

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER No. 34
Series of 2019

**AN ORDER CREATING THE BULAKAN EVACUATION CENTER
MANAGEMENT TEAM (BECMT) AS CLUSTER OF THE MUNICIPAL
DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (MDRRMC)
OF THE MUNICIPALITY OF BULAKAN.**

WHEREAS, Republic Act No. 10121 states that among others, "to uphold the people's constitutional rights to life and property by addressing the root cause of vulnerabilities to disasters, strengthening the country's institutional capacity for disaster risk reduction and management and building the resilience of local communities to disasters including climate change impacts".

WHEREAS, one of the key factors in disaster risk reduction and management is the efficiency of the evacuation centers to cater to the needs of all affected population during disasters;

WHEREAS, for an efficient evacuation center, there is a need to create the Evacuation Center Management Team for the MDRRMC of the Municipality of Bulakan for proper coordination, collaboration and cooperation of stakeholders to ensure the delivery of essential services to the victims of disaster and calamities;

NOW THEREFORE, I, VERGEL C. MENESES, by virtue of the powers vested upon me by law as the duly elected Municipal Mayor of Bulakan, do hereby create the Bulakan Evacuation Center Management Team for the MDRRMC of the Municipality of Bulakan, to wit:

Section 1. COMPOSITION OF THE BULAKAN EVACUATION CENTER MANAGEMENT TEAM (BECMT). The Evacuation Center Management Team shall be created and composed of the following as **CLUSTERS** in **Executive Order No. 19** the reorganization of Municipal Disaster Risk Reduction and Management Council:

OVER-ALL-IN-CHARGE OF THE EVACUATION CENTER:

HON. VERGEL C. MENESES	Municipal Mayor, Chairman, MDRRMC
DR. REYNALDO GLORIA	Municipal Administrator
CANDELARIA MARTINEZ	MDRRMO – Designate

Camp Coordination And Management Cluster

JERICO CUNANAN MPDC - OIC	MARLON LYANTO MDRRMO Staff
PRISCILLA REYES Executive Assistant IV	

MEMBER CLUSTERS:

Early Recovery And Education Cluster

MA. VICTORIA MORELOS, R.S.W. MSWD Officer	
GABRIEL CANDOR MDRRMO Staff	VICTOR DE GUIA MDRRMO Staff
MSWD Personnel	

Food And Non-Food Cluster

LEONORA MAGDANGAL
Municipal Treasurer

PRISCILA CATINDIG
Municipal Budget Officer
ALFRED MOZO
MDRRMO Staff

MARISSA DE LINO
Municipal Accountant
MTO Staff
MBO Staff

Water, Sanitation And Hygiene (Wash) Cluster

LEONORA HERNANDEZ
GSO/OIC-HRMO

RODERICK GARCIA
MDRRMO Staff

RAYNIER CRUZ
MDRRMO Staff

MA. CAROLINA ATIENZA
and General Service Office Staff

Health Cluster

DR. MA. ELISA VILLANUEVA
Municipal Health Officer

ARA MAGDANGAL PARONE
Nurse
CHRISTIAN BANTIGUE
MDRRMO Staff

ROSE ANN MARGARETE MENESES
Nurse
JONHVER RIVERA
MDRRMO Staff

Logistics Cluster

ENGR. MA. EMMIE FERNANDO
Municipal Engineer

JAYSON BAUTISTA
MDRRMO Staff

RIZALDY SAMONTE
MENRO-Designate

MDRRMO DRIVERS

Protection, Safety And Security Cluster

PMAJ MONER ORANG
PNP Chief

SINSP HERMINIO SANNO
BFP Chief

14 PUNONG BARANGAY
Bulakan, Bulacan

Nutrition Cluster

ROSALIE SALITA
MNPO

ALFRED MOZO
MDRRMO Staff

JOHN LEMUEL CORONEL
MDRRMO Staff

MNPO Personnel

Section 2. FUNCTION OF THE EVACUATION MANAGEMENT TEAM. The different clusters of the Evacuation Management Team shall perform the following duties:

1. Deploy cluster members to their assigned evacuation centers;
2. Inform the building, structure, or property owners of operation;
3. Inspect the facilities to ensure that everything is in order and functional;
4. Conduct planning session, ideally before accepting Internally Displaced Persons (IDP);
5. Coordinate with Food and Non-food Cluster for the needs;

6. Make sure that all team members wear identifiable markers (Identification cards, MDRRMC Vests or shirts);
7. Set-up visible evacuation center Information Boards, streamers with proper directions and sufficient supplies and communication capacity.

Section 3. BASIC FACILITIES AND STANDARDS. The following facilities should be made available by the Cluster Lead for IDP's prior to evacuation:

1. **Shelter and Accommodation.** There must be adequate shelter to cater to all evacuees with water and electricity connections.
2. **Camp Management Desk.** Set-up a desk properly marked and visible.
3. **Toilets and Bathing Areas.** All toilets and bathing areas should be well lighted, can be locked from the inside, with adequate ventilation and conforms to the requirements of all laws, and to the specifications of the Sphere Standard.
4. **Child-Friendly Spaces (CFS).** Are safe spaces set up in emergency settings to help support and protect children.
5. **Community Kitchen.** The cooking area provided for by the Local Government unit shall be utilized and equipped with cooking tools to provide hot meals for the evacuees.
6. **Information Board.** Must be available on space visible and easy to update which must contain the following information:
 - Name of Evacuation Center and its Location
 - Name of Camp Manager, Agency, and Contact Details
 - Numbers of Families, Individuals, Males and Females, Lactating Mothers, Pregnant Women, Children, Schoolchildren, Elderly disaggregated by sex, PWDs disaggregated by sex, Persons with Serious Illness, 4Ps Beneficiaries, Families with Damaged Houses, Casualties (Dead, Missing, Injured). Schedule of Activities, etc.
7. **Storage Area.** A safe place where relief goods can be stored free from rodents/insects.
8. **Laundry Spaces.** There must be a space for laundry activities within the evacuation center with drainage, water tap, shed and lights.
9. **Water Supply.** There must at least a supply of 15 liters per person per day.
10. **Health Station.** With a breastfeeding room. To be managed by the Municipal Health Office
11. **Couple Room.** To accommodate legally married evacuee-couples.
12. **Livestock and domestic animals management.**
13. The standard technical specifications of all the above enumerated facilities shall conform to the International Sphere Standards and the provisions of DEPED-DSWD-DILG-DOH Joint Memorandum Circular No.1, S. 2013.

Section 4. BASIC SERVICES. Aside from the basic facilities, the following basic services must also be provided by the units-in-charge of every service needed:

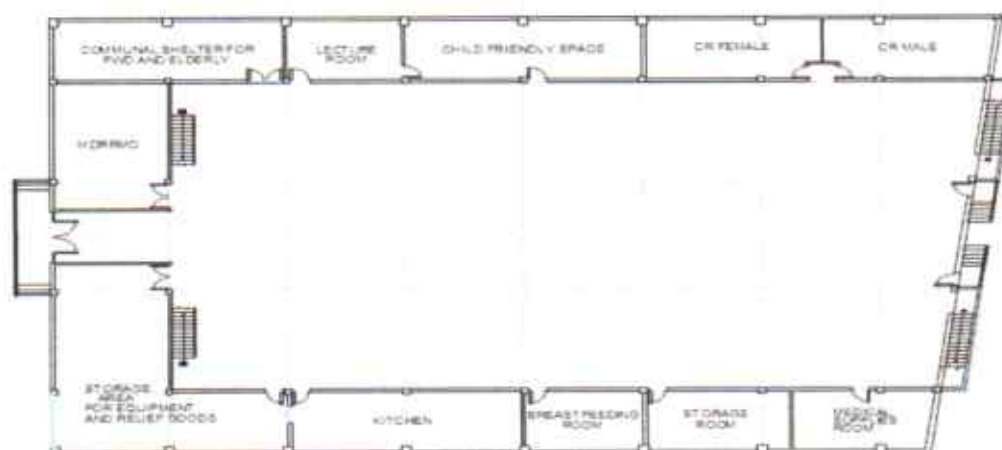
SERVICES REQUIRED:	TASK UNIT/LEAD CLUSTER: (MDRRMO Member)
1. Food	Food and Non-Food Cluster
2. Distribution of Relief Goods	
3. Nutrition	Nutrition Cluster
4. Protection	Protection and Security Cluster
5. Child Protection and Continuous Education	Early Recovery & Education Center
6. Gender- Based Violence protection	
7. Water Sanitation and Hygiene	WASH, Health Services Cluster
8. Health & Hygiene Promotion	
9. Maintenance of WASH facilities	
10. Sewage Disposal	Camp Coordination and Management Cluster
11. Solid Waste Management	

12. Mental Health & Psychosocial Services	
13. Vermin Control Program	Barangay DRRMC
14. Livelihood Support	Livelihood Cluster

Section 5. REGISTRATION AND INFORMATION MANAGEMENT

1. The Camp Coordination and Management Cluster of the MDRRMC shall be on-charge of the Registration of all evacuees, visitors and donors at the Evacuation Center including Management of all information using prescribed forms same as illustrated below:

2. **Registration Procedures.** The one in-charge of registration shall perform the following steps. To ensure proper information management and care evacuees:
 1. **Fill-up registration forms**
 2. **Assessment of IDP.** If the person assessed needs health services, health personnel should take over. The needs of the person displaced such as food or clothing should also be provided before any further action.
 3. **Brief orientation and Issuance of Information Guide.** Information guide should contain a map similar to the following picture:



EVACUATION CENTER GROUND FLOOR

4. **Usher the person/family to their room assignment.**

Section 6. REGULAR CONSULTATION AND MEETINGS WITH EVACUEES. All evacuees shall be organized into groups with team leaders. The team leaders should be responsible in informing the evacuees of policies and rules in the evacuation center. He shall also be in the regular meetings with the Camp Manager and concerned cluster to report the needs and problems of the evacuees. All these meetings shall be well documented and

recorded. As such, the Camp Manager or the Cluster Leader shall keep the records of the meetings for ready reference when needed.

Section 7. MAINTENANCE AND CARE OF EVACUATION CENTER FACILITIES.

Repairs of Damages to the schools used as evacuation centers during the disaster shall be immediately undertaken to ensure the safety and well being of the evacuees and other occupants. These repairs shall be the responsibility of the SHELTER Cluster of the MDRRMC in the coordination with the school principal.

Section 8. MOBILIZATION OF VOLUNTEERS. Volunteers to help and assist in the activities such as (but not limited to) master listing of disaster victims, cooking, goods distribution, etc, shall first report to the MDRRMC Operation Center for Orientation and Assignment. Upon completion of Orientation, they shall be endorsed to the Camp Manager, or to other Cluster who are in need, to assist.

Section 9. TERMINATION OF EVACUATION CENTER SERVICES. The evacuation center shall be closed based on the following criteria:

1. Once all evacuees have voluntarily left the evacuation centers.
2. Readiness of the resettlement site.
3. Readiness of the evacuees to return to their respective places of origin.
4. Normalcy of the situation.

Section 10. EFFECTIVITY. This Executive Order shall take effect immediately after its signing and shall be valid until revoked or amended.

SIGNED this 18th day of December, 2019 at Municipality of Bulakan, Bulacan.


VERGEL C. MENESES
Municipal Mayor