

Local Government Units

DISASTER PREPAREDNESS MANUAL

Checklist of Early Preparations for Mayors



**LGUs DISASTER PREPAREDNESS MANUAL
CHECKLIST OF EARLY PREPARATIONS FOR MAYORS**

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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 OVERVIEW: DRRM ACTION FLOW FOR EARLY PREPARATIONS

Early Preparations for Mayors are prerequisites of the **Checklist of Minimum Critical Preparations for Mayors**. 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:

- 1 Create the local DRRM structures and systems to be mobilized;
- 2 Institutionalize policies and plans;
- 3 Build the competency of the created structures through various trainings; and
- 4 Complement the competency by purchasing and preparing the needed hardware and supplies to equip the actions.



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
 - Evacuation Plan
- Conduct Infrastructure Audit
- Designate Emergency Operation Center (EOC)

ORGANIZING AND PLANNING

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

6 INSTITUTIONALIZE POLICIES AND PLANS

Create
Structures
and Systems

Institutionalize
Policies
and Plans

- Create position for LDRRM Officer and three (3) LDRRMO staff as per RA 10121
 - Assign key positions of ICS
 - Assign DRRMO/MSWDO/ CSWDO
 - Direct the Punong Barangays to create BDRRMC
- Assign Municipal/City Engineer to:
- Put up signs/directions going to the evacuation center
 - Put up security posts
 - Designate shelter for livestock/ animal relief park
 - Designate a boat garage for coastal communities
 - Designate evacuation center for prisoners (if prison is high-risk)
- Direct the Administrator to provide SAR/SFR insurances
 - Direct the Administrator to prepare a template for reporting and cancellation of travel authorities
 - 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 preemptive and forced evacuation
 - Declaration of State of Calamity
 - Post-Disaster Plan Template

**Create
Structures
and Systems**

**Institutionalize
Policies
and Plans**

ESTABLISHING LINKAGES/SUPPORT

- Establish a Memorandum of Agreement between:
 - Supermarkets (relief goods and other supplies)
 - Hospitals (emergency 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)

Create Structures and Systems

Institutionalize Policies and Plans

Build Competencies

TRAINING OF 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 OF 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

TRAINING OF HUMANITARIAN PERSONNEL

- Conduct training on Camp Management

TRAINING OF 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 OF POST-DISASTER RESPONSE PERSONNEL

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

Create
Structures
and Systems

Institutionalize
Policies
and Plans

Build
Competencies

Equip with
Hardware and
Supplies

ACQUIRING SECURITY, SEARCH AND RESCUE, MEDICAL, AND CLEARING RESOURCES

- Instruct the Administrator/ DRRMO to purchase/prepare the following response equipments:
 - A. Supplies
 - First aid kits
 - Cadaver bags
 - B. Equipment
 - Boats/vans/trucks/buses
 - Ambulance/amphibian vehicle/backhoe/dump truck/fire trucks/frawler/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)
- Barricade
- C. Stockpile
 - Gasoline and extra batteries
 - Portable generator, solar-powered generator, and flashlights
 - Potable water
 - Food packs (rice, canned goods, noodles, ready-to-eat meals)

Create
Structures
and Systems

Institutionalize
Policies
and Plans

Build
Competencies

Equip with
Hardware and
Supplies

ACQUIRING HUMANITARIAN RESOURCES

- Instruct Punong Barangays to make sure that every household has emergency balde (Refer to: *DILG's Pamfamilyang Gabay sa 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 packs (rice, canned goods, noodles, ready-to-eat meals)
 - Potable water
 - Hygiene kit (soap, shampoo, alcohol, toothbrush, toothpaste, sanitary pads, deodorant)
 - Clothing (jacket, raincoat, hard hat, boots)
 - Gasoline and extra batteries
 - Portable generator and 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

Create
Structures
and Systems

Institutionalize
Policies
and Plans

Build
Competencies

Equip with
Hardware and
Supplies

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)
 - B. Stockpile
 - Flashlight and extra batteries
 - Transistor radio (single frequency)
 - Satellite phones
- Direct the Municipal Engineer to create and designate public weather bulletin boards and an area for press conference/briefing
 - Portable generator and gasoline
 - 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)



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



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Philippine Institute of Volcanology and Seismology (PhilVolcs)

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Civil Aviation Authority of the Philippines

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Philippine Coast Guard

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Department of Health (DOH)

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Department of Agriculture (DA)

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Department of Trade and Industry (DTI)

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Department of Transportation and Communications (DOTC)

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Department of Public Works and Highways (DPWH)

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- Email: Webmaster@dpwh.gov.ph



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Department of Justice (DOJ)

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Department of Labor and Employment (DOLE)

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Department of Tourism (DOT)

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- Telephone: (+632) 459-5200 to (+632) 459-5230
- Email: webmaster@tourism.gov.ph



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

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Commission on Higher Education (CHED)

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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/>
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The Press Secretary

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Philippine National Red Cross (PNRC)

- Website: <http://www.redcross.org.ph/>
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- 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/>
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- 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/>
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- Email: info@climate.gov.ph



Government Service Insurance System (GSIS)

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Social Security System (SSS)

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Philippine Health Insurance Corporation (PhilHealth)

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Union of Local Authorities of the Philippines (ULAP)

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GOVERNOR

LOCAL DRRM OFFICE

LOCAL SUPERMARKET

PDRMO

LOCAL RESCUE TEAM(S)

PHONE COMPANY

POLICE

WATER COMPANY

PRIVATE SECTORS

HOSPITAL

ELECTRIC COMPANY

PRIVATE SECTORS

- 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.






22 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/PDRRMO	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

	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 State 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's 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

Source of Funding

- Section 21 of RA No. 10121 provides that the General Fund amounting to not less than five percent (5%) of the estimated revenue from regular sources shall be set aside for LDRRM Fund. Thirty percent (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 by the local sanggunian declaring LGU under the state of calamity or a Presidential declaration of state of calamity upon recommendation of the NDRRMC.

Possible Projects and Activities for **Disaster Preparedness**

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 systems (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.

Source: (DILG-DBM-NDRRMC Joint Memorandum Circular No. 2013-1 dated March 25, 2013)

Possible Projects and Activities for Disaster Prevention and Mitigation

1. Conduct of risk assessment, vulnerability analysis, and other science-based technology and methodologies to enhance LGU's ecological profile, sectoral studies, and mainstream disaster risk reduction and management activities;
2. Implement community-based monitoring system with disaster risk reduction and management/CCA indicators;
3. 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;
4. Conduct of activities to review and integrate disaster risk reduction and management/CCA into various environmental policies, plans, programs and projects;
5. Conduct vulnerability analysis and risk assessment for critical facilities and infrastructure;
6. Development of tools on risk assessment;
7. Construction of dams or embankments that will reduce/mitigate flood risks; and
8. Other programs and projects of similar nature and considered necessary.

Source: (DILG-DBM-NDDRMC Joint Memorandum Circular No. 2013-1 dated March 25, 2013)

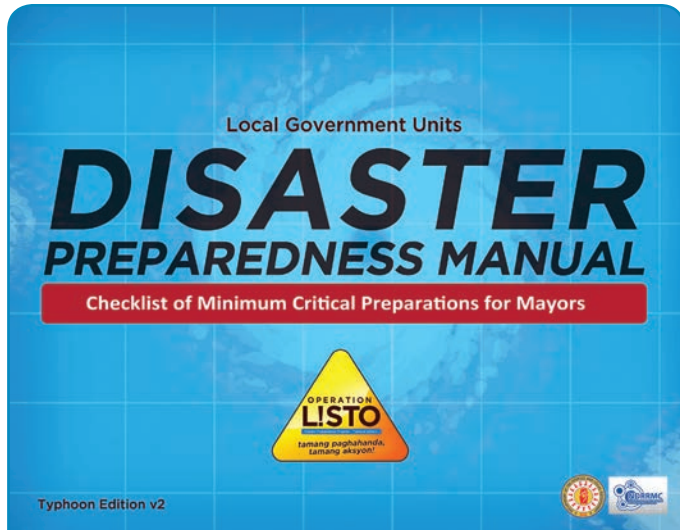
Possible Projects and Activities for **Disaster Rehabilitation and Recovery**

1. Formulation of designs for the reconstruction of disaster-resilient houses;
2. Construction/rehabilitation of damaged infrastructure facilities and evacuation centers;
3. Conduct of trainings for social preparation of host communities and those that will be relocated;
4. Implementation of building code and promotion of green technology;
5. Conduct of post-conflict analyses; and
6. Other programs or projects of similar nature and considered necessary.

Possible Projects and Activities for **Disaster Response**

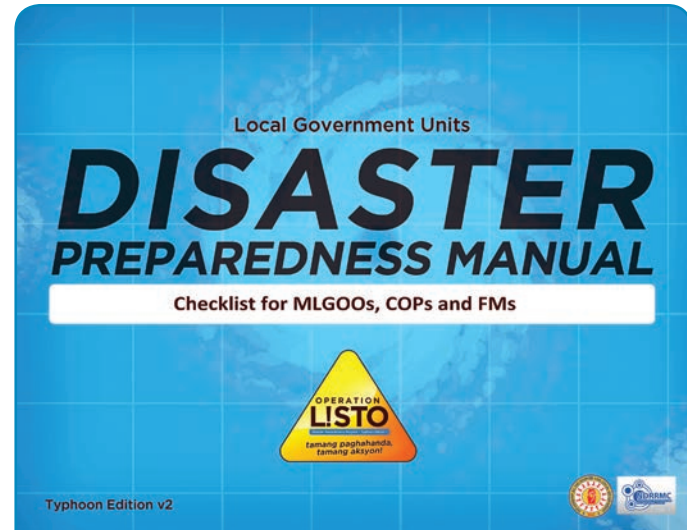
1. Provision of alternative livelihood relief or assistance to victims of disasters;
2. Provision of tents and other temporary shelter facilities;
3. Provision of food subsistence or relief goods to disaster victims; and
4. Other programs or projects of similar nature and considered necessary.

Source: (DILG-DBM-NDRRMC Joint Memorandum Circular No. 2013-1 dated March 25, 2013)



Checklist of Minimum Critical Preparations

This checklist enumerates the “things-to-do” or series of progressive response actions that vary depending on the intensity and possible impact of the typhoon. It comes with the three Flowcharts (Alpha, Bravo and Charlie), Tropical Cyclone Information Board, and Reference Boxes that will be helpful for the LCEs. It provides a set of minimum actions that can be customized by LCEs.



Checklist for MLGOOs, COPs and FMs

This content of the checklist is designed as a counterpart of the LCEs’ actions (before, after and during a disaster) in the Checklist of Minimum Critical Preparations for Mayors. It is composed of fill-in-the-blanks and checklist for MLGOOs, COPs and FMs that can be used during meetings and disaster response when a typhoon enters the Philippines.



