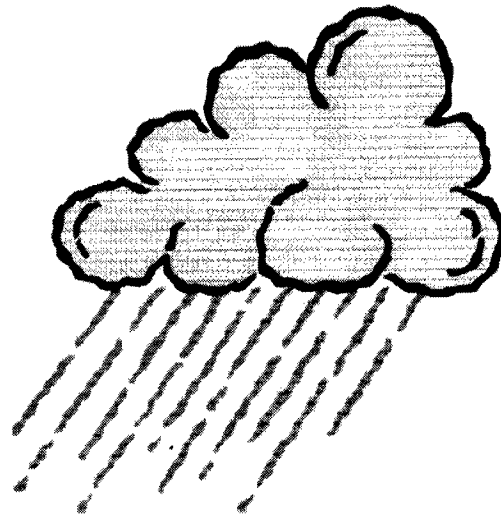
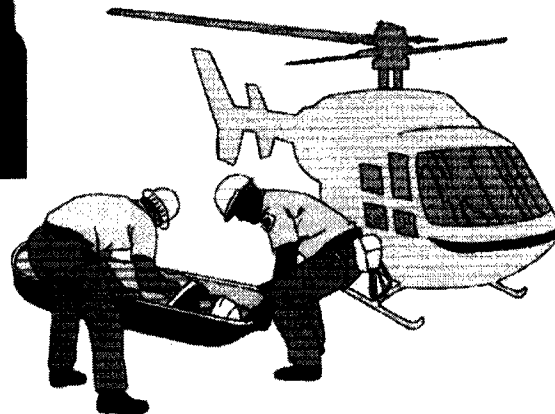


**THE BARANGAY DISASTER COORDINATING
COUNCIL MANUAL**

Barangay Disaster Coordinating Council
DISASTER MANAGEMENT MANUAL
Province of Albay



Prepared by Barangay Disaster Coordinating Council
Assisted by the JICA Study Term for Comprehensive
Disaster Prevention Study Around
Mayon Volcano



OCTOBER 10, 1999

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BARANGAY BARANGAY DISASTER COORDINATING COUNCIL DISASTER MANAGEMENT MANUAL

1 INTRODUCTION

The barangay has the inherent responsibility of protecting its constituents from any effects of natural and man-made calamities such as typhoon, volcanic eruption, earthquake, flood, fire explosion and others. To cope with these effects, the JICA study team for Comprehensive Disaster Prevention around Mayon Volcano had assisted to outline the basic requirements to formulate and develop a barangay disaster management manual that will help protect affected population in areas frequently afflicted by calamities. This manual aims to serve as basic guide on community disaster management

A disaster management plan must be put in writing to serve as general guide in ensuring organized emergency activities. The plan for the barangay to protect population at risk and critical resources is a manifestation of local readiness to minimize and prevent disastrous effects of calamities and other catastrophes

DO IT NOW!

- 1. Prepare for the survival of your community*
- 2. Assist the barangay to develop a Barangay Disaster Preparedness Plan*
- 3. Be self-sufficient*
- 4. Organize an active Barangay Disaster Coordinating Council (BDCC)*
- 5. Should disaster strike be prepared*

2 THE LEGAL BASIS OF PHILIPPINE DISASTER MANAGEMENT SYSTEM

The Philippine Government issued a Presidential Decree No 1566 on June 12, 1978 to strengthen the disaster preparedness and response of the Philippine Government from the national down to the barangay level. Thus promoting local management assistance among the various Local Government Units (LGUs) and their constituents. The creation of Disaster Coordinating Councils (DCCs) at the different levels became effective upon the implementation of this law.

Aside from the PD No. 1566, the local government code of 1991 (RA. No. 7160) was promulgated. Under this code, the LGUs were appropriated 2% Local Calamity Fund (LCF) to support financial requirement for emergency actions. The code however, was superseded by the Republic Act No. 8185. "An Act Amending Section 324 (D) of RA. No. 7160. • Under RA No. 8185, LGUS were appropriated 5% LCF instead of 2% and to disburse said fundd for relief, rehabilitation, reconstruction and other works and services

upon the declaration of calamity area by the authorized local sanggunian concerned, duly approved by the respective local chief executive. As mandated by law, the LCF can only be disbursed in connection with the calamity that occurs during a specific budget year.

3 DISASTER MANAGEMENT.

A disaster stems from the fact that certain communities or structures are vulnerable to hazards. To further explain what is a disaster, below is the simple presentation of a disaster equation:

$$\text{HAZARD X VULNERABILITY = DISASTER}$$

Disaster - a catastrophic situation in which the normal patterns of life (or ecosystems) have been disrupted and extraordinary, emergency interventions are required to save and preserve human lives and / or the environment.

Disaster is not the hazard but the result due to hazard interacting with vulnerability condition. Hazard may occur in an area without creating disaster if this area is not populated, and where there are no critical resources. The whole population is affected for example by a strong typhoon but not all people suffer seriously a disaster situation

Hazard - a rare or extreme event in the natural or man-made environment that possibly adversely affects human life, property or activity to the extent at causing disaster.

Hazards are categorized according to their perceived causes and speed impact:

- a] Sudden natural hazards - floods, earthquakes, storms, mud and debris flow and volcanic eruptions.
- b] Slow-onset-hazards – drought, crop failure, pest diseases.
- c] Technological hazards - air crashes, pollution. incidents, nuclear accidents. fires, and explosions
- d] Human-made hazards – war. Civil strife or other conflicts

Vulnerability the extent to which the community, structure, service or geographic area is likely to be damaged or disrupted by the impact of a particular hazard, on account of their nature, construction, and proximity to hazardous terrain, or a disasterprone area.

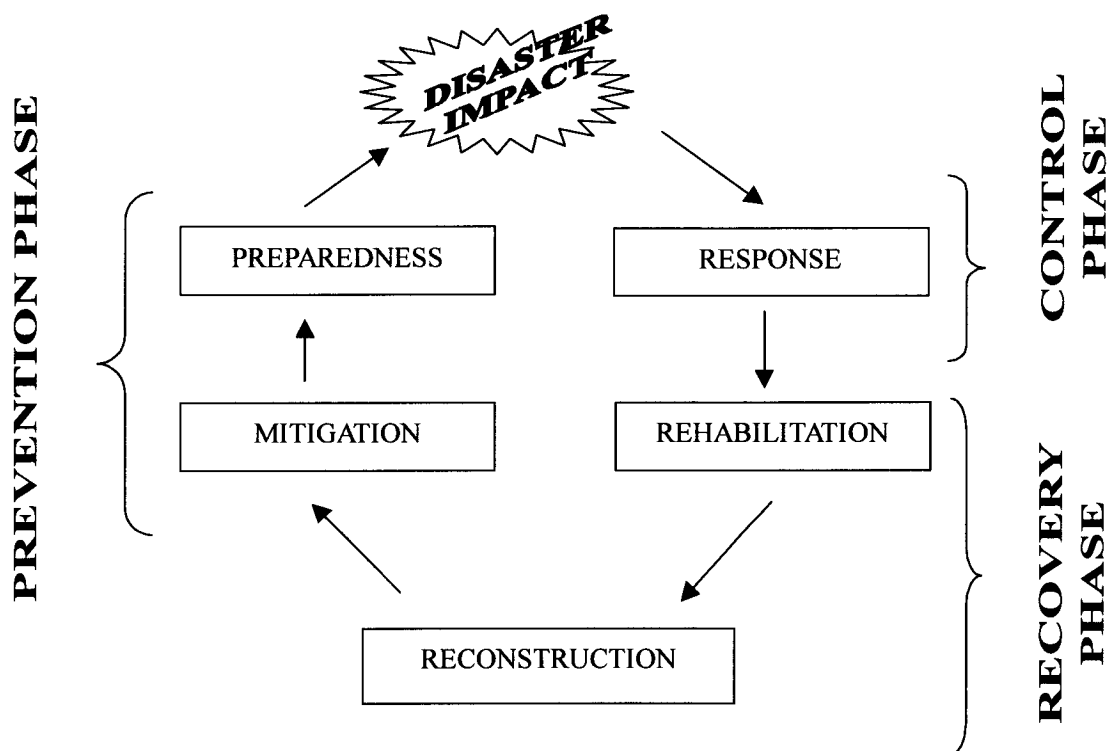
The people living within the 6-km-radius permanent danger zone of the volcano are the vulnerable population. Disaster happens in this population once they are affected by

volcanic eruption hence, seeking evacuation and relief support, being dislocated from their normal living conditions. Resettlement of these people to a safer location means reduction of vulnerability. This can be the permanent solution to people living under vulnerability conditions. If all the people living around Mayon Volcano is relocated and there will be no critical resources installed around or within danger zone, no disaster condition shall be encountered since nobody will ask for response support. This strategy can be a long-term approach however highly realistic with appropriate legislative support as part of disaster non-structural mitigation program and political will

Disaster Management - a collaborative term used to encompass all activities undertaken in anticipation of the occurrence of potentially disastrous event, including mitigation, preparedness, response and long-term risk reduction measures such as reconstruction.

The BDCC must ensure that task units involved in disaster management maintain coordination with the concerned agencies of higher DCC. Coordinating arrangements must be centralized at the BDCC operation center in coordination with the higher DCC.

DISASTER MANAGEMENT CYCLE



Disaster management involves three phases namely:

- Prevention or Pre-Disaster Phase. This includes Preparedness and Mitigation having activities that help minimize and reduce the impact and effects of disaster. (Disaster Preparedness + Disaster Mitigation Prevention)
- Control or Disaster Phase. All components of response activities that include evacuation, relief, rescue and the like are considered under this stage for the purpose of controlling the effects of calamity impact.
- Recovery or Post Disaster Phase. This includes rehabilitation and reconstruction activities that will help facilitate the immediate restoration of social and economic conditions to normal conditions.

In the disaster management cycle, development must be treated as a component of every activity from prevention phase to recovery. Developmental strategies that can provide permanent solution to the perceived problems must be given priority rather than the temporary approaches that will eventually increase the cost of government investments.

The major components of disaster management cycle maybe defined as follows:

1. Preparedness consists of activities designed to minimized loss of life and damage, organize the temporary removal of people and property from a threatened location and facilitate timely and effective rescue, relief and rehabilitation. (Readiness)
2. Response the period immediately following sudden disaster when exceptional measures have to be taken to search and to find survivors as well as meet their basic needs for shelter, water, food and medical care. Emergency protection
3. Rehabilitation the operations and decisions taken after a disaster with an end view of restoring a stricken community to its former living conditions. while encouraging and facilitating the necessary adjustment to the changes caused by the disaster. Urgent repair of damaged facilities.
- 4 Reconstruction the actions taken to re-establish a community after a period of rehabilitation subsequent to a disaster. Actions include construction of a permanent housing, full restoration of all services, and complete resumption of the pre-disaster state.
5. Mitigation alleviation of the magnitude of hazard, activity to remove anything that disturb the normal function of the preventive facility, it involves structural and non-structural activities that help reduce the disastrous effects of calamities.

In the execution of disaster management cycle, development must be considered in each component. From the pre-disaster phases to post disaster phase, developmental approach must be applied where barangay developmental projects are integrated as part and parcel of disaster management. The BDCC therefore has to recommend developmental programs and projects that can support mitigate disaster effects, for inclusion by the Barangay Development Council in the priority projects under the Barangay Development and Investment Plans.

COMPONENTS OF DISASTER PREPAREDNESS

The aims of the disaster preparedness are:

- To minimize the adverse effects of a hazard through effective precautionary measures, and
- To ensure timely, appropriate and efficient delivery of emergency services following the impact of a disaster.

It has nine (9) major components namely:

1. Assessing Vulnerability -the disaster manager should know what particular community or structure is susceptible to the impact of sudden or slow-onset hazards
2. Planning - to have disaster plans that are agreed upon and are realistic.
3. Institutional Framework - disaster preparedness and response system are prerequisites to any contingency plan. However, “Horizontal coordination” at central government levels and specialized government bodies and “vertical coordination” between central and local authorities must be ensured, otherwise the plan will disintegrate for lack of coordination. Who is in charge or in command in every, or at all levels. must be pinpointed
4. Information Systems - for slow onset disasters, there should consist of a formalized data collection process, and early warning system, and monitoring system to update the early warning information. For sudden onset disasters, a similar system must be in place for prediction, warning, and evaluation communication. Reporting system and procedures must be standardized using the existing forms available at the Provincial Disaster Management Office of Albay.
5. Resource Base - the requirement to meet an emergency situation will clearly depend upon the types of hazards the plan anticipates. It should cover all aspects of disaster relief and recovery implementation. The following list indicate some

of the major requirements

Shelter	communication systems
Medicines	logistics systems
Food	relief workers
Supplementary food	clearance equipment

6. Warning Systems - a warning system can save many lives. By giving a vulnerable population adequate and timely notice of an impending disaster, they can either escape the event or take precautions to reduce the dangers. You must assume the functioning communication systems may not be available in times of major disaster. Begin to plan a warning system around that assumption. Consider what type of communications equipment will be needed and sustainable if power lines and receiving stations are destroyed. Preparedness for access to alternative communication systems among local, police military, government and non-government
7. Response Mechanism - the plan's ultimate test is the effectiveness of response to warnings and disaster impacts. At a certain stage in the warning process, various responses will have to be mobilized. The staging of responses becomes an essential factor in designing a preparedness plan.
8. Public Education & Training - a disaster preparedness plan will only be effective if those who are the ultimate beneficiaries know what to do in times of disaster and know what to expect. For this reason, an essential part of a disaster preparedness plan is the education of those who may be threatened by disaster. Such education takes many forms, such as:
 - a) Public education in school for children and adult, emphasizing what actions should be taken in case of disaster threat. (Example- fire, earthquake)
 - b) Special training courses on first aid, search and rescue stress debriefing, preventive health care, paramedics, maternal and child health programs, etc.
 - c) Extension programs, in which communities and village-based extension workers are instructed to provide relevant information and trained for the tasks they should undertake during the event.
 - d) Public information, through mass media, be they television, radio or the printed word, will never replace the impact of direct instruction. However, mass media may provide a useful supplement to the over-all educational process.

9. Rehearsal (drills) — rehearsals must be conducted system-wide and taken seriously. System-wide means that all components involved in real disaster situation, from central to local authorities, should be rehearsed. This tests the plan if it is effective. It may expose gaps that otherwise might be overlooked

Rehearsals on what occupants in schools and buildings should do in case of fire, earthquake, or other hazards reinforces awareness and develops behavioral responses

DISASTER MITIGATION

Mitigation is risk reduction. It applies to a wide range of activities and protection measures that might be integrated: from physical like constructing spur dikes, silt dams, stronger buildings or agricultural diversification, to the procedural like standard techniques for incorporating hazard assessment in land use planning.

More specifically, it includes: construction of hazard-resistant structures through passage of building and seismic codes, zoning, diversification of economic activity from a single-industry economy which is more vulnerable than an economy made up of many different activities, etc

Enactment of national and local policies that help reduce the disaster effects or impact of a calamity shall be part of the non-structural disaster mitigation requirement.

Some Components of Disaster Mitigation are:

1. Emergency strengthening of dike
2. Emergency bank protection
3. Cleaning of debris n channel

DISASTER RESPONSE

Disaster response is the sum total of actions taken by people and institutions in the face of disaster. These actions commence with the warning of the incoming threatening event or with the event itself if it occurs without warning. Disaster response includes the implementation of disaster plans and preparedness. The end of disaster response comes within the completion of disaster rehabilitation programs. Rehabilitation and reconstruction must cover not only infrastructures but they must include in the target, agriculture, industry, housing, and critical lifelines. All sectors in the government and private society must join effort and collaborate for an effective delivery of common objectives.

Components of Disaster Response are:

- | | |
|-------------------------------------|--|
| 1. Warning and Emergency Advisories | 7. Psycho-Social Care |
| 2. Evacuation | 8. Transportation |
| 3. Relief | 9. Communication |
| 4. Medical | 10. Legislation to activate manpower
and appropriate emergency fund |
| 5. Security | 11. Etc. |
| 6. Legislation to activate manpower | |

The above response components are prepared and planned out during disaster preparedness planning but executed during the time of calamity. The BDCC has to consult the higher DCC in planning so that everything must be consistent with the over-all disaster management program of the municipality/city (M/CDCC) and/or the province (PDCC).

REHABILITATION / RECONSTRUCTION

This period following the emergency phase focuses on the activities that enable victims to resume normal, viable lives and means of livelihood. It also includes restoration of infrastructures, services and the economy in a manner appropriate to long term needs and defined development objectives. There also may be a need for continuing humanitarian assistance for selected vulnerable groups.

Some Components of Rehabilitation and Reconstruction Activities are as follows

- Resettlement
- Farm Inputs Distribution
- Hospital Care and Extension of Medical Assistance to casualties
- Repair of damaged houses and infrastructures such as buildings, roads and bridges, communication facilities, water system, warehouses, schools, hospitals, and the like

4 THE BARANGAY DISASTER COORDINATING COUNCIL (BDCC)

4.1 General Objective

Based on the requirement established in the Barangay Disaster Preparedness Plan, a Barangay Disaster Coordinating Council that will provide for the protection of

life and property in all types of emergencies should be organized.

4.2 Organization Principles

The Barangay Disaster Coordinating Council should be tailored specifically to provide the needs of the community. The BDCC is formed and staffed in accordance with the Barangay Disaster Preparedness Plan and the responsibilities and functions of the staff are defined in this manual.

a) Basic Concept

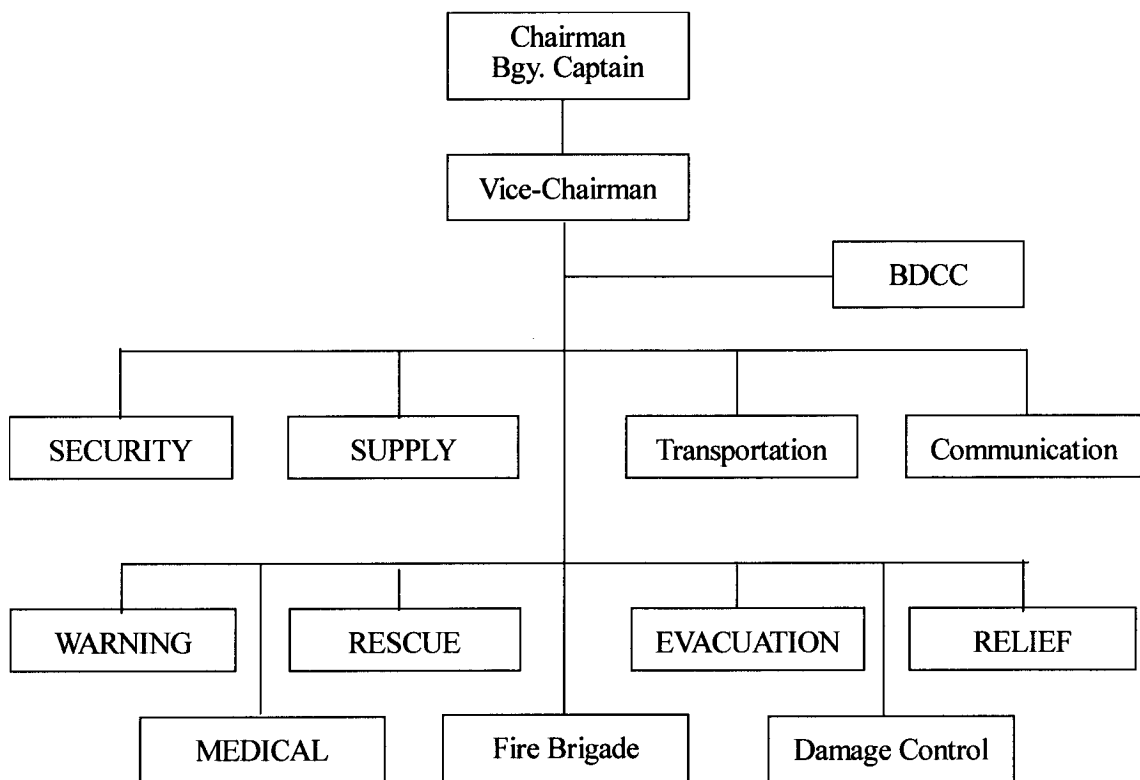
The basic concept underlying the organization is self-protection. This is accomplished by organizing and training small groups of residents for the performance of specialized tasks.

b) Utilizing Capabilities

The BDCC should be composed of residents chosen on a “best qualified” basis, taking into consideration prior training, experience, or other special capabilities of the resident involved. A community-wide survey should be made to identify residents with self-protection skills and experiences.

c) ORGANIZATION

Chart of a typical Barangay Disaster Coordinating Council



d) General description of the functions of each unit

Action services and staff services shall constitute the Barangay Disaster Coordinating Council. The following are the action services:

- | | |
|----------------------------|---------------------------|
| a. Warning Service | e. Medical Service |
| b. Rescue Service | f. Fire Brigade Service |
| c. Evacuation Service | g. Damage Control Service |
| d. Disaster Relief Service | |

The number of persons in each service shall be from five to ten or greater, depending upon the size of the barangay. Staff or support services organized to support the activities of the line or action services are the following:

- | | |
|----------------------|----------------------------|
| a. Security Services | e. Transportation Services |
| b. Supply Services | f. Communication Services |

Both these action and support services shall constitute the core group of the Barangay Disaster Coordinating Council. Aside from the numbers of the core group, more volunteers must be recruited and trained. Five or ten or more members in each specialized service are definitely lacking when and where the disaster is sudden and grave so that the residents are caught unaware. Therefore, the more registered volunteers/members there are in each service, the better, as long as these volunteers have undergone prior training.

These volunteers are much needed not only during disasters but also during the pre-disaster period wherein; a lot of activities involving pre-disaster preparation and post disaster operations need the utilization of enough manpower.

e) Manning the BDCC

Except for the staff services the leaders of the action services must be taken from the core group of the Barangay Brigade. The staff services shall be under the leadership of the following:

a. SECURITY SERVICES

Barangay Tanod Executive Officer

b. SUPPLY SERVICE

Barangay Ladies Auxiliary Brigade Executive Officer

c. COMMUNICATION SERVICE

Barangay Volunteer Brigade Executive Officer

d. TRANSPORTATION SERVICE

The members of this service shall be taken from the Barangay Disaster Brigade. This staffing arrangement will provide proper cooperation among barangay leaders, thus achieving the objective of the government on community involvement in nation building.

4.3 Roles of the BDCC

The following are the major roles and responsibilities of the BDCC headed by the Barangay Captain as mandated chairman:

1. Organize the local Disaster Coordinating Council (BDCC);
2. Appoint Service Leaders;
3. Develop the Disaster Preparedness Plan;
4. Establish the Barangay Disaster Operations Center and communication system;
5. Assess the vulnerability of the operation center and communication system;
6. Arrange for receipt and dissemination of warning (to be prepared at the BDCC level);
7. Develop emergency switch-off procedures if necessary (to be prepared at the BDCC level);
8. Plan for mass movement of people to safe places (to be prepared at the BDCC level);
9. Organize residents into special groups for self-help;
10. Enter into mutual assistance agreements with neighboring barangays;
11. Establish a security system in coordination with the PNP;
12. Establish leadership succession list to insure continuity in the management of the BDCC;
13. Establish alternate locations of BDCC
14. Protect barangay records and documents;
15. Prepare to quickly assess and report damage following any disaster (to be prepared at the BDCC level);
16. Plan for emergency repairs and restoration (to be prepared at the BDCC level);

17. Develop plans for quick training of residents as members of disaster action teams;
18. Prepare a manual of the Barangay Disaster Preparedness Plan;
19. Inform all concerned about the plan;
20. Test the Barangay Disaster Preparedness Plan with drills and exercises; and
21. Maintain an updated roster of barangay residents

The Barangay Disaster Operations Center must be activated at once as soon as the warning is issued by the Warning Service leader/members. Or by any reliable source.

Aside from the major roles and responsibilities, the specific functions of BDCC by phases of disaster are as follows:

A. Prevention or Pre-Disaster Phase

Pre-Disaster Preparation

In order to achieve coordination in the performance of such task organization and training there are prime necessities that must be undertaken before the occurrence of any disaster. For this reason, it is recommended that

1. Families in the community should organize themselves. This will facilitate training to assist the individual, the family and the community to cope with the effects of disaster.
2. Manpower resources and transportation capabilities must be identified.
3. Logistical supplies like food; clothing, medical supplies and others should be stockpiled
4. Mutual assistance agreement with neighboring barangays should be entered into; and
5. A barangay Disaster Operations Center (BDOC) should be set up

It is in the BOCC where the members of the Barangay Disaster Coordinating Council meet to discuss ways and means on disaster precautions and preparations, disaster operations and post disaster operations.

This facility should be identified and all residents and the local officials should know its exact location At the initial stage preferable location of the BDOC is within the barangay The exercise of direct supervision and control is easily facilitated All reports pertaining to disaster must be sent to this center and likewise all communications/instructions must emanate from this center

Upon receipt of the warning from any reliable source, the Warning Service Leader and members must disseminate the information to every family in the barangay. The members of the BDCC must then gather at the BDOC for the BDCC Chairman to give the last minute instructions and for them to make reassessment of the capability of the barangay.

BDCC Disaster Preparedness Planning

The Barangay Disaster Preparedness Plan is aimed at protecting population at risk and critical resources in case of disaster. The first step in developing the plan is to clearly identify the vulnerability and capability of the area. In identifying the vulnerability, the worst case scenario of hazard occurrences in the province or in the region where the community is located must be considered. The history of effects to population must be considered as input to an effective disaster planning.

The plan should be such that it can cope with all types of emergencies and that preplanned actions can be effectively carried out. However, the plan should also be flexible so that it can be modified to cope with unforeseen circumstances.

The barangay captain in his capacity as BDCC Chairman must take the necessary precautions to make certain that the community knows how to react in an emergency. The normal functions of the community may be obstructed by a disaster hence, the importance to come up with a Barangay Disaster Preparedness Plan. The development of this plan is his responsibility being the BDCC chairman. He may, however, delegate this function to a BDCC member who is capable to do the task.

Local capabilities must be considered so that the barangay must know its limitations for referral to higher DCCs for support.

The following are the required activities under the pre-disaster phase.

1. All members must report to the BDOC to get last-minute instructions from the BDCC Chairman;
2. All families must be warned about the type of danger they will expect within the next few hours or days, as the case may be;
3. A reassessment on the capability of the barangay must be made.
4. The following must be rechecked:
 - a. roster of families
 - b. supplies on hand - food and cooking utensils, clothing, and blankets;
 - c. medicines;
 - d. materials for temporary shelters if needed;

- e. evacuation/alternate evacuation places and routes/alternate routes;
- f. rescue materials and equipment:
- g. plans on how to evacuate people if and when necessary:
- h. pick-up points of evacuees;
- i. plans for emergency repairs;
- j. transportation needs; and
- k. plans on how to involve volunteer workers.

Knowledge and dissemination of the alert signals per type of hazard may be done as follows:

Hazard	Stand-by/ Watch and wait	Preparation for Evacuation	Actual Evacuation	Return
Mud & debris flow	Warning Signal 1	Warning Signal 2	Warning Signal 3	
Typhoon	Warning Signal 1	Warning Signal 2	Warning Signal 3	
Flood	Warning Signal 1	Warning Signal 2	Warning Signal 4	
Volcanic Eruption	Alert Level 1	Alert level 2	Alert Level 3,4,5	

B. Control or Disaster Phase

As soon as disaster strikes, the leader/assistant leader or any qualified member of the specialized services must stay at the BDOC.

Their duties are to issue directives/orders to the field and to receive feedback from the field. Each specialized service must

1. Analyze all communications/reports sent out and/or received
2. Determine the material and human resources needed by those operating in the field.
3. Supervise the members; and
4. Control operations.

The Barangay Chairman through the Communication Service Leader must

1. Send a message to the next higher local authorities, informing them of the preparedness status of the barangay; and
2. Follow-up this vital initial report with progress reports as needed. The disaster operations center must be manned twenty-four (24) hours a day, and never for a minute must it be vacated by a member of any service to insure proper

coordination and smooth operations among the services. If possible, this operation center must be located nearest the evacuation place or in the evacuation site itself, but separated from the evacuees. This must be so because operations will be disorderly if there are many people milling around. All instructions must emanate from this Operations Center and likewise reports coming from the field must be directed to the center for the members to act upon.

Control of Disaster Situation

Right after the occurrence of a major disaster, tension, chaos, and nervousness grip the populace. Destruction of buildings and other permanent structures will depend upon the intensity and extent of the calamity. The number of casualties will depend upon the population density at any time of the day and the degree of destruction in the community. Victims may be caught unaware. Public utility services and other lifelines such as electricity, warehouses, water system, roads and bridges and houses of much population may be destroyed. Transportation and communication facilities may be totally paralyzed.

It is in such situations where the need for organized disaster group work is essential. Team effort is the best approach to cope with the tremendous task of emergency response activities that have to be timely and appropriately executed by the concerned government agencies and BDCC task units.

Coordination of the emergency activities among government agencies including barangays, private sector, and the military units are to be directed toward the following activities:

1. Evacuation of potential victims or population at risk.
2. Relief assistance.
3. Immediate restoration of utility services;
4. Search Rescue and Recovery
5. Debris clearance work;
6. Demolition of dangerous structures;
7. Care of the injured and the sick;
8. Information on the missing;
9. Medical Services
10. Transportation Services
11. Communication Services
12. Coordination and networking for assistance

13. Documentation and reporting of casualties and damages
14. Establishment of disaster operations center
15. Preparation of resettlement and rehabilitation plans for the homeless victims and damaged facilities; and
16. Informing the municipality, which is the next higher local authority of the barangay situation. BDCC plans and recommendations.

C. Recovery or Post Disaster Phase

- 1 A final report must be accomplished by each service upon the termination of the disaster operations,
2. Such reports must be consolidated by the Communications and information Services;
3. All pre-disaster, actual disaster, and post disaster Operations must be properly recorded and kept intact for future reference; and
- 4 All agencies concerned must be furnished with copies of the reports.

“SHOULD DISASTER STRIKE, BE PREPARED”

References

1. PDCC Disaster Management Manual, Albay, 1999
2. Office of Civil Defense, BARANGAY DISASTER MANUAL Quezon City, 1998

Attachment 1 BDCC DUTIES AND RESPONSIBILITIES

1. GENERAL

The duties and responsibilities of the Barangay Disaster Coordinating council personnel should be defined in the Disaster Preparedness Plan. This attachment outlines the duties and responsibilities of the principal officers and service leaders.

2. BARANGAY LEADERS

a. The BARANGAY CAPTAIN as BDCC Chairman is responsible for:

- 1) Developing the Disaster Preparedness Plan to protect life and property and to minimize damage in the event of a disaster / calamity:
- 2) Coordinating such planning with the next higher local authority
- 3) Selecting, organizing, and training an adequate staff to conduct the emergency operations required by the Plan:
- 4) Establishing designated primary and alternate evacuation areas: and
- 5) Directing and supervising the activities of the evacuees /victims during an enforced stay in the shelters

The Barangay Captain performs at least the following duties:

- 1) He insures that the basic provisions of the Barangay Disaster Preparedness Plan (BDPP) are disseminated to all persons in the barangay:
- 2) He establishes a Barangay Disaster Operations Center (BDOC) from where the activities of the BDCC may be directed in an emergency
- 3) He maintains liaison with the Mayor who is the Municipal Disaster Coordinating Council Chairman:
- 4) He maintains liaison with other barangays:
- 5) He initiates and conducts training courses for disaster activities with assistance from appropriate agencies:
- 6) He coordinates arrangements for and directs all drills and exercises:

- 7) He exercises command responsibility for the implementation of the Barangay Disaster Preparedness Plan:
- 8) He arranges for and supervises the storage and disposition of required supplies and equipment:
- 9) He works closely and cooperates with the MDCC Chairman in all matters involving planning, organizing, training and operations: and
- 10) He assesses the nature and extent of damage.
- 11) Execute evacuation activity according to plan.

b. VICE-CHAIRMAN

The BDCC should include a Vice-Chairman who serves as the principal assistant of the Barangay Captain and acts for him in his absence. He performs the same duties as the BDCC Chairman whenever necessary. The Vice-chairman is the Barangay Tanod Executive Officer.

c. WARNING SERVICE LEADER

The Warning Service Leader should insure that all residents in the barangay could receive warning signals. He performs at least the following tasks:

- 1) Educates all residents on the meaning of the different warning signals and the different actions to be taken if such signals should be given:
- 2) Organizes the Warning Service and assigns members to certain blocks in the barangay.
- 3) Keeps and maintains appropriate warning devices such as sirens, bells, gongs, horns, lights, and others and operates these devices when needed
- 4) Maintains constant contact with the Barangay Captain so that warnings issued by the National Agency may be properly disseminated, and
- 5) Undertakes warning drills as necessary.

d. RESCUE SERVICE LEADER

The Rescue Service Leader is responsible for locating injured, trapped and stranded persons and moving them to a place where they can be cared for safely in an emergency Under the general direction of the Barangay Captain, he

performs the following duties:

- 1) Organizes and trains the Rescue Service provided for in the BDCC plan:
- 2) In cooperation with the Medical Service Leader, insures that the members of the Rescue Service are proficient in on-the-spot first aid techniques. and
- 3) In cooperation with the Fire Brigade Leader obtains appropriate equipment (e.g.. handtools, ropes and others) for temporary use during rescue operations.

e. EVACUATION SERVICE LEADER

The Evacuation Service Leader is responsible for supervising and expediting the planned and controlled movement of all residents in an emergency. Under the general direction of the Barangay Captain the Evacuation Service Leader performs the following duties:

- 1) Plans movement routes and establishes movement procedure to give effect to the Evacuation Plan:
- 2) Divides the barangay area into convenient zones/blocks or puroks and assigns block/purok leaders: and
- 3) Directs and supervises evacuation activities during drills and actual emergencies.
- 4) Logging and recording roster.

f. DUTIES OF BLOCK SERVICE LEADER

Under the general direction of the Evacuation Service Leader, these block leaders supervise and expedite the movement of residents from their dwellings to designated areas of refuge.

- 1) Making certain that routes are clearly identified and made known to the residents concerned
- 2) Maintaining a roster of physically handicapped persons regularly in the area and making appropriate special provisions for their movement in an emergency:
- 3) Assuring that the procedures to be followed on the receipt of warning signals are known to all residents including specifically the procedures to be followed

on "Alert", "Take cover," "Fire" and any other alarm signal provided for in the plan and

- 4) Assuring that all persons have vacated the assigned area when this is required by the plan
- 5) Logging and recording roster.

g. DISASTER RELIEF LEADER

The Disaster Relief Leader shall be responsible for:

- 1) Receipt of evacuees/victims from the Evacuation Service Leader.
- 2) Provision of housing for displaced persons or evacuees in evacuation centers or in private homes:
- 3) Receipt and distribution of supplies like canned food, clothing, medicines, household utensils, equipment needed form operation, materials for temporary shelters and others:
- 4) Informing the MDCC through the Barangay Chairman of the status of disaster relief activities: and
- 5) Coordinating with other Relief Agencies.

h. MEDICAL SERVICE LEADER

The Medical Service Leader serves as the head of this service. He is responsible for training and equipping all personnel assigned to perform medical or first aid services in an emergency, and for supervising emergency first aid or medical self-help operations within the barangay during an emergency. His duties include among others:

- 1) Arranging with the government health agencies, Red Cross or other sources for first aid and medical self-help training for all organization personnel who need it:
- 2) Supervising the selection of first aid or medical treatment areas in shelters and elsewhere as required:
- 3) Directing first aid and/or medical self-help operations and controlling access to medical supplies, as required to assure the proper use, conservation, and

availability for emergency use:

- 4) Maintaining adequate sanitation and hygienic standards, and other matters relating to emergency health, hygiene and medical activities within the barangay during an emergency: and
- 5) Inspecting the storage and handling of food and drinking water in shelter areas.

i. FIRE BRIGADE LEADER

The Fire Brigade Leader serves as the head of the Fire Brigade. He organizes firefighting teams/brigades for initial fire-fighting operations. His duties include:

1. Providing fire-fighting instructions through available sources, such as training schools, local fire departments, and others:
2. Assuring that fire fighters know their stations, locations of fire-fighting equipment in their area of responsibility and the alarm signals which direct them to their stations:
3. Deploying fire-fighting personnel to fire areas to extinguish or contain fire pending the arrival of regular fire-fighting forces:
4. Providing fire-fighting personnel with ready supply of water: and
5. Working closely with the dwellers or residents on matters of fire prevention and protection.

j. DAMAGE CONTROL SERVICE

The Damage Control Service Leader is responsible for controlling utilities in the community during an emergency. The functions of the Damage Control Service Leader include:

- 1) Establishing a plan to attend to gas valves, power switches, and others:
- 2) Deploying personnel after any disaster to reconnoiter and correct damage to utilities or to report conditions which require assistance:
- 3) Clearing roadways and streets of fallen trees and other debris:
- 4) Clearing canals and waterways of accumulated trash/junk:

- 5) Putting marks or signs on open manholes, dangerous structures/facilities pending the arrival of technicians and
- 6) After performing the primary tasks in paragraph 1,2,3,4 and 5 above, the Damage Control Team may be assigned by the Barangay Captain to maintain the physical facilities of evacuation centers and to assess damages inflicted in the area

3. DUTIES AND RESPONSIBILITIES OF STAFF SERVICES

1. SECURITY SERVICE LEADER

The Security Service Leader shall be responsible for:

- a. Protecting persons and properties in vacated houses or areas, evacuation center and areas of operations:
- b. Implementing and enforcing personnel identification and control by checking unauthorized persons and vehicles in the cordoned areas:
- c. Responding to alarm signals or other suspicious activities and reporting unusual activities to higher authorities concerned through the BDCC Chairman or any person in authority:
- d. Performing escort duties in the transport of persons, supplies, and equipment, and
- e. Coordinating with the PNP for the security of the areas.

2. SUPPLY SERVICE LEADER

The Supply Service Leader shall be responsible for determining the supply requirements of all the action teams. He shall:

- a. Identify the sources of such supplies as may be needed and
- b. Receive such supplies and channel the same to the service leaders as needed

3. TRANSPORTATION SERVICE LEADER responsible for the transport needs of the BDCC. His duties include:

- a. Identifying all locally available transportation facilities in the barangay and tapping these sources as needed: and

- b. Supporting the transportation needs of the barangay during operations activities.

4. COMMUNICATION SERVICE LEADER

The Communication Service Leader shall be responsible for:

- a. Receipt of warning information from the local civil defense authorities or other sources and disseminating the same to the Barangay Warning Service Leader:
- b. Maintenance of appropriate communications link with the municipality:
- c. Organization and equipage of couriers;
- d. Keeping records of all warning and communication messages; and
- e. Acting on all communications pertaining to disaster management application on behalf of the Barangay Captain.

Attachment 2

Suggested training modules required for the BDCC members

1. Basic Disaster Management
2. Advance Disaster Management (Developmental)
3. Search Rescue and Recovery and Mass Casualty Management
4. Relief and Community Kitchen Management
5. Capability/Vulnerability Analysis and Hazard Mapping
6. Emergency Planning
7. Psycho-Social Care
8. Disaster Preparedness, Mitigation and Prevention (Multi-Sectoral Approach)
9. Community-Based Disaster Preparedness
10. Family Disaster Preparedness and Response
11. Disaster Warning, Communication and Information System
12. Other skills training that may be provided by the PDCC or higher DCC

Training modules are available at PDMO-Albay

