

Monitoring LGU Preparedness Actions for a Typhoon

LGU Information:
 City or Municipality of: _____
 Province of: _____

LGU Actions	Yes	No
1 The mayor is present within the AOR.		
2 C/MLGOO informed LGU of the weather alert with Proof of Service		
Get Organized:		
3 Convened LDRRMC within 24 hours upon receiving a severe weather bulletin		
4 Reviewed LDRRMC/Contingency Plans and Hazard Risk Maps		
5 Estimated number of evacuees		
6 Readied pre-emptive/forced Evacuation Plans		
7 Organized Administrative/Logistical Support Team		
8 Organized Search, Rescue and Retrieval Teams		
9 Organized Security Teams		
10 Organized Medical Teams in ECs		
11 Organized Clearing Operations Team		
12 Organized Monitoring and Reporting Team		
13 Activated 24/7 Emergency Operations Center		
14 Activated Incident Command System		
15 Conducted inventory of supplies, equipment and stockpile of goods		
16 Assessed Evacuation Centers		
17 Conducted clearing operations and assessed structures		
18 Placed adequate guide markers at strategic locations for evacuees and operations teams		
Alert Communities:		
19 Informed Punong Barangays of weather advisory		
20 Disseminated public warnings thru established warning systems and weather bulletins, especially families in identified danger zones		
21 (For coastal and island barangays) Warned fisherfolks to take precautionary measures when going out to sea		
(For coastal and island barangays)		
22 Issued prohibitions for sea voyage and fishing (include rivers) and prevented people to cross in any body of water		
23 Advised households to prepare survival kits/ secure roof, wall, power lines		
24 Issued suspension of classes for appropriate levels and suspension of work for private and government offices		
Execute Plans:		
25 Prepared Evacuation Centers		
26 Conducted pre-emptive/forced evacuation		
27 Conducted mass feeding		
28 Cancelled travel authorities for SAR and frontline personnel		
29 Repacked and prepositioned food packs and non-food items for evacuees		
30 Dispatched and prepositioned SAR/SRR, Medical, Security and Clearing Operations teams		
31 Advised Security Teams to maintain peace and order		
32 Secured communication, power and water supply lines		
33 Deployed brig health workers/volunteers to provide medical, psycho-social, and spiritual counseling to the evacuees		
34 Coordinated with PNP and BFP for reporting of casualties (dead, missing, injured) and damage to structures, if any		
35 C/MHO coordinated with PNP and funeral parlors to manage dead, if any		

Other Preparedness Actions:

Certified True and Correct:

Name and Signature _____
 C/MLGOO



PROOF OF SERVICE

I, _____ (Name) C/MLGOO, have informed Hon. _____ (Name of LCE or City/Municipal Administrator) of the weather advisory alerts on _____ (Date and Time) thru phone/text/SMS.

- Phone call
- SMS or text
- Written correspondence (as attached)
- E-mail
- Other. Please specify here: _____

Signed:

(Signature of the C/MLGOO)
 Date: _____

In Concurrence:

(Name and Signature of LCE or City/Municipal Administrator)
 Position
 Date

STATUS OF EVACUATION

Confirmation Slip

This is to certify that the following barangays in the City/Municipality of _____ Province of _____, conducted pre-emptive/forced evacuation with details indicated below:

Name of Barangay	FOR EVACUATION		EVACUATION CONDUCTED	
	No. of Families	Name/Location of Evacuation Centers (Ex. Poblacion Elementary)	No. of Families	(mm/dd/yyyy) Name/Location of Evacuation Centers (Ex. Poblacion Elementary)

Notes:

- This Certification has to be signed by the Local Chief Executive.
- This has to be submitted not later than 24 hours before anticipated landfall and updated every 5 hours.
- DILG Field Office has to ensure compliance to this requirement.
- Use additional sheets, if necessary.

Name of Local Chief Executive _____

Date: _____



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Region XIII (CARAGA REGION)
MATIMCO Bldg., Km. 4, Libertad, Butuan City
 Tel. No. LGMED, LGCDD (085) 342-2045; ADMIN (085) 341-1976
 Telefax No. (085) 342-2134; 815-1299
 Website: <http://caraga.dilg.gov.ph> / Email Address: official@caraga.dilg.gov.ph



Before the Anticipated Landfall of a Typhoon

1. Inform the Local Chief Executive
 - A. Secure Proof of Service then submit to the regional office as soon as possible in any means
 - B. Ensure the conduct of a Pre-Disaster Risk Assessment (PDRA) at the local level
 - C. Ensure that the Local DRRM Council should convene
2. Attend the conduct of Pre-Disaster Risk Assessment (PDRA) at the local level (DILG Memorandum dated May 26, 2015)
 - A. Submit after meeting report to the regional office within 24 hours after the conduct highlighting the following;
 - i. Presentation of the Typhoon path (Operation Listo)
 - ii. Identified vulnerable and expose areas or the elements at risk
 - iii. Inventory of capabilities of the LGU and other stakeholders
3. Attend the meeting convening the LDRRMC
 - A. Submit after meeting report
 - B. Submit Form 1 Pre-Typhoon Preparedness Monitoring (35 items checklist)
4. Organize Emergency Response Teams
5. Alert Communities and execute plans
6. Submit status report to the DILG Regional Office
7. Submit Status of Evacuation Confirmation Slip (to be submitted not later than 24 hour before the anticipated landfall)

During Landfall of a Typhoon

1. Monitor DOST-PAGASA Typhoon Track/Listo Hotdog track
2. Submit situational progress report to the DILG Regional Office highlighting the following;
 - A. Declaration of state of calamity
 - B. Observed weather situation including the wind and rain
 - C. Occurrence of Flood
 - D. Conduct of Forced evacuation
 - E. Status of relief operations
 - i. Outside evacuation center
 - ii. Inside evacuation center
 - F. Status on the evacuation center
 - i. Total No. of evacuees family and individual (male; female; child; PWD; senior citizen)
 - ii. Relief operations in the evacuation center
 - iii. Occurrence of other special/unusual events within the evacuation center
3. Status on the evacuation center (using the Status of Evacuation Confirmation Slip)



After Landfall of a Typhoon

1. Submit final Situational report to the DILG Regional Office highlighting with the following;
 - A. Observed local weather
 - B. Lifting of the state of calamity
 - C. Status of relief and evacuation operations
 - D. Status of lifelines
2. Submit final report on the status of evacuation centers

Operation Listo Typhoon Track Advisory (Hotdog Forecast)

