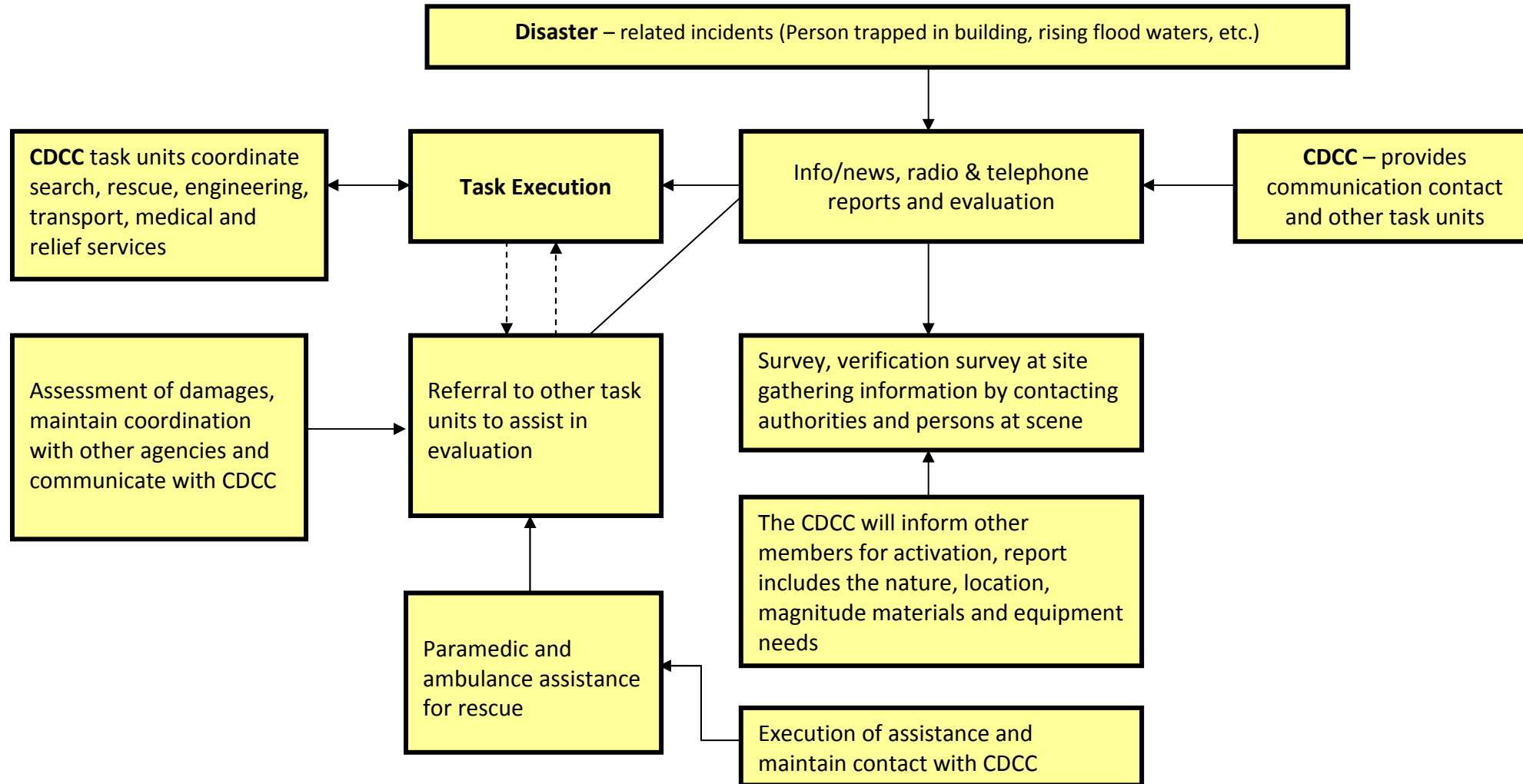




Republic of the Philippines  
CITY OF ROXAS  
Province of Capiz



## PROCESS CHART DISASTER ALERT ACTIVATION



**Technical Note:** The five (5) man team on duty at CDCC serves as quick reaction Force and other members are on call depending on the magnitude of disaster incidents.

I. **SITUATION:**

The series of typhoon (21 or 22) affects our country every year thus, the need to have a contingency plan is highly important. It is for this aspect that the City of Roxas formulated its disaster contingency plan to prepare for any possible disaster occurrence to at least lessen or minimize the loss of lives and properties in some barangays especially in the costal areas and those in low lying areas that will be affected by flood. During typhoon, the possible loss of lives, damaged to crops and properties may have an impact or bad effect on the economy of the City.

II. **AIMS:**

The main goal and objective of this contingency plan is to strengthen the capabilities of the community in order for them to be prepared whenever a calamity happen. Being prepared will lessen damages to crops and properties and possible loss of lives.

III. **CONCEPTS OF OPERATION:**

1. Communication Network

- It Pag-Asa releases the domestic bulletin to the radio station, the City Disaster Coordinating Council (CDCC) chairman will direct and coordinate with the different, task forces through the Brgy. Chairman and Communication Leader for information dissemination to the affected areas or vulnerable households of the community so that the people can already prepare what should be done.

2. Sourcing of Resources, Funds

- The CDCC Chairman will inform the task force of supply to coordinate with the government agencies and the non-government agencies for possible assistance.

3. Transportation Networks

- The CDCC Chairman will mobilize the transportation team especially the task force unit concerned. The team leader shall in turn advice the members on the available transport sector of the barangay to prepare for the appropriate action. The team leader shall also coordinate with the City Coordinating Council (CDCC) for assistance in transporting the evacuees to the evacuation centers.

4. Evacuation Plan

- The BDCC Chairman shall inform the evacuation team for any possible evacuation of various vulnerable families and diversion of the barangay area with the corresponding assigned leaders. All identified evacuation centers must be opened prior to the arrival of evacuees.

## 5. Relief Operation

- The CDCC Chairman will mobilize the relief operation team and the latter will make an assessment and submit report to the PDCC. The relief task force shall be responsible in the provision of housing for displaced families/persons to evacuees in evacuation centers or in private houses and to coordinate with other relief agencies for supplies such as clothings, canned goods, medicine, household utensils, equipment that are needed for operations or materials for temporary shelters and other.

## 6. Rehabilitation

- The BDCC shall conduct post operation survey of all victims to determine who should be sent home and who need further assistance. It shall likewise, coordinate with CDCC to report the extent of damage, number of casualties and families affected. Local and private sectors shall be tapped in the planning of well organized rehabilitation program for eligible victims.

## 7. Rescue and Engineering Plan

- The CDCC Chairman shall mobilize the rescue team for possible rescue operation. The rescue service leader shall locate injured, trapped, and stranded persons and move them to a place where they can be cared safely in an emergency.
- The Medical Team shall undertake on the spot first aid techniques and in cooperation with the fire brigade task force, obtain appropriate equipment like hand tools, ropes and others for use during rescue operations.
- The damaged control task force, they shall clear the roadways canals and streets of fallen branches of trees and other debris, cleaning waterways of accumulated trash and putting marks or signs on open manholes, unrepaired dangerous structures/facilities pending the arrival of engineering team.

## IV. **ALLOCATION OF RESPONSIBILITIES** (please refer to CDCC organizational structure)

### A. Requirement and Resources

1. Evacuation Center (Please refers to evacuation plan report)
2. Funds: advice families to bring food in evacuation center.
3. Health Care: necessary medicines shall be provided by City Health Office (CHO). The Rescue Teams has a first aid kit for immediate actions.
4. Clothing/Mat: Inform or brief evacuees to bring some pieces of dry clothings and materials for their own use. Coordination with other agencies shall be undertaken for the additional clothing in case evacuees failed to bring their clothes.
5. Kitchen Utensils: Inform the households to bring their own kitchen tools in case they need to stay in the evacuation centers for a long period of time.

## B. Distribution and Recipients

1. Recipients: Those households that are affected by the typhoon and flood and other natural or man made hazards.
2. Distribution: All the team available must help in the distribution with the assistance and guidance of the BDCC Chairman relief operation team and the supply team.
3. Assessor: Can be from the Local Government Agencies task unit volunteers or can be from NGO volunteers.
4. How to allocate per victim. Allocating assistance to victims, depends upon the situation. Priority shall be given to the most needy and severely damaged.

## V. COORDINATION:

- All the task units shall submit reports to the BDCC Chairman who shall forward the source to the CDCC then BDCC Copy furnished the NGOs concerned.
- The different BDCC task force shall render periodic reports to the BDCC Chairman who monitors all operational and post-operational activities that took place in the barangay. He must report to the Mayor/CDCC Chairman for further actions, instructions and possible assistance. The task units may directly report to the concerned agencies as the emergency needs may arise.