



Province of Cavite  
**CITY OF BACOOOR**  
*Office of the Sangguniang Panlungsod*

**PRESENT:**

<b>HON. EDWIN G. GAWARAN</b> -----	Councilor/Acting Presiding Officer
<b>HON. AVELINO SOLIS</b> -----	Councilor
<b>HON. REYNALDO M. FABIAN</b> -----	Councilor
<b>HON. VENUS D. DE CASTRO</b> -----	Councilor
<b>HON. JANAIRO SAN MIGUEL</b> -----	Councilor
<b>HON. REYNALDO D. PALABRICA</b> -----	Councilor
<b>HON. JAIME A. SAPANGHILA</b> -----	Councilor
<b>HON. BAYANI M. DE LEON</b> -----	Councilor
<b>HON. CATHERINE S. EVARISTO</b> -----	Councilor (ABC-Pres.)
<b>HON. MA. ELIZA H. BAUTISTA</b> -----	Councilor (SKF-Pres.)

**ON LEAVE:**

**HON. ROSETTE M. FERNANDO** ----- City Vice Mayor/  
Presiding Officer

*By unanimous vote of the members present in regular session assembled acting with a quorum throughout, the following City Ordinance was enacted:*

**CITY ORDINANCE NO. 34**  
**Series of 2012**

**AN ORDINANCE INSTITUTIONALIZING THE DISASTER MANAGEMENT CODE OF THE CITY OF BACOOOR AND PROVIDING FUNDS THEREFOR.**

Sponsored by *Hon. Edwin G. Gawaran, Hon. Avelino Solis, Hon. Reynaldo M. Fabian, Hon. Venus De Castro, Hon. Reynaldo D. Palabrica, Hon. Janairo San Miguel, Hon. Bayani M. De Leon, Hon. Catherine S. Evaristo and Hon. Ma. Eliza H. Bautista.*

**WHEREAS**, Republic Act No. 10121 otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010" provides for the institutionalization of the Disaster Risk Reduction and Management System at the Local Government Level;

**WHEREAS**, in compliance with Section 12 of Republic Act No. 10121 (otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010") and with Rule 6, Sections 6 of the Implementing Rules and Regulations of Republic Act No. 10121, the erstwhile Sangguniang Bayan of Bacoor passed Municipal Ordinance No. 11-S-2011 creating the Bacoor Disaster Risk Reduction and Management Office (BDRRMO) including the allocation of necessary staffing/personnel and budget;

**WHEREAS**, Section 458, (a)(1)(iv), of the Republic Act No. 7160, otherwise known as the Local Government Code of 1991, states that the Sangguniang Panlungsod shall approve ordinances and pass resolutions adopting measures to protect the inhabitants of the city from the harmful





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Originally signed

ATTY. KHALID A. ATEGA, JR.  
Secretary to the Sanggunian

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On Leave

ROSETTE MIRANDA FERNANDO  
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA  
Municipal Mayor

effects of man-made or natural disasters and calamities, and to provide relief services and assistance for victims during and in the aftermath of said disasters or calamities and their return to productive livelihood following said events;

**WHEREAS**, there is an urgent need for the City Government to formulate a comprehensive plan that will enable it to meet face on the various challenges that natural calamities pose which have become particularly worse due to the effects of climate change;

**WHEREAS**, this formally implements the "Disaster Management Code" of the City of Bacoor and for other purposes;

**NOW THEREFORE, BE IT ORDAINED**, by the Sangguniang Panlungsod of Bacoor City, in regular session assembled, that:

**Section 1. Title.** This Ordinance shall be known as the "**Bacoor City Disaster Management Code of 2012.**"

**Section 2. Declaration of Policy.** The City Government shall henceforth adopt a proactive stance in disaster risk reduction management by placing greater impetus on disaster preparedness over stop-gap relief operations, the empowerment of local institutions and local communities to plan and implement disaster risk reduction, and the mainstreaming of disaster risk reduction management as a regular management and planning process and an integral part of local government functions, operations, and services. Moreover, the City Government shall always assume the occurrence of the so-called "worst case scenario" in making its disaster preparedness projections and shall provide permanent solutions, if possible, to its perennial calamities related problems such as flooding.

**Section 3. Definition of Terms.** For purposes of this ordinance the following terms shall be defined:

(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) "**Bacoor Disaster Risk Reduction Management Office**" or "**BDRMO**" – the office created by virtue of Municipal Ordinance No. 11-S-2011 by the erstwhile Sangguniang Bayan of Bacoor in compliance with the pertinent provisions of Republic Act No. 10121.

(c) "**Calamity**" - a state of deep distress or misery caused by misfortune or loss brought about by natural or man-made hazards.

(d) "**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,





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Municipal Mayor

leadership and management. Capacity may also be described as capability.

(e) **"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.

(f) **"Climate Change"** – a change in climate that can be identified by changes in the mean and/or variability of its properties and that persists for an extended period typically decades or longer, whether due to natural variability or as a result of human activity.

(g) **"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.

(h) **"Complex Emergency"** – a form of human-induced emergency in which the cause of the emergency as well as the assistance to the afflicted is complicated by intense level of political considerations such as in areas afflicted by insurgency, civil war, or military coups.

(i) **"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.

(j) **"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.

(k) **"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.





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(l) **"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.

(m) **"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.

(n) **"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".

(o) **"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.

(p) **"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.

(q) **"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.

(r) **"Disaster Risk Reduction and Management Plan"** – the set of programs and objectives formulated by the BDRRMO.





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(s) **"Disaster Risk Reduction and Management Information System"** – a specialized database which contains, among others, information on disasters and their human material, economic and environmental impact, risk assessment and mapping and vulnerable groups.

(t) **"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.

(u) **"Emergency"** – unforeseen or sudden occurrence, especially danger, demanding immediate action.

(v) **"Emergency Management"** – the organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps.

(w) **"Exposure"** – the degree to which the elements at risk are likely to experience hazard events of different magnitudes.

(x) **"Geographical Information System"** – a database which contains, among others, geo-hazard assessments, information on climate change, and climate risk reduction and management.

(y) **"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.

(z) **"Incident Commander"** - the person responsible for all aspects of an emergency response including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The incident commander sets priorities and defines the organization of the incident response teams and the overall incident action plan. For purposes of this Code, the incident commander may be any City Government employee who first arrives at the disaster area who has undergone the requisite disaster response training. The role of incident commander *may* be assumed by senior or higher qualified officers upon their arrival or as the situation dictates.

(aa) **"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





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groups, and the subsequent formulation and promulgation of plans that describe the permitted or acceptable uses.

(bb) **"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.

(cc) **"National Disaster Risk Reduction and Management Framework" or "NDRRMF"** – provides for comprehensive, all hazards, multi-sectoral, inter-agency and community-based approach to disaster risk reduction and management.

(dd) **"National Disaster Risk Reduction and Management Plan" or "NDRRMP"** – the document to be formulated and implemented by the Office of Civil Defense (OCD) that sets out goals and specific objectives for reducing disaster risks together with related actions to accomplish these objectives.

The NDRRMP shall provide for the identification of hazards, vulnerabilities and risks to be managed at the national level; disaster risk reduction and management approaches and strategies to be applied in managing said hazards and risks; agency roles, responsibilities and lines of authority at all government levels; and vertical and horizontal coordination of disaster risk reduction and management in the pre-disaster and post-disaster phases. It shall be in conformity with the NDRRMF.

(ee) **"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".

(ff) **"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.

(gg) **"Private Sector"** – the key actor in the realm of the economy where the





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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.

(hh) **"Public Sector Employees"** – all persons in the civil service.

(ii) **"Quarantine"** – the forced isolation of goods, products, animals, or people in a definite area for the purposes of preventing the spread of something dangerous which may, or may not, be a disease as "mad cow disease" or a biological agent such as anthrax and the like.

(jj) **"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.

(kk) **"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.

(ll) **"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.

(mm) **"Risk"** – the combination of the probability of an event and its negative consequences.

(nn) **"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.

(oo) **"Risk Management"** – the systematic approach and practice of managing uncertainty to minimize potential harm and loss. It comprises risk assessment and analysis, and the implementation of strategies and specific actions to control, reduce and transfer risks. It is widely practiced by organizations to minimize risk in investment decisions and to address operational risks such as those of business disruption, production failure, environmental damage, social impacts and damage from fire and natural hazards.

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(pp) **"Risk Transfer"** – the process of formally or informally shifting the financial consequences of particular risks from one party to another whereby a household, community, enterprise or state authority will obtain resources from the other party after a disaster occurs, in exchange for ongoing or compensatory social or financial benefits provided to that other party.

(qq) **"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.

(rr) **"Sustainable Development"** – development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it two (2) key concepts: (1) the concept of "needs", in particular, the essential needs of the world's poor, to which overriding priority should be given; and (2) the idea of limitations imposed by the state of technology and social organizations on the environment's ability to meet present and future needs. It is the harmonious integration of a sound and viable economy, responsible governance, social cohesion and harmony, and ecological integrity to ensure that human development now and through future generations is a life-enhancing process.

(ss) **"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.

(tt) **"Vulnerable and Marginalized Groups"** – those that face higher exposure to disaster risk and poverty including, but not limited to, women, children, elderly, differently-abled people, and ethnic minorities.

**Section 4. Bacoor City Disaster Risk Reduction and Management Council (BDRPMC) and the Barangay Development Council (BDC).** The existing City Disaster Coordinating Council shall henceforth be known as the Bacoor Disaster Risk Reduction and Management Council (BDRPMC). The Barangay Disaster Coordinating Councils shall cease to exist and its powers and functions shall henceforth be assumed by the existing Barangay Development Councils (BDCs).

The Bacoor Disaster Risk Reduction and Management Council (BDRPMC) is hereby created and shall be composed of, but not limited to, the following:

- (a) City Mayor – Chairperson;
- (b) City Vice-Mayor – Vice-Chairperson;
- (c) City Administrator- Member





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Municipal Mayor

(d) Head, BDRRMO – Member;

(e) Sangguniang Panlungsod, Chairman, Committee on Peace and Order and Public Safety – Member;

(f) Head, City Planning and Development Office – Member;

(g) Head, Department of Social Welfare and Development Office – Member;

(h) Head, City Health Office – Member;

(i) Head, City Agriculture Office – Member;

(j) Head, City Engineer's Office – Member;

(k) Head, City Budget Office – Member;

(l) Head, City Environment and Natural Resources Office – Member;

(m) Head, City Bureau of Fire Protection – Member;

(n) Division Heads/ School Superintendent, DepEd – Member;

(o) Head, Bacoor City Police Office – Member;

(p) President, Liga ng mga Barangay – Member;

(q) One (1) accredited CSO (NGOs, professional associations, foundations, independent research institutes, community-based organizations [CBOs], faith-based organizations, people's organizations, social movements, and labor unions) representative – Member;

(r) One (1) representative from the private sector who has a known track record of integrity and probity in the community who must be able to read and write – Member.

**Section 5. Powers and Functions of the Bacoor Disaster Risk Reduction and Management Council (BDRRMC).** The Bacoor Disaster Risk Reduction and Management Council (BDRRMC) shall have the following functions:

(1) Approve, monitor and evaluate the implementation of the **Bacoor Disaster Risk Reduction and Management Plan (BDRRMP)** and regularly review and test the plan consistent with other national and local planning programs;

(2) Ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;

(3) Recommend the implementation of forced or preemptive evacuation of





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Attested by:

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Municipal Vice Mayor/Presiding Officer

Approved by:

  
STRIKE B. REVILLA  
Municipal Mayor

local residents, if necessary; and

(4) Convene the local council once every three (3) months or as necessary.

**Section 6. Meetings and Internal Rules of the Bacoor Disaster Risk Reduction and Management Council (BDRRMC).** The Bacoor Disaster Risk Reduction and Management Council shall meet once (1) every three (3) months on such dates and places as may be determined by the body. The Chairperson of the council may call for a special meeting as he may deem necessary. The council shall promulgate its own internal rules for their meetings. The Bacoor Disaster Risk Reduction and Management Office (BDRRMO) shall serve as the Secretariat of the Council.

**Section 7. The Bacoor Disaster Risk Reduction and Management Plan.** The Bacoor Disaster Risk Reduction and Management Plan (BDRRMP) submitted by the Bacoor City Disaster Risk Reduction and Management Office (BCDRRMO) to the erstwhile Sangguniang Bayan on 30 March 2011 is hereby approved. Consequently, the said plan shall henceforth be the policy framework on which all disaster risk reduction and mitigation projects of the City Government shall be based. ***Provided, that:*** the BDRRMP may be revised by the BDRRMC as the need arises or upon the recommendation of the BDRRMO.

**Section 8. Guiding principles behind the Bacoor Disaster Risk Reduction and Management Plan.** - The guiding principles behind the BDRRMP are as follows:

- a) Strengthen the Bacoor Disaster Risk Reduction and Management Office (BDRRMO);
- b) Endorse the approval of necessary disaster risk reduction and management ordinances in the Sangguniang Panlungsod;
- c) Promote community based risk reduction and management program to be formulated by the Barangay Development Council in consultation with residents of the various barangays under its jurisdiction;
- d) Institutionalize disaster risk reduction and management within local government framework and financing;
- e) Enhance inter-agency and inter-governmental communication and coordination;  
Promote the integration of DRRM into the Sangguniang Kabataan programs and projects;
- f) Promote policies that encourage implementation of DRR and develop mechanisms for mainstreaming DRR within local government functions;





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**CITY OF BACOOR**

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Municipal Mayor

g) Promote local government mitigation planning through existing planning tools;

h) Conduct training needs assessments and develop capacity building programs;

i) Strengthen preparedness at the barangay level for disaster response and relief; and

j) Perform such other lawful functions as may be needed during a disaster.

**Section 9. Objectives of Bacoar's DRMMMP.** – The various objections and action items ranked according to priorities set by local partners and stakeholders related to the achievement of the BDRRMP are as follows:

Rank	Objectives	Action Items
1	To reorganize, institutionalize and activate the BDRRMO as a vital body pursuing an action agenda	1.1. Establish a new interagency/inter-sectoral task groups to complement existing BDRRMO. 1.2. Develop the task group to focus on implementation, action stemming from the BDRRMC strategic policy initiatives.
2	To provide a stronger legal basis and regular department status and budget for the BDRRMO that now exist on the basis of executive orders and to provide legal basis for mitigation policies and support of DRRM programs.	2.1. Find out by survey/workshops what is currently in place and/or intended. 2.2. Seek alternatives in order to institutionalize DRRM in LGUs through legal instruments. 2.3. Increase awareness of local elected officials about DRRM through improved training sessions, citywide conferences, and better access to DRRM sound practices through the use of the Internet.
3	To create more viable DRRM organizations and to sustain awareness of the need for proactive disaster preparedness and mitigation strategies.	3.1. Obligate barangays to promote community-based DRRM under the supervision of the Barangay Development Council.
4	To improve the financial capabilities of the BDRRMO by authorizing funding from the City Government's general funds and the acceptance of donations from international sources for	4.1. Establish networks with local and foreign foundations, government agencies, and NGO's for the purpose of acquiring additional funding and other resources.





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	pre-disaster mitigation and preparedness.	
5	To establish barangay clusters for DRRM within the city through MoUs authorizing inter-barangay cooperation and mutual aid for disaster preparedness planning, mitigation strategies, and response assistance.	5.1. Seek instruments and mechanisms that reduce risk among clusters of barangays based on existing risk and vulnerabilities (i.e. MOU, agreements, etc.).
6	To integrate DRRM into SK projects and programs, as well as to encourage the youth to actively participate in DRRM activities.	6.1. Organize and train Accredited Community Disaster Volunteers (ACDVs) from the youth sector.
7	To ensure that DRRM is integrated into the Comprehensive Development Plan and the Comprehensive Land Use Plan	7.1. Identification of permanent danger zones that should not be utilized for residential purposes. 7.2. Identification of permanent evacuation sites to be utilized only during times of calamities and disasters.
8	To facilitate local government implementation of earthquake mitigation programs and preparedness for emergency response and relief.	8.1. Give the community improved access to various planning tools such as the Earthquake Mitigation Handbook and Planning Guide, which shall be formulated by the BDRRMO and posted on the internet. 8.2. Use various mass media to disseminate existing and future DRRM knowledge and skills development resources (barangay-level interventions, social services extension work).
9	To capacitate Barangay Development Council members for disaster preparedness and mitigation.	9.1. Systematize training needs assessment in the field of DRRM. 9.2. Monitor and evaluate training activities for consistency, impact and effectiveness. 9.3. Conduct "training-of-trainers" program based on priorities resulting from needs assessment.
10	To enhance barangay-level mitigation planning and preparedness for response and relief by updating planning guidance and barangay response readiness and networking with CSOs to assure appropriate	10.1. Establish an accreditation system of volunteer CSO's to ensure quality of barangay-level training concerning DRRM activities. 10.2. Coordinate barangay-level capacity building activities.





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community response to a disaster.
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**Section 10. Execution of the BDRRMP.** - The manner of execution of the BDRRMP during the pre-disaster phase, disaster phase, and recovery phase shall be as follows:

1. **Pre-disaster Phase:** Activities in this phase are designed to develop a strong city emergency response capability and to organize all levels of administration to assure full utilization of all resources by completing the following:
  - a) conducting public training and education programs to assure a continuing capability to accomplish disaster response objectives;
  - b) preparing and conducting public information programs to educate the population on prevention and protection measures to be taken during disasters;
  - c) developing a procedure for alerting, notifying, and mobilizing key officials and emergency response personnel in the event of a disaster;
  - d) establishing mutual support agreements, as necessary, with other adjacent local government units;
  - e) streamlining of disaster risk reduction and management, as well as climate change adaptation, into development plans, land use plans, zoning ordinances, etc.
  - f) preparing plans for disaster recovery phases from disasters; and
  - g) establishing the necessary emergency powers, to include a line of succession, in order to maintain a continuity of administration during any type of disaster.
2. **Disaster Phase:** During this phase, the execution of the operational activities of the City Government will be accelerated pursuant to the contingency plans prepared by the BDRRMC and the BDRRMO. The disaster phase shall include all of the following:
  - a) In the event of a disaster with little or no warning – operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;



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b) The Barangay Chairperson, or his duly authorized representative, shall notify the Bacoor Disaster Risk Reduction and Management Officer – or the city official in direct line of succession to the City Mayor in case of his/her absence or incapacity-- as to the nature of the disaster.

c) The City Mayor, on behalf of the BDRRMC, shall request the declaration of a State of Calamity to the Sangguniang Panlungsod. The City Mayor shall call a special session through the Presiding Officer of the Sangguniang Panlungsod on the declaration of a State of Calamity. The members of the Sangguniang Panlungsod shall then convene, or conduct a teleconference, or communicate with each other by any means possible, within 24 hours after the Presiding Officer received the said call. The declaration of a State of Calamity need not be in writing and may be disseminated in whatever manner available at the time of the emergency;

d) The declaration of a State of Calamity automatically triggers the implementation of the Bacoor Disaster Risk Reduction and Management Plan; and

e) Upon the occurrence of a disaster, the City Mayor shall select a venue that will serve as the Emergency Operations Center (EOC) from among the existing BDRRMO Action Centers or at any location that may be suitable at the time of the disaster.

The necessary emergency operations will be initiated and maintained in accordance with the attached **Appendix 1**.

3. **Recovery Phase:** During this phase, the Office of the City Mayor, the Fire and Police Departments, City Engineering Office, Office of the Building Official, CSWDO, CHO, and other departments as needed will undertake operations necessary to administer to the sick and injured, restore law and order, stop on-going loss, repair damage to facilities and utilities, establish housing for the displaced populace, and provide necessary facilities that were destroyed, damaged and or otherwise made unusable by a disaster. The City Mayor will be responsible for determining priorities, the allocation of resources, assisting the affected population toward recovery, and the restoration of normal government functions.

**Section 11. Emergency Protocols.** - The following protocols shall be implemented and observed by the following city officials during emergencies, to wit:





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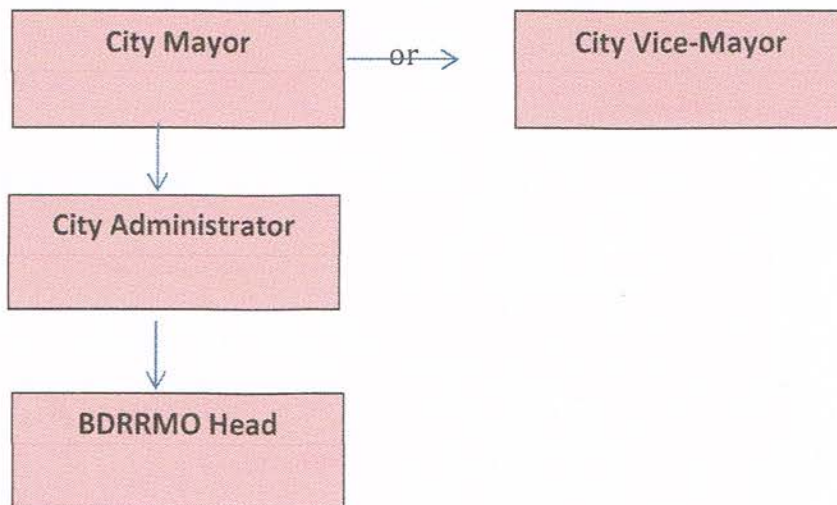
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Municipal Mayor

**11.1. Emergency Operations Center.** - Over-all emergency operations will be directed from the Emergency Operations Center (EOC), which shall be located at the city hall or at any other place to be chosen by the City Mayor upon the recommendation of the BDRRMO or the BDRRMC depending on the situation on the ground at the time of the emergency.

**11.2. Emergency Field Operations Command Structure.** - Emergency field operations will be directed by the City Mayor, or by the City Vice Mayor in case of the City Mayor's absence or incapacity, or by the incident commander as defined under Section 11.5 hereof.

**11.3. Direction and Control Chain of Command.** - Direction and control in the implementation of the Bacoor Disaster Risk Reduction and Management Plan is subject to the following Chain-of-Command as indicated in Figure 1:

**Direction and Control Chain of Command During Emergencies (Fig. 1)**



**11.4. Respect and Obeisance to Chain of Command.** - All employees and officials of the city government shall respect and obey the chain of command indicated above during times of emergency. The failure of any employee or official to adhere to the said chain of command without justifiable cause shall be considered a ground for administrative liability.

**11.5. Incident Commander.** An Incident Commander, as defined in Section 3 (x) hereof, shall take charge of a disaster situation in case none of the persons mentioned in Section 11.3 hereof are present. The Incident Commander shall quickly develop incident objectives, manage all incident operations, and supervise the application of resources as well as responsibility for all personnel involved. The Incident Commander shall also set priorities and define the organization of the incident response team/s and the overall incident action plan. However, the Incident Commander should willingly and readily turnover his post to the public service employee who is designated by law to take charge in the abatement of a particular public hazard, or to the persons enumerated in Section 11.3 hereof once the latter arrives at the disaster area.





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**11.6 Emergency Plans and Checklists.** - Each department/unit of the city government will establish specific plans, procedures, and checklists to accomplish responsibilities associated with that department/unit's routine activities as they relate to essential services. Some of the said high priority and essential services are enumerated in **Appendix 2** hereof. The BDRRMO and the department/unit heads may add additional high priority and essential services to the said list as they may deem necessary. Each department/unit head of the city government shall submit the checklist containing the high priority and essential services being rendered by his/her department or unit to the BDRRMO within thirty (30) days from the date of effectivity of this Code.

**11.7. Over-all Responsibility of BDRRMC.** - The BDRRMC has the over-all responsibility for the formulation and revision, if needed, of the Bacoor Disaster Risk Reduction Management Plan, the making of policy decisions on pre-disaster activities, and the implementation of disaster relief and recovery operations. However, the over-all control of all DRR operations during the disaster phase of an emergency/calamity shall be subject to the chain of command provided under Section 11.3 hereof.

**11.8. Mandatory Evacuations.** - In the formulation of policies related to disaster risk reduction, the saving of lives should take priority over the saving of any property. Accordingly, the City Mayor is hereby empowered to order the mandatory evacuation of all persons residing in high-risk areas identified by the BDRRMO. Moreover, the City Mayor, the BDRRMO, and the Chief of the Bacoor PNP are hereby empowered to arrest any person who refuses to comply with the mandatory evacuation order. Any person violating a mandatory evacuation order shall be detained for not more than twenty four (24) hours if he/she does not resist arrest or for forty eight (48) hours if he/she resists arrest.

**11.9. Emergency Curfew, Liquor Ban, Gun Ban, and Price Control.** - To prevent possible looting and other acts of criminality, the City Mayor is hereby empowered to declare a curfew over the entire City, or parts thereof, after or simultaneously with his declaration of a State of Calamity as may be recommended by the BDRRMO or the Chief of Bacoor City Police with the concurrence of the BDRRMC.

The City Mayor is also hereby empowered to declare a mandatory gun ban and alcohol ban over the entire City during the pendency of the emergency to prevent public disturbances. The City Mayor is also hereby empowered to impose mandatory price controls on prime commodities such as, but not limited to, rice, bottled water, dairy products, fuel, batteries, and other vital necessities during times of emergency to prevent hoarding and unfair trade practices.

Any person who violates the curfew, the mandatory alcohol ban/gun ban, and the mandatory price controls shall be detained for twenty four (24) hours if he/she does not resist arrest or for forty eight (48) hours if he/she resists arrest as may be determined by the proper court of





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Municipal Mayor

law in addition to any other penalty that may be imposed against him/her in accordance with law.

**Section 12. Responsibilities of the City Mayor as BDRRMC Chairperson.**

- The City Mayor, as Chairperson of the BDRRMC, shall have the following responsibilities:

- a) Request the Sangguniang Panlungsod to declare a "State of Calamity," which will initiate the implementation of the BDRRMP;
- b) Declare a curfew, liquor ban, gun ban, or mandatory price control during times of emergencies with the concurrence of the BDRRMC;
- c) Take charge of the BDRRMO Emergency Operations Center (BDRRMO-EOC) at the city hall, at the Bacoor City Extension Office at Molino III, or at one of the alternative sites as designated in this Code;
- d) Direct the implementation of the BDRRMP; and
- e) Perform such other functions as may be allowed by law or ordinance.

**Section 13. Responsibilities of the City Vice Mayor as Acting BDRRMC Chairperson.**

- The City Vice Mayor, in her/his capacity as Acting Mayor during the absence or incapacity of the City Mayor pursuant to the pertinent provisions of law, shall have the following responsibilities as Acting Chairperson of the BDRRMC during times of emergency:

- a) Request the Sangguniang Panlungsod to declare a "State of Calamity," which will initiate the implementation of the BDRRMP;
- b) Declare a curfew, liquor ban, gun ban, or mandatory price control during times of emergencies;
- c) Take charge of the BDRRMO Emergency Operations Center (BDRRMO-EOC) at the city hall, at the Bacoor City Extension Office at Molino III, or at one of the alternative sites as designated in the BDRRMP;
- d) Direct the implementation of the BDRRMP; and
- e) Perform such other functions as may be allowed by law or ordinance.

**Section 14. Responsibilities of the City Administrator in Times of Emergency.** - The City Administrator shall have the following responsibilities in times of emergency:





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Municipal Mayor

a) Take charge of the BDRRMC in the absence or incapacity of the City Mayor and the City Vice Mayor and perform the various responsibilities specified in Sections 12 and 13 hereof;

b) Provide information to the EOC concerning the impact of the disaster on the city;

c) Assess detailed reports from Barangay Development Councils and department/unit heads concerning the various things needed to be done in order to return the city to its normal status; and

d) Perform such functions and responsibilities as may be assigned to him by the BDRRMC during the pendency of the emergency.

**Section 15. Responsibilities of the BDRRMO in Times of Emergency. -**

The BDRRM Officer shall perform the following responsibilities during times of emergency:

- a) Implement the emergency orders of the City Mayor, or the person next to the City Mayor based on the chain of command provided under Section 11.3 hereof, relating to the disaster;
- b) Report to, and supervise, the opening of the EOC at the city hall, at the Bacoor City Extension Office at Molino III, or at one of the alternative sites as designated in this Code;
- c) Supervise the delivery of emergency services as requested and as available;
- d) Establish and maintain radio communications with appropriate law enforcement, fire, and Emergency Medical Service(EMS) jurisdictions;
- e) Liaise between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post-disaster phase;
- f) Coordinatethe activities of other city government agencies, as necessary, to respond to their predetermined disaster staging area;
- g) Order the opening of the Media Information Center at the City Hall or at the alternative EOC to handle incoming requests for information;





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- h) Take charge of the BDRRMC in case of the absence or incapacity of the City Mayor, the City Vice Mayor, and the City Administrator;
- i) Advise the BDRRMC on the most ideal alternative EOC site in case the City Hall or the Bacoor City Extension Office are rendered unsuitable for emergency coordination operations by a disaster; and
- j) Perform such responsibilities as may be assigned to him by the BDRRMC, by law, or by ordinance.

**Section 16. Responsibilities of the Bacoor City Police in Times of Emergency.** - The Bacoor City Police Department shall have the following responsibilities in times of emergency:

- a) Send a representative to the BDRRMO-EOC;
- b) Maintain law and order throughout the city;
- c) Maintain traffic control on evacuation routes;
- d) Coordinated deployment of all law enforcement resources within the City;
- e) Provide security at the EOC;
- f) Implement the mandatory evacuation order, liquor ban, gun ban, and mandatory price controls that may be issued by the BDRRMC Chairperson during times of emergency;
- g) Maintain crowd control at the disaster area/s.; and
- h) Perform such responsibilities as may be assigned to him by the BDRRMC, by law, or by ordinance.

**Section 17. Responsibilities of the Bacoor Fire Department in Times of Emergency** - The responsibilities of the Bacoor Fire Department during times of emergency shall be as follows:

- a) Utilize and direct all of its fire fighting, emergency medical, rescue and hazardous materials response resources to disaster areas;
- b) Send a representative to the BDRRMO-EOC who will appraise the BDRRMC of the activities and operations of the BFD;
- c) Assist in the evacuation of persons at risk during evacuations as may be needed;





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Councilor ABC President

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MA. ELIZA H. BAUTISTA  
Councilor - SK President

Attested by:

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Secretary to the Sanggunian

Certified by:

On Leave  
ROSETTE MIRANDA FERNANDO  
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA  
Municipal Mayor

- d) Coordinate search and rescue missions in fire incidents;
- e) Extinguish fires in the disaster areas;
- f) Maintain an adequate reserve force for additional simultaneous emergencies;
- g) Assist in crowd control when deemed necessary by the BDRRMC; and
- h) Perform such other functions as may be deemed necessary by the BDRRMC or as may be needed.

**Section 18. Responsibilities of the City Health Office in Times of Emergency.** – The City Health Office shall have the following responsibilities in times of emergency:

- a) Maintain and supervise the implementation of quarantine procedures in quarantine areas in case of epidemics;
- b) Recommend to the BDRRMC to declare the existence of an epidemic that necessitates the maintenance of a quarantine area;
- c) Provide health care facilities for treatment of injuries upon request from the EOC;
- d) Provide field support in triage and emergency treatment of the sick and injured;
- e) Coordinate with funeral parlors with regard the disposal and identification of bodies in case there are mass casualties;
- f) Conduct and supervise—in coordination with the DOH and other national agencies-- the needed laboratory testing in case of an epidemic;
- g) Supervise the euthanization, destruction, and disposal of infected animals during an epidemic;
- a) Perform such functions as may be deemed necessary by the BDRRMC or as may be needed.

**Section 19. Responsibilities of the Public Information Office in Times of Emergency.** – The Public Information Office shall have the following responsibilities in times of emergency:

- a) Be responsible for the assembly, preparation, and dissemination of public information concerning a disaster;





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**CITY OF BACOOR**  
*Office of the Sangguniang Panlungsod*

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Municipal Mayor

- b) Establish a Media Information Center (MIC) at or near the EOC when the situation has already stabilized;
- c) Establish a media staging area that is remote from the disaster area for media briefing purposes when the situation is still volatile;
- d) Issue public statements on behalf of the BDRRMC; and
- e) Perform such functions as may be deemed necessary by the BDRRMC or as may be needed.

**Section 20. Responsibilities of the City Engineering Office in Times of Emergency.** -The City Engineering Office shall have the following responsibilities in times of emergency:

- a) Provide a representative at the BDRRMO-EOC;
- b) Remove debris and obstructions from transportation routes;
- c) Repair and restore utilities including the electrical, water, and sewer systems of the City;
- d) Providing qualified staff to conduct damage assessments and reporting to BDRRMO-EOC; and
- e) Perform such functions as may be deemed necessary by the BDRRMC or as may be needed.

**Section 21. Responsibilities of the General Services Office in Times of Emergency.** -The General Services Office (or Motorpool) shall have the following responsibilities in times of emergency:

- a) Provide the vehicles necessary for transporting personnel and materials required to meet the disaster relief needs of the City;
- b) Coordinate the utilization of all transportation resources (with the exception of emergency vehicles) of the City;
- c) Assist the EOC and/or departments in obtaining drivers for requested vehicles;
- d) Provide emergency fuel and maintenance for all vehicles operating on behalf of the City; and
- e) Perform such functions as may be deemed necessary by the BDRRMC or as may be needed.

**Section 22. Responsibilities of the City Social Welfare and Development Office in Times of Emergency.** - The City Social Welfare and Development





Office of the Sangguniang Panlungsod

Office (CSWDO) shall have the following responsibilities in times of emergency:

- a) Provide food and eating facilities as may be needed by emergency workers – including those in the EOC for the duration of the disaster;
- b) Provide psychological counseling to victims of disaster as well as to first responders;
- c) Provide psychological advice to police negotiators, if needed, during hostage taking situations; and
- d) Perform such functions as may be deemed necessary by the BDRRMC or as may be needed.

**Section 23. Responsibilities of the City Budget Office in Times of Emergency.** - The City Budget Office shall have the following responsibilities in times of emergency:

- a) Advise the BDRRMC concerning financial matters in support of disaster management operations;
- b) Assist in the emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed from external sources;
- c) Maintain expenditure and claim forms for the acquisition of supplies and materials required during the disaster response and post-disaster phases; and
- d) Perform such functions as may be deemed necessary by the BDRRMC or as may be needed.

**Section 24. Reporting Requirements.** - All department/unit heads of the city government taking part in disaster risk reduction operations are hereby required to submit reports to the BDRRMC at least twice a day during the disaster response phase of an emergency. The reporting cycle, beginning with the Rapid Damage and Needs Assessment will be at 0900hrs and 1600hrs of each day during the disaster response phase. Reporting will take place in person at the BDRRMO-EOC. Representatives from each of the departments/units represented at the BDRRMO-EOC shall be present.

**Section 25. Various Reports Required.** - Some of the reports alluded to in the immediately preceding section are as follows:

1. **Initial Situation Report** - issued by the first Incident Commander includes but is not limited to:
  - a) Type of disaster;

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Municipal Mayor

- b) Date and time of disaster;
- c) Status of mobilization of municipal resources;
- d) Initial casualty, damage assessment; and immediate support needed from other agencies to bring incident under control.

2. **The Initial Report (Form I)** will be made by the Incident Commander (IC) at the scene of the disaster and will include:

- a) geographic estimate of damage area; and
- b) injury and fatality report.

3. **The Rapid Damage and Needs Assessment Checklist (Form II)** will be made by qualified MEO/MSWDO staff and will include:

- a) Listing of damaged facilities; and
- b) Resources necessary to return the facilities to normal operations.

4. **The Damage Assessment Report (Form III)** will be compiled by qualified CEO/CSWDO staff and will include:

- a) Time and expense to return damaged facilities to normal operations; and
- b) Estimate of other resources needed immediately to initiate the disaster recovery process

5. **Daily Situation Reports (Progress Reports)** will be made by the BDRRM Officer to the City Mayor at or around 4:00 p.m. everyday while the emergency subsists. This report shall include:

- a) Updates on emergency activities related to mitigation of the disaster; and
- b) Updates on restoring the municipality from a state of emergency to normal status.

6. **After Action Report** will be submitted to the appropriate agencies as soon as possible after the termination of the Disaster Phase by all departments/units concerned. The report will be a narrative summary reflecting:

- a) Overall combined efforts of all involved agencies and departments/units;
- b) Deficiencies observed; and





- c) Recommended actions that should be taken to improve effectiveness.

Within thirty (30) days from the date of effectivity of this Code, the BDRRMO Head shall furnish the department/unit heads concerned with the various report forms mentioned above and conduct a briefing on how to accomplish the same. A sample of some of the said forms appear in **Appendix "3"**.

**Section 26. Local Disaster Risk Reduction and Management Fund (LDRRMF).** The present Local Calamity Fund shall henceforth be known as the Local Disaster Risk Reduction and Management Fund (LDRRMF). Not less than five percent (5%) of the estimated revenue from regular sources shall be set aside as the LDRRMF to support disaster risk management activities such as, but not limited to, pre-disaster preparedness programs including training, purchasing life-saving rescue equipment, supplies and medicines, for post-disaster activities, and for the payment of premiums on calamity insurance. The Bacoor Disaster Risk Reduction and Management Council (BDRRMC) shall monitor and evaluate the use and disbursement of the LDRRMF based on the Bacoor Disaster Risk Reduction and Management Plan (BDRRMP) as incorporated in the local development plans and annual work and financial plan. Upon the recommendation of the BDRRMO and approval of the Sangguniang Panlungsod, the BDRRMC may transfer the said fund to support disaster risk reduction work of other LDRRMCs, which are declared under state of calamity.

Of the amount appropriated for LDRRMF, thirty percent (30%) shall be allocated as Quick Response Fund (QRF) or stand-by fund for relief and recovery programs in order that situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex emergencies, may be normalized as quickly as possible.

Unexpended LDRRMF shall accrue to a special trust fund solely for the purpose of supporting disaster risk reduction and management activities of the LDRRMCs within the next five (5) years. Any such amount still not fully utilized after five (5) years shall revert back to the general fund and will be available for other social services to be identified by the Sangguniang Panlungsod.

**Section 27. Accreditation, Mobilization and Protection of Disaster Volunteers.** The City Government may mobilize individuals or organized volunteers to augment their respective personnel complement and logistical requirements in the delivery of disaster risk reduction programs and activities and shall take full responsibility for the enhancement, welfare and protection of volunteers, and shall submit the list of volunteers to the Office of Civil Defense (OCD), through the BDRRMO, for accreditation and inclusion in the database of community disaster volunteers.

Mobilization of volunteers shall be in accordance with the guidelines to be formulated by the National Disaster Risk Reduction and Management Council (NDRRMC) consistent with the provisions as provided for under

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Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA  
Municipal Mayor





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Republic Act No. 10121 and its implementing guidelines. Any volunteer who incurs death or injury while engaged in any of the activities defined under Republic Act 10121 shall be entitled to compensatory benefits and individual personnel accident insurance as may be defined under the guidelines.

**Section 28. Construction of Emergency Evacuation Facilities.**— In view of (a) the inherent unsuitability of classrooms, public gyms, and covered basketball courts as evacuation facilities, (b) the disruption in the education of students that occur whenever the said facilities are converted as evacuation sites, and (c) the prevalence of natural calamities in the Philippines in general and in the City of Bacoor in particular, the design and construction of emergency evacuation facilities by the City Engineering Office under the supervision of the BDRRMC is hereby mandated subject to availability of funds and suitable project sites. The City Engineer shall submit the said design for the approval of the BDRRMC within sixty (60) days from the date of effectivity of this Code.

**Section 29. Design Specifications of Emergency Evacuation Facilities.** — The design of the emergency evacuation facilities mentioned in Section 28 hereof shall be subject, but shall not be limited, to the following specifications:

- a) Medium rise structure/s;
- b) Made of strong material capable of withstanding an intensity 8 earthquake or a signal number 4 typhoon;
- c) Located in an elevated area preferably free from flooding and far from known fault lines;
- d) Containing numerous bunk beds sufficient to bed at least 300 individuals at any given time;
- e) Containing a mess hall and a full sized kitchen;
- f) Equipped with separate rest rooms for men and women sufficient to service 300 or more individuals;
- g) Containing a medical clinic and administration office; and
- h) With access to sufficient water and electrical supply as well as ample ventilation.

**Section 30. Alternative Use of Emergency Evacuation Facilities.** - When not in use as evacuation sites in times of emergency, the emergency evacuation facilities may also be used as a disaster preparedness training facility or as a temporary housing site for informal settlers scheduled for relocation under the socialized housing program of the City Government. **Provided, that:** in times of emergency, the use of the said emergency evacuation facilities for disaster risk reduction and evacuation operations





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Municipal Vice Mayor/Presiding Officer

Approved by:

  
STRIKE B. REVILLA  
Municipal Mayor

temporary in nature and only as evacuation site/s during the emergency; and

f) The exercise of the said emergency power is supported by at least 2/3 of all the members of the BDRRMC consisting a quorum.

**Section 34. Early Warning System.** Pursuant to the principle of community based disaster risk reduction management enshrined in Republic Act No. 10121, the BDRRMC is hereby empowered to consult with the various Barangay Development Councils and develop a citywide early warning system that shall take into consideration the following criteria: (a) knowledge of the risks, (b) monitoring, (c) analysis and forecasting of the hazards, (d) communication or dissemination of alerts and warnings, and (e) local capabilities to respond to the warnings received.

Considering that countless of lives may depend on the immediate completion of the said early warning system, the Head of the BDRRMO is hereby given thirty (30) days from the date of effectivity of this Code within which to submit an end-to-end early warning system for the review and approval of the BDRRMC.

The City Mayor is also hereby empowered to expend such amounts of the LDRRMF as may be necessary and appropriate under the circumstance to ensure the effective dissemination of the approved early warning system to the general public.

**Section 35. Repealing Clause.** All ordinances, resolutions or laws of local application and effect inconsistent hereto are hereby modified, superseded and repealed accordingly.

**Section 36. Separability Clause.** If, for any reason or reasons, any part or provision hereof shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected hereby shall continue to be in full force and effect.

**Section 37. Supplementary Clause.** In case of conflict, doubt, or ambiguity in the interpretation of this ordinance, the provisions of Republic Act No. 10121 and its Implementing Rules and Regulations shall be supplementary hereto.

On matters not provided in this ordinance, any existing applicable laws and their corresponding implementing rules and regulations, executive orders and relevant issuances issued therefore shall likewise be applied in a supplemental manner.

**Section 38. Implementing Guidelines.** The City Mayor is hereby empowered to formulate the necessary implanting guidelines for the effective implementation of this Code.

**Section 39. Mandatory Review.** This Code shall be subject to a





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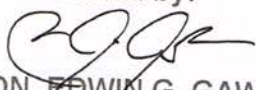
mandatory annual review, or whenever the need arises, or upon the recommendation of the BDRRMC or the BDRRMO.

**Section 40. Effectivity.** This Ordinance shall take effect immediately after its publication in a local newspaper of general circulation.

**ENACTED** by the Sangguniang Panlungsod of Bacoor, Province of Cavite this 5<sup>th</sup> day of November 2012.

*I hereby certify that the foregoing City Ordinance is true and correct and that the same was duly approved in accordance with law.*


Certified by:

  
**HON. EDWIN G. GAWARAN**  
City Councilor/ Acting Presiding Officer

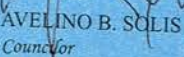
Attested by:


  
**ATTY. KHALID A. ATEGA JR.**  
Secretary to the Sangguniang Panlungsod

Approved by:


  
**HON. STRIKE B. REVILLA, PhD**  
City Mayor

  
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Municipal Vice Mayor/Presiding Officer

Approved by:

**STRIKE B. REVILLA**  
Municipal Mayor



## **Appendix 1 - Emergency Operations Center**

In order to ensure the integrity of the administration of the local government's resources and assets, an Emergency Operations Center (EOC) will be established during the initial stage of a municipal disaster.

The purpose of the EOC is to specifically serve the interest of the local government. It is recognized that the municipality, as an established part of the province of Cavite, is included in the Cavite Provincial Emergency Operations Plan or its equivalent.

### **Mission**

The mission of the EOC shall be to provide centralized direction and control of any or all of the following functions as they pertain to the local government: emergency operations; communications and warning; requesting additional resources during the disaster phase from Provincial EOC; issuing emergency information and instructions specific to Bacoor; consolidation, analysis, and dissemination of damage assessment data; forwarding of consolidated reports to the Bacoor Disaster Risk Reduction and Management Council and Provincial EOC.

### **Location of the Emergency Operations Center**

The primary location of the EOC will be at the Conference Room, 3/F Municipal Hall, Evangelista St., Tabing Dagat, Bacoor or alternative site. In the event this location is not available or feasible, the Extension Office of the Municipality of Bacoor at Molino 3, Bacoor will be established as the EOC. In the event that both primary and secondary locations are not available and feasible, a remote EOC shall be established at the BDRRMO Action Center in Molino II, Bacoor.

### **Concept of Operations**

The Mayor – or his/her designee – will initiate the activation of the EOC as established by the Line of Succession. The activation of the EOC should immediately follow the declaration of a "STATE OF EMERGENCY". The individual who declares the State of Emergency shall announce the location of the EOC at this time if it is not going to be at the Conference Room, 3/F Municipal Hall, Evangelista St., Tabing Dagat, Bacoor. The nature of the disaster will dictate what departments/units are represented at the EOC. The Mayor – or designee – will determine what staff he deems necessary to effectively operate the EOC.

Security to the EOC will be provided by the Bacoor PNP and BPSU at the EOC entrance points. Only individuals authorized by the BDRRM Officer will be allowed to enter the EOC. MSWDO



will provide necessary food resources for the duration of the operation of the EOC. MSWDO will provide sleeping cots/bedding for the duration of the operation of the EOC. Individuals staffing the EOC are responsible for establishing communications (radio, telephone) with their respective departments.

The organization of the EOC will include the following:

Bacoor Disaster Risk Reduction and Management Council determines policies affecting the Municipality of Bacoor during disaster and post-disaster periods; adjudicates conflicting claims and or requests for emergency personnel, equipment, and other resources; designate responsibilities and duties as necessary to maintain the integrity of the Local Government.

*The Provincial Disaster Risk Reduction and Management Officer will be notified as to the nature of the emergency and the location of the BDRRMO-EOC.*

The Bacoor DRRM Officer:

1. Reporting to and opening the BDRRMO-EOC at the Conference Room, 3/F Municipal Hall, Evangelista St., Tabing Dagat, Bacoor or alternative site;
2. Receiving of requests for emergency services;
3. The dispatching of emergency services; as requested and as available;
4. Establishing and maintaining radio communications with appropriate law, fire, and EMS jurisdictions;
5. Being a liaison between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post-disaster phase.
6. Requesting other municipal agencies, as necessary, to respond to their predetermined disaster staging area; and
7. Ordering the opening of the Media Information Center at the Municipal Hall to handle incoming requests for information.

#### Plans and Operations Section

1. Communications and Warning
2. Transportation
3. Evacuation
4. Health and Emergency Medical Services
5. Search and Rescue
6. Fire
7. Police/Security
8. Relief
9. Rehabilitation



## 10. Public Information Office

- a) Develops and maintains accurate status of the emergency situation related to its specific responsibilities;
- b) Records and maintains current status of emergency resources;
- c) Implements course of actions approved by the Executive Group;
- d) Coordinates the procurement and utilization of all support forces and resources from outside agencies;
- e) Establishes and maintains an inventory of damaged and operable municipal facilities relative to area of specific responsibility and the disaster;

## Intelligence and Disaster Analysis Section

- a) Providing continuity of business services to internal and external customers during disaster and post-disaster phases;
- b) Emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed from external sources;
- c) Maintaining expenditure and claim forms for the acquisition of supplies and materials required during the disaster response and post-disaster phases; and
- d) Determine need for and operation of an on-campus commissary for disaster and post-disaster supplies

## Resources Section

- a) Provide operating units with requested resources for sustained operations;
- b) Operate staging areas for incoming equipment and personnel;
- c) Provide for medical care, feeding and housing of emergency workers;
- d) Maintain documentation of resource allocation and availability.



# Operation Continuity and Disaster Preparedness Plan

BDRRMO

## Appendix 2 – Operation Continuity and Disaster Preparedness Plan

### PLAN TO STAY IN OPERATION

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Specific Location

\_\_\_\_\_  
Telephone Number

If this location is not accessible we will  
operate from location below:

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

### EMERGENCY CONTACT INFORMATION

Dial (046) 417-0727 in an Emergency

\_\_\_\_\_  
Non-Emergency Police/Fire

The following person is our primary crisis  
manager and will serve as the department  
spokesperson in an emergency.

\_\_\_\_\_  
Primary Emergency Contact

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Alternative Number

\_\_\_\_\_  
E-mail

If the person is unable to manage the crisis,  
the person below will succeed in  
management:

\_\_\_\_\_  
Secondary Emergency Contact

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Alternative Number

\_\_\_\_\_  
E-mail



**BE INFORMED**

The following natural and man-made disasters could impact our operations.

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**EMERGENCY PLANNING TEAM**

The following people will participate in emergency planning and crisis management.

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**WE PLAN TO COORDINATE WITH OTHERS**

The following people from neighboring offices and our building management will participate on our emergency planning team.

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**OUR CRITICAL OPERATIONS**

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operation	Staff in Charge	Action Plan
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**EVACUATION PLAN FOR \_\_\_\_\_ LOCATION**  
(Insert address)

- We have developed these plans in collaboration with neighboring offices to avoid confusion or gridlock.
- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures \_\_\_\_ times a year.

If we must leave the workplace quickly:

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1. Warning System: \_\_\_\_\_  
We will test the warning system and record results \_\_\_\_ times a year.

2. Assembly Site: \_\_\_\_\_

3. Assembly Site Manager & Alternate: \_\_\_\_\_

a. Responsibilities Include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Shutdown Manager and Alternate: \_\_\_\_\_

a. Responsibilities Include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_ is responsible for issuing all clear.



## **COMMUNICATIONS**

We will communicate our emergency plans with co-workers in the following way:

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In the event of a disaster we will communicate with employees in the following way:

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## **CYBER SECURITY**

To protect our computer hardware, we will:

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To protect our computer software, we will:

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If our computers are destroyed, we will use back-up computers at the following location:

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## **RECORDS BACK-UP**

\_\_\_\_\_ is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite \_\_\_\_\_.

Another set of back-up records is stored at the following off-site location:

---

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

---



**SHELTER-IN-PLACE PLAN FOR \_\_\_\_\_ LOCATION**  
(Insert address)

- We have talked to co-workers about which emergency supplies, if any, the municipality will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.
- We will practice shelter procedures \_\_\_\_\_ times a year.

If we must take shelter quickly

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1. Warning System: \_\_\_\_\_  
We will test the warning system and record results \_\_\_\_\_ times a year.

2. Storm Shelter Location: \_\_\_\_\_

3. "Seal the Room" Shelter Location: \_\_\_\_\_

4. Shelter Manager and Alternate: \_\_\_\_\_

a. Responsibilities Include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Shutdown Manager and Alternate: \_\_\_\_\_

a. Responsibilities Include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_ is responsible for issuing all clear.



### EMPLOYEE EMERGENCY CONTACT INFORMATION

The following is a list of our co-workers and their individual emergency contact information:

Name:	Emergency Contact #:	Name:	Emergency Contact #:

### ANNUAL REVIEW

We will review and update this operation continuity and disaster plan in \_\_\_\_\_.



## Emergency Supplies

Talk to your co-workers about what emergency supplies the municipality can feasibly provide, if any, and which ones individuals should consider keeping on hand. Recommended emergency supplies include the following:

<input type="checkbox"/>	<b>Water</b> , amounts for portable kits will vary. Individuals should determine what amount they are able to both store comfortably and to transport to other locations. If it is feasible, store one gallon of water per person per day, for drinking and sanitation
<input type="checkbox"/>	<b>Food</b> , at least a three-day supply of non-perishable food
<input type="checkbox"/>	<b>Battery-powered radio</b> and <b>extra batteries</b>
<input type="checkbox"/>	<b>Flashlight</b> and <b>extra batteries</b>
<input type="checkbox"/>	<b>First Aid kit</b>
<input type="checkbox"/>	<b>Whistle</b> to signal for help
<input type="checkbox"/>	<b>Dust or filter masks</b> , readily available in hardware stores, which are rated based on how small a particle they filter
<input type="checkbox"/>	<b>Moist towelettes</b> for sanitation
<input type="checkbox"/>	<b>Wrench</b> or <b>pliers</b> to turn off utilities
<input type="checkbox"/>	<b>Can opener</b> for food (if kit contains canned food)
<input type="checkbox"/>	<b>Plastic sheeting</b> and <b>duct tape</b> to "seal the room"
<input type="checkbox"/>	<b>Garbage bags</b> and <b>plastic ties</b> for personal sanitation



**APPENDIX "3" of the City Ordinance No. 34-S-2012  
(the Bacoor City Disaster Management Code of 2012)**

**FORM I**

Initial Report on (disaster incident)  
(To be submitted within 2 hours after the flash report)

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Origin of the Report:

Profile of the Incident:

- What:

\_\_\_\_\_  
(Type of Disaster)

- When:

\_\_\_\_\_  
(Date and Time of occurrence)

- Where:

\_\_\_\_\_  
(Exact locations)

- Why:

\_\_\_\_\_  
(Probable cause of the incident)

- Who:

\_\_\_\_\_  
(Affected population \_\_\_\_\_ children \_\_\_\_\_ adults [women])  
(Responding local agencies in the area)

- How:

\_\_\_\_\_  
(How was the initial local response carried out)

- Is there a need for

Search and rescue assistance?	_____ Yes	_____ No
Evacuation?	_____ Yes	_____ No

\_\_\_\_\_  
Signed: Local DRRMC Chairman



FORM II

Rapid Damage and Needs Assessment Checklist  
(To be submitted within 12 hours upon occurrence of disaster)

A. Profile of the Disaster

1. Type of disaster emergency \_\_\_\_\_
2. Date and time of occurrence \_\_\_\_\_
3. Areas affected \_\_\_\_\_  
(Barangays, Municipalities/Cities, Provinces, Regions)
4. Source of reports \_\_\_\_\_
5. Date and time of reports \_\_\_\_\_

B. Initial Effects:

1. Affected Population: \_\_\_\_\_ Families \_\_\_\_\_ Persons
2. Displaced Population: \_\_\_\_\_ Families \_\_\_\_\_ Persons
  - Infants - 0-1 year old \_\_\_\_\_
  - Children - 2-12 years old \_\_\_\_\_
  - Adolescent - 13-17 years old \_\_\_\_\_
  - Adults (women) - 18 and above \_\_\_\_\_
3. Casualties:

	Location	Number	Cause
Dead	_____	_____	_____
Injured	_____	_____	_____
Missing	_____	_____	_____

C. Initial Needs Assessment

1. Search and Rescue
  - 1.1 Exact Locations \_\_\_\_\_  
(barangays, municipalities/cities, provinces, regions)
  - 1.2 Approximate number missing \_\_\_\_ children \_\_\_\_ adults (women)
  - 1.3 Response status \_\_\_\_\_  
(local SAR and resources deployed by DCCs)
  - 1.4 Unmet needs for which additional SAR resources are required?  
\_\_\_\_\_  
(teams, rescue boats, heavy equipment, expertise)
2. Evacuation
  - 2.1 Exact locations \_\_\_\_\_
  - 2.2 Approximate number of people to be evacuated, infants  
\_\_\_\_ children \_\_\_\_ adults (women)
  - 2.3 Response status \_\_\_\_\_  
(number of people evacuated by local DCCs)
  - 2.4 Unmet needs for which additional evacuation assistance is requested? \_\_\_\_\_
  - 2.5 Number of families or persons housed in evacuation centers who are in need of assistance \_\_\_\_\_ families, \_\_\_\_\_ persons



[\_\_ infants, \_\_ children, \_\_ adults (women)]

2.6 Daily requirements of affected families in the evacuation center

2.7 Are there enough latrines in the evacuation center? \_\_\_\_\_

3. Medical Health

3.1 Exact locations \_\_\_\_\_  
(barangays, municipalities/cities, provinces, regions)

3.2 Number of injured \_\_\_\_\_  
[\_\_ infants, \_\_ children, \_\_ adults (women)]

3.3 Displaced families or persons who are in need of medical attention  
\_\_\_\_\_ families, \_\_\_\_\_ persons  
[\_\_ infants, \_\_ children, \_\_ adults (women)]

3.4 Response status \_\_\_\_\_  
(condition of medical facilities)

3.5 Unmet needs \_\_\_\_\_  
(medicines, medical supplies & teams required from national sources)

3.6 What specific effects has the situation had on health of survivors?

3.7 Are there any health-related cases prevailing in the area?

\_\_\_\_\_  
If so, what health care facilities exist, where and what?

3.8 Who is in charge of emergency health and medical services in the area? \_\_\_\_\_

3.9 Are there health workers in the community assessing the health and nutritional status of affected children in the evacuation centers?

4. Shelter and Clothing

4.1 Exact locations \_\_\_\_\_  
(barangays, municipalities/cities, provinces, regions)

4.2 Number of people requiring shelter and clothing \_\_\_\_\_  
\_\_\_\_\_ Male \_\_\_\_\_ Female  
\_\_\_\_\_ infants, \_\_\_\_\_ children, \_\_\_\_\_ adults (women)

4.3 Response status \_\_\_\_\_  
(Number of [people being provided with shelter and clothing by local DCCs])

4.4 Unmet needs \_\_\_\_\_  
[number of people needing assistance and specify type of assistance required (tents, blankets, mosquito nets and clothing)]

5. Food

5.1 Exact locations \_\_\_\_\_  
(barangays, municipalities/cities, provinces, regions)

5.2 Total number of people requiring food \_\_\_\_\_

5.3 Response status \_\_\_\_\_  
(number of people provided with food by the local DCCs)  
[\_\_ infants, \_\_ children, \_\_ adults (women)]

5.4 Unmet \_\_\_\_\_  
(number of people for whom external supplies of food are requested)

5.5 Are food resources and local buffer stocks available? \_\_\_\_\_



- 5.6 Is food assistance equally distributed? \_\_\_\_\_
- 5.7 Are the children being provided with food assistance according to their needs? \_\_\_\_\_
- 5.8 Are prime commodities locally available? \_\_\_\_\_ Yes \_\_\_ No

6. Water

- 6.1 Exact locations \_\_\_\_\_  
(barangays, municipalities/cities, provinces, regions)
- 6.2 Number of people without potable water \_\_\_\_\_  
(\_\_\_\_\_ children \_\_\_\_\_ adults)
- 6.3 Response status \_\_\_\_\_  
(Number of people being supplied with potable water by the local DCCs: condition of supply system and repair status; availability of surface water)
- 6.4 Unmet needs \_\_\_\_\_  
(Number of people whom external supplies of water are requested for and need for treatment supplies, containers and trucks)
- 6.5 Are there any arrangements for water storage and distribution system in the area? \_\_\_\_\_
- 6.6 Is there water shortage? \_ Yes No \_\_\_\_ date \_ time  
Probable cause \_\_\_\_\_
- 6.7 Is it widespread or concentrated in one area? \_\_\_\_\_
- 6.8 Are there alternate sources of water? \_\_\_ Yes \_\_\_ No  
If yes, specify \_\_\_\_\_
- 6.9 Did the service providers take immediate repairs? \_\_\_\_ Yes \_\_\_ No  
If yes, how long will it take to restore the systems?  
Number of days \_\_\_\_\_

7. Environmental Sanitation

- 7.1 Are there enough latrines for sanitary disposal of feces that are away from water sources, cooking and eating area?  
\_\_\_\_\_
- 7.2 Are there washing facilities and adequate cleaning materials?  
\_\_\_\_\_

8. Restoration of Lifeline Systems

- 8.1 Exact locations \_\_\_\_\_  
(barangays, municipalities/cities, provinces, regions)
- 8.2 Conditions of lifeline systems \_\_\_\_\_  
(roads, bridges, railways, power supplies and communications)
- 8.3 Is it operational or non-operational? If not, what are the emergency measures undertaken by the service providers? \_\_\_\_\_
- 8.4 Response status \_\_\_\_\_
- 8.5 Unmet needs \_\_\_\_\_  
(list of personnel, supplies and equipment requested from external sources)
- 8.6 Was there power interruption? \_\_\_ Yes \_\_\_ No \_\_\_\_\_ date \_ time  
and \_\_\_\_\_ probable cause
- 8.7 Is it widespread or concentrated in one area? \_\_\_\_\_ Yes \_\_\_ No
- 8.8 Are there electric posts toppled down? \_\_\_\_\_ Yes \_\_\_ No
- 8.9 How long will it take before the service is restored?



Number of days \_\_\_\_\_

8.10 What are the actions taken by the servicing companies?  
\_\_\_\_\_

9. Children's Educational Needs

9.1 Are there school buildings damaged? \_\_\_\_\_ Yes \_\_\_\_\_ No

9.2 What is the extent of disruption caused by the emergency situation? \_\_\_\_\_

9.3 How many children are in need of primary education? \_\_\_\_\_

\_\_\_\_\_ boys \_\_\_\_\_ girls

9.4 Location of the target groups \_\_\_\_\_

9.5 Level of formal and non-formal education of children \_\_\_\_\_

9.6 Instructional materials available \_\_\_\_\_

9.7 Existing physical facilities that could be used for non-formal schooling \_\_\_\_\_

D. Local Initial Actions

1. Emergency responders involved \_\_\_\_\_

2. Assets deployed \_\_\_\_\_

3. Number of families/persons initially served \_\_\_\_\_

\_\_\_\_\_ families

\_\_\_\_\_ persons

(\_\_\_\_\_ infants

\_\_\_\_\_ children

\_\_\_\_\_ adults)

4. Extent of local assistance \_\_\_\_\_

\_\_\_\_\_  
Signed: Local DRRMC Chairman



FORM III

DAMAGE ASSESSMENT FORM

(To be submitted within 24 hours upon occurrence of disaster)

A. Profile of the Disaster

1. Type of Disaster/Emergency \_\_\_\_\_
2. Date and Time of Occurrence \_\_\_\_\_
3. Source of Report \_\_\_\_\_
4. Date and Time of Report \_\_\_\_\_

B. Summary of the Effects (as of reporting time)

1. Areas Affected \_\_\_\_\_  
(barangays, municipalities/cities, provinces, regions)
2. Population Affected (cumulative total)  
Families \_\_\_\_\_  
Persons \_\_\_\_\_  
(no. of children with age ranging from 1-17 years old)
3. Population Displaced (cumulative total)  
Families \_\_\_\_\_  
Persons \_\_\_\_\_  

Infants	-	0-1 year old	_____
Children	-	2-12 years old	_____
Adolescent	-	13-17 years old	_____
Adults	-	18 and above	_____
4. Casualties (cumulative total)  
Dead \_\_\_\_\_  
Injured \_\_\_\_\_  
Missing \_\_\_\_\_
5. Damaged Properties (structures)

Breakdown	Totally (Number)	Partially Number	Estimated Cost
Houses			
School Buildings			
Hospitals			
Gov't Offices			
Public Markets			
Flood Control			
(sea walls/dikes/dams/irrigation systems)			
Commercial Facilities			
(factories/malls/stores/supermarkets)			



Others (specify)			
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6. Damaged Lifelines  
6.1 Transportation Facilities

	Location	Passable	Not passable	No.	Cost
ROADS					
National					
Provincial					
Municipal					
City					
Barangay					
BRIDGES					
Bailey					
Concrete					
Wooden					
RAILWAYS					

6.2 Communications Facilities

	Location	Usable	Not usable	No.	Cost
PLDT					
Bayan Tel					
Globelines					
Digitel					
PT&T					
Cell Sites					
Radios					
Repeaters					

6.3 Electric Power

\_\_\_\_\_

6.4 Water Facilities

\_\_\_\_\_

7. Agriculture  
7.1 Crops

	Areas Damaged		Losses
	(No. of Has)	(Metric Tons)	(Peso Value)
Rice			
Corn			
Vegetables			
Fruit trees			
Bananas			



Others			
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## 7.2 Fisheries

	No. of Has	Metric Tons	Peso Value
Fishponds			

Fishing boats (number): \_\_\_\_\_

## 7.3 Livestock

	Animals	No. of Heads	Peso Value
Farm Animals			
Poultry and Fowls			

## C. Local Actions

1. Emergency Responders Involved \_\_\_\_\_
2. Assets Deployed \_\_\_\_\_
3. Number of Affected Population Served \_\_\_\_\_
4. Number of Displaced Population Served \_\_\_\_\_
5. Extent of Local Assistance \_\_\_\_\_

Progress report to follow.

\_\_\_\_\_  
Signed: Local DRRMC Chairman