

Republic of the Philippines  
Province of Benguet  
**MUNICIPALITY OF LA TRINIDAD**  
Office of the Municipal Mayor

**ADMINISTRATIVE ORDER**  
**No.27(A)-2016**

**AN ADMINISTRATIVE ORDER CREATING THE EVACUATION CENTER MANAGEMENT TEAM OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE (MDRRMC) OF THE MUNICIPALITY OF LA TRINIDAD, BENGUET.**

**WHEREAS**, 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 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 of the MDRRMC of the Municipality of La Trinidad for proper coordination, collaboration and cooperation of stakeholders to ensure delivery of essential services to the victims of disasters and calamities;

**NOW THEREFORE, I, ROMEO K. SALDA**, by virtue of the powers vested upon me by law as the duly elected Municipal Mayor of La Trinidad, Benguet, do hereby create of the Municipal Evacuation Center Management Team of the MDRRMC of the Municipality of La Trinidad as follows:

**Section 1. COMPOSITION OF THE EVACUATION CENTER MANAGEMENT TEAM.** The Evacuation Center Management Team shall be composed of the following **CLUSTERS** as identified in **Administrative Order No. 27-2016 (Municipal Disaster Risk Reduction and Management Council)**:

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

- CAMP COORDINATION AND MANAGEMENT CLUSTER

**MEMBER CLUSTERS :**

- CAMP COORDINATION AND MANAGEMENT CLUSTER
- WATER, SANITATION AND HYGIENE (WASH) CLUSTER
- HEALTH CLUSTER
- EARLY RECOVERY AND EDUCATION CLUSTER
- FOOD AND NON-FOOD CLUSTER
- LOGISTICS CLUSTER
- PROTECTION, SAFETY AND SECURITY CLUSTER.
- NUTRITION CLUSTER

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

- 2.1 Deploy cluster members to their assigned evacuation centers;
- 2.2 Inform the building, structure, or property owners of operation;
- 2.3 Inspect the facilities to ensure that everything is in order and functional;
- 2.4 Conduct planning session, ideally before accepting Internally Displaced Persons (IDP);
- 2.5 Coordinate with Food & Non-food Cluster for the needs;
- 2.6 Make sure that all team members wear identifiable markers (Identification Cards, MDRRMC Vests or shirts);
- 2.7 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 the IDPs prior to evacuation.

- 3.1. **Shelter and Accommodation.** There must be adequate shelter to cater to all evacuees with water and electricity connections
- 3.2. **Camp Management Desk.** Set-up a desk properly marked and visible.
- 3.3. **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.
- 3.4. **Child-Friendly Spaces (CFS).** Must be located near a clean toilet for boys and girls.

- 3.5. **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.
- 3.6. **Information Board.** Must be available on a space visible and easy to update which must contain the following information (or of the attached forms):
- Name of Evacuation Center and its Location
  - Name of Camp Manager, agency and Contact Details
  - Numbers of Families, Individuals, Males, 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.
- 3.7. **Storage Area.** A safe place where relief goods can be stored free from rodents/insects.
- 3.8. **Laundry Spaces.** There must be a space for laundry activities within the evacuation center with drainage, water tap, shed and lights.
- 3.9. **Water Supply.** There must at least a supply of 15 liters per person per day.
- 3.10. **Health Station** with a breastfeeding room. To be manage by the Municipal Health Office.
- 3.11. **Couple Room.** Coordinate a room at the La Trinidad Valley Hotel and Restaurant to accommodate legally married evacuee-couples.
- 3.12. **Livestock and domestic animals management.**
- 3.13. *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 task units-in-charge of every service needed:

SERVICES REQUIRED:	TASK UNIT / LEAD CLUSTER: (MDRRMC 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 Cluster
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	
11. Solid Waste Management	Camp Coordination and Management Cluster
12. Mental Health & Psychosocial Services	
13. Vermin Control Program	Barangay DRRMC
14. Livelihood Support	Livelihood Cluster

#### Section 5. REGISTRATION AND INFORMATION MANAGEMENT

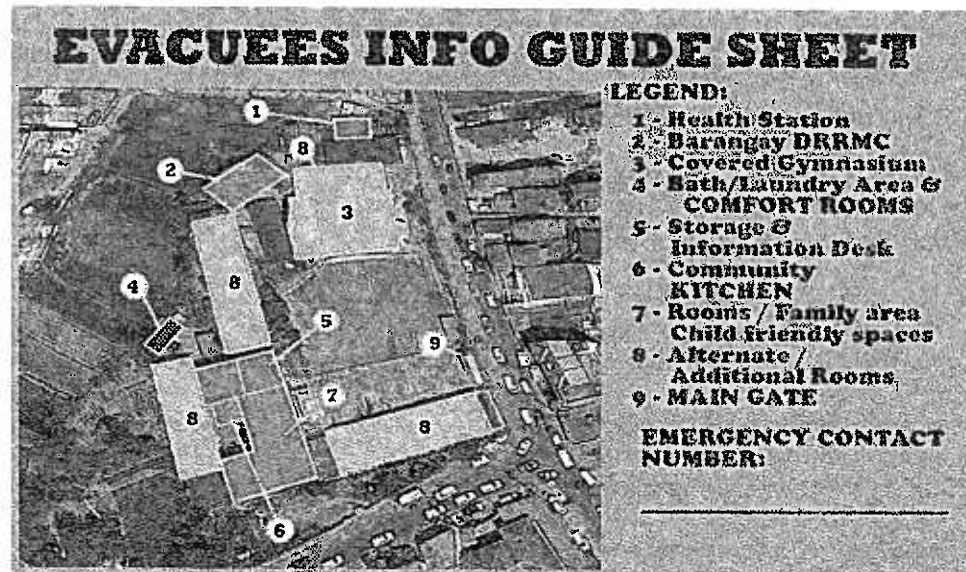
5.1. The **Camp Coordination and Management Cluster** of the MDRRMC shall be in-charge of the Registration of all evacuees, visitors and donors at the Evacuation Center including Management of all information using prescribed forms same as illustrated below:

5.2. **Registration Procedures.** The one in-charge of registration shall perform the following steps to ensure proper information management and care of evacuees:

5.2.1. **Fill-up registration forms**

5.2.2. **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.

5.2.3. **Brief orientation and Issuance of Information Guide.** Information guide should contain a map similar to the following picture with indicators:



5.2.4. Usher the person / family to their room assignment.

## Section 6. REGULAR CONSULTATION AND MEETINGS WITH EVACUEES

All evacuees shall be organized into groups with identified 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 coordination with the school principal.

## Section 8. MOBILIZATION OF VOLUNTEERS

Volunteers to help and assist in the activities such as (but not limited to) masterlisting of disaster victims, cooking, goods distribution, etc. shall first report to the MDRRMC Operations 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:

- 9.1. Once all evacuees have voluntarily left the evacuation centers.
- 9.2. Readiness of the resettlement site.
- 9.3. Readiness of the evacuees to return to their respective places of origin.
- 9.4. Normalcy of the situation

## Section 9. EFFECTIVITY

This Administrative Order shall take effect immediately and shall be valid until revoked or amended.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2016 at La Trinidad, Benguet.

  
**ROMEO K. SALDA**  
Municipal Mayor

Copy furnished:

- The Provincial Governor
- The DILG through the MLG00
- All Punong Barangays

- The Sangguniang Bayan, LTR
- All Office Departments
- file