



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE

Camp Gen. Emilio Aguinaldo, Quezon City, Philippines

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OCD MEMORANDUM CIRCULAR

No. 079, s. 2011

TO : OCD Regional Directors and Staff Duty Officers

SUBJECT : Guidelines and Criteria in Reporting of Disaster Incidents

1. References:

Presidential Decree (PD) 1566 dated June 11, 1978; Natural Calamities and Disaster Preparedness Plan; NDCC Memorandum Order Nos. 04 series of 1998, 02 series of 1999 and 10 series of 1999; Directive of Executive Officer, National Disaster Risk Reduction Management Council (then NDCC) dated July 2001; and NDCC Circular 32, series of 2004

2. Rationale :

Disasters can happen any time and anywhere in the country; thus, it is imperative that the Regional Disaster Risk Reduction Management Councils (RDRRMCs) and Local Disaster Risk Reduction Management Councils (LDRRMCs) should monitor, report and document the occurrence of incidents, as well as their effects on population, properties, and environment.

To effectively manage the consequences of disasters, the Office of Civil Defense (OCD) shall institute effective measures to guide the RDRRMCs and LDRRMCs in addressing the "**real-time reporting**" agenda in disaster management.

3. Definition of Terms:

- a) **Affected** - A disruption of the normal activity of population and/or areas covered by the impact of a disaster.
- b) **Affected Population** - A group of persons who experiences a destructive event, affected in a direct and indirect manner, either in need of or not needing assistance.
- c) **Casualty** - A victim of disaster who died, got injured and is missing due to a destructive event.
- d) **Conflagration** - A large disastrous fire involving numerous buildings, houses or structures.
- e) **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. (Ref.: RA1021)
- f) **Disaster Victim** – Person/s or group of persons who have been adversely affected by a natural or human-induced hazard who have to leave their habitual places of residence due to existing or impending threats, damaged shelter units, with casualty among immediate family members or those who remained in their habitual places of origin when still habitable but whose main source of income or livelihood had been damaged and are experiencing hopelessness and difficulty in coping or responding to the onslaught of the hazardous events on their own resources
 - g) **Displaced Population** - They are part of the affected population who are uprooted from their original place of residence and employment due to a disaster.
 - h) **Earthquake** - A weak to violent shaking of the ground produced by the sudden movement of rock materials below the earth's surface
 - i) **Epidemic Outbreak** - It is the occurrence of communicable/non-communicable diseases or illnesses of the same nature in excess of the normal.
 - j) **Flood** - A condition that occurs when water flows over natural or artificial confines of a stream or body of water, or when run-off from heavy rainfall accumulates over low-lying areas.
 - k) **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 (Ref.: RA10121)
 - l) **Internally Displaced Persons (IDPs) or Persons Displaced by the Disaster** – Persons or group of persons who have been forced or obliged to flee or leave their homes or places of their habitual residence, in particular as a result of or in order to avoid the effects of natural or human-induced disasters, and who have not crossed an internationally recognized State border (Ref.:10121)
 - m) **Landslide** - A massive outward and downward movement of slope-forming materials. It is restricted to movement of rocks and soil masses.
 - n) **Partially Damaged Houses** - still habitable
 - o) **Pollution** - Any discharge of liquid, gaseous or solid substances into land/soil, natural waters, atmospheric air or space which will create or render such environmental elements and atmospheric air harmful/ detrimental or injurious to human beings, animals, plants and ecological balance of nature.
 - p) **Regional, Provincial, City, Municipal, and Barangay DRRMCs** - The organizations responsible for the conduct of disaster risk reduction programs at their respective levels as well as monitor the effects and manage the consequences of disaster incidents in their respective areas of responsibility.
 - q) **State of Calamity** - A condition involving mass casualty and /or major damages to property, disruption of means of livelihood, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard (Ref.: RA 10121)

- r) **Storm Surge** - A rise of sea water above normal level on the coast, generated by the action of elements such as wind atmospheric pressure
- s) **Survivor** - A person who has survived the effects of disaster and a victim who is either dead or missing.
- t) **Totally Damaged Houses** - No longer habitable.
- u) **Tropical Cyclones** - A general term given to describe a major weather disturbance in the tropics, characterized by a low central atmosphere pressure and stronger winds relative to its environment.
- v) **Tsunami** - A series of travelling ocean waves of long length and period, usually caused by a seismic disturbances in the ocean floor or confines which, upon reaching the shore, loses speed but increases in height, depending upon the residual force upon arrival; such waves may rush in shore and cause devastation to human settlements and infrastructures along the shorelines.
- w) **Volcanic Eruption** - The ejection of volcanic materials such as lava, ashes, rock fragments steam and other gases through a fissure brought about by tremendous pressure which forces open the rock formation overlying pockets of molten rocks or steam reservoirs found under the earth's crust.
- x) **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

4. Policies:

- 4.1 The DRRMCs from the regional down to the local levels shall ensure that all major and minor incidents, both natural and human-induced, occurring in their respective areas of responsibility, are monitored, recorded and documented by the respective Disaster Operations Centers (DOCs).
- 4.2 The Office of Civil Defense Regional Center (OCDRC) concerned shall automatically determine whether the incident reported by concerned RDRRMC Member Agencies and LDRRMCs is worth reporting to the NDRRMC in a real-time or near real-time basis for immediate information of OCD Administrator, Chairman, NDRRMC and the President of the Republic of the Philippines.
- 4.3 All major incidents which require decision-making by higher authorities shall be reported through fastest means of communications (short messages system, fax, phone and e-mail).

4.4. Criteria in Determining Worthiness in Reporting Incidents

- ❖ An incident monitored by OCDRC shall be classified under major incident category when one of the following conditions, brought about by natural or human-induced disaster, is present;
 - At least 5 persons died in the incident, with or without report of injuries and missing;
 - At least 10 injured and/or 10 missing without report of deaths;
 - At least 10 families or 50 persons are affected and /or displaced;

 - At least PhP100,000.00 worth of damage on the means of livelihood, major roads and bridges, agricultural production, environment, as well as disruption to lifelines (water, electricity, transport, and communications systems) which can not be restored within 24 hours;

 - When there is a call for assistance and the operations last for at least two (2) to three (3) days involving mobilization of emergency responders to conduct damage and needs assessment (DANA), search and rescue (SAR) and relief operations and requirements of resources (supplies, equipment and man power); and

 - When there is a need for declaration of affected areas under a State of Calamity either by the Local Sanggunian or by the President of the Republic of the Philippines.

- ❖ An epidemic outbreak shall fall under the major incident category when there is a clustering of cases in a given area or among specific group of people over a particular period of time, regardless of the number of deaths or hospitalized persons.

- ❖ A slow-onset condition such as drought affecting at least three fourths ($\frac{3}{4}$) of the agricultural productive area, severely affecting low-income farmers as certified by DANA team conducting socio-economic indices for example in an entire province.

- ❖ Volcanic activity, earthquake incidents, tsunami, severe weather bulletin of tropical cyclones with or without effects (casualty or damages incurred), shall automatically fall under major incidents and shall be reported to the Civil Defense Administrator (CDA) and SND/C, NDRRMC through fastest means of communications. (SMS)

4.5 For major incidents, OCDRC shall submit the following reports to NDRRMC-OPCEN:

- ❖ **Flash Report** - it may be in a form of SMS which is submitted very quickly to confirm whether the disaster has actually occurred, It

includes information on what, when, where, why and how the incident happened; and what steps are taken;

- ❖ **Initial Report** which shall follow in a matter of hours; information shall establish the severity of the disaster; provide the info needed to start mobilizing resources from outside the affected area to be able to help initial actions taken locally;
- ❖ **Progress/Situation Report** shall be submitted to NDRRMC every 6 hours after the initial report within the first 3-4 days of operations; it shall indicate the prevailing situations; consolidated effects; emergency response underway; issues and concerns with corresponding recommendations;
- ❖ **Consolidated Report** on the result of damage and needs assessment (DANA), search and rescue (SAR) and emergency response after the 3rd day of operations. Emergency response shall be reported per cluster such as: Food and Non-Food Items (NFIs); Health, WASH and Psychosocial; Emergency Shelter; Early Recovery; Education; Infrastructure; Agriculture; and Emergency Telecoms; and
- ❖ **Final Report** – summary of everything with lessons learned two (2) weeks after the termination of disaster operations.
- ❖ **Pictorials** of damages and/or disaster operation activities in disaster-stricken areas for complete documentation purposes.
- ❖ Report on casualties, affected / displaced population and damages shall be submitted per municipality supported with brief description and analysis.
 - Casualties – Identity and number of death casualties has to be tallied, validated and confirmed first from the local DOH before reporting to NDRRMC- EOC.
 - Population affected/displaced shall be tallied with local DSWD and shall be categorized as mildly, moderately and severely affected.
 - **Mildly Affected** – are those families who are affected but houses are not destroyed and families are not needing assistance;
 - **Moderately Affected** - are those families whose houses are not damaged but needing assistance, hence they are being served outside evacuation centers;
 - **Severely Affected** - are those directly affected families whose houses are either totally or partially damaged and urgently needing immediate assistance;
 - **Displaced Population** - are part of the affected population who are uprooted from their original place of residence and employment and stayed either inside or outside evacuation centers (relatives and friends).

- Damages - cost of damages submitted by local DRRMCs shall be tallied with local DPWH, DA, Dep Ed and DILG before reporting to NDRRMC-OPCEN. Damages shall be categorized into levels I, II, III and IV.
 - **Level I** - no significant damage
 - **Level II** - only minor damage is noted which needs minimal repair
 - **Level III** -major damage is noted which requires extensive repair
 - **Level IV** - total loss/destruction which needs reconstruction
- In case of damaged roads and bridges along the highways which will affect the flow of traffic for one day or more and, thus, affecting the flow of commerce and social function in the area, OCDRCs concerned shall immediately coordinate with local DPWH for the rerouting scheme.
- ❖ All reports on major incidents submitted by OCDRCs to OPCEN shall be reported by OPCEN to SND in a form of Memorandum to be signed by CDA/SSDO/ SDO.
- ❖ Update of an incident report should not be submitted to OPCEN thru a Daily Summary Operations Report (DSOR) but has to be a separate report.

4.6 Minor incidents are those incidents which have no significant effects and do not meet the criteria of a major disaster category. Copies of these reports shall be submitted to NDRRMC-OPCEN for SMS to SND, CDA and OCD Officials; shall be for compilation by OPCEN and inclusion in the Monthly Monitoring Sheet of the Report Development Section for record purposes. These incidents may include fire, air mishap, vehicular accident, maritime incident, tornado, landslide, food poisoning, flood, lightning, etc.


5. Procedures

- 5.1 Whenever an incident occurs, the RDRRMC, through the LDRRMC, shall conduct DANA in the affected area, immediately after the occurrence of the incident to determine the extent of effects on population and properties.
- 5.2 Based on the result of DANA conducted by the LDRRMC, the concerned Local Chief Executive (LCE) shall submit a report to the concerned OCDRC within an hour. The latter, on the other hand, shall determine whether the report falls under major or minor category based on the above-cited criteria, whether it is worth reporting to the NDRRMC for information of the CDA and the SND)/C,NDRRMC.

5.3 If the incident falls under the category of a major incident, OCDRC shall submit a report to NDRRMC-OPCEN through SMS, fax and email. OPCEN shall immediately inform the CDA, the Civil Defense Executive Officer (CDEXO) and the Chief, Operations Division and shall prepare a Memorandum for SND/C,NDRRMC for the signature of the CDA. Subsequent periodic reports shall be submitted every 6 hours within the first 3-4 days of operations, every 12 hours within one week and every 24 hours within 2 weeks, until such time that the disaster operations are terminated.

6. Effectivity Clause:

This OCD Memorandum Circular shall take effect upon approval.


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Administrator, OCD and
Executive Officer, NDRRMC