

Local Government Units

DISASTER PREPAREDNESS MANUAL

Checklist of Early Preparations for Mayors

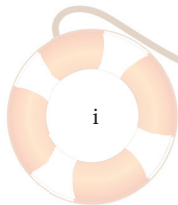


Typhoon Edition v2



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MESSAGE

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 are the frontliners in the response to any natural disaster, as mandated by law. They are the ones 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 that one 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 the formulation of 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 does arrive in the locality. This ensures that LGUs are able to ensure that they 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 and 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 property. Collectively, we must not tolerate haphazard preparations that lead to unnecessary death and destruction

I urge all chief executives of local government units to make good use of this too 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 our planning and implementation. Let us not leave anyone behind.

Maraming salamat po, at mabuhay!

MAR ROXAS
Secretary and
Chairperson, LGA Board of Trustees

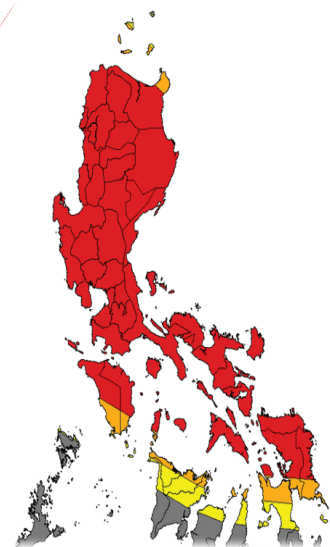
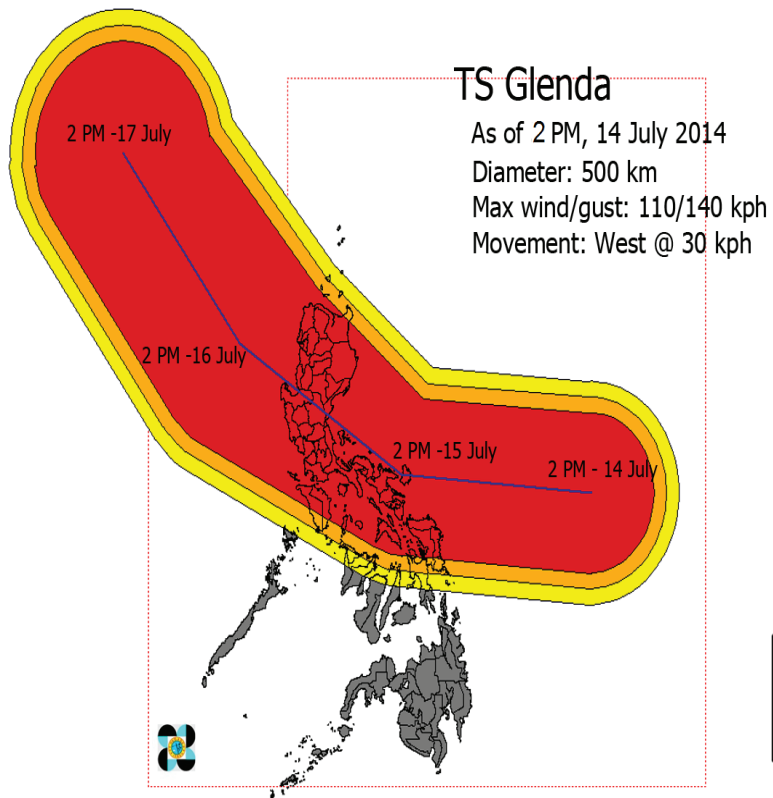




INTRODUCTION

The Mayor leads disaster risk reduction management in the local government as the Chairperson for the Local DRRM Council. In aide of the role of the Mayor, this Checklist of Minimum Actions enumerates “things-to-do” or series of progressive response actions that vary depending on the intensity and possible impact of the typhoon. These progressive response actions are triggered by the advisory from NDRRMC and DILG –CODIX conveyed to the LGUs through the DILG Regional and Field Offices. The advisory is based on the Critical Preparedness Actions that serve as guide to prepare LGUs even before a public warning signal (No. 1, 2, 3...) are raised by DOST-PAGASA. Accordingly, this checklist provides set of minimum actions to be undertaken by the local chief executive and his/her teams. (Illustrated and described below)

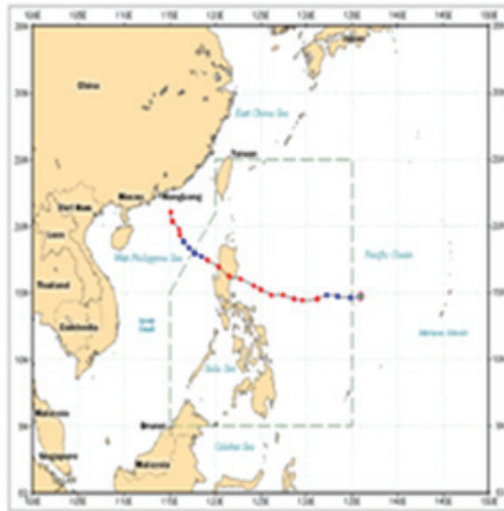
- Charlie – High-risk; Critical area or Breadth of the storm (colored red)
- Bravo – Medium-risk; 1 to 50 km away from Charlie (colored orange)
- Alpha – Low-risk; 51 to 100 km away from Charlie (colored yellow)



ALPHA – 100km away from Charlie
BRAVO – 50km away from Charlie
CHARLIE – within the TC track in its diameter



ALERT LEVEL	ALERT LEVEL	CRITICAL AREAS	POTENTIAL IMPACT
ALERT LEVEL "C"	RAIN 10-20 mm/hr Heavy to intense rain	Abra, Albay, Apayao, Aurora, Bataan, Batangas, Benguet, Biliran, Bulacan, Cagayan, Camarines Norte/Sur, Catanduanes, Cavite, Eastern Samar, Ifugao, Ilocos Norte/Sur, Isabela, Kalinga, La Union, Laguna, Leyte, Marinduque, Masbate, Metro Manila, Mt. Province, Northern Samar, Nueva Ecija/Vizcaya, Occidental Mindoro, Oriental Mindoro, Pampanga, Pangasinan, Quezon, Quirino, Rizal, Romblon, Samar, Sorsogon, Tarlac, Zambales	Comparable to TS MARING Sept 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"	RAIN 5-10 mm/hr Moderate to heavy WIND 30-60 Kph	Camarines Norte Camarines Sur Catanduanes La Union Mountain Province Nueva Ecija Pangasinan Quezon	Moderate damage to agriculture Travel by all types of sea vessels is risky Travel by aircraft is risky Few large trees maybe uprooted Some iron roofing may fall off
ALERT LEVEL "C"	RAIN 5-10 mm/hr Moderate to heavy WIND 30-45 Kph	Masbate Mountain Province Tarlac	



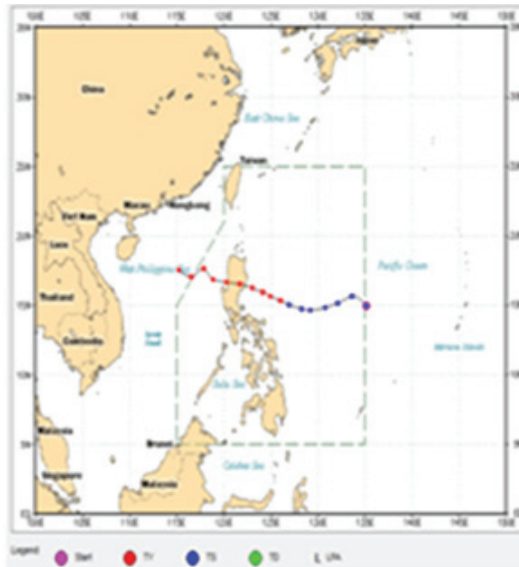
TYPHOON PITANG (GEORGIA)

MSW: 250 & GUST: 285 KPH

SEP 08-13, 1970

IMPACTS

- A. AFFECTEDD REGIONS: Undetermined
- B. DAMAGE TO PROPERTIES: P 3.847 M
- C. CASUALTIES: NONE
- D. REPLACED NAME : PASING
- E. COASTAL AREAS AFFECTED BY STORM SURGE:
Casiguran, Aurora & Disalag &
Dipaculao, Quezon (Height: Undetermined)



TYPHOON PEDRING

MWS: 140 & GUST: 170 KPH

SEP 24-28, 2011

IMPACTS

- A. AFFECTED REGIONS: I, II, III, NCR, CAR, IVA, & IVB, V & VI
- B. DAMAGE TO PROPERTIES: P15.552 B
- C. CASUALTIES
DEAD: 85
INJURED: 91
MISSING: 21
- D. REPLACED NAME: PERLA



TYPHOON QUIEL [NALGAE]

MSW-160 & GUST 195 KPH
SEP 28-02 OCT 2011

IMPACTS

- A. AFFECTED REGION/S: I, II, III & CAR
- B. DAMAGE TO PROPERTIES: P115.075 M
- C. CASUALTIES:
DEAD: 17
INJURED: 32
MISSING: 7
- D. NOT NOTABLE TC

Please be guided that these progressive response actions are categorized in three general action areas:

- 1) PREPARE is composed of the administrative and managerial actions in preparation to the organization and mobilization phase.
 - Issuing directives
 - Convening DRRMC
 - Administrative & Logistical Support (Administrator, Finance, GSO)
- 2) RESPONSE involves the delineation of tasks and roles with corresponding lead offices and member who will execute actions across a given time scale.
 - i. Security, Lifeline, SRR (PNP, BFP, Engineering, Public Safety Office)
 - ii. Humanitarian (MHO, MSWDO)
 - iii. Information & Awareness (Information officer/Media Relations)

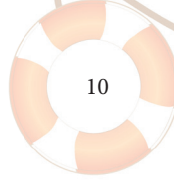
3) MONITOR

The sets of actions in this checklist are contingent to a timeframe determined by the DOST-PAG-ASA.

TIMEFRAME	DESCRIPTION
➤ UPON RECEIPT OF ALERT	Actions to do upon receiving an alert from PAGASA-DOST and DILG-CODIX and/or Actions to do ± <u>48 hours before</u> the landfall
➤ DURING	Actions to do <u>during</u> the landfall
➤ AFTER	Actions to do <u>after</u> the landfall

These sets of actions are suggestive and general since they are minimum and basic. We encourage you to do more and customize depending on your local context. Careful planning and preparation based on your local hazard and risk maps and regular monitoring of weather bulletin are highly advised.





OVERVIEW: DRRM ACTION FLOW FOR EARLY PREPAREDNESS

Early Preparedness Actions are prerequisites of the Critical Preparedness Actions. These are proactive actions taken as preparatory and necessary measures to be able to carry-out the functions during the critical period when an Advisory or Alert is issued by PAGASA. They are done during “peace time” or when no immediate threat of a disaster (for typhoons and related hazards: during dry season). These actions are taken from the requirement of the law and good practices from LGU experiences. There are four (4) general actions to be undertaken:

- A. First, create the local DRRM structures and systems to be mobilized
- B. After creating the structures and systems, institutionalize policies and plans
- C. Make sure to build the competency of the created structures through various trainings
- D. Finally, compliment the competency by purchasing and preparing the needed hardware and supplies to compliment the actions



EARLY PREPAREDNESS ACTIONS

1. SYSTEMS AND STRUCTURES

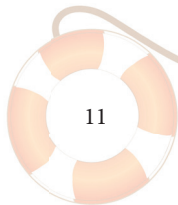
A. Create structures and systems

ORGANIZING AND PLANNING

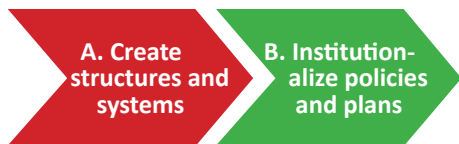
- ☐ Sign an Executive Order creating the following organizations at the local level:
 - LDRRMC
 - LDRRMO
 - Incident Command System
 - Community of Disaster Volunteers (CDV)
 - Local Chamber of Commerce (LCC) / Network of local businesses
- ☐ Prepare the following plans:
 - LDRRMP (with contingency plans)
 - LCCAP
 - IAP
 - Business continuity plan
 - vacation Plan
- ☐ Conduct Infrastructure Audit
- ☐ Designate Emergency Operation Center (EOC)

GUIDE AND REFERENCES

- ☐ Prepare hazard, risk and flush points maps
- ☐ Develop and disseminate a community guide/family guide for disaster preparedness and response
- ☐ Update Comprehensive Land Use Plan (CLUP)-- one of the basis for the identification of highly vulnerable areas
- ☐ Check baseline data from the Infrastructure Audit
- ☐ Revisit RA 10121
- ☐ Issue Local DRR Communication protocol



2. POLICIES AND PLANS

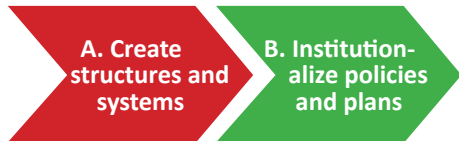


ASSIGNMENT AND TASKING

- ☐ Create position for LDRRM Officer and 3 LDRRMO staff per RA 10121
- ☐ Assign key positions of ICS
- ☐ Assign DRRMO/MSWDO/ CSWDO/ Municipal/City
- ☐ Engineers to designate evacuation centers
- ☐ Direct the Punong Barangays to create BDRRMC
- ☐ Assign Municipal/City Engineer to:
 - Put up signs/directions going to evacuation center
 - Put up security post
 - Designate shelter for livestock/animal relief park
 - Designate a boat garage for coastal communities
 - Designate evacuation center for prisoners (if prison is high-risk)

ASSIGNMENT AND TASKING

- ☐ Direct the Administrator to provide SAR/SRR insurances
- ☐ Direct Administrator to prepare a template for reporting and cancellation of travel authority
- ☐ Direct the C/C/MSWDO to designate packing/ repacking area (warehouse)
- ☐ Direct Administrator to prepare templates for:
 - Suspension of classes
 - Suspension of work
 - Prohibition of fishing activities
 - Prohibition of sea voyage
 - Issuance of pre-emptive and forced evacuation
 - Declaration of State of Calamity
 - Post-Disaster Plan Template



ESTABLISHING LINKAGES/SUPPORT

- ☐ Establish a Memorandum of Agreement between:
 - Supermarkets (relief good and other supplies)
 - Hospitals (response, use of ambulance and management of injured persons)
 - Pharmacies (medical supplies)
 - Volunteer groups (mobilization for various operations)
 - Transportation groups (mobilization for various operations)
 - Telecommunication companies (early warning and use of communication equipment)
 - Local construction companies (SRR & clearing operations)
 - Humanitarian Organizations (retrofitting evacuation centers/structures)
 - Faith-based organizations with structures (designated/alternative evacuation centers)
 - Funeral parlors (management of the dead)



3. COMPETENCY



TRAINING INFORMATION AND AWARENESS PERSONNEL

- ☐ Conduct training on:
- Basic Orientation on CBDRRM
 - Hazard and Risk Assessment
 - Climate and Weather Forecast
 - Early Warning Systems and Monitoring
 - Infrastructure Audit
 - Risk communication
 - Media management

TRAINING DRRM AND ADMIN PERSONNEL

- ☐ Conduct training on:
- ICS
 - LDRRM Planning
 - LCCA Planning
 - Community-based monitoring system
 - Alliance-building
 - DRRMO Competency Building and Development
 - DRRMO Certification (renewable every 3 years)

TRAINING HUMANITARIAN PERSONNEL

- ☐ Conduct training on:
- Camp Management

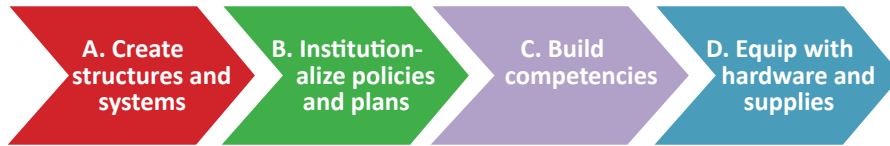
TRAINING POST DISASTER RESPONSE PERSONNEL

- ☐ Conduct training on:
- Livelihood Training
 - Business Continuity Planning
 - RDNA
 - PDNA

TRAINING SECURITY, LIFELINE AND SRR PERSONNEL

- ☐ Conduct training on:
- Flood/swift water search and rescue
 - Basic Life Support (First-Aid)
 - Basic Sanitary Inspection and Forensic Investigation in managing the dead

4. TOOLS AND EQUIPMENT



ACQUIRING SECURITY, SEARCH AND RESCUE, MEDICAL AND CLEARING RESOURCES

- ☐ Instruct the Administrator/ DRRMO to purchase/prepare the following response equipment:
 - A. Supplies
 - First aid kits
 - Cadaver bags
 - B. Equipment
 - Boats/Vans/Trucks/Buses
 - Ambulance/amphibian vehicle/Backhoe/Dump truck/Fire trucks/Crawler/Tractor/Scoop loader (maybe borrowed from other LGUs or NGAs)
 - Siren
 - Megaphone
 - Whistle
 - Two-way radio, GPS device, and other communication equipment (consider satellite phone)
 - Ropes and throw bags
 - Search light
 - Protective gears (helmet and life vest)
 - Reflectorize vest
 - Extrication kit (spine board, shovel, chainsaw, jack hammer or alternative digging device)
 - Chainsaw, bolo, shovel, water pump
 - Mobile water treatment
 - Caution tape
 - K9 Unit (if available)
 - C. Stockpile
 - Gasoline and extra batteries
 - Portable generator, solar-powered generator, and flashlights
 - Potable water
 - Food pack (Rice, canned goods, noodles, ready-to-eat meals)

ACQUIRING HUMANITARIAN RESOURCES

- ☐ Instruct Punong Barangays to make sure that every household has emergency balde
- ☐ (Refer to: DILG's Pampamilyang Gabaysa Panahon ng Kalamidad - www.dilg.gov.ph)
- ☐ Direct the C/MSWDO to pack relief goods (stand-by) and to prepare community kitchen supplies and equipment.
- ☐ Instruct the DRRMO to purchase/prepare the following:
 - A. Supplies
 - Registration logbook
 - B. Equipment
 - Standby vehicles
 - Megaphone
 - Whistle
 - Two-way radio and other communication equipment
 - Flashlight and extra batteries
 - C. Stockpile
 - First aid kits/medicines
 - Food pack (Rice, canned goods, noodles, ready-to-eat meals)
 - Potable water
 - Hygiene kit (Soap, shampoo, alcohol, toothbrush, toothpaste, sanitary pads, deodorant)
 - Clothing (Jacket, raincoat, hard hat, boots)
 - Gasoline and extra batteries
 - Portable generator and gasoline
 - Beds and beddings
 - Portable toilets
 - Mosquito nets
- ☐ Direct the Administrator to purchase or coordinate with organizations that may lend a mobile community kitchen during or in the aftermath of the disaster

ACQUIRING INFORMATION AND AWARENESS RESOURCES

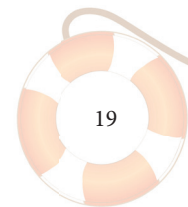
- ☐ Purchase/Prepare the following early warning equipment
 - A. Equipment
 - Rain gauge
 - Water level markers
 - Wind vane
 - Bells (you can partner with the local church to use the church bells for alarm too)
 - Centralized Hotline (operated and monitored by Command Center)
 - Vehicles
 - Siren/Batingaw
 - Telephone/fax machine/internet connection
 - Megaphone
 - Two-way radio, GPS device, and other communication equipment (consider satellite phone)
 - Flashlight and extra batteries
 - Transistor Radio (single frequency)
 - Satellite phones
 - B. Stockpile
 - Portable generator and gasoline
- ☐ Direct the Municipal Engineer to create and designate public weather bulletin boards and an area for press conference/briefing
 - Secure hazard and risk maps, and potential flash points maps
 - Directory/contact numbers of key local and national DRRM officials, TV and radio stations, school principals/administrators
 - Template of PSAs (Public Service Announcements)



GLOSSARY

A. GLOSSARY OF TERMS (SOURCE: SECTION 3, RA 10121)

- 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 nongovernment 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.lavvphi1
- 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 nonprofit 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.

B. GLOSSARY OF ACRONYMS AND ABBREVIATIONS

A

- AFP - Armed Forces of the Philippines
- AIP - Annual Investment Plan

B

- BDRRMC - Barangay Disaster Risk Reduction and Management Committee
- BFP - Bureau of Fire Protection
- BJMP - Bureau of Jail Management and Penology
- (DILG) - Bureau of Local Government Development
- BLGD (DILG) - Bureau of Local Government Development
- BLGS - Bureau of Local Government Supervision
- Brgy./Brgys. - Barangay/s
- BPATS - Barangay Peacekeeping Action Teams

C

- CBDRRM - Community-Based Disaster Risk Reduction and Management
- CCA - Climate Change Adaptation
- CCC - Climate Change Commission
- CDV - Community Disaster Volunteer
- C/C/MHO - City/Municipal Health Officer
- CODIX - Central Office Disaster Information Coordinating Center
- COP - Chief of Police
- CPA - Critical Period Action

D

- DA - Department of Agriculture
- DANA - Damage and Needs Assessment

- DALA - Damage and Loss 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
- DIMTG - Disaster Incident Management Task Group

E

- EC - Evacuation Center
- EO - Executive Order
- EOC - Emergency Operations Center

F

- FM - Fire Marshal

I

- ICS - Incident Command System






L

- LCCAP - Local Climate Change Action Plan
- LCC - Local Chamber of Commerce
- LDRRMC - Local Disaster Risk Reduction and Management Council
- LDRRMO - Local Disaster Risk Reduction and Management Office
- LDRRMP - Local Disaster Risk Reduction and Management Plan

LDRRMP	-	Local Disaster Risk Reduction and Management Plan	P	
(DILG)	-		PAGASA	Philippine Atmospheric, Geophysical and Astronomical Services Administration
LGA	-	Local Government Academy	PAR	Philippine Area of Responsibility
LGU	-	Local Government Unit	PB	Punong Barangay
LMP	-	League of Municipalities of the Philippines	PDNA	Post-Disaster Needs Assessment
LCP	-	League of Cities of the Philippines	PHIVOLCS	Philippine Institute of Volcanology and Seismology
LPP	-	League of Provinces of the Philippines	PIA	Philippine Information Agency
M			PNP	Philippine National Police
MGB	-	Mines and Geosciences Bureau	PNRI	Philippine Nuclear Research Institute
M/C/ PDRRMO	-	Municipal/ City/ Provincial Disaster Risk Reduction Management Office	PWD	Person With Disability
M/CSWDO	-	Municipal/City Social Welfare and Development Officer	PPO	Police Provincial Office
MOA	-	Memorandum of Agreement	PRO	Police Regional Office
C/MLGOO	-	Municipal Local Government Operation Officer	R	
MPDO	-	Municipal Planning and Development Office	RA	Republic Act
N			RDANA	Rapid Damage Assessment and Needs Analysis
NAMRIA	-	National Mapping and Resource Information Authority	T	
(DILG) NBOO	-	National Barangay Operations Office	TISP	Transition Investment Support Plan
NDRRMC	-	National Disaster Risk Reduction and Management Council	S	
NEDA	-	National Economic and Development Authority	SAR	Search and Rescue
NGA	-	National Government Agencies	SMS	Short Message Service
NHQ	-	National Headquarters	SRR	Search, rescue and Retrieval
NOAH (Project)	-	Nationwide Operational Assessment of Hazards	U	
O			ULAP	Union of Local Authorities of the Philippines
OCD	-	Office of Civil Defense	V	
			VMS	Volunteer Management System
			W	
			WCPD	Women and Children Protection Desk

ANNEXES

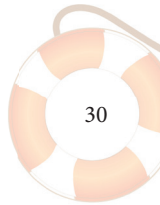
A. DRRM RELATED POLICY ISSUANCES

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 	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	IMPLEMENTING GUIDELINES FOR THE ESTABLISHMENT OF LOCAL DRRM OFFICES (LDRRMSOs) OR BARANGAY DRRM COMMITTEES (BDRRMS) IN LOCAL GOVERNMENT UNITS (LGUS)	JOINT MEMORANDUM CIRCULAR NO. 2014-1
 <ul style="list-style-type: none"> COMMISSION ON AUDIT 	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 STAFF AUDITORS OF THE COMMISSION ON AUDIT (COA); AND OTHERS CONCERNED	ACCOUNTING AND REPORTING GUIDELINES ON THE RECEIPT AND UTILIZATION OF NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT FUND (NDRRMF), CASH AND IN-KIN AIDS/DONATIONS FROM THE LOCAL AND FOREIGN SOURCES, AND FUNDS ALLOCATED FROM THE AGENCY REGULAR BUDGET FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) PROGRAM	MEMORANDUM CIRCULAR NO. 2014-002
 <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.	MEMORANDUM CIRCULAR NO. 2012-002
 <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)	JOINT MEMORANDUM CIRCULAR NO. 2013-1
 <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)	MEMORANDUM CIRCULAR NO. 2012-73

B. GUIDELINES ON UTILIZING LDRRM FUND

Guidelines on Utilizing LDRRM Fund (DILG-DBM-NDDRMC Joint Memorandum Circular No. 2013-1 dated March 25, 2013)	
Source of Funding	Possible Projects and Activities for Disaster Preparedness
<ul style="list-style-type: none"> Provides that the General Fund amounting to not less than five (5%) of the estimated revenue from regular sources shall be set aside for LDRRM Fund. 30% of the LDRRMF shall be set aside for the Quick Response Fund (QRF) and 70% for disaster prevention and mitigation, response, rehabilitation and recovery. The release and use of the 30% QRF shall be supported of the local sanggunian declaring LGU under the state of calamity or a presidential declaration of state of calamity upon recommendation of the NDRRMC. 	<ol style="list-style-type: none"> 1. Conduct of trainings on disaster preparedness and response, search, rescue and retrieval operations; 2. Conduct of simulation exercises at various levels to test plans and skills; 3. Development of information, education and communication (IEC) campaign and information sharing between LGUs/communities and the national government; 4. Development of standard operations manual for disaster operation centers; 5. Development and implementation of standard operating procedures (SOPs) for deployment, evacuation and coordination with rapid assessment teams, etc; 6. Development and institutionalization of early warning system (EWS), information sharing among LGUs/communities and the national government; 7. Conduct of risk reduction and management researches; 8. Conduct of multi-stakeholders dialogue; 9. Development and conduct of regular review of contingency plans; 10. Development of information and database generation; 11. Stockpiling of basic emergency supplies; and 12. Other programs or projects of similar nature and consider necessary.

Guidelines on Utilizing LDRRM Fund (DILG-DBM-NDRRMC Joint Memorandum Circular No. 2013-1 dated March 25, 2013)	
Source of Funding	Possible Projects and Activities for Disaster Prevention and Mitigation
<ul style="list-style-type: none"> Provides that the General Fund amounting to not less than five (5%) of the estimated revenue from regular sources shall be set aside for LDRRM Fund. 30% of the LDRRMF shall be set aside for the Quick Response Fund (QRF) and 70% for disaster prevention and mitigation, response, rehabilitation and recovery. The release and use of the 30% QRF shall be supported of the local sanggunian declaring LGU under the state of calamity or a presidential declaration of state of calamity upon recommendation of the NDRRMC. 	<ol style="list-style-type: none"> Conduct of risk assessment, vulnerability analysis, and other science-based technology and methodologies to enhance LGU ecological profile, sectoral studies, and mainstream disaster risk reduction and management activities; Implement community-based monitoring system with disaster risk reduction and management/CCA indicators; Capability building (train, equip, organize, provide funding, sustain) on mainstreaming disaster risk reduction and management/CCA in development planning, investment programming/financing, and project evaluation and development; Conduct of activities to review and integrate disaster risk reduction and management/CCA into various environmental policies, plans, programs and projects; Conduct vulnerability analysis and risk assessment for critical facilities and infrastructure; Development of tools on risk assessment; Construction of dams or embankments that will reduce/mitigate flood risks; and Other programs and projects of similar nature and considered necessary.



Guidelines on Utilizing LDRRM Fund (DILG-DBM-NDRRMC Joint Memorandum Circular No. 2013-1 dated March 25, 2013)	
Source of Funding	Possible Projects and Activities for Disaster Rehabilitation and Recovery
<ul style="list-style-type: none"> Provides that the General Fund amounting to not less than five (5%) of the estimated revenue from regular sources shall be set aside for LDRRM Fund. 30% of the LDRRMF shall be set aside for the Quick Response Fund (QRF) and 70% for disaster prevention and mitigation, response, rehabilitation and recovery. The release and use of the 30% QRF shall be supported of the local sanggunian declaring LGU under the state of calamity or a presidential declaration of state of calamity upon recommendation of the NDRRMC. 	<ol style="list-style-type: none"> 21. Formulation of designs for the reconstruction of disaster-resilient houses; 22. Construction/rehabilitation of damaged infrastructure facilities and evacuation centers; 23. Conduct of trainings for social preparation of host communities and those that will be relocated; 24. 24. Implementation of building code and promotion of green technology; 25. Conduct of post conflict analyses; and 26. Other programs or projects of similar nature and considered necessary

Guidelines on Utilizing LDRRM Fund (DILG-DBM-NDRRMC Joint Memorandum Circular No. 2013-1 dated March 25, 2013)	
Source of Funding	Possible Projects and Activities for Disaster Response
<ul style="list-style-type: none"> Provides that the General Fund amounting to not less than five (5%) of the estimated revenue from regular sources shall be set aside for LDRRM Fund. 30% of the LDRRMF shall be set aside for the Quick Response Fund (QRF) and 70% for disaster prevention and mitigation, response, rehabilitation and recovery. The release and use of the 30% QRF shall be supported of the local sanggunian declaring LGU under the state of calamity or a presidential declaration of state of calamity upon recommendation of the NDRRMC. 	<p>27. Provision of alternative livelihood relief or assistance to victims of disasters;</p> <p>28. Provision of tents and other temporary shelter facilities;</p> <p>29. Provision of food subsistence or relief goods to disaster victims; and</p> <p>30. Other programs or projects of similar nature and considered necessary.</p>



DIRECTORIES

A. National



National Disaster Risk Reduction and Management Council (NDRRMC)

- Website: ndrrmc.gov.ph
- Twitter: @NDRRMC_Open
- Facebook: <http://www.facebook.com/pages/Ndrrmc-Open/103742183037609>
- NDRRMC hotlines: (02) 911-1406, (02) 912-2665, (02) 912-5668, (02) 911-5061 to 64



Philippine Atmospheric Geophysical Astronomical Services Administration (PAGASA)

- Website: pagasa.dost.gov.ph
- Twitter: @dost_pagasa
- PAGASA hotline: (02) 433-8526



Philippine Institute of Volcanology and Seismology (PhilVolcs)

- Website: phivolcs.dost.gov.ph
- NDRRMC report an earthquake:
(02) 426-1468 to 79, local 124/125;
- Text/call: 0905-3134077
- Text only: 0918-9428354



Department of Transportation and Communications (DOTC)

- Website: dotc.gov.ph
- Twitter: @DOTCPhilippines
- Facebook: <http://www.facebook.com/DOTCPhilippines>
- DOTC Hotlines: 7890 or (02) 726-6255



Civil Aviation Authority of the Philippines

- Official website: caap.gov.ph
- Twitter: @CAAP_Operations
- Tel No. (02) 8679-9286



Philippine Coast Guard

- Official Website: coastguard.gov.ph
- Facebook: <https://www.facebook.com/pages/PHILIPPINE-COAST-GUARD/125674810786701>
- Twitter: @PhilCoastGuard1
- Tel. No.: (02) 527-8481 Loc. 6290/6292, Direct line (02) 328-1098



Philippine Information Agency

- Official Website: news.pia.gov.ph
- Twitter: @PIAalerts, @PIANewsDesk
- Tel. No.: (02) 929-4521, (02) 772-7660



National Grid Corporation of the Philippines (NGCP)

- Official Website: www.ngcp.ph
- Twitter: @ngcp_alert; see also: @doe_ph
- Facebook: <https://www.facebook.com/pages/National-Grid-Corporation-of-the-Philippines-NGCP/201591523234244>
- NGCP Hotline: (02) 981.2100



Department of Social Welfare and Development (DSWD)

- Website: dswd.gov.ph
- Twitter: @DSWDserves
- Hotline: (02) 851-2681



Department of Education

- Website: deped.gov.ph
- Twitter: @DepEd_PH
- DepEd Hotline: (632) 6361663, +(63)9194560027


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: +63-2-929-6626; 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)9194560027
- Email: action@deped.gov.ph


Department of Energy (DOE)

- Website: <https://www.doe.gov.ph/>
- Telephone: (02) 840-20-08 / (02) 840-21-34
- 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: (02) 727.7960 to 69
- Email: webmaster@dotc.gov.ph


Department of Budget and Management (DBM)

- Website: <http://www.dbm.gov.ph/>
- Telephone: (02) 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> <your 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) (02) 527-8000


Department of Tourism (DOT)

- Website: <http://www.tourism.gov.ph> or <http://itsmorefuninthephilippines.com/>
- Telephone: 459-5200 to 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 6360701 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: (02) 845-9555 loc.6129

**Philippine National Police (PNP)**

- Website: <http://pnp.gov.ph/portal/>
- Telephone: +63.02.723.04.01

**The Press Secretary Website: <http://www.pcoo.gov.ph/>**

- Telephone: (02) 733-3630; 735-3538
- Email: op@president.gov.ph

**Philippine National Red Cross (PNRC)**

- Website: <http://www.redcross.org.ph/>
- Telephone: (02) 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: (02) 426-5028 / 426-5019 / 426-4956 / 426-4965
- Email: info@napc.gov.ph

**National Commission on the Role of Filipino Women**

- Website: <http://pcw.gov.ph/>
- Telephone: 632.7354767 / +632.7364449
- Email: edo@pcw.gov.ph

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

- Website: <http://www.hudcc.gov.ph/>
- Telephone: (02) 812-8870 / 811-4168

**Climate Change Office of the Climate Change Commission**

- Website: <http://climate.gov.ph/>
- Telephone: (632) 7353144 / 7353069
- 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: (02) 920-6401 / 920-6446
- Email: ssemail@info.com.ph

**Philippine Health Insurance Corporation (PhilHealth)**

- Website: <http://www.philhealth.gov.ph/>
- Telephone: (02) 441-744
- 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



League of Provinces of the Philippines (LPP)

- Website: <http://www.lpp.gov.ph/>
- Telephone: (632) 687-5399 / 631-0170 / 631-0197 / (632) 687-4048
- Email: lppsec2007@yahoo.com



League of Cities of the Philippines (LCP)

- Website: <http://www.lcp.org.ph/>
- Telephone: +63-2-470-6837 / +63-2-470-6813 / +63-2-470-6843
- Email: league.cities.philippines@gmail.com



League of Municipalities of the Philippines (LMP)

- Website: <http://lmp.org.ph/default/>
- Telephone: (+63 2) 913 5737 to 38 / 912 0349 / 440 7280 / 440 7306
- Email: president@lmp.org.ph



Liga ng Mga Barangay (LMB)



OCD

- Website: <http://ocd.gov.ph/>
- Telephone: (02) 911-5061 to 65 or (02) 911-1406 / 912-5668 / 912-2665
- Email: opcen@ndrrmc.gov.ph



Bureau of Fire Protection

- Website: <http://www.bfp.gov.ph>
- Telefax Nr: +63 (2) 4263812 - BFP
- Trunkline Nrs: +63 (2) 4260219 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: +63 (2) 925 0320 to 23



Central Office Disaster Information Coordinating Center (DILG - CODIX)

- Telephone: +63 (2) 925-0349; 925-7343
- Email: ebtabell@dilg.gov.ph
dilgcodix@rocketmail.com

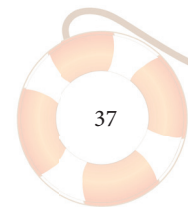


Public Affairs And Communication Service (DILG - PACS)

- Telephone: +63 (2) 925-0349; 925-7343
- Email: pacs.dilg@yahoo.com

B. Local

Police	:	<hr/> <hr/>
Bureau of Fire Protection	:	<hr/> <hr/>
Hospital	:	<hr/> <hr/>
Local DRRM Office	:	<hr/> <hr/>
Local Rescue Team(s)	:	<hr/> <hr/>
Water Company	:	<hr/> <hr/>
Electric Company	:	<hr/> <hr/>
Phone Company	:	<hr/> <hr/>
Local Supermarket	:	<hr/> <hr/>
Private Sectors	:	<hr/> <hr/> <hr/> <hr/>



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This LGU Disaster Preparedness Journal (For Typhoon): Checklist of Minimum Actions for Mayors was developed through a series of consultation activities attended by various local government units, national government agencies, civil society organizations, the academe and the private sector.

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LGU Disaster Preparedness Journal

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