

OFFICE OF THE MAYOR
GUBAT, SORSOGON



RONNEL U. LIM
MAYOR

EXECUTIVE ORDER NO. 18

Series of 2023

**CREATING EVACUATION CENTER MANAGEMENT COMMITTEE AND
CAMP MANAGEMENT GUIDELINES DURING EMERGENCY SITUATIONS
CAUSED BY NATURAL OR MAN-MADE DISASTERS AND PROVIDING
GUIDELINES THEREOF**

WHEREAS, the Republic Act No. 10121 states that it shall be the policy of the state, among others, “to uphold the people’s constitutional rights to life and property by addressing the root causes of vulnerabilities to disasters, strengthening the country’s institutional capacity for disaster risk reduction and management and building the resilience of local communities to disaster including climate change impacts”;

WHEREAS, Gubat lies in the East coast of the Philippines, facing the Pacific Ocean makes it vulnerable to natural phenomenon such as typhoons, extreme rainfall that resulted to flooding, earthquakes and other hazards which bring havoc to communities, causing disruption to the normal lives of the people;

WHEREAS, the Municipal Disaster Risk Reduction and Management Council is tasked to develop policies and plans, and the implementation of actions and measures pertaining to all aspects of disasters risk reduction and management, which includes good governance, risk assessment and early warning, knowledge building and awareness raising, reducing underlying risk factors, and preparedness for effective and early recovery.

WHEREAS, in order to safeguard, preserve and protect the lives, well-being and health of the residents of the Municipality of Gubat, one of the key factors in disaster risk reduction and management is the efficiency of the evacuation centers that enable them to cater the needs of the affected individuals during disasters.

WHEREAS, for an efficient evacuation center, it is vital to create the Evacuation Management Committee for proper coordination, collaboration and cooperation of the stakeholder to ensure the delivery of service of the affected population.

NOW THEREFORE, I, RONNEL U. LIM, Local Chief Executive of the Municipality of Gubat, Sorsogon, by virtue of the powers vested in me by law, do hereby order the creation of the Evacuation Center Management Committee and Camp Management Guidelines during emergency situations caused by natural and/or man-made disasters in the Municipality of Gubat, Sorsogon, to wit:

Section 1. Composition of the Evacuation Center Management Committee (ECMC) and Evacuation Center Management Team (ECMT) and its Functions:

1.1 The Evacuation Center Management Committee shall be composed of the following:

ECMC Over-all Coordinator – Head of MSWDO

Members:

1. Liga ng mga Barangay President
2. Municipal Engineering Office (MEO)
3. Municipal Health Office (MHO)
4. Schools District Supervisors
5. Gubat Chief of Police
6. NGO Representative from MDRRMC

A. Functions of the Evacuation Center Management Committee

1. Prepare Evacuation Camp Management Plan for approval of the LDRRMC
2. Activate the Camp Management Plan and Teams before the onset of the forecasted weather disturbance.
3. Coordinate and Monitor service delivery, needs assessment and identify gaps in ECs.
4. Identify and map the agencies and groups providing assistance to the various ECs, including the type of assistance.
5. Develop specific protocols to help the Committee implement the objectives of these guidelines responsive to the local context and needs.
6. Ensure that agencies, organizations providing assistance to the evacuation centers are aware of these guidelines and the standards set forth hereto.
7. Conduct capacity-building activities and refresher courses to the designated camp managers.
8. Ensure that there is an agreement between the local government unit and building/structure or property owners to be utilized as ECs.
9. Shall maintain and monitor the supply of the Evacuation Center Management Toolkit

1.2 The Evacuation Center Management Team shall be composed of the following:

Over-all Camp Manager – BDRRMC Head on Evacuation
Management Committee

Members:

1. BDRRMC Relief and Supply Committee Head
2. Barangay Health Workers
3. Barangay Nutrition Scholars
4. Chief Tanod
5. Barangay Secretary
6. ECCD Teachers
7. Property Custodian for schools occupied as EC or owner of the non-school ECs

B. Functions of the Evacuation Center Management Team (ECMT)

1. Organize the evacuees, identify the head of the community or the head of the family for proper coordination and collaboration between ECMT and the evacuees.

2. Ensure that the required assistance, services and protection of the evacuees are provided in a timely manner and are based on the standards, such as food, clothing, medical assistance and others.
3. Coordinate and Monitor delivery of services and conduct of activities of different agencies and organizations in ECs.
4. Establish participative and transparent governance and management system, including the crafting of essential house rules.
5. Ensure the inclusion of the evacuees, especially women and persons with disability and persons with special needs, in the management activities and decision-making process.
6. Ensure the registration of evacuees, and roll-out the information management system.
7. Law enforcement personnel and barangay tanod shall be present in the ECs to maintain the peace and order, safety of the evacuees and properties inside the ECs.
8. Ensure the coordination with the building/structure or property owners and custodian concerning the use, care and maintenance of the facilities.

Section 2. Basic Facilities and Standards. The following facilities shall be made available for the evacuees prior to the implementation of evacuation.

1. Shelter and Accommodation – there must be adequate shelter to cater all evacuees equipped with water and power supply.
2. Camp Management Desk – desk should be visible and properly marked.
3. Child-friendly Spaces – ECs should be clear from harm; there must be a separate toilet for girls and boys.
4. Kitchen – there must be a cooking area and equipped with cooking tools to provide hot meals for the evacuees.
5. Information Board – there must be an available space containing the following information:
 - Name of the Evacuation Center and its location
 - Name and contact numbers of Evacuation Center Management Team (Camp Manager and members).
6. Demographics of the evacuees in the particular EC, complete with number of families and individuals – elderly, children, PWDs, Sickly (disaggregated by sex).
7. Laundry Area – there must be a space for laundry activities within the EC with drainage, water source, shed and light.
6. Health Station with breastfeeding room/space.
8. Solid Waste Management – there must be waste bins properly labelled, and garbage collection schedule shall be coordinated with the MENRO.
9. Livestock and domestic animal management.
10. All specifications shall conform to the standards and provisions of the DSWD-DILG-DOH-DEPED Joint Memorandum Circular No.1 series of 2013.

Section 3. Registration and Information Management.

1. Camp Coordination and Management – the MSWDO as part of the local council and head of the ECMC shall be in-charge of the registration of all evacuees, visitors and donors at the ECs, and management of all information using the prescribed form.

2. Registration Procedures – the in-charged personnel shall perform the following steps to ensure proper information management and care of the evacuees:
 - a. Fill-up registration forms
 - b. Assessment of all evacuees – ECMT shall assess all evacuees to provide appropriate services needed.
 - c. Orientation and Issuance of Information guide – information guide shall be given to all evacuees. It should contain the evacuation site, facilities to be utilized, house rules including the solid waste management, gender sensitivity and ensuring the child-friendly space.
 - d. Evacuees shall be organized into groups with respective Team Leaders (TL) for easy coordination. They should be responsible in ensuring the evacuees conforms with the EC policies. They shall be responsible to report the needs and problems of the evacuees.

Section 4. Maintenance and Care of Evacuation Facilities. Repairs of damages in the evacuation centers during disaster shall be immediately undertaken to ensure the safety and well-being of the evacuees. Repairs shall be the responsibility of the Municipal Engineering Office in coordination with the barangay councils.

Section 5. Deactivation of Evacuation Center Services. The Evacuation Center services shall be deactivated based on the following criteria:

- a. Evacuees voluntarily left the evacuation center upon official declaration of the MDRRMC on the safety of the affected areas
- b. Normalcy of the situation.

Section 6. Separability Cause. If any provision of this Executive Order is found to be inconsistent with the Philippine Constitution, laws or decrees, other provisions hereof shall continue to be in force and effect.

Section 7. Repealing Clause. All executive orders, rules, regulations and other issuance or parts thereof inconsistent with the Executive Order, are hereby repealed or accordingly modified.

Section 8. Effectivity. This Executive Order shall take effect immediately.

DONE, this 31st day of March, 2023 in the Municipality of Gubat, Province of Sorsogon.


RONNEL U. LIM
Municipal Mayor