief goods/supplies/equipment <input type="checkbox"/> Assess other structures or places as additional to the pre-identified evacuation centers/warehouses <input type="checkbox"/> Ensure adequate markers that would guide evacuees and operation teams

DEPLOY TEAMS FOR OPERATIONS (Continuation)

COP	FM
<p>DURING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advise teams to standby <p>AFTER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue providing updates on status of public safety <input type="checkbox"/> Continue maintaining peace and order to prevent looting <input type="checkbox"/> Continue patrolling communities <input type="checkbox"/> Continue securing jail facilities <input type="checkbox"/> Assist in overall operations (SRR, Security, Medical and Clearing) 	<p>DURING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advise teams to standby <p>AFTER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue providing updates on readiness of personnel and equipment <input type="checkbox"/> Continue mobilizing volunteers (Tanods, BPATs, Kabalikat, Fire Brigade, Red Cross, NSTP, etc.) <input type="checkbox"/> Continue conduct of rescue and evacuation <input type="checkbox"/> Provide head count of injured, missing and other casualties <input type="checkbox"/> Conduct retrieval of dead bodies <input type="checkbox"/> Coordinate with funeral parlors to manage the dead

START PRE-EMPTIVE EVACUATION

COP	FM
<ul style="list-style-type: none"> <input type="checkbox"/> Deploy police personnel to provide security and assist in the pre-emptive evacuation <input type="checkbox"/> Coordinate with other teams (security, medical and clearing operation teams) 	<ul style="list-style-type: none"> <input type="checkbox"/> Deploy fire marshals to assist in the pre-emptive evacuation <input type="checkbox"/> Coordinate with other teams (security, medical and clearing operation teams)

FORCIBLE EVACUATION

COP	FM
<input type="checkbox"/> Deploy Police Officers to provide security and assist in the forcible evacuation	<input type="checkbox"/> Deploy Fire Marshalls to assist in the forcible evacuation
<input type="checkbox"/> Coordinate with other teams for operation (security, medical and clearing operation teams)	<input type="checkbox"/> Coordinate with other teams for operation (security, medical and clearing operation teams)

CUT OFF POWER/ELECTRIC AND WATER SUPPLY LINES

COP	FM
<input type="checkbox"/> Cut-off power/electric and water supply in the identified/affected areas	<input type="checkbox"/> Cut-off power/electric and water supply in the identified/affected areas

CONTINUE OPERATIONS

COP	FM
<input type="checkbox"/> Coordinate with DRRMO in assessing if affected communities are safe and ready to be occupied again	<input type="checkbox"/> Conduct SRR
<input type="checkbox"/> Continue ensuring the safety of routes of the returning evacuees	<input type="checkbox"/> Deliver potable water to the evacuation center
<input type="checkbox"/> Continue providing updates on status of public safety	<input type="checkbox"/> Continue providing updates on readiness of personnel and equipment
<input type="checkbox"/> Continue providing updates on readiness of personnel and equipment	<input type="checkbox"/> Continue mobilizing volunteers (Tanods, BPATs, Kabalikat, Fire Brigade, Red Cross, NSTP, etc.)
	<input type="checkbox"/> Continue conduct of rescue and evacuation (if deemed necessary)

CONTINUE OPERATIONS (CONTINUATION)

COP	FM
<input type="checkbox"/> Continue mobilizing volunteers (Tanods, BPATs, Kabalikat, Fire Brigade, Red Cross, NSTP, etc.)	<input type="checkbox"/> Provide headcount of injured, missing and other casualties
<input type="checkbox"/> Continue the conduct of rescue and evacuation (if deemed necessary)	<input type="checkbox"/> Conduct retrieval of dead bodies
<input type="checkbox"/> Provide headcount of injured, missing and other casualties	<input type="checkbox"/> Coordinate with funeral parlors to manage the dead
<input type="checkbox"/> Conduct retrieval of dead bodies	<input type="checkbox"/> Cut uprooted trees
<input type="checkbox"/> Coordinate with funeral parlors to manage the dead	<input type="checkbox"/> Start clearing roads
<input type="checkbox"/> Continue maintaining peace and order to prevent looting	<input type="checkbox"/> Search for victims trapped in collapsed structures
<input type="checkbox"/> Continue securing jail facilities	<input type="checkbox"/> Coordinate with electric and water cooperatives to repair damaged water and power lines and/or to restore supply
<input type="checkbox"/> Continue patrolling communities	

PREPARE EVACUATION CENTERS

COP	FM
<input type="checkbox"/> Coordinate with the Mayor and the MSWDO on the availability of personnel for deployment to EC <input type="checkbox"/> Provide security on the warehouses <input type="checkbox"/> Set up a WCPD at EC with a private space for intervening Sexual and Gender-Based Violence (SGBV) victims/child victims of violence, and victims of sexual abuse <input type="checkbox"/> Set up the PNP help desk in the EC	<input type="checkbox"/> Coordinate with the Mayor and the MSWDO on the availability of personnel for deployment to EC <input type="checkbox"/> Secure lifelines in the evacuation centers

PREPOSITION RELIEF GOODS IN THE EVACUATION CENTERS

COP	FM
<input type="checkbox"/> Coordinate with MSWDO on needed support <input type="checkbox"/> Provide security	<input type="checkbox"/> Coordinate with MSWDO on needed support <input type="checkbox"/> Secure needed lifelines

DISTRIBUTE RELIEF PACKS AND CONDUCT MASS FEEDING

COP	FM
<input type="checkbox"/> Provide security on distribution of relief goods/mass feeding	<input type="checkbox"/> Secure lifelines needed on distribution of relief goods/mass feeding

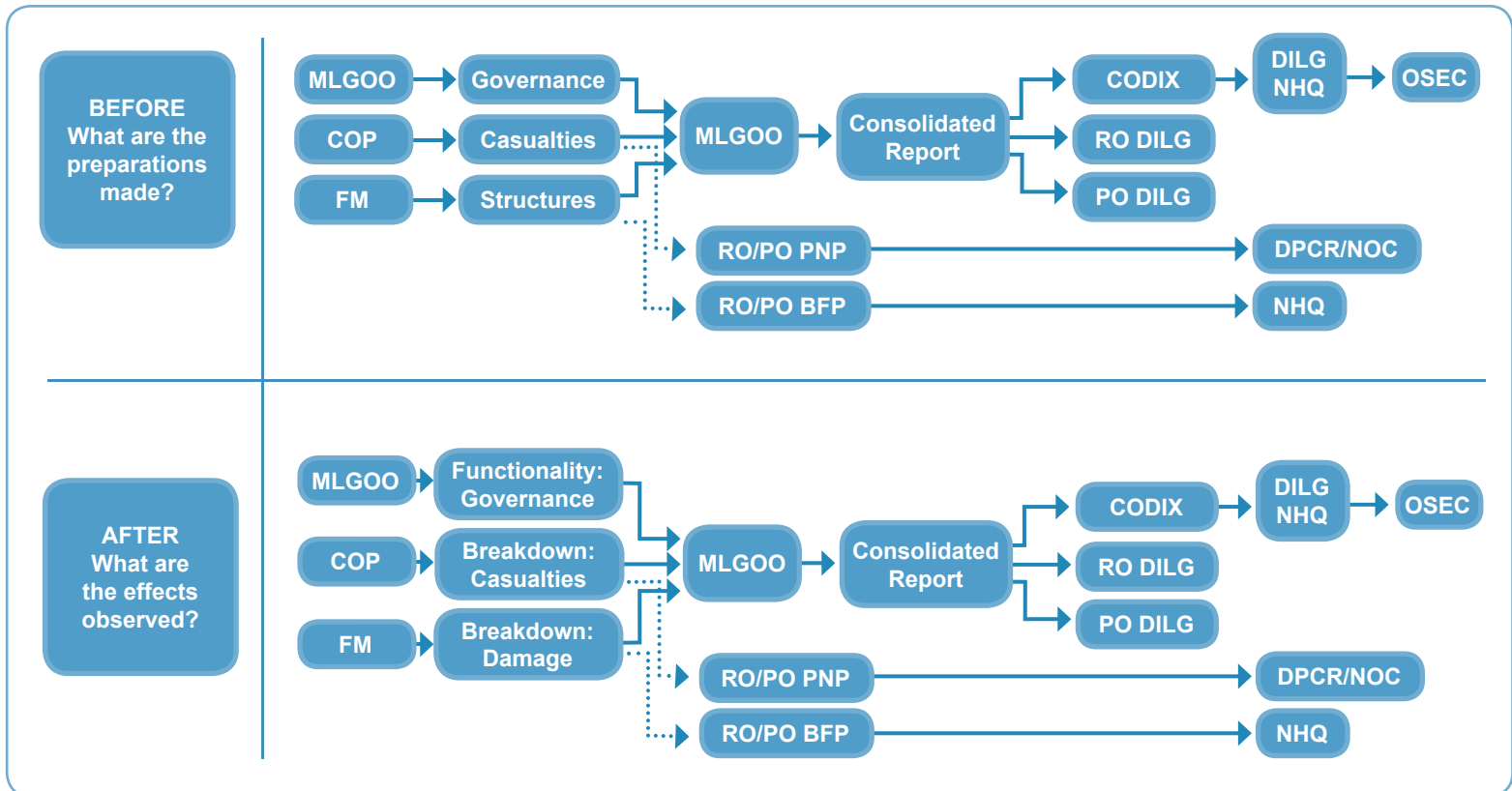
ISSUE ALERT/WARN COMMUNITIES

COP	FM
<input type="checkbox"/> Assist the Mayor in alerting residents on the previously established warning system <input type="checkbox"/> Patrol car sirens <input type="checkbox"/> Ringing the church bells <input type="checkbox"/> Use of megaphones <input type="checkbox"/> Local radio broadcast	<input type="checkbox"/> Alert first responder families on their own family emergency plan

MONITOR ALERTS

Note: It is recommended that monitoring and reporting is every four hours to facilitate real-time updates. However, this does not preclude immediate reporting if something is of pressing concern that needs to be reported.

COP	FM
<input type="checkbox"/> Provide regular updates on status of public safety to the Mayor <input type="checkbox"/> Provide the MLGOOs/LGU updates on the peace and order situation in the area <input type="checkbox"/> Monitor the following: <ul style="list-style-type: none"> <input type="checkbox"/> Status of weather bulletin <input type="checkbox"/> Activation of Early Warning Systems <input type="checkbox"/> Continued support on evacuation to PBs 	<input type="checkbox"/> Submit to MLGOO the following reports on: <ul style="list-style-type: none"> <input type="checkbox"/> Lifelines <input type="checkbox"/> Infrastructures inventory <input type="checkbox"/> Medical and SRR support <input type="checkbox"/> Monitor the following: <ul style="list-style-type: none"> <input type="checkbox"/> Status of weather bulletin <input type="checkbox"/> Activation of Early Warning Systems <input type="checkbox"/> Continued support on evacuation to PBs



- a. **Adaptation** — the adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.
- b. **Capacity** — a combination of all strengths and resources available within a community, society or organization that can reduce the level of risk, or effects of a disaster. Capacity may include infrastructure and physical means, institutions, societal coping abilities, as well as human knowledge, skills and collective attributes such as social relationships, leadership and management. Capacity may also be described as capability.
- c. **Civil Society Organizations** or **CSOs** — non-state actors whose aims are neither to generate profits nor to seek governing power. CSOs unite people to advance shared goals and interests. They have a presence in public life, expressing the interests and values of their members or others, and are based on ethical, cultural, scientific, religious or philanthropic considerations. CSOs include non-government organizations (NGOs), professional associations, foundations, independent research institutes, community-based organizations (CBOs), faith-based organizations, people's organizations, social movements, and labor unions.
- d. **Community-Based Disaster Risk Reduction and Management** or **CBDRRM** — a process of disaster risk reduction and management in which at risk communities are actively engaged in the identification, analysis, treatment, monitoring and evaluation of disaster risks in order to reduce their vulnerabilities and enhance their capacities, and where the people are at the heart of decision-making and implementation of disaster risk reduction and management activities.
- e. **Contingency Planning** — a management process that analyzes specific potential events or emerging situations that might threaten society or the environment and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.
- f. **Disaster** — a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, Social and economic disruption and environmental degradation.
- g. **Disaster Mitigation** — the lessening or limitation of the adverse impacts of hazards and related disasters. Mitigation measures encompass engineering techniques and hazard-resistant construction as well as improved environmental policies and public awareness.

- h. Disaster Preparedness** — the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions. Preparedness action is carried out within the context of disaster risk reduction and management and aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response to sustained recovery. Preparedness is based on a sound analysis of disaster risk and good linkages with early warning systems, and includes such activities as contingency planning, stockpiling of equipment and supplies, the development of arrangements for coordination, evacuation and public information, and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities.
- i. Disaster Prevention** — the outright avoidance of adverse impacts of hazards and related disasters. It expresses the concept and intention to completely avoid potential adverse impacts through action taken in advance such as construction of dams or embankments that eliminate flood risks, land-use regulations that do not permit any settlement in high-risk zones, and seismic engineering designs that ensure the survival and function of a critical building in any likely earthquake.
- j. Disaster Response** — 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.
- Disaster response is predominantly focused on immediate and short-term needs and is sometimes called “disaster relief.”
- k. Disaster Risk** — the potential disaster losses in lives, health status, livelihood, assets and services, which could occur to a particular community or a society over some specified future time period.
- l. Disaster Risk Reduction** — the concept and practice of reducing disaster risks through systematic efforts to analyze and manage the causal factors of disasters, including through reduced exposures to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events.
- m. Disaster Risk Reduction and Management** — the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Prospective Disaster Risk Reduction and Management refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not put in place.
- n. Early Warning System** — the set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss. A people-centered early warning system

necessarily comprises four (4) key elements: knowledge of the risks; monitoring, analysis and forecasting of the hazards; communication or dissemination of alerts and warnings; and local capabilities to respond to the warnings received. The expression “end-to-end warning system” is also used to emphasize that warning systems need to span all steps from hazard detection to community response.

- o. **Emergency** — unforeseen or sudden occurrence, especially danger, demanding immediate action.
- p. **Emergency Management** — the organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps.
- q. **Exposure** — the degree to which the elements at risk are likely to experience hazard events of different magnitudes.
- r. **Geographic Information System** — a database which contains, among others, geo-hazard assessments, information on climate change, and climate risk reduction and management.
- s. **Hazard** — a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood and services, social and economic disruption, or environmental damage.
- t. **Land-Use Planning** — the process undertaken by public authorities to identify, evaluate and decide on different options for the use of land, including consideration of long-term economic, social and environmental objectives and the

implications for different communities and interest groups, and the subsequent formulation and promulgation of plans that describe the permitted or acceptable uses.

- u. **Mitigation** — structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation, and technological hazards and to ensure the ability of at-risk communities to address vulnerabilities aimed at minimizing the impact of disasters. Such measures include, but are not limited to, hazard-resistant construction and engineering works, the formulation and implementation of plans, programs, projects and activities, awareness raising, knowledge management, policies on land-use and resource management, as well as the enforcement of comprehensive land-use planning, building and safety standards, and legislation.
- v. **Post-Disaster Recovery** — the restoration and improvement where appropriate, of facilities, livelihood and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors, in accordance with the principles of “build back better.”
- w. **Preparedness** - pre-disaster actions and measures being undertaken within the context of disaster risk reduction and management and are based on sound risk analysis as well as pre-disaster activities to avert or minimize loss of life and property such as, but not limited to, community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring of assets, and public information and education initiatives. This also includes the development/enhancement of an overall preparedness strategy, policy, institutional

structure, warning and forecasting capabilities, and plans that define measures geared to help at-risk communities safeguard their lives and assets by being alert to hazards and taking appropriate action in the face of an imminent threat or an actual disaster.

- x. **Private Sector** — the key actor in the realm of the economy where the central social concern and process are the mutually beneficial production and distribution of goods and services to meet the physical needs of human beings. The private sector comprises private corporations, households and non-profit institutions serving households.
- y. **Rehabilitation** — measures that ensure the ability of affected communities/areas to restore their normal level of functioning by rebuilding livelihood and damaged infrastructures and increasing the communities' organizational capacity.
- z. **Resilience** — the ability of a system, community or society exposed to hazards to resist, absorb, accommodate and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions.
- aa. **Response** — any concerted effort by two (2) or more agencies, public or private, to provide assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected and in the restoration of essential public activities and facilities.
- ab. **Risk** — the combination of the probability of an event and its negative consequences.

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

ad. **State of Calamity** — a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard.

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

62 GLOSSARY OF TERMS, ACRONYMS, AND ABBREVIATIONS

ACDV	Accredited Community Disaster Volunteers
AFP	Armed Forces of the Philippines
AIP	Annual Investment Plan
BDRRMC	Barangay Disaster Risk Reduction and Management Council
BERTs	Barangay Emergency Response Teams
BFP	Bureau of Fire Protection
BJMP	Bureau of Jail Management and Penology
(DILG) BLGD	Bureau of Local Government Development
(DILG) BLGS	Bureau of Local Government Supervision
BPATs	Barangay Peacekeeping Action Teams
Brgy./Brgys.	Barangay/s
CBDRRM	Community-Based Disaster Risk Reduction and Management
CCA	Climate Change Adaptation
CCC	Climate Change Commission
CDV	Community Disaster Volunteers
C/MHO	City/Municipal Health Officer
CODIX	Central Office Disaster Information Coordinating Center
COP	Chief of Police
CPA	Critical Preparedness Action
DA	Department of Agriculture
DALA	Damage and Loss Assessment
DANA	Damage and Needs Assessment

DepEd	Department of Education
DILG	Department of the Interior and Local Government
DND	Department of National Defense
DOE	Department of Energy
DOH	Department of Health
DPWH	Department of Public Works and Highways
DSWD	Department of Social Welfare and Development
DTI	Department of Trade and Industry
EC	Evacuation Center
EO	Executive Order
EOC	Emergency Operation Center
FM	Fire Marshall
ICS	Incident Command System
LCCAP	Local Climate Change Action Plan
LCC	Local Chamber of Commerce
LDRRMC	Local Disaster Risk Reduction & Management Council
LDRRMMO	Local Disaster Risk Reduction & Management Office
LDRRMP	Local Disaster Risk Reduction & Management Plan
(DILG) LGA	Local Government Academy
LGU	Local Government Unit
LMP	League of Municipalities of the Philippines
LCP	League of Cities of the Philippines
LPP	League of Provinces of the Philippines

M/C/PDRMO	Municipal/City/Provincial Disaster Risk Reduction Management Office
M/CSWDO	Municipal/City Social Welfare and Development Officer
MDM	Management of the Dead and Missing
MGB	Mines and Geosciences Bureau
MLGOO	Municipal Local Government Operations Officer
MOA	Memorandum of Agreement
MoP	Management of the Pilgrims
NAMRIA	National Mapping and Resource Information Authority
(DILG) NBOO	National Barangay Operations Office
NDRRMC	National Disaster Risk Reduction and Management Council
NEDA	National Economic and Development Authority
NGA	National Government Agencies
NOAH (Project)	Nationwide Operational Assessment of Hazards
OCD	Office of Civil Defense
PAGASA	Philippine Atmospheric, Geophysical and Astronomical Services Administration
PAR	Philippine Area of Responsibility

PB	Punong Barangay
PDNA	Post-Disaster Needs Assessment
PDRA	Pre-Disaster Risk Assessment
PHIVOLCS	Philippine Institute of Volcanology & Seismology
PIA	Philippine Information Agency
PNP	Philippine National Police
PNRI	Philippine Nuclear Research Institute
PPO	Police Provincial Office
PRO	Police Regional Office
PWD	Person With Disability
RA	Republic Act
RDANA	Rapid Damage Assessment and Needs Analysis
TC	Tropical Cyclone
TSSP	Temporary Shelter for Stranded Pilgrims
SAR	Search and Rescue
SMS	Short Message Service
SRR	Search, Rescue, and Retrieval
ULAP	Union of Local Authorities of the Philippines
VMS	Volunteer Management System
WCPD	Women and Children Protection Desk

RA 7160 (LOCAL GOVERNMENT CODE)

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

RA 10121: DISASTER RISK REDUCTION AND MANAGEMENT ACT OF 2010

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

- a. Composition: The LDRRMC shall be composed of, but not limited to, the following
 - (1) The Local Chief Executives, Chairperson;
- b. The LDRRMCs shall have the following functions:
 - (1) Approve, monitor and evaluate the implementation of the LDRRMPs and regularly review and test the plan consistent with other national and local planning programs;
 - (2) Ensure the integration of Disaster Risk Reduction and Climate Change Adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;
 - (3) Recommend the implementation of forced or preemptive evacuation of local residents, if necessary; and
 - (4) Convene the local council once every three (3) months as necessary

THE MAYOR AND THE DRRM OFFICE**RA 10121: Disaster Risk Reduction and Management Act of 2010****Section 12. Local Disaster Risk Reduction and Management Office (LDRRMO)**

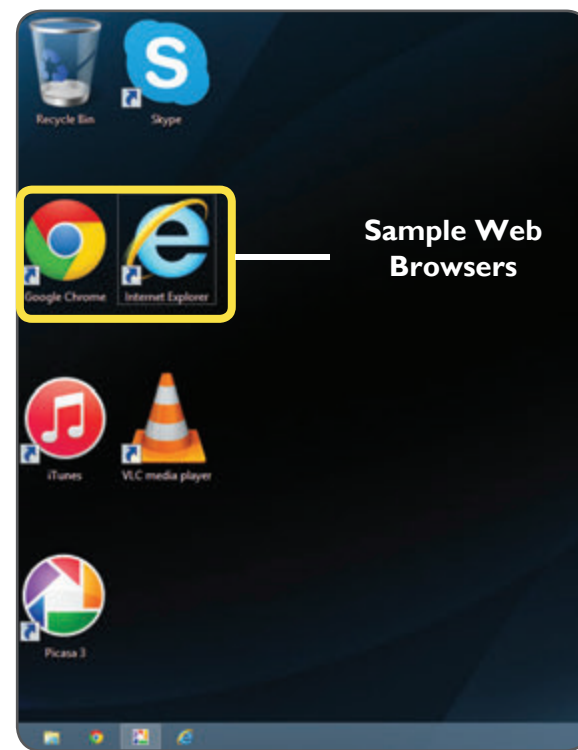
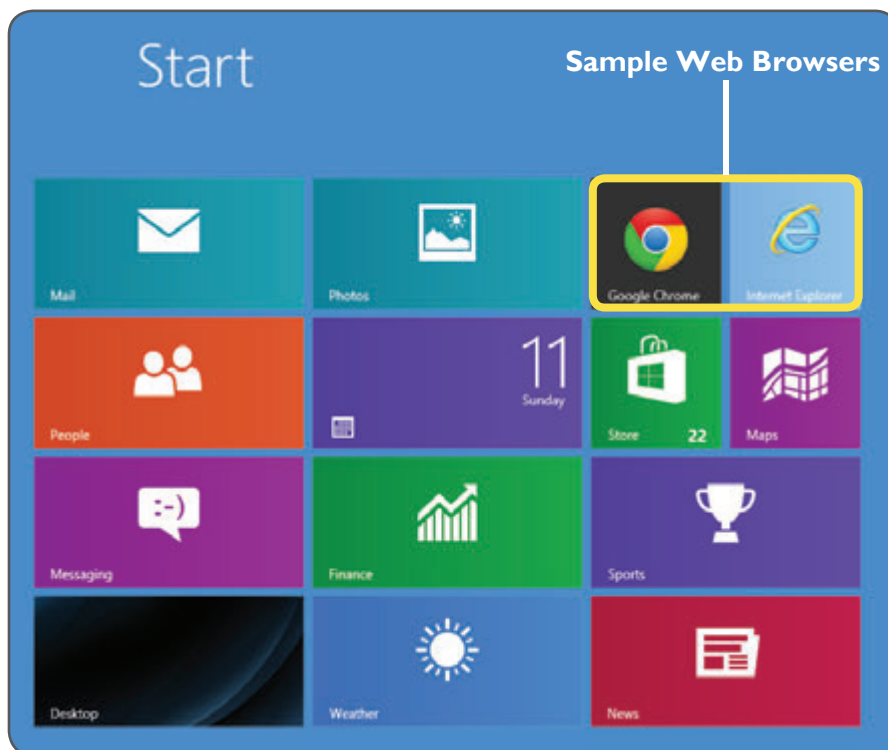
- a. There shall be established an LDRRMO in every province, city and municipality, and a Barangay Disaster Risk Reduction and Management Committee (BDRRMC) in every barangay which shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction.
- b. The LDRRMO shall be under the office of the governor, city or municipal mayor and the punong barangay in case of the BDRRMC. The LDRRMOs shall be initially organized and composed of a DRRMO to be assisted by three (3) staff responsible for: (1) administration and training; (2) research and planning; and (3) operations and warning. The LDRRMOs and the BDRRMCs shall organize, train and directly supervise the local emergency response teams and the ACDVs.

66 ANNEX B: ACCESS GUIDE TO THE PROJECT NOAH APPLICATION

STEP 1. Turn on your device or computer and log-in.

STEP 2. Click the **Start** button and find any Internet or Web Browsers installed on your computer.
Some of the popular web browsers are **Internet Explorer**, **Google Chrome**, **Mozilla Firefox**, **Safari** etc.

STEP 3. Click the web browser's shortcut icon to launch the web browser.



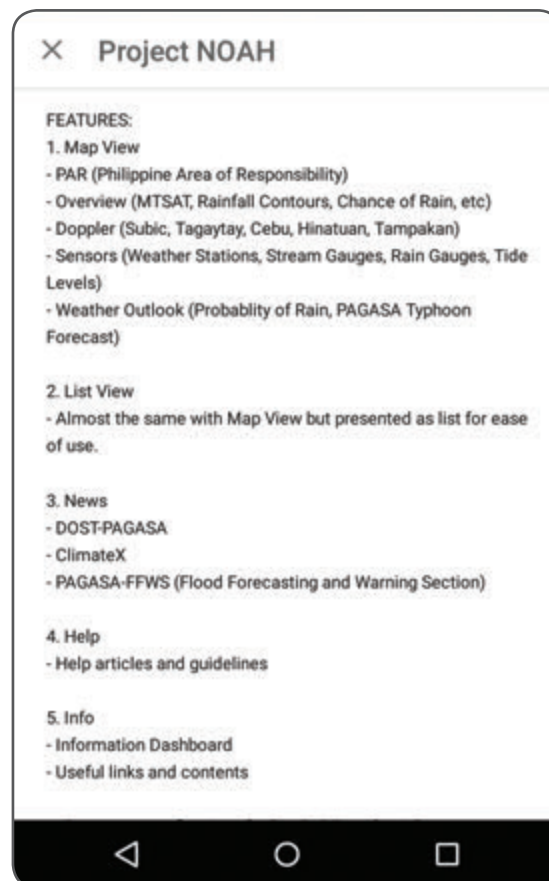
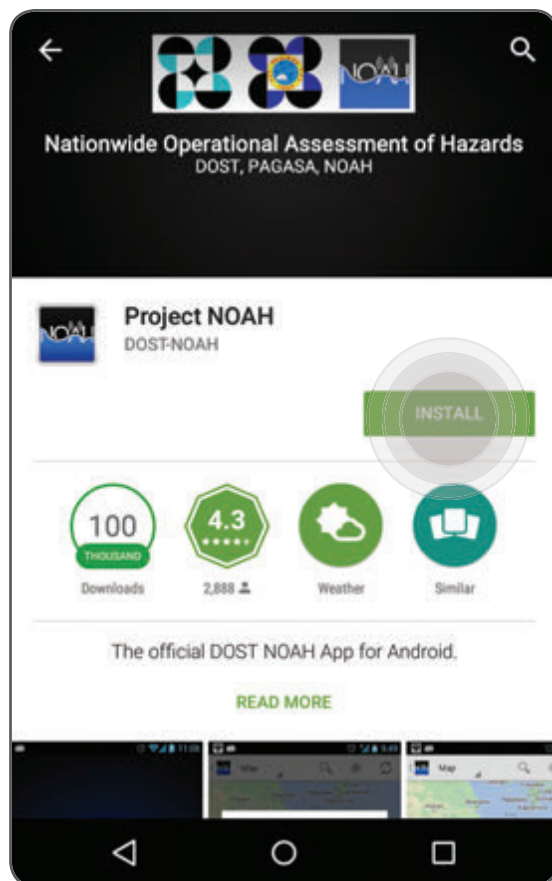
STEP 3. Once the browser opens up, type the website (e.g. www.pag-asa.dost.gov.ph) in the **address bar** and press the **enter key** from your keyboard.

STEP 4. You can now view the home page of your desired website.



68 ANNEX B: ACCESS GUIDE TO THE PROJECT NOAH MOBILE APPLICATION

STEP 1. Download and install the **Project NOAH** mobile application using your Android or iOS phones or tablets. (NOTE: Downloading the application requires internet connection.)






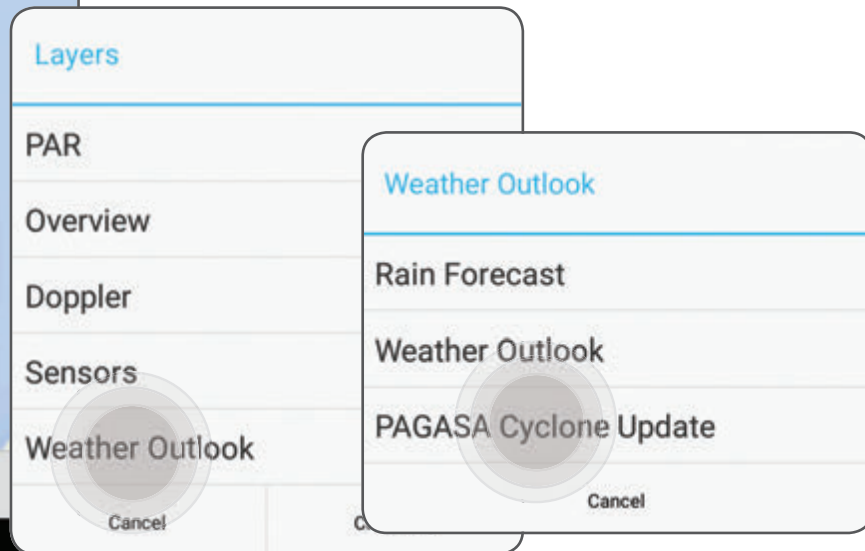
STEP 2. Open the **Project NOAH** mobile application and you will see the following default screen.



STEP 3. To check if there is an upcoming Low Pressure Area (LPA) formation or typhoon, you can use the the **Project NOAH's PAGASA Cyclone Update**.

For the PAGASA Cyclone Update:

- Click  **LAYERS**
- Click  **Weather Outlook**
- Click  **PAGASA Cyclone Update**








PAGASA Cyclone Update

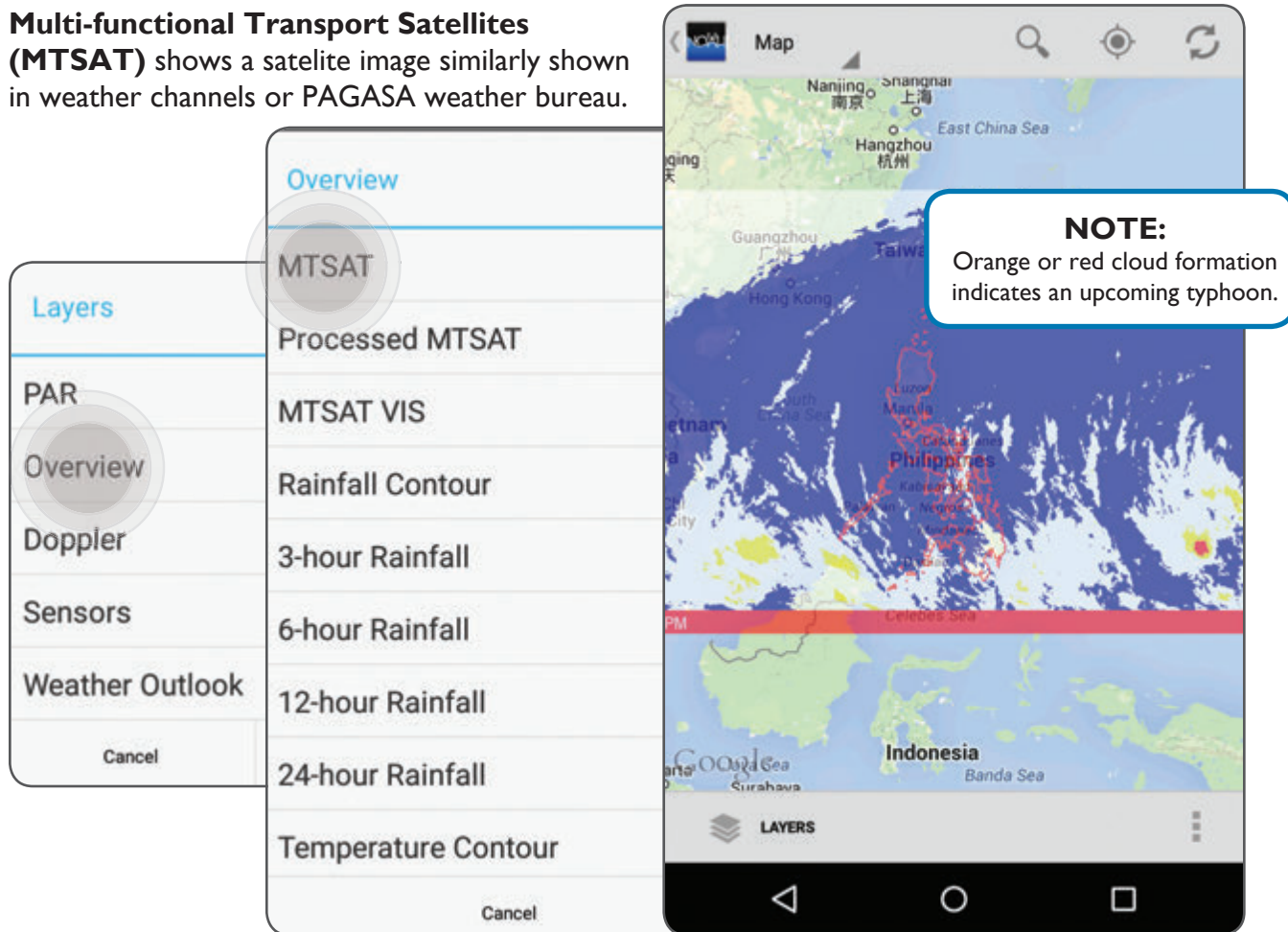
The figure below shows the map with white demarcation line outlining the Philippine Area of Responsibility.

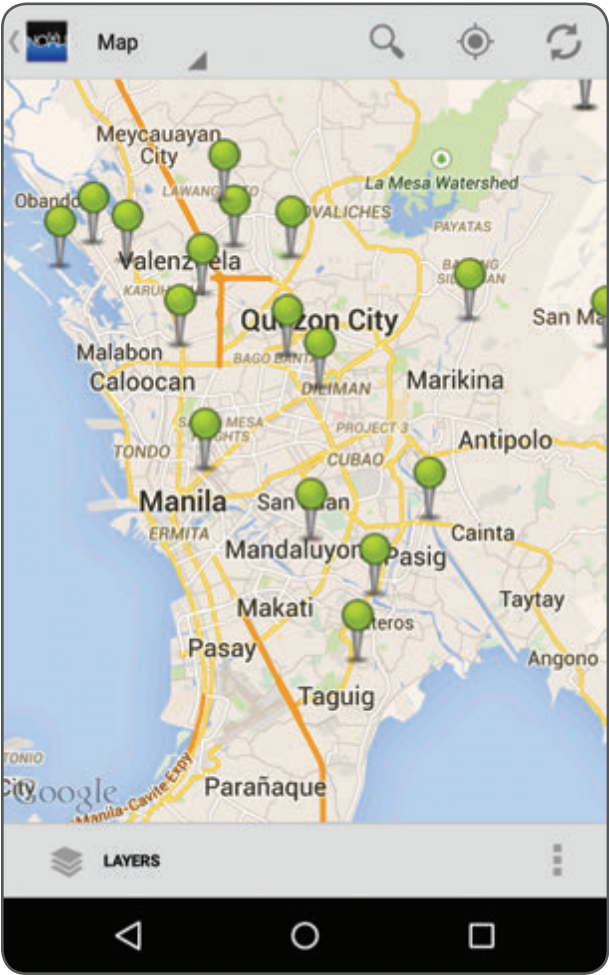
The surrounding clouds are indicative of the weather. White or no clouds indicate clear weather while orange or red cloud formation indicates upcoming rains or storm.

STEP 4. To check the MTSAT:

- a. Click  **LAYERS**
- b. Click  **Overview**
- c. Click  **MTSAT**

Multi-functional Transport Satellites (MTSAT) shows a satellite image similarly shown in weather channels or PAGASA weather bureau.








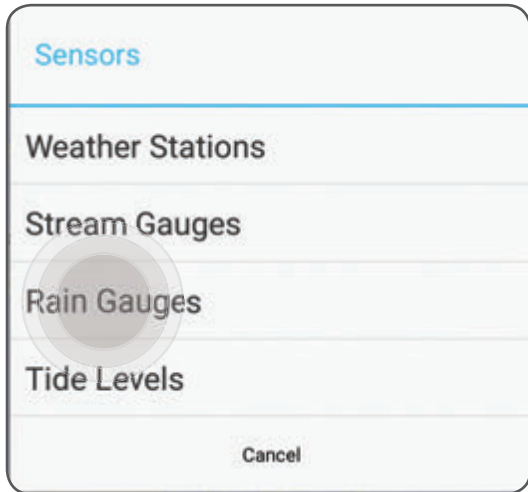
Rain Gauges

This is the best way to see any indication of flooding.

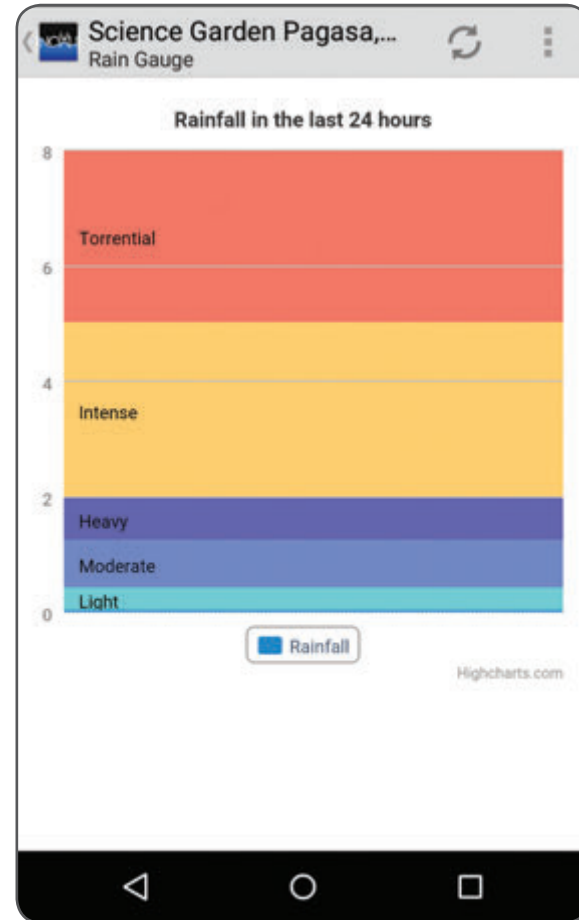
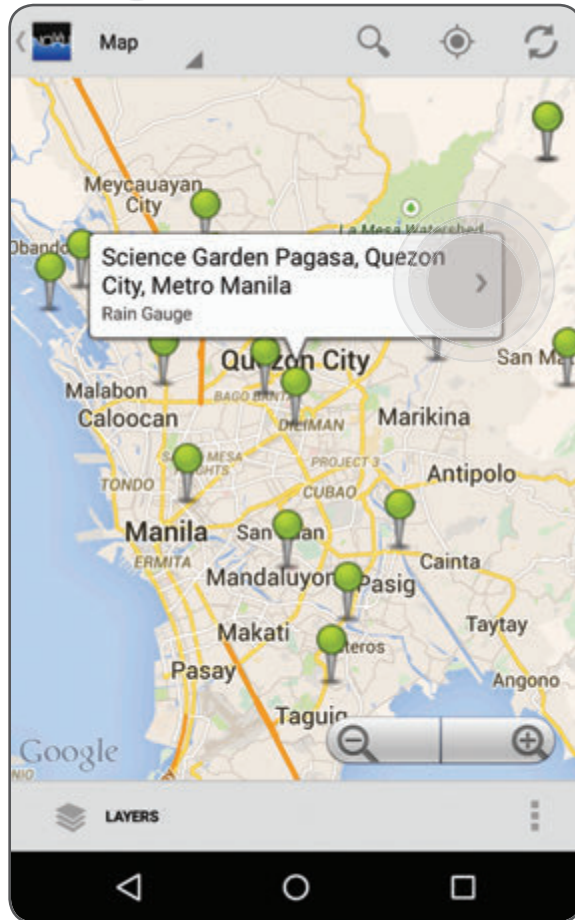
STEP 5. To see the **Rain Gauge**:

- Click  **LAYERS**
- Click  **Sensors**
- Click  **Rain Gauges**

Zoom in on the image to a particular location to display the points where amount of rainfall is measured.



Click  the **right arrow icon (>)** to show the amount of rainfall in a particular area.



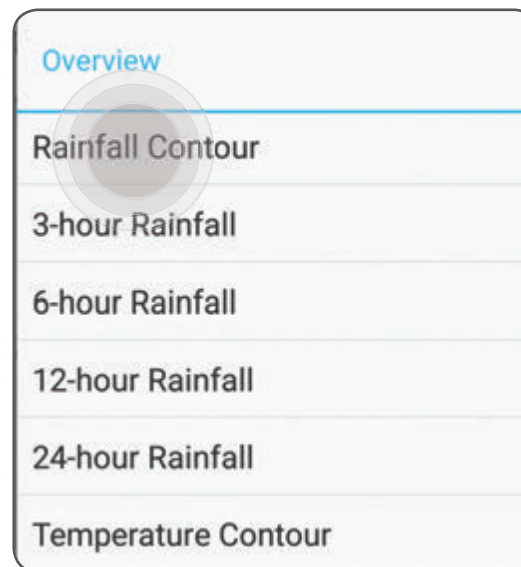


Rainfall Contour

This is another option in checking the amount of rainfall.

STEP 6. To check the **Rainfall Contour**:

- a. Click  **LAYERS**
- b. Click  **Overview**
- c. Click  **Rainfall Contour**



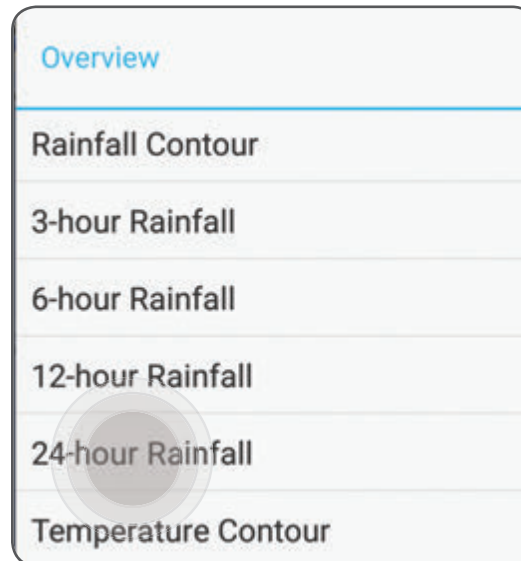


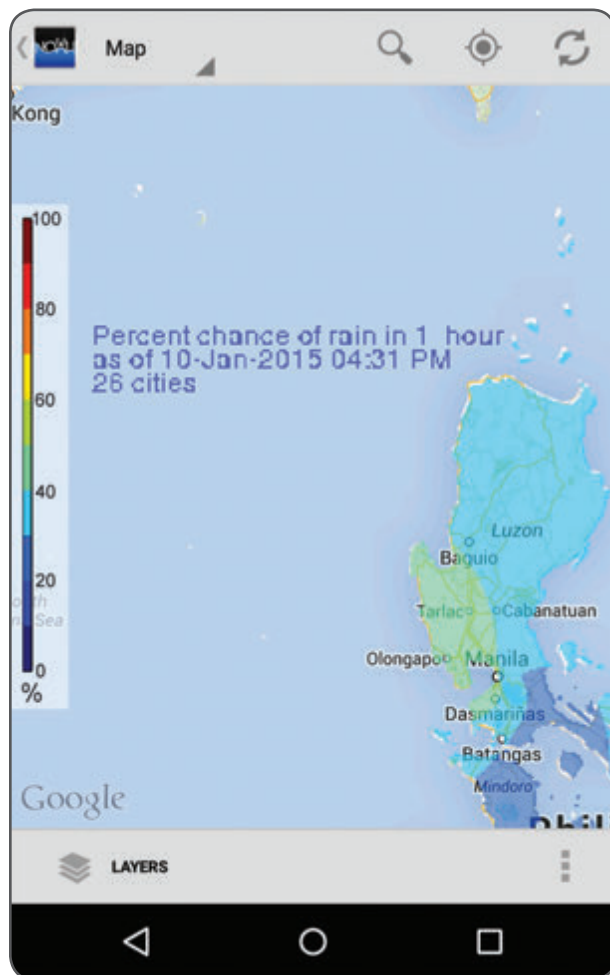
24-hour Rainfall

This feature shows accumulated rainfall for the past 24 hours. You can also check the rainfall in the past 3, 6, and 12 hours.

STEP 7. To check the **24-hour Rainfall**:

- Click **LAYERS**
- Click **Overview**
- Click **24-hour Rainfall**






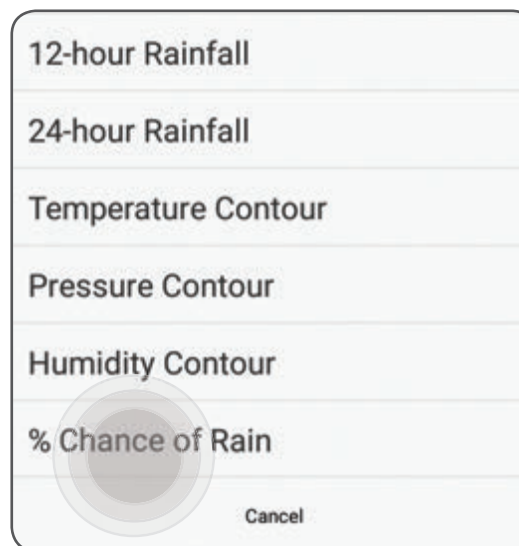


% Chance of Rain

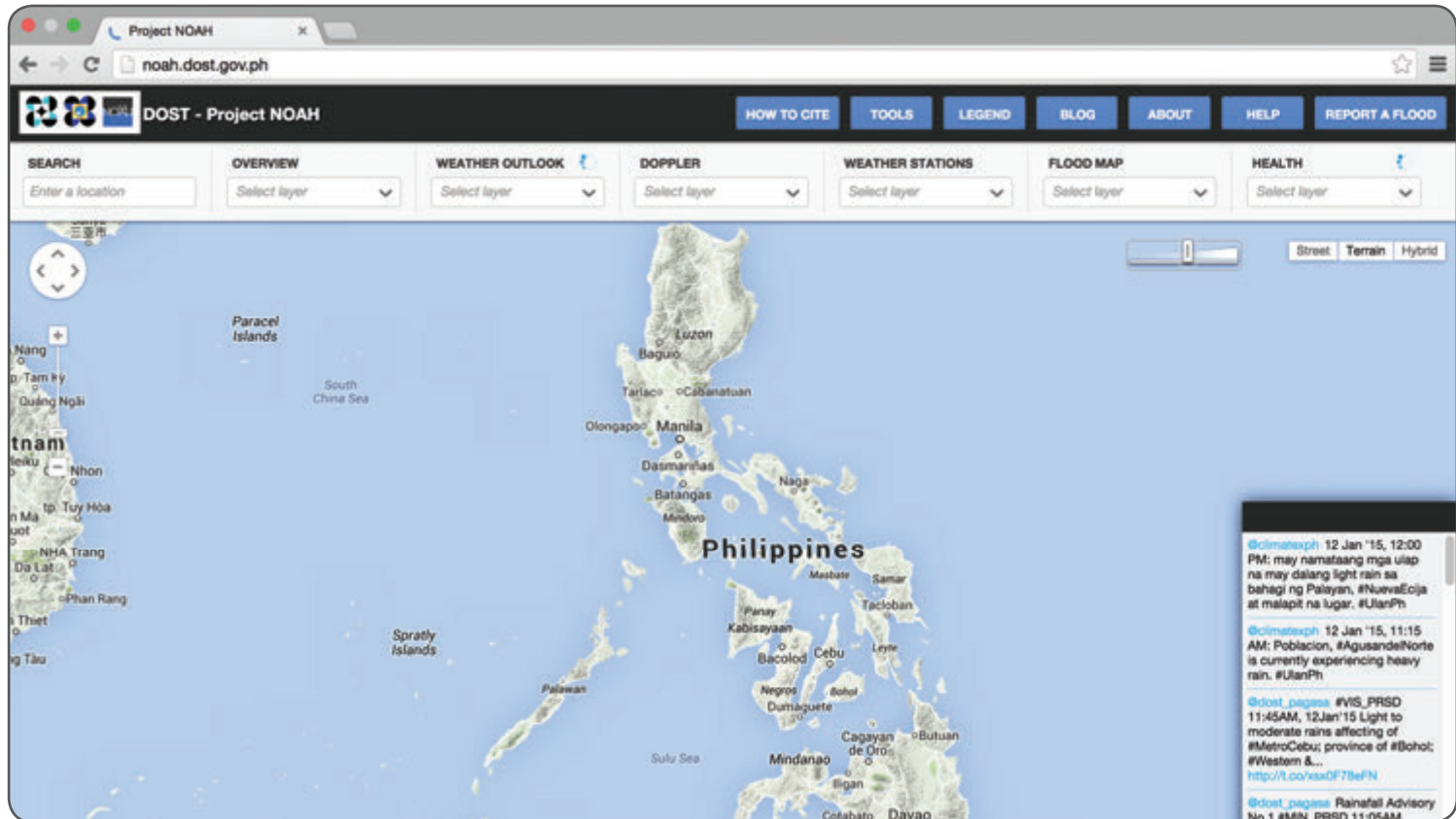
The Project NOAH app also shows the percent change and probability of rain.



STEP 6. To check the % **Chance of Rain**:




- a. Click  **LAYERS**
- b. Click  **Overview**
- c. Click  **% Chance of Rain**




The **Project NOAH app** can be downloaded in both Android and Apple (iOS) mobile phones and tablets. In case there's no available mobile devices, you may use your laptop or desktop computer to access the **Project NOAH** website at <http://www.noah.dost.gov.ph>. The image below shows the user interface of the website.



AGENCY	ISSUANCE FOR	SUBJECT	MEMORANDUM CIRCULAR NUMBER
	<ul style="list-style-type: none"> • National Disaster Risk Reduction and Management Council • Department of the Interior and Local Government • Department of Budget and Management • Civil Service Commission 	<p>Provincial Governors, City Mayors, Municipal Mayors, Punong Barangays, Members of the Sanggunian, Local Disaster Risk Reduction and Management Councils, Local Finance Committees, and All other National and Local Government Officials Concerned</p>	<p>Implementing Guidelines for the Establishment of Local DRRM Offices (LDRRMSOs) or Barangay DRRM Committees (BDRRMS) in Local Government Units (LGUs)</p> <p>Joint Memorandum Circular No. 2014-I</p>
	<ul style="list-style-type: none"> • Commission on Audit 	<p>All heads of Departments, Bureaus/Offices and Local Government Units; Chiefs of Financial and Management Services, Chief Accountants, Cashiers, Disbursing Officers, and Budget Officers; Assistant Commissioners, Directors and State Auditors of the Commission on Audit (COA); and Others Concerned</p>	<p>Accounting and Reporting Guidelines on the receipt and utilization of National Disaster Risk Reduction and Management Fund (NDRRMF), cash and in-kind aids/donations from the local and foreign sources, and funds allocated from the agency's regular budget for Disaster Risk Reduction and Management (DRRM) program</p> <p>Memorandum Circular No. 2014-002</p>

AGENCY	ISSUANCE FOR	SUBJECT	MEMORANDUM CIRCULAR NUMBER
	<ul style="list-style-type: none"> • Commission on Audit 	All Provincial Governors, City/Municipal Mayors, and Punong Barangays; Local Accountants, Treasurers, and Budget Officers; COA Assistant Commissioners, Directors and Auditors; and All others Concerned	Accounting and Reporting Guidelines for the Local Disaster Risk Reduction and Management Fund (LDRRMF) of Local Government Units (LGUs), National Disaster Risk Reduction and Management Fund (NDRRMF) given to LGUs and receipts from other sources.
	<ul style="list-style-type: none"> • National Disaster Risk Reduction and Management Council • Department of the Interior and Local Government • Department of Budget and Management 	Provincial Governors, City Mayors, Municipal Mayors, Punong Barangays, Members of the Sanggunian, Local Disaster Risk Reduction and Management Councils, Local Finance Committees, and All other National and Local Government Officials Concerned	Allocation and Utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF)
	<ul style="list-style-type: none"> • Department of the Interior and Local Government 	All Provincial Governors, City Mayors, Municipal Mayors, Punong Barangays, DILG Regional Directors and the ARMM Regional Governor	Utilization of Local Disaster Risk Reduction and Management Fund (LDRRMF)




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

NDRRMC UPDATE

Severe Weather Bulletin No. 06 re
Typhoon “GLENDA” (RAMMASUN)

Releasing Officer:

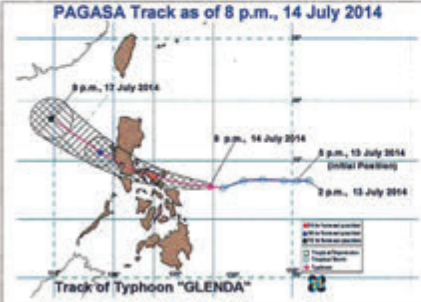

USEC ALEXANDER P PAMA
 Executive Director

DATE : 14 July 2014, 11:00 PM
SOURCE: PAGASA-DOST

I. SITUATION OVERVIEW:

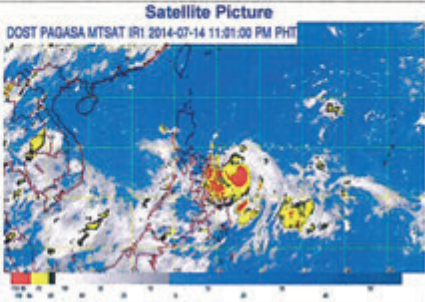
GLEND has intensified into a typhoon and slowed down as it continues to move west towards the Bicol Region.

PAGASA Track as of 8 p.m., 14 July 2014



Track of Typhoon “GLENDA”

Satellite Picture
DOST PAGASA MTSAT IRI 2014-07-14 11:01:00 PM PHT



● IMPACT STATEMENT

SOURCE: [http://www.ndrrmc.gov.ph/attachments/article/1355/NDRRMC_Update_Severe_Weather_Bulletin_25_\(FINAL\)_TS_Ruby_10Dec2014_2230H.pdf](http://www.ndrrmc.gov.ph/attachments/article/1355/NDRRMC_Update_Severe_Weather_Bulletin_25_(FINAL)_TS_Ruby_10Dec2014_2230H.pdf)

Location of Center: (as of 10:00 P.M.)	400 East of Legazpi City		
Coordinates:	12.8°N, 127.7°E		
Strength:	Maximum sustained winds of 120 kph near the center and gustiness of up to 150 kph		
Movement:	Forecast to move West at 20 kph		
Forecast Positions/Outlook:	<p>Tuesday evening: Typhoon "GLENDA" is expected to make landfall over Albay-Sorsogon area then cross Albay towards Southern Luzon</p> <p>Wednesday morning: in the vicinity of NCR</p> <p>Wednesday evening: will exit the landmass via Zambales area</p> <p>Thursday evening: 550 km West of Laoag City or outside the PAR</p>		

Public Storm Warning Signal			
PSWS	Luzon	Visayas	Mindanao
#3 (winds of 101 - 185 kph is expected in at least 24 hours)	Catanduanes, Albay, and Sorsogon	Northern Samar	
#2 (winds of 61 - 100 kph is expected in at least 24 hours)	Camarines Norte, Camarines Sur, Masbate including Burias and Ticao Islands, Marinduque and Southern part of Quezon	Northern part of Samar and Northern part of Eastern Samar	None
#1 (winds of 30 - 60 kph is expected in at least 36 hours)	Romblon, Oriental and Occidental Mindoro, Lubang Island, Batangas, Cavite, Laguna, Rizal, Bulacan, Pampanga, Bataan, Zambales, Tarlac, Nueva Ecija, Pangasinan, Southern Aurora, Rest of Quezon including Polillo Islands, and Metro Manila	Rest of Eastern Samar and of Samar, Northern Leyte including Biliran Island	None

<ul style="list-style-type: none"> Residents in low lying and mountainous areas under signal #3, #2 & #1 are alerted against possible flashfloods and landslides. Likewise, those living in coastal areas under signal #3 and #2 are alerted against storm surges Estimated rainfall amount is from 7.5 – 25 mm per hour (moderate - intense) within the 500 km diameter of the Typhoon Fishing boats and other small seacrafts are advised not to venture out into the Eastern seaboard of Luzon and Visayas The public and the Disaster Risk Reduction and Management Council concerned are advised to take appropriate actions and watch for the next bulletin to be issued at 5 AM tomorrow
--

STORM WARNING SIGNALS AND THE EXPECTED IMPACTS OF THE WIND TO SELECTED AREAS BASED ON THE FORECAST TRACK OF THE TYPHOON.

ADDITIONAL INFORMATION SUCH AS OF FLOODS, LANDSLIDES, AND EFFECTS OF STORM SURGE.

82 ANNEX E: ANATOMY OF GALE WARNING



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

#1

GALE WARNING #01

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

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

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

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

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

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

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

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

Mga kababayan, ako po si Mayor (sabihin ang pangalan). Ito po ay seryosong babala. Ayon sa PAGASA may bagyong (pangalan ng bagyo) na kakapasok lang sa Philippine Area of Responsibility. Darating ito sa ating bayan sa (petsa at posibleng oras ng pagdating ng bagyo). Ibig sabihin, tatamaan tayo sa (araw). Sa kanyang takbo na (bilis ng bagyo) at sa lakas nitong (lakas ng bagyo) kph, ito'y katulad ng bagyong (nakaraang bagyo na maihahalintulad sa paparating na bagyo) kaya kailangan nang ihanda ang inyong mga survival kits na naglalaman nang mga bote ng tubig, mga ready-to-eat na pagkain tulad ng biskwit at de-lata, flashlight, mga gamot, pera at iba pang gamit pang-kaligtasan. Siguraduhin na rin po natin na handa at matibay ang ating mga bahay sa pagdating nang papalapit na bagyo. Pinapayuhan ko ang lahat na maging listo at umantabay sa mga susunod na anunsyo at babala patungkol sa pagkansela ng mga klase (Elementarya, Sekondarya at Kolehiyo) at trabaho sa mga pampubliko at pribadong institusyon. Ipinaparating rin ang malaking posibilidad ng pagbabawal sa pangingisda at pagtatawid sa karagatan, ilog, lawa at batis. Inaasahan ko ang inyong suporta at kooperasyon para sa ika-liligtas ng bawat isa. Maraming salamat po!

Note: This script may be converted into your local dialect/s

84 ANNEX G: SHIFTING FROM 8-DAY TIME-BASED APPROACH TO PATH-BASED CPA APPROACH

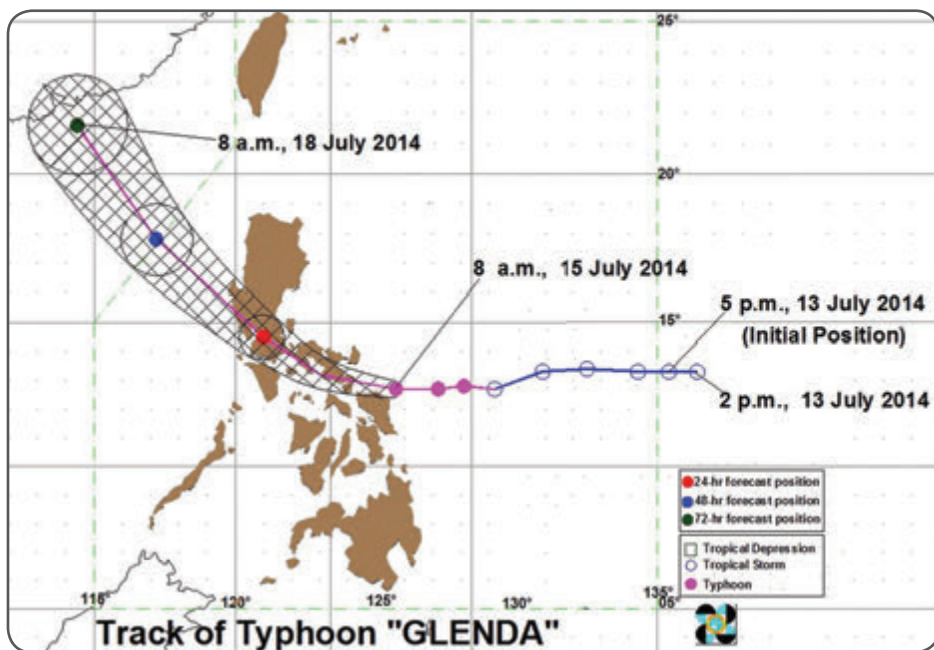
The first edition of the Manual published, intended for Mayors, was laid-out across an eight (8)-day timeline commencing from the issuance of an advisory leading to the actual day of impact and ending a day after the impact. However, the circumstances experienced in Typhoon Glenda (Rammasan) prompted the DILG to adopt a different approach dropping the 8-day scale. The following table summarizes the movement, location and condition of Typhoon Glenda:

Date	July 13	July 13	July 14	July 14	July 15
Time	6:00 PM	8:00 PM	10:00 AM	8:00 PM	5:00 PM
Condition	Outside PAR	Inside PAR and PSWS #1 already issued	PSWS #1 and #2 issued	PSWS #1, #2 and #3 issued	Landfall PSWS #1, #2 and #3 issued
Location	1,100 km East of Legaspi City	940 km East of Virac, Catanduanes	620 km East of Virac, Catanduanes	400 km East of Legaspi City	160 km East Southeast of Legaspi City
Movement	West at 30 kph	West at 30 kph	West at 20 kph	West at 20kph	West at 24 kph

If we look at the movement of Typhoon Glenda, the average is 25kph. If the location is assumed at 1,100kms outside PAR, the closest LGU to be hit has about two (2) days to prepare before landfall – this is a far cry from the six-day lead time in the first edition. Again, using the data from Typhoon Glenda, below summarizes the assumptions on the days lead-time for preparation.

Speed	Hours	Days (Estimate)
30kph/1,100kms	37 hours	1.5 Days
25kph/1,100kms	44 hours	2 Days
20kph/1,100kms	55 hours	2 Days

But again, there may be instances when the two (2) days to one (1) day timeframe may not work owing to the uncertainty of the typhoon's behavior – particularly the speed. Considering this, we are deviating from the timeframe-based approach into a geography-based approach for actions. This geography-based approach is dependent on the Cone of Uncertainty that projects the typhoon path and the coverage of impact as it traverses the PAR. The Cone shall be the basis of giving and doing response advisories to local government stakeholders and key actors.



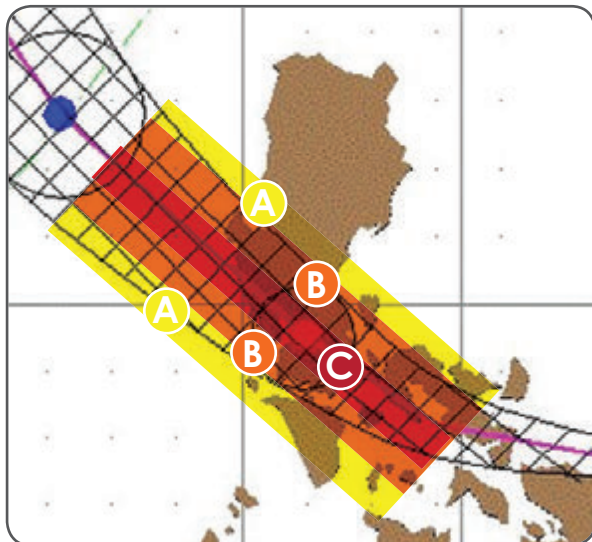
Source: <http://newsinfo.inquirer.net/619862/glenda-moving-faster-signal-no-3-raised-in-13-areas>. Accessed 12 January 2014.

The Cone gives a map view of the areas that may be affected based on severity: the most severe are the areas in direct path of the typhoon. The farther the LGU from the direct path is, the less severe the impact felt. Thus, we found it best to cluster actions based on the location of a particular LGU in the Cone's coverage.

There are three (3) critical preparedness actions: **Alpha** (yellow), **Bravo** (orange) and **Charlie** (red). **Alpha** actions are done by LGUs inside the Cone but are farthest from the direct typhoon track—they are indicated in yellow. Meanwhile, **Bravo** presumes that **Alpha** actions have been done

coupled with additional acts that are essential for LGUs near the vicinity of the direct typhoon path – they are marked in orange. Finally, **Charlie** assumes that **Alpha** and **Bravo** actions have already been done and additional acts must be done to address the severe threat of the typhoon of those LGUs in its direct path.

This approach ensures that critical preparedness actions are carried out irrespective of time of impact or landfall because either way, given the Cone (a definitive typhoon track), they will be hit by the typhoon directly and will have to do the actions anyway. This shift of perspective then encourages local governments and other stakeholders to over-prepare for typhoons.



OVERVIEW OF CRITICAL PERIOD ACTIONS PER GEOGRAPHIC LOCATION FROM THE DIRECT PATH OF THE TYPHOON

Source: <http://newsinfo.inquirer.net/619862/glenda-moving-faster-signal-no-3-raised-in-13-areas>. Accessed 12 January 2014.

However, it is ultimately the LGU concerned who shall declare whether or not **Alpha**, **Bravo**, or **Charlie** is applicable locally considering their specific local situation. What the DILG can do is advice on a Critical Period Action based on the hazard present – the LGU must ultimately factor-in their specific vulnerabilities. This checklist is an inclusive and not an exclusive list – they are minimum actions.

C

LGUs along this **red** track should do the **Charlie Critical Preparedness Actions**

B

LGUs along this **orange** track should do the **Bravo Critical Preparedness Actions**

A

LGUs along this **yellow** track should do the **Alpha Critical Preparedness Actions**

The Mayor leads the Disaster Risk Reduction Management (DRRM) in the local government as the Chairperson for the Local DRRM Council. In aid of the role of the Mayor, this Checklist of Minimum Critical Preparations enumerates **“things-to-do”** or **series of progressive response actions** that vary depending on the intensity and possible impact of the typhoon. Before the issuance of any Public Storm Warning Signal (Signal 1, 2, and 3...) the Local Chief Executives (LCEs) will receive a new set of advisories that will be called Critical Preparedness Actions (CPAs): Alpha, Bravo and Charlie. Using the Disaster Preparedness Manual, the LCEs will have the general idea on how the CPAs will work. Here’s a quick guide on how to use it:

A. HOW TO IDENTIFY THE CRITICAL PREPAREDNESS ACTION OF THE LGU?

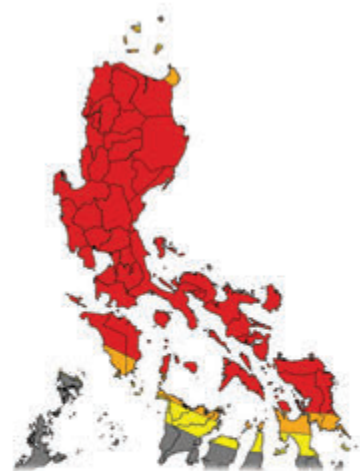
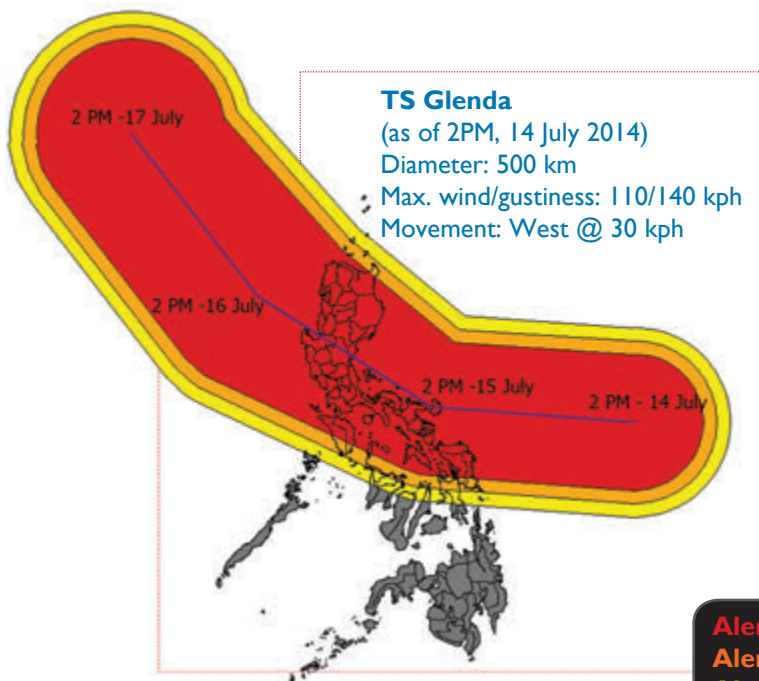
NDRRMC and DOST-PAGASA will give a set of advisories to the DILG-CODIX. It will be then communicated to the DILG Regional and Field Offices for the information of the Local Chief Executives (LCEs). The advisories will be composed of the following: Critical Preparedness Action (CPA) ALPHA, BRAVO or CHARLIE; and the LGU’s accompanying condition.



- 1 Typhoon enters the Philippine Area of Responsibility (PAR)
- 2 DOST and NDRRMC identifies LGUs under Alpha, Bravo and Charlie (CPA State of LGUs)
- 3 DOST and NDRRMC communicates the CPA State of LGUs to DILG.
- 4 DILG transmits information to LGUs.
- 5 Mayors undertake preparedness actions based on the manuals and flowcharts

B. HOW TO USE THE DISASTER PREPAREDNESS MANUAL?

Step I: The Mayors will need to determine the LGU's Critical Preparedness Action: Charlie, Bravo, and Alpha. It is also important to check the accompanying condition of each CPA (amount of rainfall, wind speed, critical areas and potential impact) as illustrated and described below:



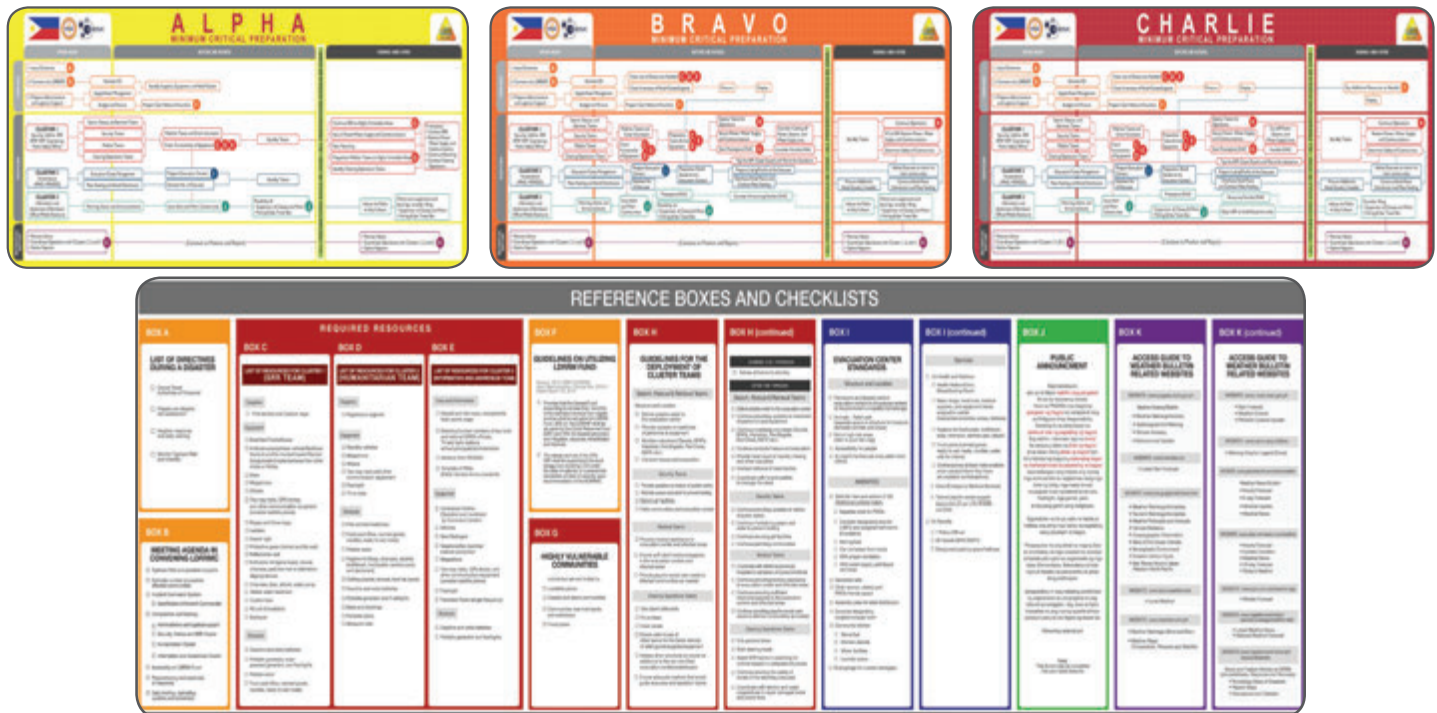
Alert Level C: Charlie - within the TC track in its diameter
Alert Level B: Bravo - 50km away from Charlie
Alert Level A: Alpha - 100km away from Charlie


ALERT LEVEL & RAINFALL	CRITICAL AREAS	POTENTIAL IMPACT
ALERT LEVEL C: CHARLIE <ul style="list-style-type: none"> • 10-20 mm/hr • Heavy to intense rain 	<ul style="list-style-type: none"> • Abra, Albay, Apayao, Aurora, Bataan, Batangas, Benguet, Biliran, Bulacan, Cagayan, Camarines Norte, Camarines Sur, Catanduanes, Cavite, Eastern Samar, Ifugao, Ilocos Norte, Ilocos Sur, Isabela, Kalinga, La Union, Laguna, Leyte, Marinduque, Masbate, Metro Manila, Mountain Province, Northern Samar, Nueva Ecija, Nueva Viscaya, Occidental Mindoro, Oriental Mindoro, Pampanga, Pangasinan, Quezon, Quirino, Rizal, Romblon, Samar, Sorsogon, Tarlac, and Zambales 	<ul style="list-style-type: none"> • Comparable to TS MARING September 18-22, 1992 • Heavy damage to agriculture • Travel by land, sea, and air is dangerous • Some large trees may be uprooted • Moderate to heavy disruption of electrical power
ALERT LEVEL B: BRAVO <ul style="list-style-type: none"> • 5-10 mm/hr • Moderate to heavy • Wind: 30-60 kph 	<ul style="list-style-type: none"> • Camarines Norte, Camarines Sur, Catanduanes, La Union, Mountain Province, Pangasinan, and Quezon 	<ul style="list-style-type: none"> • Moderate damage to agriculture • Travel by all types of sea vessels is risky • Travel by aircraft is risky • Few large trees may be uprooted • Some iron roofing may fall off
ALERT LEVEL A: ALPHA <ul style="list-style-type: none"> • 5-10 mm/hr • Moderate to heavy • Wind: 30-45 kph 	<ul style="list-style-type: none"> • Masbate, Mountain Province, and Tarlac 	

Step 2: Use corresponding flowcharts (Alpha, Bravo and Charlie) to guide LGU actions. These flowcharts can be posted in the DRRM/Mayor's offices of the municipality/city. It is divided into **three (3) timeframes** (**Upon Receipt of Alert, During, and After**) and **different set of progressive actions** that are categorized into **three (3) general action areas**:

GENERAL ACTION AREA	PROGRESSIVE RESPONSE ACTIONS
PREPARE ACTION	<ul style="list-style-type: none">• Issuing directives• Convening Local Disaster Risk Reduction Management Council (LDRRMC)• Other Administrative and Managerial Actions (Administrator, Finance Officer, General Services Officer)
RESPONSE ACTION	<ul style="list-style-type: none">• Security, Lifeline, SRR (PNP, BFP, Engineering, Public Safety Offices)• Humanitarian (MHO, MSWDO)• Information and Awareness (Information Officer/Media Relations)
MONITOR ACTION	<ul style="list-style-type: none">• Gathering of reports• Monitoring alerts• Coordinating operations











Step 3: There are reference boxes in the progressive response actions that can be seen in the flowcharts and in the manual. The flowcharts (in tarpaulin-banners) can be used in DRR meetings or outdoor activities while the manual can be used as a handy guide for LCEs. In the banners, LCEs have the three (3) **ALPHA**, **BRAVO**, **CHARLIE** flowchart, one (1) **Tropical Cyclone Information Board**, and one (1) **Reference Boxes and Checklists** (illustrated below). Its counterpart in the manual is found on the portion on the My Local Government Unit (My LGU).







TROPICAL CYCLONE INFORMATION BOARD OF MY LGU

MUNICIPALITY/CITY:	
TYPHOON NAME:	
WIND SPEED (in kph):	PATH:
RADIUS:	SIGNAL NO:
RAINFALL:	SPECIAL WARNINGS:
EXPECTED LANDFALL (time):	

 National Disaster Risk Reduction and Management Council (NDRRMC) <small>(02) 871-1588 (02) 871-6888 (02) 871-6887 to 82 www.ndrrmc.gov.ph</small>	 Department of Social Welfare and Development (DSWD) <small>(02) 819-8881 www.dswd.gov.ph</small>
 Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) <small>(02) 433-4038 www.pagasa.dost.gov.ph</small>	 Philippine Coast Guard <small>(02) 121-6491 Loc. 5554/5555 (02) 555-1155 – Quezon City www.coastguard.gov.ph</small>
 Department of the Interior and Local Government (DILG) <small>(02) 859-9108 to 83 www.dilg.gov.ph</small>	 Armed Forces of the Philippines (AFP) <small>(02) 845-4000 loc. 4129 www.afp.mil.ph</small>
 Central Office Disaster Information Coordinating Center (COPI-CC) <small>(02) 951-6168 (02) 951-7342</small>	 Philippine National Red Cross (PNRC) <small>(02) 121-4992 / Hotline – 142 www.redcross.org.ph</small>
 Public Affair and Communication Service (PACS-PRC) <small>(02) 924-6368 (02) 924-7342</small>	 Bureau of Fire Protection (BFP) <small>(02) 4342312 - 897 (02) 4342312 to 161764 (General) www.bfp.gov.ph</small>

OTHER LOCAL NUMBERS:





Step 4: Note that the Disaster Preparedness Manual only provides a set of minimum actions to be undertaken by the LCEs and his/her teams. Hence, it encourages LCEs to do more and customize it depending on the local context and conditions. Careful planning and preparation based on local hazard and risk maps and regular monitoring are highly advised.

DISASTER PREPAREDNESS MANUAL



National Disaster Risk Reduction and Management Council (NDRRMC)

- **Website:** ndrrmc.gov.ph
- **Twitter:** @NDRRMC_Open
- **Facebook:** <http://www.facebook.com/NDRRMC>
- **Hotlines:** (+632) 911-1406, (+632) 912-2665, (+632) 912-5668, (+632) 911-5061 to 64



Philippine Atmospheric Geophysical Astronomical Services Administration (PAGASA)

- **Website:** pagasa.dost.gov.ph
- **Twitter:** @dost_pagasa
- **Hotline:** (+632) 433-8526



Philippine Institute of Volcanology and Seismology (PhilVolcs)

- **Website:** phivolcs.dost.gov.ph
- **Telephone:** (+632) 426-1468 to 79, local 124/125;
- **Text/call:** 0905-3134077
- **Text only:** 0918-9428354



Department of Transportation and Communications (DOTC)

- **Website:** www.dotc.gov.ph
- **Twitter:** @DOTCPhilippines
- **Facebook:** <http://www.facebook.com/DOTCPhilippines>
- **Hotlines:** 7890 or (+632) 726-6255



Civil Aviation Authority of the Philippines

- **Official website:** www.caap.gov.ph
- **Twitter:** @CAAP_Operations
- **Telephone:** (+632) 8679-9286



Philippine Coast Guard

- **Official Website:** coastguard.gov.ph
- **Facebook:** <http://www.facebook.com/pages/PHILIPPINE-COAST-GUARD/125674810786701>
- **Twitter:** @PhilCoastGuard1
- **Telephone:** (+632) 527-8481 Loc. 6290/6292,
- **Direct line** (+632) 328-1098



Philippine Information Agency

- **Official Website:** www.news.pia.gov.ph
- **Twitter:** @PIAalerts, @PIANewsDesk
- **Telephone:** (+632) 929-4521 / (+632) 772-7660



National Grid Corporation of the Philippines (NGCP)

- **Official Website:** www.ngcp.ph
- **Twitter:** @ngcp_alert; see also: @doe_ph
- **Facebook:** <http://www.facebook.com/pages/National-Grid-Corporation-of-the-Philippines-NGCP/201591523234244>
- **Hotline:** (+632) 981-2100



Department of Social Welfare and Development (DSWD)

- **Website:** dswd.gov.ph
- **Twitter:** @DSWDserves



Department of Health (DOH)

- **Website:** <http://www.doh.gov.ph/>
- **Telephone:** (+632) 651-7800
- **Email:** etona@co.doh.gov.ph



Department of Environment and Natural Resources (DENR)

- **Website:** <http://www.denr.gov.ph>
- **Telephone:** (+632) 929-6626 / (+632) 988-3367
- **Email:** osec@denr.gov.ph



Department of Agriculture (DA)

- **Website:** <http://www.da.gov.ph/>
- **Telephone:** (+632) 273-AGRI (2474); 928-8756 to 65
- **Email:** web@da.gov.ph/spja_osec@da.gov.ph



Department of Education (DepED)

- **Website:** <http://www.deped.gov.ph/>
- **Telephone:** (+632) 6361663; (+63) 919-4560027
- **Email:** action@deped.gov.ph



Department of Energy (DOE)

- **Website:** <https://www.doe.gov.ph/>
- **Telephone:** (+632) 840-2008 / (+632) 840-2134
- **Email:** sec@doe.gov.ph



Department of Finance (DOF)

- **Website:** <http://www.dof.gov.ph/>
- **Telephone:** (+632) 525-0244
- **Email:** helpdesk@dof.gov.ph



Department of Trade and Industry (DTI)

- **Website:** <http://www.dti.gov.ph/>
- **Telephone:** (+632) 751-0384 Fax: (+632) 895-6487



Department of Transportation and Communications (DOTC)

- **Website:** <http://www.dotc.gov.ph/>
- **Telephone:** (+632) 727-7960 to 69
- **Email:** webmaster@dotc.gov.ph



Department of Budget and Management (DBM)

- **Website:** <http://www.dbm.gov.ph/>
- **Telephone:** (+632) 490-1000
- **Email:** publicinfo@dbm.gov.ph



Department of Public Works and Highways (DPWH)

- **Website:** <http://www.dpwh.gov.ph/>
- **Telephone:** (Hotline) 165-02 / (+632) 304-3000 / (+632) 304-3370
- **Mobile:** Type DPWH <space> <message> <space> <sender's contact detail> and send it to 2920
- **Email:** Webmaster@dpwh.gov.ph



Department of Foreign Affairs (DFA)

- **Website:** <http://www.dfa.gov.ph/>
- **Telephone:** (+632) 834-4000 / (+632) 834-3000



Department of Justice (DOJ)

- **Website:** <http://www.doj.gov.ph/>
- **Telephone:** (+632) 521-2930 / (+632) 523-8481 local 403
- **Email:** dojac@doj.gov.ph



Department of Labor and Employment (DOLE)

- **Website:** <http://www.dole.gov.ph/>
- **Telephone:** (Hotline) (+632) 527-8000



Department of Tourism (DOT)

- **Website:** <http://www.tourism.gov.ph> or <http://itsmorefuninthephilippines.com/>
- **Telephone:** (+632) 459-5200 to (+632) 459-5230
- **Email:** webmaster@tourism.gov.ph



The Executive Secretary

- **Website:** <http://www.gov.ph/> or <http://president.gov.ph/>
- **Telephone:** 784-4286 loc. 789 / 735-5359; 736-1076; 736-1010
- **Email:** op@president.gov.ph



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

- **Website:** <http://www.gov.ph/> or <http://president.gov.ph/>
- **Telephone:** (+632) 637-6083 / (+632) 636-0701 to 07
- **Email:** feedback@opapp.net



Commission on Higher Education (CHED)

- **Website:** <http://www.ched.gov.ph/>
- **Telephone:** (+632) 441-0927 / (+632) 441-1257 / (+632) 441-1258 / (+632) 441-1260 / (+632) 441-1261 / (+632) 441-1404



Armed Forces of the Philippines (AFP)

- **Website:** <http://www.afp.mil.ph/> or www.army.mil.ph
- **Telephone:** (+632) 845-9555 loc.6129



Philippine National Police (PNP)

- **Website:** <http://pnp.gov.ph/portal/>
- **Telephone:** (+632) 723-0401



The Press Secretary

- **Website:** <http://www.pcoo.gov.ph/>
- **Telephone:** (+632) 733-3630 / (+632) 735-3538
- **Email:** op@president.gov.ph



Philippine National Red Cross (PNRC)

- **Website:** <http://www.redcross.org.ph/>
- **Telephone:** (+632) 527-0000 / Hotline - 143
- **Email:** prc@redcross.org.ph / communication@redcross.org.ph / fundgeneration@redcross.org.ph



National Anti-Poverty Commission-Victims of Disasters and Calamities Sector (NAPCVDC)

- **Website:** <http://maps.napc.gov.ph/>
- **Telephone:** (+632) 426-5028 / (+632) 426-5019 / (+632) 426-4956 / 426-4965
- **Email:** info@napc.gov.ph



National Commission on the Role of Filipino Women

- **Website:** <http://pcw.gov.ph/>
- **Telephone:** (+632) 735-4767 / (+632) 736-4449
- **Email:** edo@pcw.gov.ph



Housing and Urban Development Coordinating Council (HUDCC)

- **Website:** <http://www.hudcc.gov.ph/>
- **Telephone:** (+632) 812-8870 / (+632) 811-4168



Climate Change Office of the Climate Change Commission

- **Website:** <http://climate.gov.ph/>
- **Telephone:** (+632) 735-3144 / (+632) 735-3069
- **Email:** info@climate.gov.ph



Government Service Insurance System (GSIS)

- **Website:** <http://www.gsis.gov.ph/>
- **Telephone:** (+632) 847-4747 / (+632) 479-3600 / (+632) 976-4900
- **Email:** crmd@gsis.gov.ph ; gsismail@gsis.gov.ph ; ismacu-iso@gsis.gov.ph



Social Security System (SSS)

- **Website:** <https://www.sss.gov.ph/>
- **Telephone:** (+632) 920-6401 / (+632) 920-6446
- **Email:** ssemail@info.com.ph



Philippine Health Insurance Corporation (PhilHealth)

- **Website:** <http://www.philhealth.gov.ph/>
- **Telephone:** (+632) 441-7444
- **Email:** actioncenter@philhealth.gov.ph



Union of Local Authorities of the Philippines (ULAP)

- **Website:** <http://ulap.net.ph/index.php/en/>
- **Telephone:** (+632) 534-6787 / (+632) 718-1810
- **Email:** ulapnatsec@gmail.com
- **Hotline:** (+632) 851-2681



League of Provinces of the Philippines (LPP)

- **Website:** <http://www.lpp.gov.ph/>
- **Telephone:** (+632) 687-5399 / (+632) 631-0170 / (+632) 631-0197 / (+632) 687-4048
- **Email:** lpsec2007@yahoo.com



League of Cities of the Philippines (LCP)

- **Website:** <http://www.lcp.org.ph/>
- **Telephone:** (+632) 470-6837 / (+632) 470-6813 / (+632) 470-6843
- **Email:** league.cities.philippines@gmail.com



League of Municipalities of the Philippines (LMP)

- **Website:** <http://lmp.org.ph/default/>
- **Telephone:** (+632) 913-5737 to 38 / (+632) 912-0349 / (+632) 440-7280 / (+632) 440-7306
- **Email:** president@lmp.org.ph



OCD

- **Website:** <http://ocd.gov.ph/>
- **Telephone:** (+632) 911-5061 to 65 or (+632) 911-1406 / (+632) 912-5668 / (+632) 912-2665
- **Email:** opcen@ndrrmc.gov.ph



Bureau of Fire Protection

- **Website:** <http://www.bfp.gov.ph>
- **Telefax Number:** (+632) 426-3812
- **BFP Trunkline Nos:** (+632) 426-0219 local 703 704 (Commel); 401 (Director for Operations)
- **Email:** bfp_nhq_do@yahoo.com



Department of the Interior and Local Government (DILG)

- **Website:** <http://www.dilg.gov.ph>
- **Telephone:** (+632) 925-0320 to 23



Central Office Disaster Information Coordinating Center (DILG - CODIX)

- **Telephone:** (+632) 925-0349 / (+632) 925-7343/ (+632) 928-7281
- **Email:** ebtabell@dilg.gov.ph / dilgcodix@rocketmail.com / dilgcodix@gmail.com



Public Affairs And Communication Service (DILG - PACS)

- **Telephone:** (+632) 925-0349; (+632) 925-7343
- **Email:** pacs.dilg@yahoo.com

GOVERNOR

LOCAL DRRM OFFICE

LOCAL SUPERMARKET

PDRMO

LOCAL RESCUE TEAM(S)

PHONE COMPANY

POLICE

WATER COMPANY

PRIVATE SECTORS

HOSPITAL

ELECTRIC COMPANY

