

Appendix-13: Minutes of meeting
(Tacloban City)

MIMUTES of MEETING with Tacloban

DATE	12/05/15	PLACE	Tacloban city MEETING RM	DOCUMENT	RRTY-JVT/JVT-M15051213
	13 : 00~14 : 30			Recorded by	Kiarah Louise P. Florendo
Attendance	Tacloban: Mr. Ildebrando Bernadas JICA: Chida, Todo, Imada, Kiarah, Armi				
Title	Meeting No.01 for Planning				(Action by)
Meeting Result and tasks to be implemented					Due dates
<p>I. Minutes of Today's Meetings.</p> <ol style="list-style-type: none"> 1 Introduction of the planning process and discussion of schedule by Mr. Chida 2 Additional update on Land Use <ol style="list-style-type: none"> 2.1 There's an organization from Netherlands, who expressed their interest in sharing their study for Tacloban City, in terms of coastal protection in the airport area considering the hazard of Typhoon Yolanda. 2.2 It's still not sure, but possibly it's focused on vegetation or infrastructure. As of now, Tacloban have no information with the specific details. 2.3 On July, they plan on presenting their study to Tacloban City. 3 Current Update with CLUP <ol style="list-style-type: none"> 3.1 They are already in their end point in terms of the revision 3.2 They will integrate the input for the structural measures in the CLUP. 3.3 Ms. Barnadas, express his appreciation in the giving Tacloban the direction and practically inputs for their land use <p>Example: (Referring to the Study 2 Land Use)</p> <ol style="list-style-type: none"> 3.4 There will be a market that will be affected in that area, and the Mayor already decided to not allow the continuity of the rehabilitation of the market. 4 DRR Plan update <ol style="list-style-type: none"> 4.1 They have a link (Keisuke Kamiya from Kobe University) a Japanese research group (water related study group), who introduce to them the preparation timeline. <ul style="list-style-type: none"> • Right now, they are applying the Alpha, Bravo, and Charlie disaster preparation already. They are cascading it to the barangay. • The Mayor Emphasis the timeline preparation, and well managed evacuation during disaster. 4.2 They started training with the schools, the teachers were introduced with the hazard maps that was made by JICA. 4.3 They are also doing an inventory with the capacity of the evacuation centers (EC) for each building and classrooms, as well as, allocation per baragay. 4.4 There are also churches which are already identified as EC. 4.5 They are still continuing their efforts in the provision of ID system. 4.6 They plan on opening more roads (cadastral road) going to the EC, for quick mobilization. 					--

<ul style="list-style-type: none">• This is a result to the hazard maps that JICA made. Because of the maps they realize their problem for evacuation.• Because right now they're only using the 3 main roads during evacuation and it really takes time. <p>4.7 By the end of June, they will launch EC maps per barangay and ID system as a solution to their problem.</p> <p>4.8 They will also use the model for timeline preparation. They have existing plan with regards to the timeline, but it's still for finalization. They've involved the private sector in the consideration of the timeline -- as what they've practiced during typhoon ruby, private sector participated in the planning considerations</p> <ul style="list-style-type: none">• They will share the data to JICA for comparative study and modification <p>4.9 They are also training volunteers and first responders. Their goal is to be self-sufficient during disaster.</p> <ul style="list-style-type: none">• Time management is critical, the baragays are trained how to organize themselves for evacuation and the LGU will just provide transportation for them, with the use of the guide and timeline their evacuation will be improved <p>5 Other Matters and Questions asked</p> <p>Questions that was asked:</p> <p>5.1 Dr. Todo mentioned about in Japan, the LGUs have power in terms of evacuation</p> <ul style="list-style-type: none">• Mr. Bernadas, answered that there's already a local ordinance for force evacuation.• The LGU will campaign first and at some point in time, they will enforce force evacuation• There's a Peace and order council, who will also be in-charge for the security so there will be no looting. <p>5.2 There are defective maps that was given to them by other agencies, even NAMRIA, there's seems to be a wrong barangay boundaries.</p> <p>5.3 For the New road route map</p> <ul style="list-style-type: none">• When the Executive Order is approved already, they will share the information.	
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MINUTES of MEETING with Tacloban

DATE	07/23/15 14 : 00~15:30	PLACE	San Fernando School, USAID building	DOCUMENT	RRTY-JVT/JVT-M150721
				Recorded by	Kiarah Louise P. Florendo
Attendance	Tacloban: Ms. Lagman (Housing Office), Mr. Bernadas (CDRRMO), CSWD, School Focal person, TOMECO NGO: IOM and CRS JICA: Imada, Kiarah, and Armi				
Title	Final Meeting for the Drill				(Action by)
Meeting Result and tasks to be implemented					Due dates
I. Minutes of Today's Meetings. <ol style="list-style-type: none"> 1. The city have identified evacuation centers in schools that follow the standards and considered as safe (i.e. USAID Building in San Fernando school) <ul style="list-style-type: none"> ➤ The purpose of the drill is to test the BDRRM Plans that was assisted by INGOs such as CRS and IOM ➤ Know if there's an improvement with their contingency plans ➤ IOM- Barangays 83-A, 88, and 75 ➤ CRS- Barangays 58,56,56-A,54,54-A, 52, 60,60-A,61 2. Ms. Maria Lagman (City Housing) and Dr. Fabrigas (CSWDO) are chairman and focal person in Camp Management <ul style="list-style-type: none"> ➤ Ms. Maria: This exercise will showcase the evacuation and preposition plans of the city <ul style="list-style-type: none"> ◇ Helpful for the city, because all the plans of the barangay will be ironed out before the rainy season/ October. ◇ Monday (July 27, 2015) there will be evaluation and assessment of the plans ◇ Each barangays there's an assigned focal person in charge for evacuation ◇ There's also a school DRR coordinator ◇ Then a CSWD counterpart ◇ The LGU will just give their service and support to the barangays 3. CRS <ul style="list-style-type: none"> ➤ There will be 2 batch of drills <ul style="list-style-type: none"> ◇ 1st – July 25 ◇ 2nd – August ➤ DRR assistance CRS conducted in the barangay <ul style="list-style-type: none"> ◇ Conducting DRR trainings ◇ Formulation of contingency plans ◇ Formation of BDRRM Council ◇ Review and Orientation of the rules and responsibility of the task units 					--

- ◇ Drill Planning
- ◇ WASH refresher course
- Flow of the drill
 - ◇ Following the Early Warning Signs there will be corresponding action in the barangay
 - Alert Level 2: Evacuation of Vulnerable People
 - Alert Level 3: Tropical Typhoon/ Storm; Raise of Signal 2; Force Evacuation of the families in the coastal area
 - ◇ Communication
 - Using the radios the CDRRM will disseminate information of alert to the Barangay Captains
 - ◇ Several Scenarios will also be practiced in the barangays to know how they will respond in each situation (i.e. Someone is wounded, the evacuation center is close, WASH Problem or the barangay captain is not around)
 - ◇ While this is happening the preparation in the barangays are being assessed
 - ◇ Then there will also be decampment or going back to the barangay. The families will be assisted back
 - ◇ Then Go back to Evacuation center for lunch
- The barangay DRR committee will practice their function
- The families are given a token (relief pack) for participating
- CRS also provided relief to the supply unit to assess their capabilities and time in preparing relief goods
- Number of people who will evacuate
 - ◇ CRS- 50 families
 - ◇ IOM- 50 families for each barangay
- Barangay Assignments
 - ◇ Leyte National University= 58 & 56
 - ◇ Redemptorist Church = 56-A
 - ◇ San Fernando School = 54, 54-A & 52
 - ◇ Astrodome= 61,60,60-A,88, 83-A
 - Chinese Cemetery= 75
- 4. There will be observers in the Operation center, barangay, school during the drill
 - Relief International and OXFAM
 - DSWD will observe evacuation centers
- 5. IOM
 - Focused on Camp Management
 - Role
 - ◇ Set-up the Evacuation Centers
 - ◇ Profile and evacuation list
- 6. Mr. Bernadas (CDRRMO): Roles of other services

- Police- will not be involved in the evacuation mobilization, they will be focused on the peace and order
 - ✧ Police are dispatched in each barangay
 - ✧ They'll be securing the belongings of the evacuees while evacuation
 - ✧ Most important role is securing the business sector to avoid looting
- Bureau of Fire Protection (BFP)- will be working with the Rescue Unit
 - ✧ They will be visible during the mobilization
 - ✧ They have their own protocol, they'll be always prepare for any eventuality
- CEO
 - ✧ Clearing the road going to the evacuation center
- City General Services Office (CGSO)- logistics
- TOMECO – spotters
 - ✧ Going around to report alert level
 - ✧ Report the status of each area
- CDRRMO- the head of the whole operation
 - ✧ in-charge of identifying the alert level
 - ✧ Information dissemination to the barangay
 - ✧ Provide vehicle; in this drill they will also know if they need more vehicle
 - ✧ Move around the barangay to alert them
 - ✧ In-charge of who will be dispatched depending on the alert level
- LGU will just support, the main actors are the barangay
 - ✧ The barangay know exactly what is going on the barangays, where to evacuate
 - ✧ The plans will be tested if these are effective or not
 - ✧ Test if the focal person is effective
- CWSD- will not go to the barangay anymore, they will mainly focus on Camp Management
 - ✧ Posting posters and preparing the layout of the camp
- This is the test for call of responsibility and assessing the preposition of responders
 - ✧ The LGU will let BDRRMC to handle everything, they will just respond if there was a call for help
- The main instruction of the Mayor is to secure the family of the responders before joining the operation.
 - ✧ During disaster, the mayor doesn't encourage the staff that is not ready.
 - ✧ He also made a resolution that all the salaries of the city

<p>officials will be released to take care of themselves before responding</p> <p>7. Agreement</p> <ul style="list-style-type: none">➤ Monday (July 27) – the drill will be assessed<ul style="list-style-type: none">✧ Evaluate necessity or additional areas to improve✧ Roles will be confirmed✧ Come up with new resolution for post-disaster analysis➤ 7AM is the call time on Saturday (July 25)➤ Later on there will also be leaders of every classroom and the head of the household will have MOU with the focal person in-charge of the classrooms that will be occupied	
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MINUTES of MEETING with Tacloban

DATE	08/12/15 10 : 00~ 11 : 30	PLACE	Tacloban City Hall, Boardroom	DOCUMENT	RRTY-JVT/JVT-M150812
				Recorded by	Kiarah Louise P. Florendo
Attendance	Tacloban: Mr. Bernadas (CDRRMO); Tacloban Department Head Representatives JICA: Mr. Hirabayashi, Mr. Kuga, Mr. Chida, Ms. Araki, Mr. Imada, and Kiarah				
Title	Council Meeting				(Action by)
Meeting Result and tasks to be implemented					Due dates
1.	Introduction of Participants				--
2.	Agenda for today				
	➤ Roll out of the Operation Listo to the CDRRM council of Tacloban City by DILG				
	➤ Introduction of Timeline Management by JICA, importance of putting action with corresponding time and space				
3.	Operation Listo Manual by DILG				
	➤ Brief Background and Introduction of DILG preparedness Manual				
	✧ DILG formulated manual/checklist for Local Chief Executive (LCE)/ mayors				
	✧ Also for Chief of Police and Fire Marshal				
	✧ Later on the DILG will launch another manual for the community preparedness in the barangay level				
	➤ DILG Preparedness Manual content				
	➤ Video Presentation of Operation Listo Manual				
4.	Timeline Management Presentation- JICA Study Team				
	➤ Process to make time line action plan				
	➤ Confirmation of Evacuation Planning data and plotting in the map				
	✧ Basic Preparation				
	✧ Timeline Action Points				
	➤ Necessity of Timeline Management				
	➤ Incorporating DILG Manual to Timeline Action Plan				
	➤ Sample timeline action points during July 25 drill				
	➤ Timeline Action Plan template				
	➤ Example of Japan timeline				
	➤ JICA provided copies of template for the timeline action plan to the different department heads of the CDRRM Council				
5.	Comments				
	➤ Regarding the Manual: It's basic reminder and checklist for the LGUs, but it still need to be customized according the LGUs action				
6.	Suggestion for improvement (Manual)				
	➤ Change the color coding for the benefit of colorblind				
	➤ Instead of having Alpha, Bravo and Charlie stick to numerical alert levels				

Evacuation Drill in Tacloban

DATE	07/25/15	PLACE	Tacloban City	DOCUMENT	RRTY-JVT/JVT-M150725
	07 : 00~12:00			Recorded by	Kiarah Louise P. Florendo
Title	Evacuation Drill				

1. Information Dissemination

➤ Radio

The Operation center will release the alert level and announce it to the radio or using mobile phones to text the Barangay Captains, there are also volunteers assigned riding city vehicles equipped with, radio, speakers and megaphone to roam around the barangay to alert them



➤ Roaming around the barangay to inform the community about the alert level and prepare for the typhoon



2. Evacuation

- At Alert level 1, the captains will anticipate the need for additional vehicles and they request CDRR office for vehicle
- During alert level 2, the vehicles will be dispatched and the evacuees will start mobilizing to the evacuation centers assigned to them, after 10-15 mins they will arrive at their evacuation centers.

- Additional vehicles were provided by CRS for this drill, and city used their trucks and multi-cab to pick up the evacuees in the barangay



- To make sure all the evacuees in the barangay are evacuated, after the Alert level 3 is raised, TOMECO is dispatched in the barangays



3. Evacuation Center (Please refer to the Camp Coordination and Management pdf)

- At Alert level 1, the CSWD, School Focal person and volunteers are prepositioned in different evacuation centers to prepare. They started putting tables and chairs, posters and names of family in each classroom for Camp Management.



- Also, the supply unit of the city and barangay counterpart start preparing food for evacuees



- Alert level 2, people start to go to the evacuation centers



- The CSWD together with barangay counterpart, facilitated in doing the registration of each families, this drill was also a test to know the effectiveness of the ID system and how it can be improved



- The head of the family is the focal person, who is assigned to go to the registration area



- In astrodome, the barangays are assigned to different quadrants (Please refer to the Astrodome pdf)



- In the school, each families have assigned classroom



MINUTES of MEETING with Tacloban

DATE	07/27/15	PLACE	CRDDM Office Tacloban	DOCUMENT	RRTY-JVT/JVT-M150727
	14 : 00~15: 30			Recorded by	Kiarah Louise P. Florendo
Attendance	Tacloban: Mr. Bernadas, CSWD Focal Person, PNP, TOMECO, Barangay Focal Person IOM: Ms. Charity JICA: Imada, Kiarah, and Armi				
Title	Evacuation Drill Evaluation				(Action by)
Meeting Result and tasks to be implemented					Due dates
I. Minutes of Today's Meetings.					
<p>1. August 30- Next evacuation drill</p> <ul style="list-style-type: none"> ➤ More evacuation place (Total of 8) <ul style="list-style-type: none"> ✧ Sto Nino- (Big Church and Social hall area) <ul style="list-style-type: none"> ● Covers 5 districts, they can cater evacuees from 5 districts ● Problem <ul style="list-style-type: none"> ➤ During Yolanda the water flooded the inside, the people run to the staircase/ more elevated area to evacuate ➤ Inside the convent, the roof was blown away ✧ LNU, EVSU, Rizal Central, San Fernando School, Redemptorist, Astrodome, Leyte High ➤ More barangay will be included 					--
<p>2. Evacuation Center Situation</p> <ul style="list-style-type: none"> ➤ Astrodome <ul style="list-style-type: none"> ✧ Problems encountered <ol style="list-style-type: none"> 1. Long stretch of people registering 2. Not able to anticipate how many people where to evacuate in each barangay, there should be a clear division at astrodome with the allocated space for each section. <ul style="list-style-type: none"> ➤ Impossible to divide to spaces unlike classrooms ➤ Based on experience before, evacuees sleep on chairs, most likely that's the same strategy in appropriating spaces for the family ➤ Based on computation, there's only 138 families per quadrant considering Sphere guideline 3. The Focal person in charge in distribution was not present during distribution ➤ San Fernando School <ul style="list-style-type: none"> ✧ Check-in for the family in each classroom made the 					

<p>evacuation organize, because there's a checklist outside of the classrooms</p> <ul style="list-style-type: none"> ➤ Leyte National high school <ul style="list-style-type: none"> ✧ Problem <ul style="list-style-type: none"> ● Communication <ul style="list-style-type: none"> ➤ Regarding alert level, not all people know the sound of the warning signals ● Responsibility and function of each responders <ul style="list-style-type: none"> ➤ There is still no organized system to all the responders in the barangay, the chairman have no next in-line or designated person that has the authority, when he is not around ➤ The chairman is not hands-on during evacuation ✧ Suggestion <ul style="list-style-type: none"> ● There should be alternative way of making sounds in the barangay to alert the people ● Designation of responsibility <ul style="list-style-type: none"> ➤ If no barangay chairman, there should be assigned next in line ➤ The Chairman is the overall leader of the operation. He is the last to leave in the barangay ➤ Redemptorist Church <ul style="list-style-type: none"> ✧ There was a Baptism event during the drill. Next time there should be clear coordination with the parish ➤ PNP team <ul style="list-style-type: none"> ✧ During the drill they weren't able to provide the actual number of police, but definitely during the actual disaster they will dispatch more police and have mobile patrol provision <p>3. Problems encountered with the strategy</p> <ul style="list-style-type: none"> ➤ Id system –not yet finalized, but this drill gave opportunity to evaluate the discrepancies in format and additional items to be included <ul style="list-style-type: none"> ✧ Strategy during registration <ul style="list-style-type: none"> ● For each family, the head of the household is the only person to register for their family ✧ Problems <ul style="list-style-type: none"> ● They did not include the family member that did not evacuate ● Some combined with other HH ● Relay much on the ID system 	
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<ul style="list-style-type: none"> ➤ The plan is to present the id and enlist the family, but there's discrepancies and it takes time ✧ Next Step/ Suggestions <ul style="list-style-type: none"> ● Inputs regarding concerns with registration will be shared in the barangay ● CRS will review the contingency plans of the barangays and fine tune ● Prior to the ID there should be a pre-listing of evacuees and when they arrive in the barangay they will just check-in ● Include if renter or sharer for boarders, so there should be a survey/ profiling in the barangay. They should be separated from the family/ land owners ● After arriving to the evacuation center, they'll be ushered to the place assigned and the focal person will just check the list ● When the ID system is completed, the city will have a database it will be continuously updated by the barangays ➤ Allocation of Food pack (FP) <ul style="list-style-type: none"> ✧ Strategy <ul style="list-style-type: none"> ● 1 family = 1FP ● 1 HH (2fam) = 2FP ✧ Suggestion <ul style="list-style-type: none"> ● Claim stub will be distributed by the CSWD to avoid duplication ➤ Lost properties in the evacuation center <ul style="list-style-type: none"> ✧ Part of the MOA of the city and schools is that whoever is the culprit will be answerable to the law ➤ Barangay <ul style="list-style-type: none"> ✧ In all of the barangay, there's a 5% allocation for stock piling, the barangay will cover for the overnight food of the evacuees ✧ Suggestion <ul style="list-style-type: none"> ● Coordinate with the stores, located in the barangay to bring their goods to the evacuation center ➤ Communication <ul style="list-style-type: none"> ✧ The CDRRM Office can be reached by Radio, satellite phone, and landline ✧ Problems <ul style="list-style-type: none"> ● Some barangay captains still don't know how to use radio 	
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<ul style="list-style-type: none"> ● There are radios that are not functioning ➤ Accommodating vulnerable people (mentally ill patients) what facility should they coordinate? <ul style="list-style-type: none"> ✧ As of the moment, the region doesn't have facility to accommodate these patients. For now, the CSWD will handle them or they'll be put to EVRMC <ul style="list-style-type: none"> ● EVMRC don't have the facility and man power to handle mentally ill patients ● Even the rescue units, they are not trained how they should handle patients. There should be clear protocol with this ✧ Evacuation of animals (Pets and Livestock) <ul style="list-style-type: none"> ● Tie up with Animal organization and City veterinary <ul style="list-style-type: none"> ➤ Livestock animals will be procured by the city for food ➤ Early warning system put in strategic areas <ul style="list-style-type: none"> ✧ A Lighthouse will be built to monitor the sea level and status of Cancabato Bay ✧ There's a CCTV that was given by PAGASA, that will be linked in the Tacloban website so everyone with access of the website can monitor ✧ There's a wind monitoring and Rain Gauge that will also be broadcast to the Tacloban website, so everyone with access will have prior information ✧ The CDRRMO is currently operating 24/7 doing monitoring around the city ✧ In Nula-tula (Tacloban North), there's a planned tower there as well ✧ The CSWD will be trained with operating the radio, so they'll be part of the whole communication system <ul style="list-style-type: none"> ➤ So they can coordinate the need for augmenting manpower to EC ➤ Empower the barangay for them to organize ➤ Formulate the dos and don'ts in camp management ➤ Wash facilities will be checked and installed ➤ There will be a communal kitchen in each EC <ul style="list-style-type: none"> ✧ Assign a focal person in-charge with food each barangay ➤ Map the space of passage (entrance and exit point) for EC ➤ Provide space/ place for rescuers and social welfare people <p>4. Good practice</p> <ul style="list-style-type: none"> ➤ Some barangays have informed the CDRR with their pick-up points. When requesting the barangay should also inform the CDRR where is the pickup point, also mention the following: 	
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<ul style="list-style-type: none"> ◇ Suggestion <ul style="list-style-type: none"> ● Tell if there's available vehicle in the barangay that can be used ● Assign different pickup point for vulnerable family ➤ Provide a bigger layout that shows the room/area assignment for each school and classroom for reference ➤ There's assigned Camp manager for <ul style="list-style-type: none"> ◇ Barangay ◇ School ◇ City ➤ 2 days before the typhoon entering PAR, classes and offices are suspended for the preparation of evacuation center <ul style="list-style-type: none"> ◇ CSWD make a list needed for preparation and CDRRM will prepare ◇ Layout for all Evacuation Center (EC) ◇ Info board ➤ City government will be responsible with the loses in the EC ➤ Mayor's request <ul style="list-style-type: none"> ◇ Don't contest with the frontline/ barangay people, the rescuers should address complain to the proper authority not vent out their emotions to the evacuees <p>5. Importance of Timeline Management and Next Step</p> <ul style="list-style-type: none"> ➤ It will be difficult if there is no time management during disaster, they can't just focus on one task, there should be a focused tasking for everyone depending on the time ➤ After the series of drill it will be polished until it's effective in preparation of typhoon season (October). Hopefully, on the next drill all is organized. ➤ The plans will be approved by NDRRM Council and it will be considered as the standardize actions during disaster ➤ Assignment for IOM <ul style="list-style-type: none"> ◇ Meeting of the evacuation management team for each sector (Bureau of Fire, school and barangay) ◇ Middle of August IOM will comeback just for the monitoring and follow up the designation and plans for each school and etc. ➤ On September, hopefully the CDRR can launch the ID system 	
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MINUTES of MEETING with Tacloban

DATE	08/11/15	PLACE	Tacloban City Hall, Boardroom	DOCUMENT	RRTY-JVT/JVT-M150811
	10 : 00~11 : 30			Recorded by	Kiarah Louise P. Florendo
Attendance	Tacloban: Mr. Bernadas (CDRRMO) JICA: Mr. Hirabayashi, Mr. Kuga, Mr. Chida, Ms. Araki, Mr. Imada, and Kiarah				
Title	Pre-Council Meeting				(Action by)
Meeting Result and tasks to be implemented					Due dates
<ol style="list-style-type: none"> 1. Tacloban city is divided into 10 Clusters all-in-all and these cluster's action points needs to be integrated to the Timeline Action Plan (TAP) template. In the council meeting the action points of the cluster will be confirmed 2. Action Points <ul style="list-style-type: none"> ➤ During the 1st workshop for the revision of the DRRMP last year, the clusters submitted partial action points and responsibilities. The action point will be returned back to each cluster and will be integrated to the template for the before, during, and after ➤ The mayor facilitated the workshop everything is taylor fit to the typhoon Yolanda experience and the role of Tacloban city in the entire region, because most schools and universities, also business transactions ➤ In disaster preparation and rehabilitation, the role of Tacloban in the region must also be considered. In this way, the city is not just helping themselves, but also other municipalities because they transact their day-to-day business in Tacloban 3. Link of Timeline actin plan with OPLAN Listo (DILG Manual) <ul style="list-style-type: none"> ➤ Together with the timeline management, there will be a roll out of the OPLAN listo with the council ➤ It's very timely because, whatever preparations that is mandated by the national government, together with the objective of the LGU, needs to be linked to a particular timeline ➤ LGU will just facilitate the seminar, because the LGU is mandated to launch the OPLAN listo and roll it out to the council, but not including the barangay/communities <ul style="list-style-type: none"> ◇ DILG will come up with a precise manual for the communities, the manual now is just for LGU and Bureau of Fire only ◇ Sequence of presentation- DILG will present first because OPLAN listo is the project of DILG 4. Based on Japanese experience, someone from Kobe also made a timeline presentation to Tacloban <ul style="list-style-type: none"> ➤ Tacloban is able to appreciate not just immediate preparation, but also scientific response to disaster because certainly it's really 					--

<p>based on not what you know, but how you do the action and timeline is very much important</p> <ul style="list-style-type: none"> ➤ Every time there's a natural disaster the national government is always looking into the preparation of the LGU. DILG Manual serve as a check list if the Local Chief Executive/ mayor, is really doing his responsibilities. If the mayor will not follow this, he will be answerable to whatever casualty. This is the role of the mayor, and now this is being rolled out to the council. Because each cluster have respective responsibility (i.e. security) ➤ Council composed of department heads and supervisor of each agency <p>5. Typhoon season is expected to be on October-November, at least during August there will be proactive measures that can be formulated in terms of water related disasters</p> <p>6. Early Warning for water related disaster</p> <ul style="list-style-type: none"> ➤ Putting water level markings to the electric post in the coastal area <ul style="list-style-type: none"> ✧ In specific areas in Japan this method is also used, the height of tsunami water is marked ➤ The markings will also constantly remind the people of the storm surge height ➤ Long term goal is ZERO EVACUATION, but still there are hard headed people who insist in living in the danger zones, these warning signs can help them think twice before staying permanently in the danger zones <p>7. Continuous roll out to the communities in terms of disaster preparedness and the city have been using JICA maps</p> <ul style="list-style-type: none"> ➤ There are almost 100 barangays for the roll out ➤ The target is that by the end of this year all the barangays are covered already ➤ The priority barangays are the ones in the coastal and landslide prone areas ➤ The ones remaining at least will be the barangay in the downtown and it's not much of a problem <p>8. There are also trainings in terms of disaster rescue & response</p> <ul style="list-style-type: none"> ➤ There are barangays that have their own rescue units already, more or less not everyone will be depending on the LGU with their capacity, because the barangay have their own capacity already and that is the objective of the city to not be dependent to the national government at times there's a calamity, because of the lessons learn with typhoon Yolanda the LGU have to be self-sufficient. Otherwise, they will continue to be the victims <p>9. August 29- there will be another drill</p> <ul style="list-style-type: none"> ➤ Covering 15 barangays 	
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<ul style="list-style-type: none"> ➤ The drill's purpose is to test the ID system and plan how to systematize evacuation preparation, that's the only way they can hold on to their operations in terms of scientific movement of people, which is no longer the same problems they experienced before that there's chaos once there're evacuation operation, this time the barangays already know what to do how to organize themselves ➤ End of September, they will launch the ID system <ul style="list-style-type: none"> ✧ IOM provided encoders, but their contract is already expired ✧ This time people know where to go, which classroom to go they know the point person, everything is in a system ✧ With each profile of the household, especially the vulnerable group they can be put in assigned facilities for their specific care and need ➤ Right now, still there's a lack of evacuation centers ➤ They are mandated by law to have a quarterly drill once all the barangays are included there'll be a massive evacuation drill that will be conducted. In fact, the mayor is thinking about a midnight call for drill so all communication and gadgets can be tested and know if they are working and if the barangay knows how to operate ➤ Communication is very important during disaster. For example there will be an earthquake, what should be done? It's not like typhoon that you can anticipate the actions. The mayor suggested to do the drill in the most unfriendly moments <p>10. Vulnerability and capacity of barangays</p> <ul style="list-style-type: none"> ➤ There are barangays/ big barangays that have their own local evacuation center. Except to barangays that don't have safe Evacuation Centers, because if a signal number 4 typhoon will really hit Tacloban, many of the identified evacuation centers cannot be use, people need to be transferred to other evacuation center (i.e. astrodome) because of storm surge. ➤ Mr. Bernadas is talking with the mayor and insisting to construct new model of evacuation centers that will be resilient enough for storm surge. There are already approved program of works, but there are no commencement of construction. <ul style="list-style-type: none"> ✧ There are already 4 projects for implementation <p>11. Evacuation Manual</p> <ul style="list-style-type: none"> ➤ DILG is asking the LGUs their list of evacuation centers ➤ Mr. Hirabayashi showing Mr. Berndas an example of evacuation map in Japan ➤ Next Step after ID System is color coding of evacuation center and putting up direction and signage around the city, also marking the post. Because this is one way of teaching the people what to do, 	
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<p>which area is safe during a disaster</p> <p>➤ Mr. Bernadas what to request to the national government that, if they are really serious with the preparation, they should also subsidize the preparation. There are other LGUs that are not capable of financing their own disaster preparedness for their plans and programs, so the national government should assist the LGUs</p>	
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MINUTES of MEETING with Tacloban

DATE	08/24/15	PLACE	Tacloban City Hall, Boardroom	DOCUMENT	RRTY-JVT/JVT-M150824
	02 : 00~2 : 30			Recorded by	Kiarah Louise P. Floendo
Attendance	Tacloban: Barangay Captains, TOMECO, PNP, BFP and CDRMO CRS Staff JICA: Chida, Araki, Imada, and Kiarah				
Title	Pre-evacuation Drill Meeting of CRS				(Action by)
Meeting Result and tasks to be implemented					Due dates
1.	2 nd batch of evacuation drill				--
	<ul style="list-style-type: none"> ➤ Maximum 5 members per families ➤ Observed by INGOs, JICA, OCD, and etc. 				
2.	Debriefing and sharing of experience after the drill				
3.	3 levels of alert will be raised				
	<ul style="list-style-type: none"> ➤ Yellow: alert and warning status 				
4.	In the participating schools				
	<ul style="list-style-type: none"> ➤ Names are listed already for each classrooms ➤ Each door of school have names of EC 				
5.	The objective of the drill is to check the capacity of BDRRMC in different situations				
6.	Different scenarios will also be simulated				
	<ul style="list-style-type: none"> ➤ Injured <ul style="list-style-type: none"> ✧ The barangays were trained for emergency response ➤ Mobilizing to the evacuation centers <ul style="list-style-type: none"> ✧ Scenario of fighting/ chaos in the EC ➤ Practice of preparation during the typhoon for the supply task unit <ul style="list-style-type: none"> ✧ Actual tokens will be provided for the families for their participation 				
7.	This drill will also evaluation effectiveness of early warning system, evacuation route and for the relief task unit				
8.	Other agencies like TOMECO will be supporting the barangays by managing traffic. For and PNP they will be observers also				
9.	LGU- the city carpool department will dispatch vehicles				
	<ul style="list-style-type: none"> ➤ 6-7 vehicle CRS provided 				
10.	Police and Bureau of Fire Protection (BFP)				
	<ul style="list-style-type: none"> ➤ Will be observers ➤ They will respond if there are families that don't want to evacuate and scenarios that needs police 				
11.	LGU-General services				
	<ul style="list-style-type: none"> ➤ Will provide facilities needed in the EC ➤ Water station 				
12.	Total participants during the 1 st batch 2000 estimate				
13.	CRS encourage participation of vulnerable people in the barangays				

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|---|--|
| <p>14. Concerns during the last drill</p> <ul style="list-style-type: none">➤ Everyone is moving snacks and lunch not all distributed➤ Regardless how many families 10 pcs bread➤ Supply task unit practice the packing➤ Pregnant women 6month above bought in the city hall <p>15. There will be inventory of equipment in the rooms before evacuating</p> <ul style="list-style-type: none">➤ Visit the schools➤ Before and after families and school will have inventory <p>16. Close roads during decampment</p> <p>17. Sounds in the baranagay</p> <ul style="list-style-type: none">➤ Wave flags➤ Warning task unit <p>18. City health</p> <ul style="list-style-type: none">➤ If barangay needs augmentation they will respond➤ Prepare health station in each evacuation center | |
|---|--|

(Please see Pre-drill Agenda attached)

MINUTES of MEETING with CRS

DATE	9/29/15 2:00 PM	PLACE	Palo Municipality	DOCUMENT	RRTY-JVT/JVT-M2015-09-29
				Recorded by	Kiarah Louise P. Florendo
Attendance	Palo: Mr. Ben (Planning Office), Reynaldo and Vic (New DRRMO) CRS: Tara, and Janeen JICA: Imada, Kiarah, and Armi				
Title	Evacuation Planning				(Action by)
Meeting Result and tasks to be implemented					Due dates
<p>1. Important Points of the meeting</p> <ul style="list-style-type: none"> ➤ Introduction of Participants <ul style="list-style-type: none"> ✧ Reynaldo and Vic are the new DRRM Officer of Palo ➤ JICA sharing the updating of the evacuation center plots in the map including residential areas in 11 barangays, based from the updated list of barangays from the LGU <ul style="list-style-type: none"> ✧ Pilot mapping was already conducted in San Joaquin ✧ JICA intend to map for barangays with available data ✧ There will be strategic contingency planning for pilot barangay to assist the municipality in formulating their MDRRM plans ➤ CRS <ul style="list-style-type: none"> ✧ Working in the barangay and household level ✧ They will assist the barangays in formulating their BDRRMPs and train the barangays in terms of DRR ✧ The map that JICA is providing will ✧ CRS can help roll out the JICA maps and municipal plan to the barangay ✧ They will start validating evacuation centers in Barangay Luntad on October 5 <p>2. Palo Technical Working Group (TWG)</p> <ul style="list-style-type: none"> ➤ Palo organized monthly TWG meeting to get a weekly update on the different DRR activities and consolidate all the information for their DRRM plan ➤ This will include CRS, Handicap International, Health Aid and JICA to monthly report on their activities ➤ The first meeting will be on October 2, 2015 					

Tacloban Timeline Action Plan

DATE	10/02/15 09 : 00~13 : 30	PLACE	DRR office	DOCUMENT	RRTY-JVT/JVT-M151002
				Recorded by	Kiarah Louise P. Florendo
Title	Timeline Action Plan for Public Information and Economic Cluster				
SPEAKER		ACTIVITY			
I. TIMELINE ACTION PLAN		<ul style="list-style-type: none"> - Presentation (Ms. Kiarah Florendo, JICA Study Team) <ul style="list-style-type: none"> o Application of Timeline Action Plan (TAP) o Disaster Management Actions Points against typhoon o Checklist of Evacuation Planning o What is Timeline Action Plan? o Actual situation on Forecast for TY. Ruby and action by GOP o Objective and Effects - Presentation (Mr. Motmot, DRR) <ul style="list-style-type: none"> o Process to make TAP o How to develop TAP o Sample of timeline action plan of Japan o Template of TAP 			
II. Situation during typhoon Yolanda and Concerns of each cluster		<p>Situation during typhoon Yolanda:</p> <p>Public information</p> <ul style="list-style-type: none"> - One of the causes of death during typhoon Yolanda was the wrong information coming from higher officials. There was a meeting with all the agencies regarding preparedness and PAGASA is not present <ul style="list-style-type: none"> o Whom will the public believe and who people will believe in times of disaster? o The lower society group was not aware of the term storm surge o Many of the heads of family died, because they were staying in their houses to protect properties - Lessons learned: <ul style="list-style-type: none"> o Correct information is important to be given to the public o Political issues with national government cannot be avoided, the city will have to learn to be independent <p>Economic Cluster</p> <ul style="list-style-type: none"> - Concerns <ul style="list-style-type: none"> o How to communicate during the typhoon, when communication devices are not functioning very well? 			
III. CDRRMO communication flow chart		<ul style="list-style-type: none"> - Concerns: <ul style="list-style-type: none"> o How should the CDRRMC disseminate to the public? o Ever since, the public information office was left out for the DRR activities, this was the first time they were included in the activity - Lessons Learned: <ul style="list-style-type: none"> o Information is the most basic, there should be accurate and proper dissemination of information before announcing to the public to o You cannot act unless you know, you cannot act unless you are informed. o the ones who are very receptive to disseminate information are the radio and TV stations <p><i>(Please find attached ppt. for the output of the revised communication flow)</i></p>			
IV. Economic Cluster concerns		<ul style="list-style-type: none"> - Current action for economic cluster: <ul style="list-style-type: none"> o During typhoon Ruby, the price control was done 2 days prior typhoon, the office gets the latest price from DTI the business are informed about the penalty <ul style="list-style-type: none"> ▪ There was inventory for prices for rice, fish and meats ▪ Inspection of the warehouses for sufficiency of supplies. The business man will put price tag and provide information of sufficient supplies o Treasurer's office important role: <ul style="list-style-type: none"> ▪ Make sure the budget of the city for transportation is sufficient ▪ Sufficient funds for procurement of relief goods and generator ▪ Price Control and Monitoring in coordination with PESO, 			

	<p style="text-align: center;">Market and City Veterinary</p> <ul style="list-style-type: none"> - Additional member for economic sector <ul style="list-style-type: none"> o Filipino Chambers of Commerce <ul style="list-style-type: none"> ▪ their main concern is peace and order to avoid looting ▪ Waive taxes during calamities
V. Public Information important role	<ul style="list-style-type: none"> - Dissemination of evacuation policy to the public
VI. Agreement	<ul style="list-style-type: none"> - Coordinate with Mr. Gerald Paragas to get a copy of the action points that each cluster formulated before - Public Information will have separate meeting to formulate their timeline action point

MINUTES of MEETING with Tacloban

DATE	10/06/15 10 : 00~10 : 30	PLACE	DRR Office Tacloban	DOCUMENT	RRTY-JVT/JVT-M151006															
	Recorded by			Kiarah Louise P. Florendo																
Attendance	Tacloban: Motmot JICA: Chida, Imada, Kiarah, and Armi																			
Title	Meeting for Timeline Action Plan																			
Meeting Result and tasks to be implemented																				
<p>1. Confirm the action points at hand</p> <p>Submitted</p> <ul style="list-style-type: none"> - CDRRM and Camp Management (Not complete)- For completion this week - Security (Not complete)- For completion next week <p>Not yet submitted</p> <ul style="list-style-type: none"> - Public Information cluster- For meeting next week - Economy cluster- For follow up and submitted this week <p>For meeting and submission</p> <ul style="list-style-type: none"> - 8 remaining clusters <p>2. Schedule for Timeline Action Plan</p>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">MONTH</th> <th style="width: 15%;">WEEK</th> <th style="width: 60%;">ACTIVITY</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: center; vertical-align: top;">OCTOBER</td> <td style="text-align: center;">2ND</td> <td>Final action points from: <ul style="list-style-type: none"> - Camp Management Cluster - Economy Cluster </td> </tr> <tr> <td style="text-align: center;">3rd</td> <td>Action points <ul style="list-style-type: none"> - Public Information Cluster - Security/ Peace and Order Cluster On 12th of October, meeting with Gerald Palagas On 16th of October will be Council Meeting <ul style="list-style-type: none"> - Agenda is to request to other clusters to make action point - Suggestion from Mr. Motmot </td> </tr> <tr> <td style="text-align: center;">4th</td> <td>23rd Action Points Deadline</td> </tr> <tr> <td style="text-align: center;">5th</td> <td>Finalize all the action points</td> </tr> <tr> <td style="text-align: center;">NOVEMBER</td> <td style="text-align: center;">NO SCHED</td> <td> <ul style="list-style-type: none"> - Council Meeting regarding coordination - Timeline action drill </td> </tr> </tbody> </table>						MONTH	WEEK	ACTIVITY	OCTOBER	2 ND	Final action points from: <ul style="list-style-type: none"> - Camp Management Cluster - Economy Cluster 	3 rd	Action points <ul style="list-style-type: none"> - Public Information Cluster - Security/ Peace and Order Cluster On 12 th of October, meeting with Gerald Palagas On 16 th of October will be Council Meeting <ul style="list-style-type: none"> - Agenda is to request to other clusters to make action point - Suggestion from Mr. Motmot 	4 th	23 rd Action Points Deadline	5 th	Finalize all the action points	NOVEMBER	NO SCHED	<ul style="list-style-type: none"> - Council Meeting regarding coordination - Timeline action drill
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	5 th	Finalize all the action points																		
NOVEMBER	NO SCHED	<ul style="list-style-type: none"> - Council Meeting regarding coordination - Timeline action drill 																		

MINUTES of MEETING

DATE	12/08/15 9:00-10:00 A.M	PLACE	Tacloban Office	DOCUMENT	RRTY-JVT/PW8-M151208
				Recorded by	Kiarah Louise P. Florendo
Attendance	JICA Study Team: Mr. Chida, Mr. Todo, Ms. Araki, Mr. Imada, and Kiarah TACLOBAN: Mr. Bernadas				
Title	Preparation for the cluster meeting				(Action by)
	Meeting Result and tasks to be implemented				Due dates
Important Points of the meeting					
1 Feedback from the latest version of Timeline Action Plan (TAP) Mr. Bernadas					
1.1 The 3 clusters that was based from the DILG manual is a little bit confusing, for the presentation on Friday, just stick with the clustering of the city.					
1.2 The actions points now will have additional, because each office will present each of their action points. Mr. Bernadas already instructed each offices to make an action plan considering their time and capacity.					
1.2.1 Suggestions:					
1.2.1.1 It would better to have the action points of each offices and per cluster level and it will be posted to each offices, so they will be informed of their action. Mr. Bernadas will layout the table and make a presentation within today, he will send us for feedback and comments.					
1.2.1.2 There will be additional members for each cluster, for example is Shelter--- there will be partnership with other private contractors					
1.2.1.2.1 Immediate repair for strutures					
1.2.1.2.2 They will be able to help in locating which areas are suited for construction of evacuation centers					
1.2.1.3 For Camp Management, there will be partnership with warehouses, private houses, big buildings with function rooms, and universities (i.e. EVSU)					
1.2.1.4 Right now, there's 11 clusters in Tacloban and the mayor wants to add 2 more clusters so there will be 13 total. The 11 cluster is the standard for each LGU, but since Tacloban have a different case there will be additional, some members will be separate from the clusters and have their own. Because the city doesn't want to wait for the instructions from the national government just like during typhoon Yolanda.					
i.e. Regarding the Management of Dead bodies and Missing, during typhoon Yolanda we have to wait for the instruction from the national government, but this time we want to create a system how to respond if there will be cases of casualties during disaster.					
- The LGU used to just function as coordinator by the different national agencies like DILG, they are the office heading this, but this time we'll involve the other agencies to coordinate with the LGU and work together with the LGU in management.					
- There will be someone to look for temporary grave site, LGU will procure this. Processing will be done and bury them permanently.					
- This process needs to be indicated in the DRRMP					
1.3 Mr. Bernadas expressed his concern regarding the coordination of each cluster and offices. The offices now, know how they can contribute and their capacity, but there's no cluster coordination meeting to layout the plans.					
1.3.1 In the coordination, we'll know how the offices can help other offices and how to manage their time. They will have a direction how to do their actions. Right now they have their own actions but they don't know how and when they should do it based on time.					
1.3.2 There should be a holistic and systematic actions for the LGU and all members know how to take action. There will be proactive response for each of the offices and department					
1.3.3 This is new for us because before typhoon Yolanda there was no clusters in the city. We can't say the city did not prepare for typhoon Yolanda, the city prepared, but it's not enough.					
1.4 This TAP is broader view how to prepare and respond during disaster, the mayor was only thinking of 48 hours before disaster, but for big scale typhoon like Yolanda 48 hours is not enough.					
1.5 This activity is very timely, because the mayor will present this concept to the OCD (may be DILG not OCD) on December 12, 2015. That's why he would like this to be finish at the end of this year. But as of now, there's still no update or communication regarding this					

<p>activity</p> <p>1.5.1 OCD said they want to know action plan of Tacloban during disaster. Since, whatever disaster can happen to Tacloban can happened to other LGUs this TAP can be a model for other LGUs.</p> <p>2 Conducting a drill</p> <p>2.1 There was a drill in the North Tacloban recently, and we've already adapted the TAP concept, by timing the actions</p> <p>2.2 The mayor, was also thinking about conducting a drill during midnight. Because we know disasters and typhoon can happen anytime, with this we can truly know our capacity at this moment.</p> <p>3 There's already a local ordinance/ law regarding "Force Evacuation"</p> <p>3.1 There are different situation when this can be applied and it would be better to have this presented during the cluster meeting so everyone will be informed</p> <p>3.2 Another one is the suspension of classes and work, during typhoon Ruby 2 days before landfall there was suspension already. Because the mayor prioritize in securing everything first for the employees and the public as well as decongesting the city</p> <p>4 On December 18, 2015, there will be a exhibit that will be organized by Tacloban city. It will be participated by different offices, the offices will show their activities and accomplishments. There will be an internal meeting regarding this.</p>	
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Result of workshop during Feb. 1 to 5			
CAMP MANAGEMENT (Members: CHO, CEO, CSWD, CGSO, Astrodome, City Housing, Barangay Affairs Office, *Volunteers)			
TIME CONTROL	INFORMATION	PEOPLE	THINGS
5 days 120 hours	Quad media info dissemination	Prepare skeletal force	Inter office coordinative meeting, CDRRMC on relief (food & NFI)
4 days 96 hours	Pre – assign families in different EC		Master list of families
3 days 72 Hours			
2 days 48 Hours			Prepare Evacuation Center
1 ½ day 36 hours	<ul style="list-style-type: none"> - Coordinate and conduct for pre –emptive evacuation - Pre position team in different EC 		
1 day 24 hours		Team position at EC (food and NFI)	
12 Hours	Supervision of EC	Assist individuals/families at EC	
9 Hours	Establish complaints mechanism at EC		
+3	Disaster report		Distribute relief packs
+12	<ul style="list-style-type: none"> - Affected families/individuals 		Mass feeding thru community kitchen
+24	Conduct of regular (coordinate meetings: wash logistic, health and nutrition)	Psychosocial support PSS	Provision of DAFAC to facilitate on-time frequency, type of assistance provided in EVAC and community

ECONOMICS AND FUND MANAGEMENT (Members: CBO, City Accounting, CTO, Internal Audit Services, CPDO)			
<ul style="list-style-type: none"> ➤ Ensure the proper utilization of the LDRRMF ➤ Provide, allocate, re-align funds in case of financial shortages ➤ Skeletal force ready, and simply transactions/process 			
TIME CONTROL	INFORMATION	PEOPLE	THINGS
5 days 120 hours	<ul style="list-style-type: none"> - Inform farmers thru farmer leaders about up coming calamity 		

	<ul style="list-style-type: none"> - Advise farmers to harvest physiologically mature crops, and to secure field _____; planting materials and farming inputs - Report on the availability of the LDRRMF 		
4 days 96 hours			
3 days 72 Hours	Disseminate information to the business sector on plans of CDRRMC related to impending hazard		<ul style="list-style-type: none"> - Submerge fish cages, seaweeds, secure fish pens - Emergency harvest of fishing products
2 days 48 Hours		<ul style="list-style-type: none"> - Budget and finance prepared - Advice business sector to provide services as long as they can 	Coordinate with TCPO or security of the business establishments
1 ½ day 36 hours			
1 day 24 hours			<ul style="list-style-type: none"> - All business establishment should prepare or close - Severe basic commodity
12 Hours			
9 Hours		Listen to news re: passable/non-passable roads	
+3		Damage assessment thru ocular inspection, interview from barangay officials, fisherman's, farmer leaders/fisher folks	
+12			
+24	If possible re-open business, supplies for possible augmentation	<ul style="list-style-type: none"> - Report status to CDRRMC and other concerns - Prepare damaged report and submit - Assess needs - Request assistance from DA/BFAR - Distribute available input assistance 	

		- Prepared and submit PR of assessed needs	
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HEALTH AND NUTRITION			
(Wash Members: Sanitary Inspectors, City ENRO.)			
(Nutrition in Emergencies Members: TCH, Special Project Health, CNO, CSWD)			
(Disease Prevention Surveillance & Control Members: CHO, TCH, SPECIAL PROJECT and HEALTH)			
(Mental Health Members: CHO, SPECIAL PROJECT and HEALTH, TCH)			
*GAD, City Population Office, City Mayors Office			
TIME CONTROL	INFORMATION	PEOPLE	THINGS
5 days 120 hours			
4 days 96 hours	Hospital activation CODE		
3 days 72 Hours	Prepare administrative and logistic support <ul style="list-style-type: none"> - Staff - Drugs/medicine - Medical supplies equipment - Water disinfectant - Hygiene kit 		<ul style="list-style-type: none"> - Supply assessment - Provide checklist of needed and available resources - Coordinate and supply office for procurement of needed/lacking supplies
2 days 48 Hours		<ul style="list-style-type: none"> - Mobilize team and enlist volunteers - Activation of referral system - Provide medical assistance to EC/ affected areas 	WASH <ul style="list-style-type: none"> - Ensure, ready, available supply of water, toilet facility, hygiene kits, water disinfectant, and garbage bags
1 ½ day 36 hours			
1 day 24 hours			
12 Hours		Deploy medical teams strategically and EC/ affected areas	
9 Hours		WASH Supervise sanitary condition of the community	
+3	Rapid health assessment	<ul style="list-style-type: none"> - Provision of MISDP, trauma, surgical care, medical services/referrals - Treatment/preventive isolation of individual to communicable disease - Supervise sanitary condition of the community WASH	
+12	Enlistment of vulnerable individuals		
+24	Timely report		

		<ul style="list-style-type: none"> - Sanitary survey - Provision of relief, goods/wash community - Feeding of affected population/areas - Psychological first aid - Psychosocial processing for responders and health workers - Management of the dead and missing
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LIVELIHOOD AND FOOD SECURITY			
(Members: Market Office, City Agriculture Office, City Vet, CMO, PESO, CPDO, CLEP, City Coop, CSWD, POPCOM)			
TIME CONTROL	INFORMATION	PEOPLE	THINGS
5 days 120 hours			
4 days 96 hours			
3 days 72 Hours	<p>PESO</p> <ul style="list-style-type: none"> - Secure families - Set an orientation for all group leaders of the PESO livelihood beneficiaries regarding the impending typhoon. Such will entail the discussion of the evacuation plans, safeguarding of lives and properties including equipment, goods etc. - Conduct information dissemination to all PESO beneficiaries regarding the impending typhoon thru text and even personal visitation. <p>LIVELIHOOD</p> <ul style="list-style-type: none"> - 80% of the total group leaders were oriented and beneficiaries gained an awareness on the possible aftermath of the typhoon - 80% of the total livelihood beneficiaries are informed of the impending typhoon 		

	<ul style="list-style-type: none"> - 80% of the total beneficiaries are informed of the impending typhoon 		
2 days 48 Hours			
1 ½ day 36 hours			
1 day 24 hours			
12 Hours	PESO/LIVELIHOOD <ul style="list-style-type: none"> - STANDBY 		
9 Hours			
+3	3 WEEKS (AFTER) PESO <ul style="list-style-type: none"> - Conduct an assessment on the status of livelihood and lives of all PESO livelihood beneficiaries and other livelihood concerned individuals LIVELIHOOD <ul style="list-style-type: none"> - Assessment on the status of the livelihood of the PESO beneficiaries after the typhoon is accomplished by 60% 		
+12	2 MONTHS <ul style="list-style-type: none"> - Coordinate with national agencies and other organizations of availment of possible support/assistance pertaining to livelihood provision and restoration - Prepare plans and proposals for the availment of the livelihood. Restoration program of DOLE for the PESO livelihood beneficiaries severely affected by the typhoon. - Prepare proposals for the availment of the emergency employment 		

	<p>program (EEP) of DOLE for the immediate employment of those severely affected by the typhoon. (EEP is a short term community works that provide them with temporary employment for at least 15 days but no to exceed a maximum of 30 days.)</p> <p>LIVELIHOOD</p> <ul style="list-style-type: none"> - Awareness on the different agencies/organizations that provide livelihood assistance is increase by 80% - Livelihood proposals are 100% accomplished for the availment of the immediate livelihood restoration program - Proposals for the availment of emergency employment program are 100% aocomplished 		
<p>+24</p>	<p>END OF 3RD MONTH</p> <ul style="list-style-type: none"> - Availment of the livelihood restoration program by the PESO livelihood beneficiaries and other indigent individuals. (This includes the conduct of trainings and orientation to the beneficiaries) - Implement the emergency employment program (This includes the conduct of trainings and orientation to the beneficiaries) - Monitor the livelihood restoration program and emergency employment 		

	<p>program which are under the DOLE integrated livelihood and emergency employment program (DILEEP)</p> <p>LIVELIHOOD</p> <ul style="list-style-type: none"> - 70 – 80% of the PESO livelihood beneficiaries are assisted and granted with the livelihood restoration program and emergency employment program - 80% of the applicants for the emergency employment program are deployed under the said program - Livelihood and emergency employment programs are 100% monitored. 		
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MANAGEMENT OF THE DEAD AND MISSING			
(Members: CHO, City DILG, CCRO, CSWD, BFP, TOMECO, City Legal, Barangay Affairs Office, *Volunteers, *FPs, *NBI, *PNP – SOCO, *Volunteers)			
TIME CONTROL	INFORMATION	PEOPLE	THINGS
5 days 120 hours	Coordinative meetings with DILG, CHO, CDRRMO		
4 days 96 hours			
3 days 72 Hours			Prepare listing/profile of the evacuees CSWDO
2 days 48 Hours			
1 ½ day 36 hours			
1 day 24 hours	Info DESK for dead and missing		
12 Hours			
9 Hours			
+3		Provision of psychosocial support CSWDO	Prepare project proposal for the bereaved (burial) CSWDO
+12			

+24		Management of the dead and missing person	
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PRICE MONITORING AND CONTROL
 (Members: City Treasurer, Market Office, City Legal, BLPD, TCPO, CHO, *DTI)

General Roles and Responsibilities: Monitors, prevents and controls overpricing or profiteering and hoarding of prime commodities, medicines and petroleum products.

- Ensure the proper utilization of the LDRRMF
- Provide, allocate, re – align funds in case of financial shortages
- Skeletal force ready to process voucher/checks

TIME CONTROL	INFORMATION	PEOPLE	THINGS
5 days 120 hours	Monitoring investigation and control prices of basic commodities in different business establishments, supermarkets and wet markets <ul style="list-style-type: none"> - Inventory of basic commodities - Investigate hoarding (if any) 		
4 days 96 hours	<ul style="list-style-type: none"> - Report on the availability of the LDRRM Fund - Distribute flyers to different business establishment containing information re. price monitoring and the corresponding penalties and violators - Remind and pre identified CTO Team of their tasks 		
3 days 72 Hours	<ul style="list-style-type: none"> - Disseminate information to the business sectors on plans of CDRRMC related to impending hazard - Prescon, networking or meeting with private sectors 		
2 days 48 Hours	<ul style="list-style-type: none"> - Coordinate with TCPO or security of the business establishments - Deploy CTO personnel (team assigned) for operations 		

1 ½ day 36 hours	<ul style="list-style-type: none"> - Ensure relief goods have been purchased - Buy additional resources needed - Monitor presence of standby CTO personnel 		
1 day 24 hours	<ul style="list-style-type: none"> - All business establishments should serve basic commodity - Business establishment should prepare or close 		
12 Hours			
9 Hours			
+3			
+12			
+24	<ul style="list-style-type: none"> - If possible re – open business - Purchased additional relief goods, if needed - Joint inspection and price monitoring of warehouse/retailers and wholesalers <p>MARKET – basic commodities HARDWARES – construction supplies DRUGSTORE</p> <ul style="list-style-type: none"> - Prepare price monitoring report (before and after) - Coordinate with DTI re. SRP or New SRP - Submission of report to CDRRMC 		

PUBLIC INFO AND MEDIA MANAGEMENT (Members: CIO, Media Relations of CMO, Barangay Affairs Office, MIS, *Tri – Media)			
TIME CONTROL	INFORMATION	PEOPLE	THINGS
5 days 120 hours	Information dissemination to the barangay constituent		
4 days 96 hours			Inspection of evacuation site
3 days 72 Hours		Assignment of Barangay constituent to designated rooms	

2 days 48 Hours		Provision for stay in the evacuation center, food, water, blankets and other needs	
1 ½ day 36 hours			
1 day 24 hours			
12 Hours			
9 Hours			
+3		Members of barangay council go around their area of jurisdiction to inspect the damage.	List down the number of constituents houses which are damaged, no. of households affected, no. of children being affected
+12		Monitoring of health condition of evacuees in the evacuation center	Monitoring of damage done to the evacuation centers
+24		Distribution of relief goods, survivor provision for food	

RELIEF OPERATION (Members: CGSO, CSWD, CMO – SUPPLY, Barangay Affairs Office, *Volunteers)			
TIME CONTROL	INFORMATION	PEOPLE	THINGS
5 days 120 hours		Organized volunteers for relief	Preposition of food and NFI
4 days 96 hours		Organized relief services committee	
3 days 72 Hours			
2 days 48 Hours			
1 ½ day 36 hours			
1 day 24 hours			
12 Hours			
9 Hours			
+3			Management of donations
+12			Massive relief distribution
+24			

SHELTER AND INFRASTRUCTURE (Members: City Engineer's Office, City Architects Office, City Assessors Office, City Housing Office, City			
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Planning and Development Office)			
TIME CONTROL	INFORMATION	PEOPLE	THINGS
5 days 120 hours	Check / advise – evacuation center TRS sites for preparation		
4 days 96 hours	Prepare / repair / set – up/ position - Shelter - Water tanks - Solar - Cr - Food supplies		
3 days 72 Hours			
2 days 48 Hours	Evacuation		
1 ½ day 36 hours			
1 day 24 hours			
12 Hours			
9 Hours			
3 +	Clean EC/TRS Dismantle tents		
12 +		- Return logistics for safe keeping - Check all EC / TRS / SITES are in order	
24 +			

MINUTES of MEETING

DATE	03/7/16 02:00- 00:4:00 P.M	PLACE	Tacloban CDRRM Office	DOCUMENT	RRTY-JVT/PW8-M160307
				Recorded by	Kiarah Louise P. Florendo
Attendance	JICA Study Team: Ms. Araki and Kiarah Tacloban: Mr. Brando Bernadas INGOs: IsraAid, CRS, Plan, Save the Children, Center for Disaster Preparedness (CDP), OXFAM, World Vision				
Title	Cluster Meeting				
Meeting Result and tasks to be implemented					
Important Points of the meeting					
<p>1. Updates</p> <p>1.1. The city wants to know the all the DRR interventions that was given in the barangays for them to continue and to standardize all the efforts that was done by the different INGOs at the same time look at the gaps and what still needs to be done. (Please see the attachment for the initial report)</p> <p>1.1.1. The city will now put into place all the input in the DRRM, acknowledge all the partners that was involve and start to build ownership to the templates, trainings, and actions to make their own plan using all these knowledge from the different partners.</p> <p>1.1.2. Also, since the CLUP is also being revised, one component that needs to be included in the CDRRMP is considering the CDRA output.</p> <p>1.1.3. The city will have their own template and adapt the shared systems and policies, as well as, integrating the inclusivity in the plans for PWDs, Senior Citizen, the youth and etc.</p> <p>1.1.4. The city will have their own framework to call their own. All the inputs that was given to them have not yet put in place through an ordinance and it's about time they will do this before all the NGOs go so at least all the inputs, assistance and experiences will remain</p> <p>1.1.4.1. Example the ID system, it's just an off shoot of the CRS initiative, they just have a difficulty right now because of the lack of manpower to finish the encoding and etc. but it's a very good start, in the IDs the features of the physical condition of the members are there.</p> <p>1.1.4.1.1. This also give the idea to the city if it's necessary to combine the vulnerable sector from the other population because the care for the vulnerable sector might not be focused if they stay in one area only. Their specific needs are not addressed easily. These are the realizations that happened and they are working together with the Camp Management cluster to improve this.</p> <p>1.1.4.2. At the same time the Timeline Management of JICA, JICA was able to assist in making the Timeline Action Plan of the city and it focuses on the 5 days action points of the LGU in times of big scale disaster, at the same time the evacuation maps and etc. This was already presented to the mayor and the mayor liked it because it was already proven and tested during typhoon Ruby. He instructed in adapting this approach already and to furtherly improved by the city, so the city will have their own action plan. During the JICA forum in Manila, Mr. Bernadas realized that the other municipalities still have no systems like this and it will really be good so other municipalities can duplicate and learn from Tacloban's experience.</p> <p>1.1.4.3. For Save the Children, they were able to share their initiative in WASH.</p> <p>1.1.5. The goal of the city is that the barangays will be able to learn and easily follow the contingency plans for each hazard. They can do things on their own without looking at the plans, to develop the ownership up to the barangays</p> <p>1.1.5.1. All the plans are continuously tested through drills and not just on paper</p> <p>1.1.6. Later on, Tacloban will have their own "Template of Tacloban's resiliency"</p> <p>1.2. IsraAid (Israel INGO) will assist the city in writing the CDRRM plan of Tacloban city. They will assist the city in identifying the gaps in the CDRRM plan</p> <p>1.2.1. They are working in Ormoc and Tacloban</p> <p>1.2.2. Their objective is to assist the city in closing the gap and standardize the DRRM initiatives. They know the different organizations have a lot of experience and they would want to help the city how can all of the training and inputs remain and be implemented.</p> <p>1.2.3. They will capacitate the city on what to do, by giving them knowledge how to do things</p>					

for sustainability

1.3. Save the Children

1.3.1. The focus of the assistance now is more on youth activities and livelihood in terms of capacity building and barangay emergency plan

1.4. Center for Disaster Preparedness

1.4.1. Right now they are still conducting their baseline survey, but they are planning to have an inception meeting together with the city later on. There's still no date scheduled, but definitely everyone will be invited.

1.4.2. For their assistance they'll be working on TOT in the city level and expected to roll out in the barangays

1.4.3. Question raised: How does the city plan to implement the BDRRMPs? Before typhoon Yolanda there have been plans by the barangay but it was not implemented, so this time how can these plans of the barangay be implemented?

1.4.3.1. Mr. Brando: the CDRMO of Tacloban was created by a City Ordinance including the council last 2012.

1.4.3.1.1. Ideally, the plans of the barangays should reflect the plans of the city, but in reality the plans are just made just for compliance only. Before typhoon Yolanda barangay plans are really not done properly, still that is the gap barangays have not yet finished their BDRRMPs

1.4.3.1.1.1. For example the IOM assisted barangays, IOM instructed them to make BDRRMP, but it turns out the plans that the barangays did are just compliance and they just copy and paste

1.4.3.1.1.2. However in the case of CRS, they coached and help each barangay in the crafting of the BDRRMP for the 18 brgys they handled, and they were able to give a copy to the city with the plans tailor fitting their barangays

1.4.3.1.1.3. For OXFAM, they made a jumpstart of the plans.

1.4.3.1.2. These plans can't be crafted in just 1 day, and it really needs cooperation

1.5. OXFAM

1.5.1. The assistance now will be focus on resettlements with DRRM, they are still working with partner NGOs

1.5.2. From January to October

1.5.3. Activities will be on adapting risk reduction measures, coordination of LGU and barangay, and the things to be done and gaps

1.5.4. Integrating gender inclusivity and other marginalized groups strategies

1.6. World Vision

1.6.1. They'll be conducting soft and hard interventions (Please see the attached document on the brief details of their assistance)

1.7. CRS

1.7.1. Target area this time is Anibong area (7 barangays)

1.7.2. Integrating all the component including DRRM similar to the project before

1.8. PLAN International

1.8.1. Current project is 10 months

1.8.2. BDRRMC training

1.8.3. PCRA in 6 barangays inclusive of the planning workshop and ERT

1.9. JICA (Ms. Kiarah)

1.9.1. For JICA the support in DRRM started with technical support in providing hazard maps (storm surge, flood, and tsunami) and evacuation maps for the planning

1.9.2. We've worked closely with the CDRR office in the technical assistance and inputs in the Timeline Action Plan and control action points. All the activities are now finished, we'll just be monitoring and follow up until July 2016

1.9.3. Mr. Brando: Aside from that, JICA is also helping in finalizing the CLUP of Tacloban city and they were able to mobilize the revision for the CLUP. Out of all the LGUs that are supported by JICA, Tacloban is the only LGU that was able to get financial support for the CLUP and we really appreciate that, so thank you again JICA.

2. Gaps

2.1.1. Other barangays have not yet experience and DRRM interventions and it's the city's role to equip them with the knowledge in DRRM also.

3. In line with the goal of the city, there will be a general assembly of all the agencies, volunteer responders, Bureau of Fire Protection, and etc.—all the members and agencies that are involve in DRR will be gathered for the **Disaster Risk Reduction Summit on March 30, 2016 at Patio Victoria whole day event**

3.1.1. The agenda is to launch the unified action in terms of emergency for the city of Tacloban. Also, to sign a Memorandum of Agreement (MOA) to the participating agencies and groups.

<p>3.1.2. Tacloban have started their DRRM activities last August 2014, and there was already an increase in the organized groups that was created.</p> <p>4. Agreements and Request</p> <p>4.1. The city wants brief details of all the assistance that each agency provided to the city, so they can properly acknowledge and site them in the crafting of the CDRRMP</p> <p>4.1.1. This will also help in their monitoring of the different organization's assistance or trainings at the same time.</p> <p>4.1.2. These will also give them the opportunity to evaluate if the contingency plan that was made by the barangay are according to the LGU plans and was done properly. If it turns out the plans are not in line with the city's plans the barangays needs to be guided</p> <p>4.2. Create TWG for contingency planning. The TWG will work closely with the city to consolidate and finalize the plan</p> <p>4.2.1. Help in synchronizing and unifying the plans and training design</p> <p>4.2.2. This will be composed of NGOs and LGU officials at the same time representative of the 10 political areas (It's shown in the attachment) of Tacloban. These areas have similar pattern of experiences with hazards</p> <p>4.2.3. This is one of the initiative and activities of IsarAid also, they will help in convening the TWG</p> <p>4.3. Regular cluster meeting to monitor the activities and to easily consolidate and integrate all the support in the standardization</p> <p>5. Other Matters</p> <p>5.1. In the recent Vietnam trip of the mayor, he learned about Urban Resiliency.</p>	
<p>Individual meeting with Mr. Brando</p> <ul style="list-style-type: none"> • Questions <ul style="list-style-type: none"> ○ Will there still be a mapper? Because he's planning to expose his staff to the mapper of JICA for them to learn how to make use of the data and mapping, especially with the salient points of the map so they'll be able to teach the in the barangays • Plan and schedule of CDRRM <ul style="list-style-type: none"> ○ There will be a DRR Summit on March 1 he'll be discussing their plans and next step after that, he'll be working on that schedule after the trip to Japan. ○ Tentatively, writing and working on the plan whole month April and 1st week of May it can already be presented to the Mayor ○ The mayor was able to see the timeline action plan, because he thinks it's logical and was proven and tested during typhoon Ruby. At the same time, he would want to finalize it already so whenever there'll be presentations outside he can bring it with him • Finalizing the plan <ul style="list-style-type: none"> ○ He already have additional input from other clusters ○ Ms. Araki: One of the important thing now is to see where is the coordination point of each clusters and from there to finalize and improve the plans ○ Mr. Brando: May be what we can do is to organize small cluster meetings to focus, validate, and improve the plans with them to finalize it. 	

Appendix-14: Monitoring for Updating CLUP focusing on Building Safer Cities

14.1 Summary of Activities

14.1.1 Tacloban City

(1) Performed Assistance until February in 2016

Following are the contents of activities which were supported by the JICA Study Team for updating the CLUP of Tacloban City. The details were described in Chapter 3 of Final Report II.

	Item	Support content
1)	Preparations for the CLUP updating	<ul style="list-style-type: none"> - Review of the updating process - Coordination with relevant institutions (e.g., USAID and Oxfam) - Recommendations to the Tacloban North Master Plan and advice to reflect in the CLUP - Summarization and recommendations on the Building Code
2)	Technical Working Group (TWG) - Checking the objective and content of the CLUP updating workshops (WS)	<ul style="list-style-type: none"> - fine tune the updating process - Sharing of safer city building approaches
3)	Workshop I - Finalization of CDRA - Assessment of the current development plans and the current situation of the city	<ul style="list-style-type: none"> - Assessment of hazard risks and finalization of CDRA - Considerations on disaster prevention measures and land use from short-term viewpoint (approx. 10 years) - Considerations on long-term land use
4)	Workshop II - Collection of barangay data - Area discussion on land use plan	<ul style="list-style-type: none"> - Ridge to reef selection of subject area (barangay) - Sharing of the content of CDRA - Assess the current status of the area - Review the plans of the barangays - Area-level reconsideration on disaster prevention measures and land use
5)	Workshop III - Sector analysis - Deliberation on the direction of land use plan from the viewpoint of the sector	<ul style="list-style-type: none"> - Summarization of inputs from WS I-II - Sector analysis - Assessment of hazard risks - Setting of Vision - Formulation of the development policy and spatial strategy - Considerations on land use
6)	Workshop IV - Setting of development policy	<ul style="list-style-type: none"> - Summarization of inputs from WS I-III - Share the review of the JICA Study team and propose future land use conceptual map - Follow up of workshops
7)	Workshop V, Workshop VI	<ul style="list-style-type: none"> - Monitoring of the detailing of development thrust and land use plan - Monitoring of the zoning ordinance
8)	Other	<ul style="list-style-type: none"> - Discussion on area management - Capacity building of the City GIS engineer - Preparation of the Handbook - HLURB discussions etc.

(2) Follow-up Activity after February in 2016

Following are the contents of follow-up activities which were monitored by the JICA Study Team for updating the CLUP of Tacloban City.

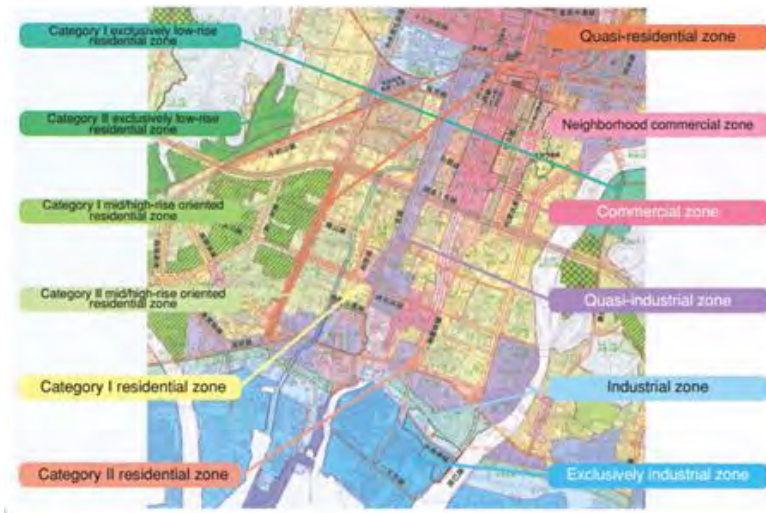
	Item	Content of monitoring
1)	Finalizing CLUP	<ul style="list-style-type: none"> - Reviewed the concept land use map - Consideration of retarding water and paddy fields in the development of the area - Followed up on the creation of the zoning map
2)	Coastal Protection Measure	<ul style="list-style-type: none"> - Followed up on the decision of Coastal Protection options - Re-establish the Area Management - Site survey and identification of stakeholders
3)	Others: <ul style="list-style-type: none"> - LCCAP - Regional Physical Framework Plan 	<ul style="list-style-type: none"> - Monitored the Local Climate Action Plan - Sharing the Building Safer City Approach - Sharing high risk area example in Japan - Discussion on Hazard Maps
4)	Public hearing	<ul style="list-style-type: none"> - Assessed the major program and projects in the CLUP - Assessed the hazard analysis in the CLUP - Assessed the stakeholders acceptance of the Land Use and Developmental Thrust
5)	Way forward of the City	<ul style="list-style-type: none"> - Followed up on the submission and approval process of the plans

(3) Contents of Monitoring

1) Finalizing CLUP

a. Reviewed the concept land use map

- In April 2016, Tacloban city proceeded in the technical writing process of CLUP, all the Department Heads and the City Planning staff participated in the technical writing of the CLUP continuously guided by HLURB and other agencies, such as, UNHABITAT for the thematic maps and USAID for the actual writing process as well as JICA Study Team for the approach to build safer city.
- Based on the JICA study team review, the commercial zones planned in the CLUP have a relatively big area compared with the scale of their commercial sector. JICA Study Team advised to have a regulation in the type of development on the land use and zoning of the city, so there was a more organized development.
- One of the results in the planning workshops was the inward direction of development in the City in order to transfer the important functions of the City to a safe place away from storm surge. The City Architect's office identified the new Central Business district, but currently the area is a wetland. JICA Study team, points out that it's important to plan considering the ecology, transportation with existing central business district, and the environment of the area. If the identified area is developed, there's possibility of flooding, so impounding ponds and catchments areas needs to be identified and the structural design and drainage should mitigate flooding.
- The JICA Study team made the final comments on the concept map for improvement, and shared the urban land use planning system in regulating building control, incentive system and zoning in Japan as a reference.



Source: Urban Land Use Planning System in Japan, Ministry of Land, Infrastructure and Transport

Figure 14.1-1 12 Categories of Land Use Zones in Japan

- b. Consideration of retarding water and paddy fields in the development of the area
 - According to the initial JICA study (Chapter 2 of Final Report II), the topography of Tacloban is relatively flat and low in most area, especially the southern part of the city and the map below shows the Annual retarding water and paddy fields in the city. In developing these areas as residential or commercial zones, land owners or developers should include drainage and water catchments as part of the development to consider flood control in the future. Most especially, the area that is considered as the new Central Business District, there should be an area that will serve as water impounding ponds to catch rain water.



Source: Chapter 2 of Final Report II, JICA Study Team

Figure 14.1-2 Annual retarding water and paddy fields in Tacloban city

c. Followed up on the creation of land use and zoning map

- In July, the City finalized the land use and zoning map reflecting the various comments and inputs. Integrated in the plan was the coastal protection project of DPWH that was modified to extend until San Juanico Bridge. Also, the proposed bridge from City Hall to the airport, that was in the previous CLUP. But the reclamation plan in the Cancabato bay was not included, because it still needs a study for environmental impact.
- Furthermore, the JICA study team proposed the regulation of high risk areas in the coast as buffer zones. As a result, coastal areas are classified as ecotourism zone, commercial zones and agricultural zones in order to regulate the residents living in the high risk areas. As well as, to utilize the coast for tourism development.

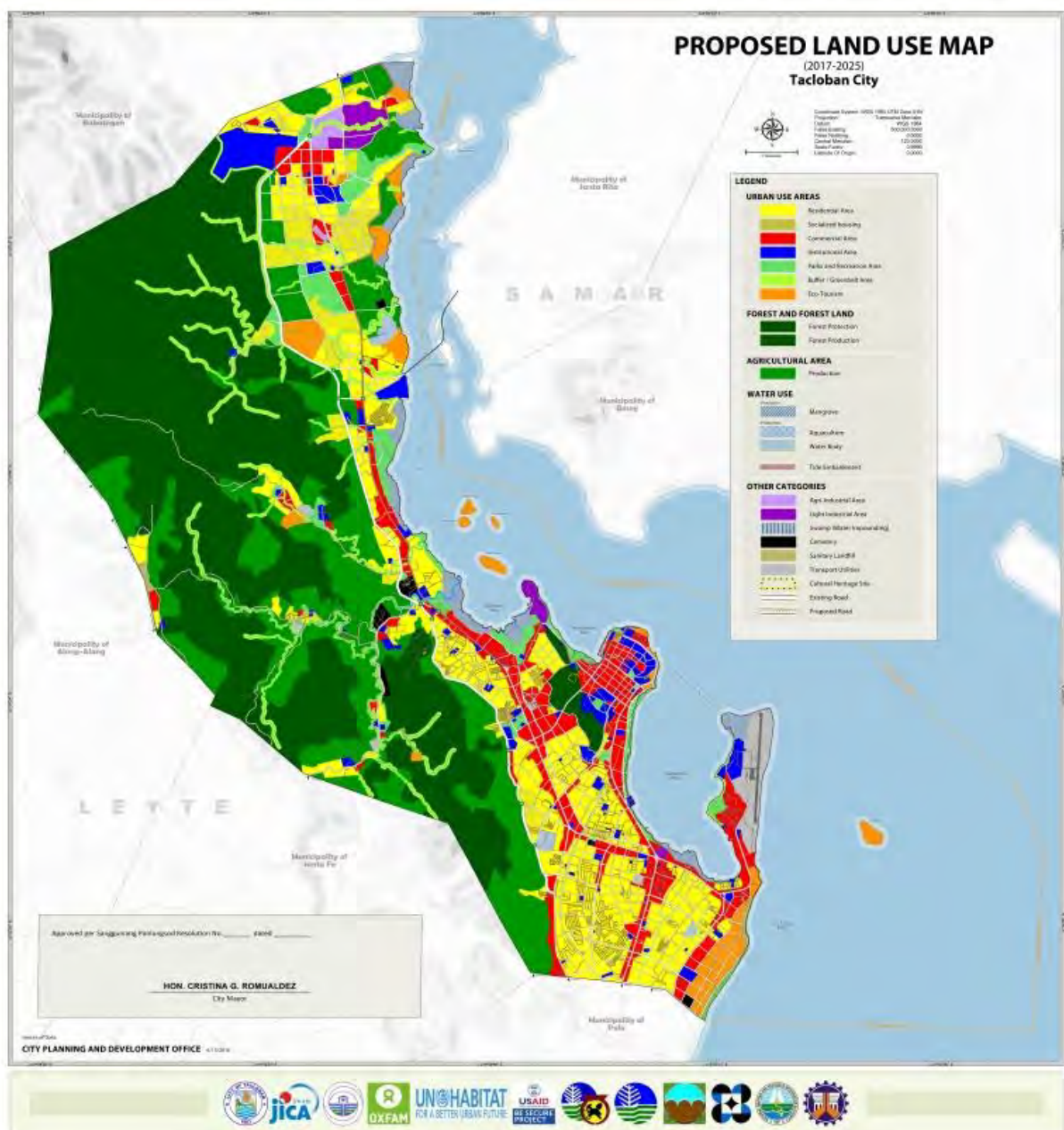


Figure 14.1-3 Land use map of Tacloban City as of July 2016

2) Coastal Protection Measure

- a. Followed up on the decision of Coastal Protection options
 - On April 2016, the Dutch consultant had a workshop participated by the different agencies to present several options of coastal protection measure in the Tacloban city and Palo municipality. As well as, to get their feedback on what kind of strategy the LGUs would prefer. Then on June 2016, the Dutch consultants made their final presentation for Tacloban and Palo, they based their mitigation measure recommendation on the 100 year return period of storm surge, heightening the existing road, and reclamation of around 150 meters along Cancabato Bay with 6 meters height.



Figure 14.1-4 Coastal Protection Strategy for Tacloban and Palo Presentation by Dutch Consultant, 1 June 2016

- Tacloban city decided to combine both strategies from JICA study and DPWH project, as well as, the Dutch consultants study. In order to proceed with the discussion, the City decided to restart the Area Management discussion together with the stakeholders and DPWH to create a detailed plan for the whole coastal section of Tacloban.
- b. Re-establish the Area Management
 - On July 2016, DPWH initiated the meeting with Tacloban city to confirm their decision regarding the coastal protection measure for the city. The main areas of concern are the Sections 1 and 2 of the project that was not included in the priority Section 3-4 that was previously identified by the DPWH on the 1st phase.
 - In line with this, the CLUP of the city was already in the process of finalization and the land use of the areas that will be affected by the embankment was already identified. Detailed planning need to be facilitated to make sure all aspects are considered by the city and DPWH regarding the project. Therefore, the Area Management planning approach that was introduced by JICA Study Team last July 2015 will be applied.
 - Through the area management approach, the city together with the relevant stakeholders can create a detailed plan of the project. These plans can also be consolidated as an input to the CDP.



Figure 14.1-5 Initial Area Management meeting with Tacloban city, DPWH and JICA Study Team

- During the initial meeting, several strategies were already confirmed and requested by the City to DPWH. There will be areas where in the Dutch strategy will be followed and most of the areas will be the JICA-DPWH strategy. Below are the initial strategies that was decided by Tacloban city:

<p><u>Section 1:</u></p> <ul style="list-style-type: none"> - Construction of a new Heightened road - Extend until San Juanico Bridge to protect some settlement areas 	
<p><u>Section 2:</u></p> <ul style="list-style-type: none"> - Construction of tide embankment or walls for some areas - Identified as the most critical area by Tacloban City, because this is where the main market is located, the main seaport, and the commercial boats docking area 	
<p><u>Section 3:</u></p> <ul style="list-style-type: none"> - Construction of tide embankment (bicycle lane) - Consideration of reclamation strategy of the Dutch consultants - Consideration of Bridge from City Hall to airport (in the CLUP) - Including a shore protection in the airport or extension of the runway 	
<p><u>Section 4:</u></p> <ul style="list-style-type: none"> - To proceed considering the Option of tide embankment (bicycle lane) by DPWH, not the Option by Dutch consultants, connecting to Palo Municipality 	

Figure 14.1-6 Initial Coastal Protection strategy discussed between Tacloban City and DPWH

- c. Site survey and identification of stakeholders
- After the initial area management meeting with the City and DPWH together with JICA study team, the City requested support in going to the Section 2 area of the embankment and talked with

the Philippine Ports Authority (PPA) last July 13, 2016, their land will be affected by the structure measure so the City wants to confirm their decision regarding the project. During the meeting, PPA shared some of their own measures to mitigate flooding and structure measures that were done right after typhoon Yolanda. These inputs in the area are very important information to be harmonized in the coastal protection plan, so they were invited to be part of the area management committee as a member.

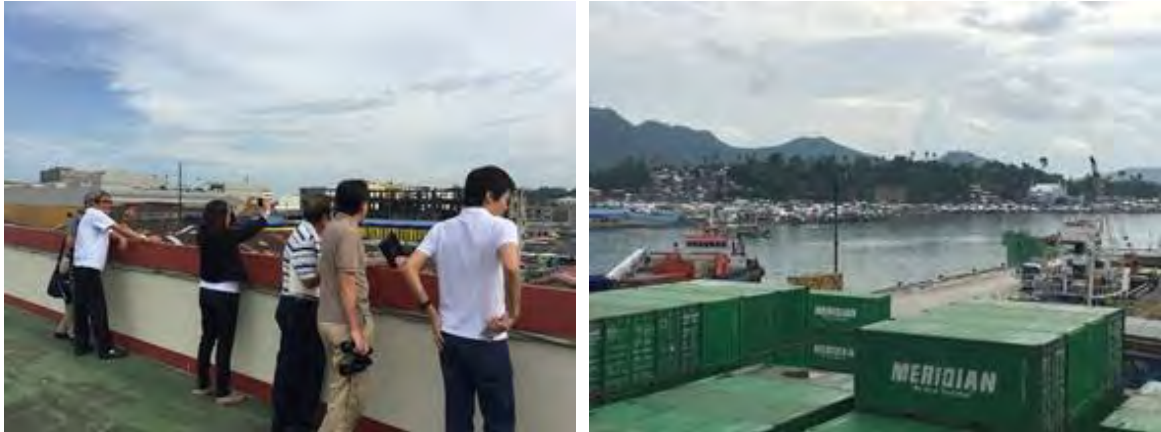
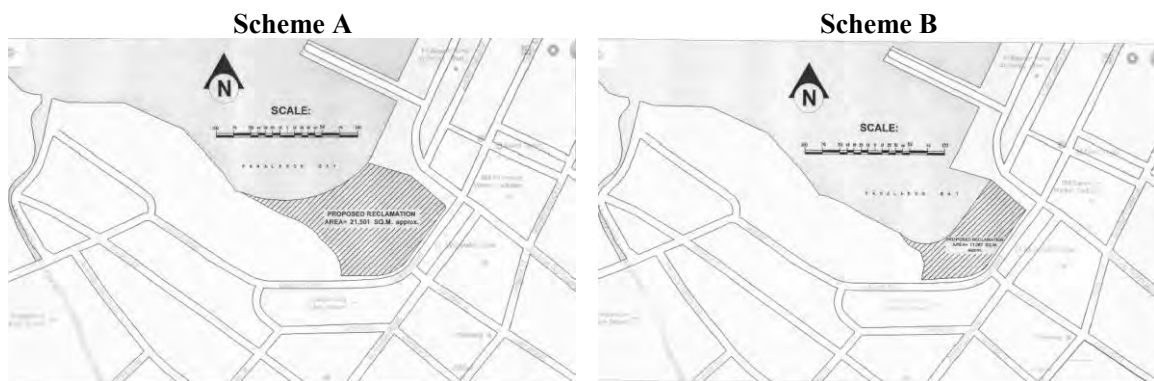


Figure 14.1-7 Site Survey at Philippine Port Authority Office, July 13, 2016

- The City will prepare the Executive order to organize the Area management committee. JICA study team shared the format of the executive orders and some of the resolutions that was made in Palo Area Management for the City to modify according to their preference.
- Right after the meeting the City Architect's officer already proposed some strategies and future image in the Section 2. There're areas that they proposed to reclaim because the water level in that area is very low already and sometimes the boats can dock. In this case, it's still important to consult with environmental experts if there will be changes in the ecosystem and the structure of the land, because there will be an impact to the environment in the future.



**Figure 14.1-8 Proposed reclamation at Philippine Port Authority Office
by City Architect's Office**

3) **Other**

a. LCCAP

- From April 2016, Tacloban city started crafting the Local Climate and Change Action Plan (LCCAP) with the technical assistance of UNHABITAT in facilitation and workshop, there were 3 workshops that was conducted with the participation of other partners like USAID, OXFAM and JICA study team. The timeframe of LCCAP is 2016-2028, which is longer than the CLUP and focused on climate change and disaster resiliency.
- As an input, JICA study team participated in all of the workshops and was assigned to join the Infrastructure Sector which was similar to the CLUP workshop groupings. In the discussions, the hazards were again reviewed integrating the climate projection of Tacloban city that was requested by UNHABITAT to PAGASA.
- Several measures and projects were made for protection and to mitigate the effects of climate change and disasters in the future. The coastal protection measure project of DPWH was further discussed with the LGU and other relevant stakeholders in the workshop. As a result, the DPWH project was then accepted and will serve as an alternative transportation route and emergency road by the city.
- Also, the Tacloban officials that participated in the study tour to Japan, was able to share their lessons learned in their visit to Japan like the household waste segregation and recycling system in particular and the City expressed their intention to replicate these examples.



Figure 14.1-9 LCCAP Workshop

b. Regional Physical Framework Plan (RFPF)

- On June 2016, NEDA invited JICA study team to join the Regional Land Use Committee meeting to present the JICA Hazard maps and the approach for building safer cities, of JICA study team that was applied to the LGUs. In this meeting, JICA study Team shared the planning activities and the results of the different LGUs experiences especially in Palo and Tacloban city.
- According to NEDA, the available maps from development partners like JICA in addition to the official maps from NGAs should be used, because it could serve as reference in the local planning activities.



Figure 14.1-10 RLUC Meeting in NEDA

4) **Public hearing**

a. Assessed the major program and projects in the CLUP

- The City was able to conduct the 1st Public presentation and consultation of the CLUP last July 2016. The activity was participated by different LGU officials including the mayor and vice mayor, barangay, INGO and the different private groups in the City. The whole activity was facilitated and presentations were made by the City Planning and Development office staff.
- Brief presentation of each volumes of the CLUP was presented highlighting the major programs and project of the City from 2017-2025 for the information of the barangays in order for them to align their Annual Investment Plans (AIP) in the CLUP.

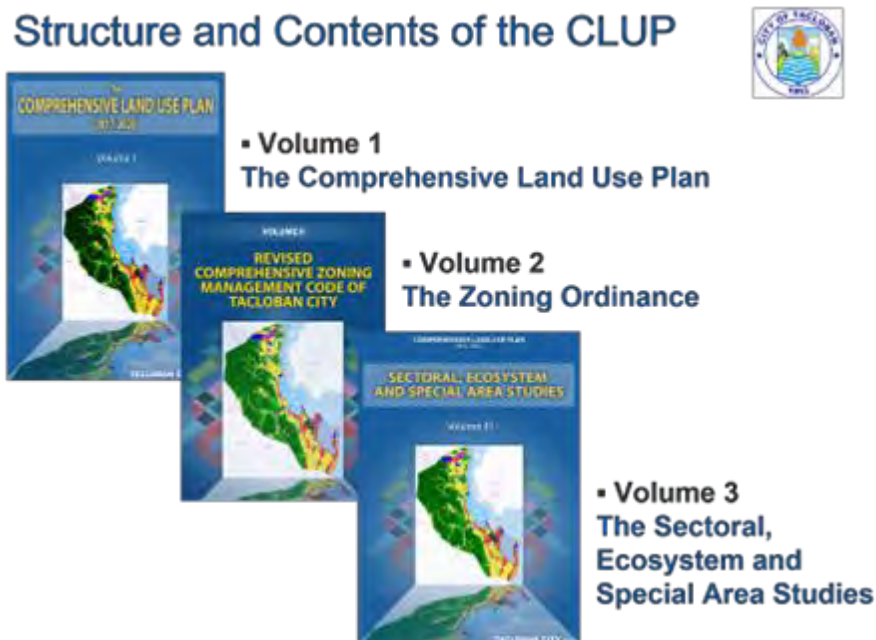
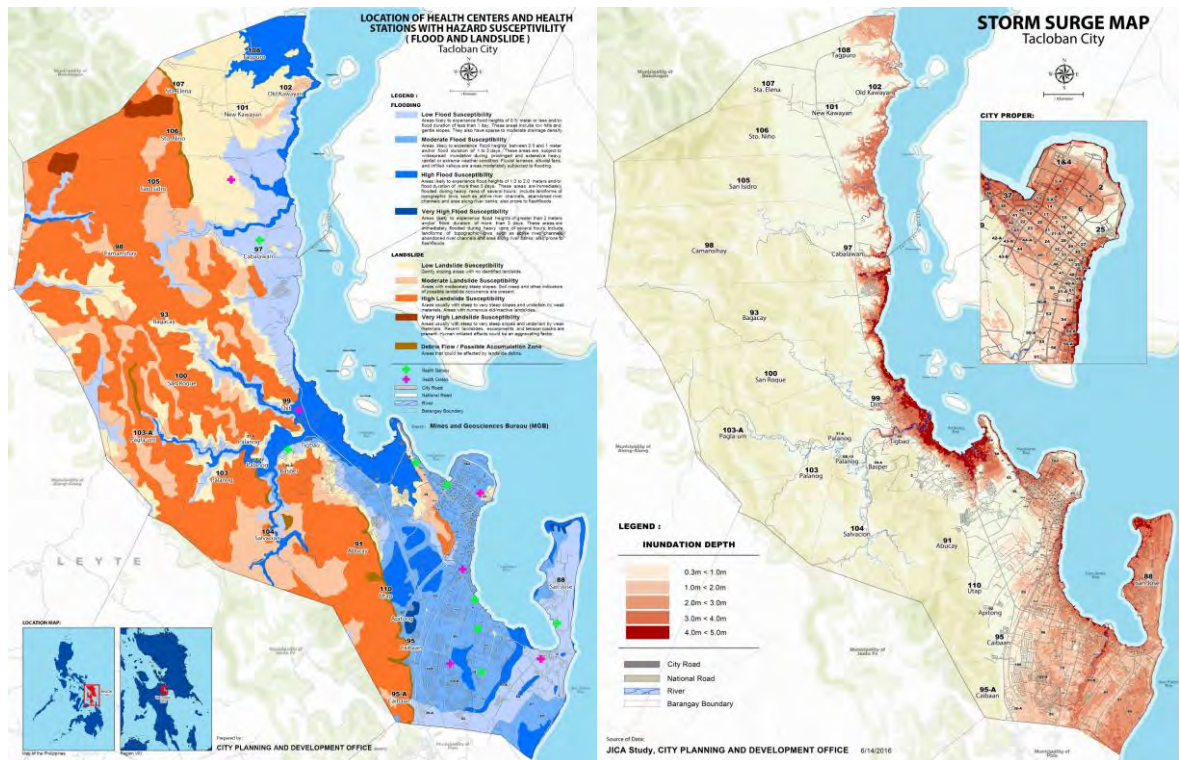


Figure 14.1-11 Volumes of the CLUP explained at the public hearing



Figure 14.1-12 Public Hearing last July 21, 2016

- b. Assessed the hazard analysis in the CLUP
- The result of CDRA and Barangay Consultation workshop outputs was presented, so the people can get the full view of the vulnerabilities of their barangays with the hazard and the risk. Also, vulnerability of the several public facilities (i.e. Health Centers and Schools) to hazard was mapped and showed (Figure 14.1-13).
 - The City was also able to create their own hazard maps integrating the different maps from MGB, JICA and Project NOAH, and also utilizing the result of barangay workshop outputs to create and update Fire and flood hazard maps (Figure 14.1-13). The participatory approach in the CLUP enhanced and validated the accuracy of the hazard maps, which is one of the good practices that Tacloban can share to the other LGUs in the region.



Health centers/ stations with susceptibility to flood and landslide

Storm surge hazard map integrating the different maps

Figure 14.1-13 The maps used in the public hearing

- c. Assessed the stakeholders acceptance of the Land Use and Developmental Thrust
- Right after the presentation, comments and opinions regarding the plan were taken from the participants. One of the issues that were raised was the Resettlement plans of the City. People understood the importance of moving to safer areas, but the City still encounters challenges and it was confirmed that in terms of resettlement the City is not in full control. There're limitations with the City especially when it comes to the structural designs, availability of facilities and construction of socialize housing. These issues delay the relocation of people in relation site.
 - Also, part of the Infrastructure Sector presentation the project on Road Heightening and Tide Embankment was presented by the City. The issue that was raised regarding the project was about the amount of budget that will be used in the project. But the City explained that, other sectoral projects, such as social welfare, livelihood and health will still be available aside from the infrastructure the people don't need to worry that the infrastructure such as the bridge and embankment is prioritized.



(Planned future relocation area)

Figure 14.1-14 Explanation of infrastructure sector at the public hearing

5) **Way forward of the City**

Activities		2016						2017	2018
		Jun	Jul	Aug	Sep	Oct	Nov		
1	CLUP								
	Public Consultation		■						
A	Sanggunian (Public Hearing and Approval)			■	■	■	■		
B	Regional HLURB				■	■			
C	National HLURB						■	■	
2	Comprehensive Development Plan			■	■	■	■		
3	Area Management: Coastal Protection Measures			■	■	■	■	■	■
4	Tourism Development Plan			■	■	■	■		
5	Business Development Plan			■	■	■	■		

Figure 14.1-15 Activity Schedule

- a. Followed up on the submission and approval process of the plans
 - After the public consultation and presentation the CLUP will be presented once again in the Sanggunian (City Council or Legislation) together with the public through a Public Hearing. If there will be clarifications, changes will be made accordingly and approved right after by the Sanggunian.
 - Once the CLUP is approved in the City level it will be submitted to the regional HLURB for approval and to be endorsed to the National office of HLURB. The CLUP is not submitted to the provincial level anymore unlike other Municipalities in Leyte, because Tacloban City is a highly urbanized city. The CLUP is targeted to be approved within this year and adapted on 2017.
 - In line with this, the CLUP is waiting to be approved the City will start to make the Comprehensive Development Plan (CDP) by the assistance of UNHABITAT. Aside from this, there're separate and focused plans that the City will make including the Area Management plan on the Coastal Protection measure, the LGU Tourism Development, Implementation of Tacloban North plan, and the Business development plan.

14.1.2 Palo Municipality

(1) Performed Assistance until February in 2016

Following are the contents of activities which were supported by the JICA Study Team for updating the CLUP of the Municipality of Palo Municipality. The details were described in Chapter 3 of Final Report II.

	Item	Content
1)	Area management related	<ul style="list-style-type: none"> - Establishing an Area Management Committee - Confirmation and adjustment of the DPWH's tide embankment and raised road plan - Formulation of the Dream Plan - Support in making information education and communication (IEC) materials for the Dream Plan - Confirmation and deliberations on matters of concern - Dissemination to residents and public relations (including participation of Barangay Captains) - Conversion of the Dream Plan to a Master Plan - Deliberations on inclusions to the Handbook
2)	CLUP update related	<ul style="list-style-type: none"> - Confirmation of the plan prepared by the consultants - Input to the plan by the consultants - CLUP update plan deliberations and adjustment - Regular meeting (every Wednesday)

(2) Follow-up Activity after February in 2016

Following are the contents of follow-up activities which were monitored by the JICA Study Team for updating the CLUP of Palo Municipality.

	Item	Content of monitoring
1)	Area management related - Involve private sector (Oriental hotel)	<ul style="list-style-type: none"> - Involvement of private hotel in the development - Discussion on environmental monitoring for the project on tidal embankment - Discussion on development of an integrated river basin management and drainage master plan in Palo
2)	CLUP update related	<ul style="list-style-type: none"> - Finalization of CLUP - Sharing of project profile
3)	Future schedule of updating CLUP	

(3) Contents of Monitoring

1) Area management related

a. Involvement of private hotel in the development

- Through the assistance of JICA Study Team until February 2016, the Project on Road Heightening and Tidal embankment of DPWH was well discussed among relevant agencies such as Palo Municipality, DOT and DENR. As a result, dream plan was formulated to enhance the land along the coastlines of Brangay Candahug, Baras and Salvacion.
- Because of the protection by the project of DPWH, private hotel decided to reconstruct their hotel and restart to operate within 2016.

- Before Typhoon Yolanda coming, the hotel was one of the biggest investors and main basis for tourism in the Municipality. In addition, the hotel can provide job opportunity (around 150 workers) to the communities. So Palo Municipality welcomed them and invited them to join area management meeting.
 - On March in 2016, the representative of the hotel joined in the meeting and shared their plan to start operation from October 2016 and restore 65 rooms, 4 function rooms and infinity pool as the first phase.
 - In particular, they discussed with DPWH to coordinate with the alignment of embankment because their property may be affected by the embankment. Finally, a mutual agreement was made and the Hotel Management decided to adjust based on the DPWH plan and design.
- b. Discussion on environmental monitoring for the project on tidal embankment
- Environmental monitoring for the Project of DPWH and the funding were discussed in the area management committee, and “MOA on the aeration of the multi-partite monitoring team, environmental monitoring fund and the environmental guarantee fund” was made between DPWH, DENR and other relevant agencies. The team gathered information and data concerning over the affected location specifically the 6 Barangays (Baras, Candahug, Cogon, Salavacion, San Fernando and San Juaquin) of the DPWH project on Road Heightening and Tidal Embankment.
 - Other concerns about environment were also shared. For example, BFAR shared their work with Brgy Cogon and Brgy San Juaquin for mangrove planting and the target to finish before the 3rd quarter of 2016.
- c. Discussion on development of an integrated river basin management
- Not only the protection against storm surge but also flood protection and river basin management was also discussed.
 - An Executive Order had been preparing to create a technical working group for the formulation and development of an integrated river basin management (San Juaquin & Bangon River) and drainage master plan of Palo through the committee.
- 2) CLUP update related
- a. Finalization of CLUP
- On June, the draft CLUP was shared by the consultant to support to formulate the plan. Palo Municipality requested JICA Study Team to confirm and edit the contents.
 - JICA Study Team provided some outputs and comments below.
 - Add dream plan to made in area management committee as special management district
 - Add each project in the dream plan, such as viewing deck by DOT and mangrove highway by DENR

- Add explanation about the project on tidal embankment and road heightening of DPWH and edit the alignment of the embankment on the map
- Planning office of the Municipality has been proceeding to finalize CLUP utilizing the edited document by JICA Study Team, and coordinating with HLURB to get the approval.

3) Future schedule of updating CLUP

- Palo Municipality plans to have CLUP TWG meeting and targets to get approval from HLURB within this year.

14.1.3 Tanauan Municipality

(1) Performed Assistance until February in 2016

Following are the contents of activities which were supported by the JICA Study Team for updating the CLUP of Tanauan Municipality. The details were described in Chapter 3 of Final Report II.

	Item	Content
1)	Area management related	<ul style="list-style-type: none"> - Implementing the plan of the municipality as the Dream Plan - DPWH Plan update, confirmation and adjustment - Conversion of the Dream Plan to a Master Plan - Deliberations on the inclusions to the Handbook
2)	CLUP update related	<ul style="list-style-type: none"> - Confirmation of the update plan of the municipality - CLUP update plan deliberations and adjustment

(2) Follow-up Activity after February in 2016

Following are the contents of follow-up activities which were monitored by the JICA Study Team for updating the CLUP of Tanauan Municipality.

	Item	Content of monitoring
1)	Area management related	<ul style="list-style-type: none"> - Continuous discussion on the Project on road heightening and tidal embankment - Updating of the Dream Plan - Implementation of public consultation for all affected Barangays
2)	CLUP update related	
3)	Future schedule of updating CLUP	

(3) Contents of Monitoring

1) Area management related

- a. Continues discussion on the project on road heightening and tidal embankment
 - Tanauan Municipality and DPWH had continuously discussed about the project on road heightening and tidal embankment. In particular, the alignment of the embankment was discussed several times. Figure 1.1-16 shows the proposed alignment of the Municipality and the maps were shared to each of the Barangays.





Figure 14.1-16 The proposed alignment of the embankment in Tanauan

b. Updating of Dream Plan

- Based on the discussion with DPWH, their Dream Plan created on February was updated including the alignment.

c. Implementation of public consultation for all affected Barangays

- Public consultation for all affected Barangay just finished last June of 2016. The Alignment discussed with DPWH was shown and the presentation of the Dream Plan was also shared to the Public. Private sectors such as PEPSI and the new investor MONDE were also invited in the consultation.
- One of the major concern from the public is the flooding in Tanauan, the community is worried that soon this might worsen incase the structure measure will be built. The study conducted by VSU (Visayas State University) in which they made a presentation during the Area Management meeting was shared. They suggested that the solution to mitigate the flooding in Tanauan includes in their explanation.

2) CLUP update related

- As of last February in 2016, the Municipality already had the land use map with the alignment of embankment of DPWH. However, the alignment was changed after the discussion with DPWH, so the map should be also updated.

3) Future schedule of updating CLUP

- As of the moment, the Municipality of Tanauan is still waiting for the fund from Climate Change Commission. This fund will be used for data gathering so that Tanauan will start to revise the CLUP.
- The Municipality plans to finalize their CLUP within 2016.

14.1.4 Formulation of CLUP Handbook

- Since last November in 2015, JICA Study Team had discussed with HLURB to formulate CLUP handbook named “Building Safer Cities” to share the experience based CLUP revision of the LGUs affected by Typhoon Yolanda and introduce the Building Safer City (BSC) Approach JICA Study Team took for the activity.

Data	Outline
November 5, 2015	Meeting with Director, HLURB
November 24, 2015	Meeting with Director
January 13, 2016	Meeting with Director
February 11, 2016	JICA Forum. Director
March 11- 16, 2016	Staff of Policy development group joined study tour in Japan.
April 22, 2016	Meeting with the staff of Policy development group
June 6, 2016	Meeting with Director
Dec. 2015 to May. 2016	Worked together with the staff of HLURB Cebu, for CLUP of Tacloban

- On July 8, final meeting with HLURB was carried out to finalize the handbook, involving 2 commissioners as well as Director. Main concerns and the comments HLURB provided are below.
 - How to use and who use the handbook.
 - The relation and consistency between the handbook and HLURB CLUP Guidebook, especially the relation of Building Safer City Approach with 12 steps of CLUP Guidebook.
 - How to use the hazard maps of JICA Study Team for validation
- The concerns and comments from HLURB were confirmed and the handbook was edited by JICA Study Team. JICA Study Team plans to submit the finalized handbook on August.

Appendix-15: Monitoring of Evacuation Planning

15.1 Summary of Activities

15.1.1 Tacloban City

(1) Performed Assistance until February in 2016

Following are the contents of activities which were supported by the JICA Study Team for evacuation planning for Tacloban City. The details were described in Chapter 4 of Final Report II.

	Items	Outline of the activities
1)	Monitoring of evacuation plan	<ul style="list-style-type: none"> - Confirmation of the information of the evacuation centers (ECs) and support to make a location map of ECs - Joined in observing the evacuation drill by the City
2)	Preparation of a timeline action plan	<ul style="list-style-type: none"> - Confirmation of DRRM clusters and structure of CDRRMC - Confirmation of action points before, during and after disaster of each cluster - Facilitate the conduction of council meetings and cluster meetings
3)	Formulation of a timeline action plan	<ul style="list-style-type: none"> - Formulation of a timeline action plan - Integrating action points and flow from the DILG manual
4)	Edit of timeline action plan	<ul style="list-style-type: none"> - Setting the control action points - Preparation for Disaster Imagination Game (DIG)

(2) Follow-up Activity after February in 2016

Following are the contents of follow-up activities which were monitored by the JICA Study Team for updating the CDRRMP of Tacloban City.

	Item	Content of monitoring
1)	Formulation of CDRRMP	<ul style="list-style-type: none"> - Assisted in the write shop of the CDRRMP - Assisted in the formulation of Contingency Plan - Assisted in the modification and updating of the timeline action plan
2)	Way forward for CDRRMP	<ul style="list-style-type: none"> - Assisted and followed up on the different CDRRM training and planning activities - Followed-up on the approval of CDRRMP and Contingency plan

(3) Contents of Monitoring

1) Formulation of CDRRMP

a. Assisted in the write shop of the CDRRMP

- On May 2016, Tacloban city started to finalize the CDRRMP as a requirement of the DILG. The City planned to consolidate all the CDRRM initiatives in one document and build ownership of the templates that was introduced to them by the different organizations.
- The City had an initial writing process for the plans based on the OCD guideline, together with the different cluster members, assisted by USAID. They decided on the allocation of funds for the Preparation, Response and Contingency plans as an input to the CDRRMP.

- The City asked JICA study team to assist in sharing the DRR output of the project, including the timeline action plan and the hazard maps, as well as, assisting the barangays in completing the list of required data such as the list of evacuation centers for the CDRRMP.
- As a result the output such as the hazard maps that were generated by JICA study team was included in the actual CDRRMP. The City official who joined the study tour in Japan also shared some of the observed practices in Japan such as educational activity for DRRM in the schools.



Figure 15.1-1 CRRMP Write shop with the barangay last May 2016

b. Assisted in the formulation of Contingency Plan

- As a part of the CDRRMP the contingency plan of the City is guided by the standard content from OCD. The different clusters of the City together with the partners, formulated the template to be used for the plans. JICA Study team supported in the modification of the template during the write shop. This template shows the budget spending of each activity of each cluster without consideration of time and space, only the general Pre-disaster, During and Post-disaster as shown in Figure 15.1-2.

CONTINGENCY PLAN Hydrometeorological HAZARD (2016-2017)						
NO.	CLUSTER	ACTIVITIES			SOURCE	Budgetary Requirements
		PRE-DISASTER (3-5 days)	DURING (As determined)	POST-DISASTER		
1	COORDINATION (CDRRMO)	Activate and ensure implementation of city contingency plan - Emergency Operation Center (EOC) - CDRRM Council (Clusters)	- Coordinate response with various agencies including NGOs, barangay, local organizations and other civil society organizations	- Coordinate all clusters to develop rehabilitation and recovery planning - Manage transition from emergency to early recovery - Submit report on overall relief operations and activities to CDRRMC, Mayor and other relevant offices and agencies		
		Activate the Incident Command posts - Suhi Health Center - Tacloban City Hospital - Tacloban City Hall (Main)				
		Pre-disaster Risk Assessment	Rapid Damage Analysis and Needs Assessment (RDNA)	Post-disaster Needs Assessment (PDNA)	Internal	P 60,000.00
		- Prepare Administrative and logistic support (Checklist of Resources needed) - Estimate the number of Barangays that will be affected - Warning, alerts and announcement - Issue alerts and warn the communities				
		-Maintain and update database of human resource, equipment, directories, and location of critical infrastructures as they are deployed in various locations and activities; -Overall management and direction emergency operations of the city including the ICS, different clusters, TACRU, and other services				
		-Submit regular reports/updates of emergency operations to CDRRMC, LCE, RDRRMC, and NDRRMC - Coordinate response to various agencies (NGOs, Brgy Officials, CSO, power, water supply, and communications)				
				-Advice for restoration of power, water supply and communications - Determine safety of the communities - Advise evacuees to return to their communities		

Figure 15.1-2 Contingency Plan Template with budget and source column
 (Example of Coordination (CDRRMO) cluster)

- The City formulated contingency plans for the four (4) types of hazards, namely, hostage taking, bombing, earthquake and worst case scenario Hydro-meteorological disaster. All of the plans were made by the different groups that were tasked for each of the disaster. JICA study team assisted in the compilation of the different contingency plan and coordinated with the different representative to confirm the action points.



Figure 15.1-3 Contingency Planning with LGU and other Cluster (Peace and Order)

- For contingency plan for worst case scenario Hydro-meteorological disaster, timeline action plan for the disaster, formulated with the assistance by JICA Study Team was used as a basis and reference because the necessity actions of each cluster were already discussed and shown.

NO.	CLUSTER	ACTIVITIES			Budgetary Requirements	SOURCE
		PRE-DISASTER	DURING (As determined)	POST-DISASTER		
1	COORDINATION (CDRRMO)	Activate and ensure implementation of city contingency plan - Emergency Operation Center (EOC) - CDRRM Council (Clusters)	- Coordinate response to various agencies (NGOs, Brgy Officials, CSO, power, water supply, and communications)	- Coordinate all clusters to develop rehabilitation and recovery planning - Manage transition from emergency to early recovery	NO FUNDS NEEDED	X
		Issue warning, alerts and announcements	- Coordinate for pre-emptive evacuation advice	X	P 100,000.00	QUICK RESPONSE FUND 2016
		Activate the Incident Command posts - Suhi Health Center - Tacloban City Hospital - Tacloban City Hall (Main)	X	X	P 50,000.00	QUICK RESPONSE FUND 2016
		Coordinate with logistic for the provision of basic equipment, computer resources, documentation, emergency food and water supplies located at selected site	-Maintain and update database of human resource, equipment, directories, and location of critical infrastructures as they are deployed in various locations and activities; -Overall management and direction emergency operations of the city including the ICS, different clusters, TACRU, and other services -Submit regular reports/updates of emergency operations to CDRRM, LCE, RDRRM, and NDRRM	- Submit report on overall relief operations and activities to CDRRM, Mayor and other relevant offices and agencies - Coordinate with NGOs CSO, and other organization that will respond to the city	NO FUNDS NEEDED	X
		Pre-disaster Risk Assessment	Rapid Damage Analysis and Needs Assessment (RDNA)	Post-disaster Needs Assessment (PDNA)	P 60,000.00	Internal
		-Information dissemination of alternate site to all partners - Identification of non-standard and alternative means to ensure communications in emergency	- Mobilize teams and enlist volunteers (teams to be deployed should have shifting to secure their own family) - Check functionality of equipment - Give pre-emptive evacuation advice - Coordinate with AFP, coast guard, and marina for assistance - Coordinate with evacuation/ camp Management - Assist in repositioning of relief goods to the	-Advice for restoration of power, water supply and communications - Determine safety of the communities - Advise evacuees to return to their communities	P 100,000.00	QUICK RESPONSE FUND 2016

Figure 15.1-4 Contingency Plan of Coordination (CDRRMO) cluster

- For the action plan of mayor, the supervision and order by Mayor were planned per each timeline as shown in Figure 15.1-5. Budget allocation of each action was already included in the plan of each cluster, so not included in the figure. This plan is also based on timeline action plan formulated with the assistance by JICA Study Team.

I. Mayor/ Local Chief Executive

TIME	PLAN OF ACTION	COOR. INSTRUCTION	RESOURCES NEEDED		BUDGET	Source
			MANPOWER	EQUIP		
3 D A Y S	Order for the activation and ensure implementation of city contingency plan - Emergency Operation Center (EOC) - CDRRM Council (Clusters)	CDRRMC	x	x	x	x
	Supervise the following: - in the preparation of administrative and logistic support (prepare the checklist of Resources needed) - identification of the number of Barangays and estimate the number of people that will be affected - issuance of warning, alerts and announcement in the community	CDRRMC COWDORROY AFP CDRRMC	x	x	x	x
3 D A Y S	Order for the activation the incident Command posts: - Gulf Health Center - Tacloban City Hospital - Tacloban City Hall (Main)	TO BE IDENTIFIED	x	x	x	x
	Order the following: - Suspension of classes & work - Deploy teams (teams to be deployed should have shifting to secure their own family) - Budget and finance - Prepare cash advance / Vouchers - Mobilize teams - Tap the AFP, coast guard, and marina for assistance	TO BE IDENTIFIED	x	x	x	x
3 H R S	Order the following: - Preposition team and their equipment - Deploy teams for operations	TO BE IDENTIFIED	x	x	x	x
	Order for forcible evacuation to be administered by Public Information Office - Mail care people out of the danger zones	TO BE IDENTIFIED	x	x	x	x
D U R I N G	ADVISE ALL TO STAY INSIDE THE EVACUATION CENTERS OF OUTSIDE THE DANGER AREAS	TO BE IDENTIFIED	x	x	x	x
	STANDBY UNITS ITS ADVISED TO DO ASSESSMENT	TO BE IDENTIFIED	x	x	x	x

Figure 15.1-5 Contingency Plan of mayor as local chief executive

- JICA study team also supported in compiling and creating the worst case scenario Earthquake contingency plan, because some actions for evacuation and information dissemination have similarities to the worst case scenario Hydro-meteorological disaster. The differences, especially the time of the action and the budget requirement were further discussed (See Figure 15.1-6).

NO	CLUSTER	ACTIVITIES			Budgetary Requirements	SOURCE
		PRE-DISASTER	DURING (As determined)	POST-DISASTER		
1	COORDINATION (CDRRMO)	Create and maintain coordination mechanisms at local level	Activation of sectoral teams		NO FUNDS NEEDED	X
		Undertake preparedness activities for coordination role	Liaison with other humanitarian actors		NO FUNDS NEEDED	X
		Selection of alternate site in case City Hall is damaged or destroyed	Initiate monitoring and evaluation (ME) activities		₱ 50,000.00	QUICK RESPONSE FUND 2016
		Information dissemination of alternate site to all partners	Massive info dissemination of alternative evacuation site		₱ 50,000.00	QUICK RESPONSE FUND 2016
		Identification of non-standard and alternative means to ensure communications in emergency	X		₱ 100,000.00	QUICK RESPONSE FUND 2016
		Create and maintain coordination mechanisms at local level	Activation of sectoral teams		NO FUNDS NEEDED	X
GRAND TOTAL						200,000.00

Figure 15.1-6 Contingency Plan Sample for Earthquake for Coordination (CDRRMO) cluster

- c. Assisted in the modification and updating of the timeline action plan
- Since 2015 the JICA Study team started to introduce the Timeline action plan in the City of Tacloban and conducted several cluster meetings to assist in the formulation of the plan. From that time many organizations such as USAID, CRS, Plan and etc. started to assist the city and barangay to revitalize and create BDRRMP.
 - Starting 2016, Tacloban city aims to collect all the learning and assistance into 1 plan. The Timeline action plan and control action points that was formulated by each clusters during the DRR sessions last January 2016 and the different cluster workshop with the assistance by JICA Study Team, was used as a basis and reference to make the contingency plan of the City for Hydro-meteorological disaster and earthquake as shown in the previous part of b.
 - During the write shop the JICA Study team, shared the outputs during the write shop and assisted in the actual modification of the Timeline action plan together with the LGU staffs and USAID. The template was modified, there were some information that was removed (See Figure 15.1-8).
 - Due to time constraints the final contingency plan, especially with Hydro-meteorological disaster still needs to be validated with each clusters and tested through a table top-drill.



Figure 15.1-7 Contingency Planning with LGU, USAID and JICA Study Team

TIMELINE	ALERT LVL	MAYOR	EMERGENCY SUPPORT FUNCTION (WHO?)											
			A. CDRRM	D. LOGISTICS	B. SEARCH & RESCUE	F. PEACE & ORDER	G. SHELTER/ INFRASTRUCTURE	H. MANAGEMENT OF DEAD BODIES	C. CAMP MANAGEMENT	E. HEALTH & NUTRITION	PRICE CONTROL	PUBLI INFO CONTROL	J. LIVELIHOOD	K. ECONOMIC
Standard time (WHEN?)			COMMUNICATION & TRANSPORTATION	MDTOR POOL, PRIVATE CONT & TRANS, PROCUREMENT	TACRU, BFP, TCPO, Green, Delta, Chamber and others, PARA, PRC, AFP, PCG, Coast Guard	TCPO, TACLOBAN SEC, TOMECCO, B.M.P, AFP, CSSO,	CITY HOUSING, CFO, CAO, CPDO, CEO,	CITY DLG, CSWD, CHO		WASH, NUTR, EMERGENCY, DISEASE PREV, MENTAL HEALTH, GAD	MARKET COMM, CO, TR-MEDIA RELATION, CMO, DTI, PCCI		PESO, MARKET, CITY VET, CHO, CAO, CITY COOP, CLEP, DOLE, Fisher Folk, CSWDO	CBO, CITY ACCOUNTING, CTO, CPDO, BFLD, LEPO, PCCI
5 days (120-96H)			Activate and ensure implementation of city contingency plan - EOC - Clusters - Pre-disaster Risk Assessment			Come up with a list of evacuation centers, vital installations, hazard areas	Organized Engineering and Reconstruction Service committee	Local Health Office coordinates with the DOH regarding health conditions and needs of responders/volunteers since protection and safety of responders/volunteers must be observed in entire MM and should be the primary consideration of sending agencies;	Activate Camp Coordination and Management - Come up with a list of evacuation centers, vital installations, hazard areas	Monitoring, investigation and control of prices and business establishments - Enact an ordinance to empower LGU on imposing sanctions/penalty - Inventory of basic commodities - Investigate hoarding (if any)				
4 days (96-72H)			- Prepare Administrative and logistic support - Checklist of Resources needed - Estimate the number of Barangay - Warning, alerts and announcement - Issue alerts and warns communities			Cooperation/ Mobilization: support from the Regional Office - Activation of alert status from normal to heightened - Prepare action plans in accordance with the TCPO, DRRMP - Continues liaising with the CDRRM and other friendly forces - Submit recommendations to the CDC as necessary		- Reviews on monitoring proper sanitation on collection and storage areas, and maintain sanitary retrieval and disposal of body part/dead bodies.	- Pre-assign families/barangay in different evacuation centers	- FOR HOSPITALS: activation of code		- Report on the availability of the LDRRM Fund - Distribute flyers to different business establishments containing information re: price monitoring and the corresponding penalties and violations - Renewed and pre-identified CTO Team of their tasks		
3 days (72-48H)			Supervise the following: - Supply assess and management of Resources needed - Estimate the number of Barangay to be affected - Warning, alerts and announcement - Issue alerts and warns communities	Activate the Incident Command posts - Subi Health Center - Tacloban City Hospital - Tacloban City Hall (Main)	- Prepare Administrative and logistic support - Procure - Buy additional resources as needed - Prepare evacuation centers	- Secure first respective families - Take lead in the mobilization and deployment of response teams in the city - Prepare Administrative and logistic support - Check functionality of equipment - Procure	Traffic Control Regulation - Warn Residents/business establishment to avoid parking in downtown area and other low-lying prone to flood - Issue alerts and warns communities - Stop Traffic in landside prone areas (TOMECCO)	- Stop Traffic in landside prone areas - Operation bailee-billboard - Prepare Administrative and logistic support	- Prepare Administrative and logistic support - Mobilize teams and enlist volunteers - Prepare listing/ profile of the evacuees	- Repacking - Prepare Administrative and logistic support - Check inventory of relief goods - Procure - Buy additional resources as needed - Mobilize teams and enlist volunteers (Youth) - Prepare evacuation centers - Estimate the number of Barangay	- Prepare Administrative and logistic support - Supply assess management - Checklist of Resources needed - Procure - Mobilize teams and enlist volunteers - Select force of hospital: emergency needs and gensets ready - Activation of referral system FOR WASH: ensure water and fuel supply - Comfort rooms ready and available	- Disseminate information to the business sectors on plans of CDRRM related to impending hazard - Prescon, networking or meeting with private sectors	Check inventory of relief goods	Check inventory of relief goods
2 days (48H)			Order the following: - Suspension of classes & work - Deploy (shifting to secure family) - Budget and finance - Prepare cash advance / Vouchers - Mobilize teams - Tap the AFP, coast guard, and marina for assistance - Coordinate with evacuation/ camp management - Preposition relief goods to the evacuation centers	- Teams to be deployed should have shifting to secure their own family - Mobilize teams and enlist volunteers - Check functionality of equipment - Give pre-emptive evacuation advice - Tap the AFP, coast guard, and marina for assistance - Coordinate with evacuation/ camp management - Preposition relief goods to the evacuation centers	- Budget and finance - Prepare cash advance / Vouchers - Check functionality of equipment - Assist in the pre-emptive evacuation - Evacuation/ Camp Management - Fishing & sea travel ban (Coast Guard)	- Prepositioning Equipment - Deploy (shifting to secure family) - Mobilize teams and enlist volunteers - Check functionality of equipment - Assist in the pre-emptive evacuation - Evacuation/ Camp Management - Fishing & sea travel ban (Coast Guard)	Monitor flood and landside prone areas - Monitor roads, bridges and other areas for flooding and landslides - Deploy (shifting to secure family) - Mobilize teams and enlist volunteers - Check functionality of equipment - Assist in the pre-emptive evacuation - Coordinate with the AFP, coast guard, and marina for assistance	- Budget and finance - Check functionality of equipment	- Coordinates with NBI (in cases of natural disasters) or PNP Crime Laboratory (in case of mass fatality incidents caused by human generated activities) for Disaster Victim Identification (DVI). NBI or PNP must provide Local Health Officer an official list of identified and unidentified victims; - Budget and finance - Prepare cash advance / Vouchers - Check functionality of equipment	- Record individuals with disabilities and ensure their accessibility to use facilities at the evacuation center - Coordinate the operations of the different task forces relative to transport and evacuation needs - Conduct pre-emptive evacuation before impact - Coordinate with CCM Cluster for proper turn-over of evacuees - Deploy (shifting to secure family) - Budget and finance - Check functionality of equipment - Assist in the pre-emptive evacuation - Preposition relief goods to the evacuation centers	- Deploy (shifting to secure family) - Budget and finance - Check functionality of equipment - Preposition relief goods to the evacuation centers	- Coordinate with TCPO or security of the business establishments - Deploy CTO personnel (team assigned) for operations	Budget and finance	Budget and finance
4 2 days (36H) 2H 50M			Order the following: - Reposition team and their equipment - Deploy teams for operations	- Deployment of additional teams and resources for operations as needed - Coordinate response to various agencies (NGOs, Bay Officials, CSO, power, water supply, and communications)	- Reposition team and their equipment - Delay teams for operations - Secure power, water supply, and communications	- Reposition team and their equipment - Delay teams for operations - Secure power, water supply, and communications	Provide security PNP personnel in matters of official dispatch such as: force evacuation and other related activities - Submit timely situational report to CDRRM likewise the Regional Headquarters - Provide immediate assistance to other concerned agencies as the need arises - Continues monitoring in all areas of concern as well as the accounting of personnel deployed - Preposition team and their equipment - Delay teams for operations - Secure power, water supply, and communications	- Secure power, water supply, and communications	- Secure power, water supply, and communications	- Reposition team and their equipment - Secure power, water supply, and communications	- Reposition team and their equipment - Secure power, water supply, and communications	- Ensure relief goods have been purchased - Buy additional resources needed - Monitor presence of standby CTO personnel		
1 day (24-18H)	Alert Level 2 (Forcible Evacuation)		Order for Forcible Evacuation - Go to the field to survey the danger zones	Advice for forcible evacuation to disseminated by Public Information cluster - Update database of human resources, equipment, directions, and location of critical infrastructures as they are deployed in various location and activities	Assist in the forcible evacuation	Assist in the forcible evacuation	Assist in the forcible evacuation			- Conduct forcible evacuation in coordination with the PNP and P.A.		- All business establishments should serve basic commodity - business establishment should prepare or close		
(18H)	3		- Advise the public to stay indoors	- Advise the public to stay indoors		Advise the public to stay indoors						- Advise the public to stay indoors		
D U R I N G (0h)	4 (STAND BY)		- Standby - Rapid Damage Analysis and Needs Assessment	- Standby - Rapid Damage Analysis and Needs Assessment	- Standby	- Standby						- Standby - Rapid Damage Analysis and Needs Assessment		
(01-12H)			Order the following: - Decampment - Continue operations - Determine safety of the communities - Advise evacuees to return to their communities	- Continue operations - Determine safety of the communities - Advise evacuees to return to their communities	- Advise evacuees to return to their communities	- Continue operations - Conducts search and rescue operations at the disaster site - Responsible for injured and trapped persons in an emergency and removing to a place where they can be safely cared for	Continue operations: - Provide PNP personnel to heavily affected areas - Maintain Peace and order in AOR - Update the CDRRMAD pertaining to the current situation - Inventory of PNP assets - Assist in the distribution of relief packs	- Responsible for clearing debris on roads so responders can pass through to the disaster area - Advise evacuees to return to their communities	- Assist in the decampment and the provision of vehicles for their return - Distribute relief packs - Advise evacuees to return to their communities	- Distribute relief packs		- Advise evacuees to return to their communities		
(+3-12H)			Order the following: - Restore power, water supply and communications	- Restore power, water supply and communications	- Restore power, water supply and communications	- Restore power, water supply and communications - Determine safety of the communities	- Determine safety of the communities			- Undertakes immediate surveys of disaster area and makes all list of family victims				
(+24H)			Order the following: - Procure additional relief goods, if needed				Conduct infrastructure audit/damage assessment of dead bodies - Provide a decent area for the cadavers to be buried	Collect, transport and secure identification/luggage of dead bodies - Provide a decent area for the cadavers to be buried	Help provide information as to the whereabouts of missing persons, and keeps data on location of family victims to facilitate reunion and dislocated families - Conducts massive relief operations to the victims of disaster or civil emergencies	- Coordinates with the Camp Management and Relief Operators clusters for immediate assessment of families in the evacuation center		- If possible re-open business - Purchased additional relief goods, if needed - Joint inspection and price monitoring of warehouses/retailers and wholesalers - MARKET – basic commodities - HARDWARES – construction supplies - DRUGSTONE - Prepare price monitoring report (before and after) - Coordinate with DTI re: SRP or New SRP - Submission of report to CDRRM		
R E C O V E R Y			3-3 days Consider Lifting - Suspension of classes (Depend on the availability of classrooms) and work, Fishing & sea travel ban	2-3 days Consider Lifting - Suspension of classes (Depend on the availability of classrooms) and work, Fishing & sea travel ban	- Submit an after activity report to the office of CDRRM & BFP Regional Headquarters	- Assessment and evaluation period and submit recommendation to CDRRM to address some defects as the case may be	- Mass Feeding (2-3days after) - Reconstruct/repairs public school buildings, public roads and other utility destroyed by calamities until turn-over to appropriate agency. - Coordinate the operations of the different task forces relative to repairing destroyed roads and other infrastructure - Coordinate with the DPWH, the local officials, and with private contractors in planning a systematized and well organized mitigating activities and rehabilitation of damaged public works - 1 month after	Coordinate with the DOH and local funeral parlors for appropriate burial procedures - Coordinates with NBI (in cases of natural disasters) or PNP Crime Laboratory (in case of mass fatality incidents caused by human generated activities) for Disaster Victim Identification (DVI). NBI or PNP must provide Local Health Officer an official list of identified and unidentified victims; - Coordinates with DOH regarding assistance in medical and psychological needs of the bereaved, and PNRC for provision of a support system from volunteers;	- Mass Feeding (2-3days after) - Refer individuals and families to concerned agencies for their rehabilitation and other needs - Coordinate work of other service committees and other agencies for integrated disaster relief operations which include acceptance and distribution of donations - Coordinate with the city and barangay officials for the implementation of the rehabilitation program - Provides mass feeding in the evacuation center - Implements welfare and rehabilitation operations for eligible disaster victims in order to restore their morale (1 week after)		- Coordinate with different agencies in connection with the Livelihood projects that will help the victims to recovery immediately from the disaster (2-3 weeks after)			

Figure 15.1-8 Modified timeline action plan for worst case scenario Hydro-meteorological disaster

2) **Way forward for CDRRMP**

a. The approval of CDRRMP and Contingency plan

- The City was able to finalize the CDRRMP and in the approval and review of the new mayor. After the approval of the mayor it will be submitted to the City DILG for approval and implementation. The plan will be presented to the public once it's already approved.

b. Other activities for DRRMP

- During the Local Climate Change Action Planning (LCCAP), JICA Study team assisted workshop. Part of the outputs in the workshop was DRRMP related projects and actions that were suggested by the group especially in the infrastructure sector, it's important to harmonize the recommendations in the LCCAP to enhance the CDRRMP.

OBJECTIVES	INDICATORS	POLICY (Short-term)	PROJECTS	ACTIVITIES
1. Transportation and Road Network	1. Structures can withstand signal no 5 storms	1. Enactment of an ordinance to regulate the No dwelling/high risk areas and buffer zones with penal provisions	3. Coastal revitalization program (Area Management)	9. Strict Implementation of the National Building Code
1.1. To strengthen the designs of the road networks and facilities	2. Structures can withstand magnitude 10 ground shaking	2. Policy on appropriate planting of trees vis-à-vis critical infrastructure along the existing and Proposed National Roads	3.1. Creating a buffer zone/ Greenbelt Boulevard	10. Disaster Management
1.2. To reduce carbon emissions	3. Operational airport and sea ports post-disaster		3.1.1. Re-settlement (Tenements)	10.1. Designate priority lanes and traffic control during emergencies and evacuation operations
2. ICT	4. Open access roads going to evacuation centers		3.2. Coastal protection measure (structure and non-structural)	10.2. Designate elevated area as parking space for vehicles for disaster situations (San Gerardo and Bypass road)
2.1. To enhance the early warning system in the ICT subsector			3.2.1. Livelihood	11. Identify safe docking areas of small boats for disaster situations (Laguna for small vessels)
2.2. To ensure climate-resilient communications infrastructure			3.2.2. Mangrove	12. Strict implementation for buildings setbacks and designate the areas as bicycle lanes and walkways
			4. Construct redundant emergency transportation roads (i.e. coastal, bypass and diversion roads)	13. ICT
			5. climate resilient designs (with canals and drainage) and heighten the roads	13.1. Install permanently the stand-by satellite-telecommunication systems
			6. Retrofit structure (i.e. Building, runway, and communication tower) at the airport and sea ports	13.2. Standby generator and appropriate stocks of fuel necessary for continued functioning during calamities
			5.1. Resilient EIC (i.e. dome type of evacuation center)	13.3. Establish stand-alone satellite phone communication system down to Municipality level
			5.2. Barangay Early warning system to the whole city during calamities	13.4. Establish own broadband for the city (security, early warning and monitoring system)
			7. Establish a stockroom/warehouse for the emergency supplies and equipment	13.5. Upgrading to a fiber optic infrastructures
			8. IEC on climate change	

Figure 15.1-9 Workshop output of infrastructure sector showing the DRRMP related action points to be included in the CDRRMP

- In April 2016, the City conducted the technical working group meeting for the DRRMP with assistance of USAID and DILG. The barangays were oriented on the creation of BDRRMP and the different activities to be conducted for capacity building and evacuation drills in the barangay.
- The City DRR plans needs to be presented and harmonized with the barangays, so the City assisted by the USAID Be Secure project seek the help of JICA study team to share the timeline action plan approach to be applied the contingency planning of the barangays. Through the training of trainers last July 2016 of USAID, the timeline action plan approach was shared to the barangays.
- The timeline action plan of the barangays will be included in BDRRMP (Barangay Disaster Risk Reduction Management Plan). It is expected that timeline action plan of the City harmonize with the plan of the barangays.

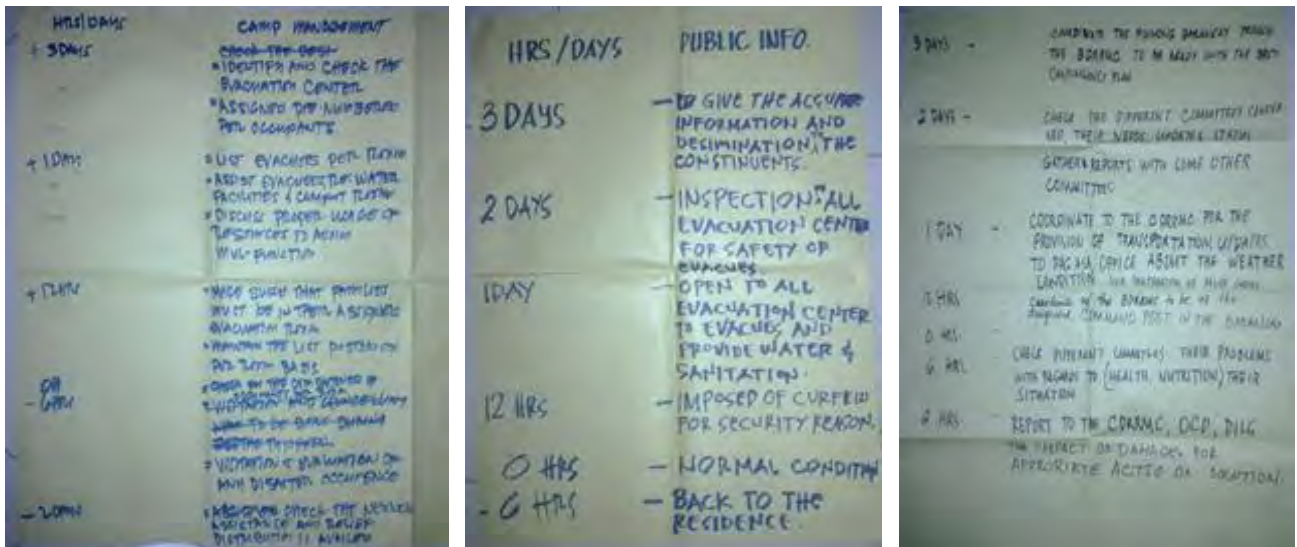


Figure 15.1-10 Discussed timeline action plan in the barangays

15.1.2 Palo Municipality

(1) Performed Assistance until February in 2016

Following are contents of activities which were supported by JICA Study Team for evacuation planning of Palo Municipality. The details were described in Chapter 4 of Final Report II.

	Items	Contents of Input
1)	Confirmation in ECs	<ul style="list-style-type: none"> - Assess the safety, available facilities and capacity of EC - Preparation of EC's location map - Prioritize surveying ECs located outside the hazard area
2)	Confirmation of steps for evacuation planning	<ul style="list-style-type: none"> - Confirmation of evacuation planning policy - Clarification of support to the Barangays as LGU - Confirmation of next steps
3)	Coordination of evacuation plan between LGU and Coastal Barangays	<ul style="list-style-type: none"> - Establish the need to coordinate between evacuee Barangays and receiver Barangays - Utilize the data of number of evacuee's and the capacity of each ECs for the planning - Confirmation of evacuation route
4)	DRRM TWG periodical meeting	<ul style="list-style-type: none"> - 6th Nov. 2015 : Confirmation of evacuation planning progress and contents - 4th Dec. 2015 : Confirmation of next steps

(2) Follow-up Activity after February in 2016

Following are the contents of follow-up activities which were monitored by the JICA Study Team for updating the MDRRMP of Palo Municipality.

	Item	Content of monitoring
1)	Implementation of evacuation drill	<ul style="list-style-type: none"> - Planning of storm surge evacuation drill - Implementation of the drill on April 24th in 2016
2)	Formulation of MDRRMP	<ul style="list-style-type: none"> - Finalization of the evacuation centers list
3)	Future schedule of updating MDRRMP	<ul style="list-style-type: none"> - Schedule on revisiting the MDRRMP will depend on the availability of the Municipal Planning Officer

(3) Contents of Monitoring

1) Implementation of evacuation drill

a. Planning of storm surge evacuation drill

- The purposes of implementing the evacuation drill are as follows.
 - Will identify any weakness in the evacuation strategy.
 - Let the community familiarize the “what, where, when and how” to evacuate in case there is an actual calamity that about to happen.
- This will identify the positive and negative reactions of the actors and actresses on their designated responsibilities. Through the drill, the community can adopt the safe behavior before and after evacuation.
- Barangay San Juaquin is one of the vulnerable barangay frequently exposed to flood and storm surge hazard that should evacuate in the higher and safer ground in which the Municipal Mayor together with the MDRRMO identified Barangay Cavite West as the receiver Barangay.

- The Municipal Mayor and MDRRMO identified Palo National High school in Cavite West as the evacuation center due to its capacity to accommodate evacuees of Brgy San Juaquin.
- The map to show the evacuation route from Barangay San Juaquin going to Palo National High School was prepared. The distance of the route was estimated as 2.9km.



Source: MDRRMO PALO

Figure 15.1-11 Map of Barangay San Juaquin for evacuation

- During the evacuation planning stage JICA made a presentation entitled “Evacuation Planning.” The contents are the basic preparation in evacuation planning, process of the planning, coordination of each barangay and streamlined steps on the planning.
 - JICA storm surge hazard map were utilized to identify the hazardous area and safe area in the targeted Barangays.
 - JICA suggested to have MOU in between Barangay evacuees and the receiving Barangay in which the Municipal Mayor, MDRRMO and Barangay chairmen agreed.
 - An agreement between the Barangay chairmen’s of both parties was made upon the Mayors instruction during a series of meetings.
 - Drill organizers presented a scenario to which BDRRMC, MDRRMC and whole community responded
 - Roles of participants were assigned depending on the capabilities of the participants (e.g BFP as rescue responders, PNP for security, Doctor, nurses and BHW as first aiders and camp managers ensure the safety of the evacuation centers and validate the list of evacuees.. etc.)
- b. Implementation of Storm surge evacuation drill on 24th of April in 2016
- Private Citizens, stake holders, rescue team, BFP, PNP, CRS who took the lead, Palo DRRMO as the counterpart, JICA as one of the observer and other INGO’s worked together for a successful storm surge drill
 - There were 7 transportation vehicles used for evacuation. 2 Multicabs, 1 ambulance, 2 garbage trucks from the LGU, 1 6x6 truck from Police Regional Office, and 1 multicab from Brgy San Juaquin.

- 691 families frequently exposed to flood and storm surge in Barangay San Juaquin were identified, and only 643 families participated in the storm surge drill.
- During the first phase of the drill, MDRRMC disseminated the information that there is a super typhoon coming. Hand held radio and mobile phones were used as means of communication, “bandilyo”(making noise using a bell as warning) and a person using megaphones for dissemination of information were also used as a backup if in case there is power outage or loss of signals. MDRRMO used color coded flags as a warning device. Participants readied themselves to evacuate with their “go bag”, they gathered in the designated pick- up points where vehicles used for evacuation was ready. This was based on their evacuation early warning system.

Good Points:

- People learned the lessons from what happened during typhoon Yolanda, majority of the community performed and majority who performed took the drill seriously.
- They followed the instruction well, like for example bringing with them their emergency kits and go bags and waiting for their assigned vehicle to where they were assigned pick- up points.

Challenges:

- The storm surge evacuation drill started at exactly 9AM and was supposed to finish by 11AM, however there were lapses in giving instructions (e.g giving scenario) from the organizers which caused the delayed.
- During the briefing, it was in the plan to assign 1 ambassador and 1 advocate every 10 families, the roles of the ambassador and the advocates are to guide the evacuees on their designated evacuation centers, do the head count and coordinate with MSWDO regarding the status of the evacuees, but it was not properly executed. For instance MSWDO went around with her volunteers to do the head count instead.
- MDRRMO has only two available staff and a few volunteers who were not oriented properly. DRRMO staff were doing multiple tasking. So they can no longer focus on the most important thing,
(e.g A radio controller should focus in controlling the line of communications and focus on the information transmitted to him to be able to relay the message properly to the community, he/ she is primarily responsible for keeping people informed of the situation, however since there were only 2 DRRMO staff, the radio controller were also going in and out of the office to raise the color coded flag as warning, as a result there were unanswered calls from the radio.)
- The Municipality of Palo can improve the evacuation drill by enhancing their Disaster Preparedness Plan and by familiarizing and to act on it in case there is an incoming disaster.
- As next step, the Municipality need to coordinate with local emergency agencies so that they can determine the most efficient ways on where, when, what and how to evacuate.

- Timeline Action plan is also a very helpful tool that the Municipality can adopt and most of all is to take the drill seriously and to learn from the past.
- The Municipality need to continue the coordination between Barangays and engage the Barangays to make a Memorandum of Understanding so that they can easily proceed for evacuation in the future.

2) Formulation of MDRRMP

- Evacuation centers list was finalized. As next step, MDRRMO of Palo is going down to the household level to finalize the list of evacuees per household and PWD's in preparation for the ID system and color coding policy, target date is end of August.
- This list will be integrated in MDRRMP.

EVACUATION CENTER FOR COASTAL BRGY. OF PALO (Storm Surge)

BARANGAY	Zone Population (families)	RECEIVING BRGY. (evacuation centers)	No. Room	Cap./ Room	Total Fam. Capacity	Institution			Facilities					Dis. frm. Coastal to R. Brgy. Km.
						Gov't	Private	Church	L	W	C.R.	K	S.R.	
CANDAHUG (zones) 377		PAWING												
Gumamela	28	Phil. Sci. High School, Academic Bldg.	9 (big)	8 fam	72	/			/	/	/	/	/	3km
Rubia	42													
Sanlian	63													
Camia	14	Phil. Sci. High School, Auditorium	1		150	/			/	/	/	/	/	3km
Orchids	63													
Rosal	62													
BARAS (zones) 713		CAMPETIC & PAWING												
Kukoyao	64	SPSBL Auditorium	1 (big)		126		/		/	/	/	/	/	3.km
Banag	60													
Ponay	64	PNP Regional Command, Matapat Hall	1 (big)		65	/			/	/	/	/	/	3.5km
Maya	73	PNP Regional Command, Chapel	1 (big)		35			/	/	/	/	/	/	3.3km
		Campetic Elem. School, FM Bldg.	4 (big)	8 fam	32	/			/	/	/	/	/	
		Campetic Elem. School, Academic Bldg.	2	5 fam.	10									
Balinsasayao	71	Pawing Elem. School, Don Bosco Bldg.	1 (big)		15	/			/	/	/	/	/	3.5km
		Pawing Elem. School, USAID Bldg.	3 (big)	10 fam.	30	/			/	/	/	/	/	
		Pawing Elem. School, NGCP Bldg.	3 (big)	10 fam	30	/			/	/	/	/	/	
		Pawing Elem. School, Kinder	2 (big)	10 fam.	20	/			/	/	/	/	/	
NHA	280	DPWH Regional Equipment, Motorpool	1 (big)		150	/			/	/	/	/	/	3.5km
		DPWH Regional Equipment, Sports Center	1 (big)		140	/			/	/	/	/	/	
Sarapate	98	Lyete Academic Center, Gym	1 (big)		140	/			/	/	/	/	/	3km

Source: Palo MDRRMO

Figure 15.1-12 Example of evacuation centers list for storm surge in Palo

3) Future schedule of updating MDRRMP

- Another evacuation drill focusing on flood will be implemented again tentatively by August. PAG-ASA will be the lead agency. Barangay San Juaquin will again be the Barangay that will perform the flood drill since the Early Warning Device of PAG- ASA were installed in the Barangay.
- Palo MDRRMO is taking one step at a time due to lack of manpower, up to now schedule to revisit the MDRRMP is indefinite, they also have to depend on the availability of the Municipal Planning Officer to be able to focus in revisiting the DRRM Plan.
- Tentative schedule to revisit MDRRMP is on the 3rd week of August.
- MDRRMO will schedule a meeting tentatively before end of August to the Barangay Chairmen along the coastal area and the evacuees receiving Barangays to be able to create MOU for evacuation during disaster.

15.1.3 Tanauan Municipality

(1) Performed Assistance until February in 2016

Followings are the contents of activities which were supported by JICA study team for evacuation planning of the Municipality of Tanauan. The details were described in Chapter 4 of Final Report II.

	Items	Contents of Input
1)	Confirmation of Evacuation Centers	<ul style="list-style-type: none"> - Collection of the list of ECs - Preparation of location map of ECs - Explanation of priority for checkup of ECs
2)	Confirmation of steps for evacuation planning	<ul style="list-style-type: none"> - Confirmation of evacuation policy - Confirmation of the points of LGU support for Barangays
3)	Timeline action plan of LGU	<ul style="list-style-type: none"> - Explanation of timeline action plan of LGU level - Support for establishment of Cluster meeting - Support for formulation of draft plan - Suggestion to set the control actions
4)	Attending periodical DRRM TWG Meeting	<ul style="list-style-type: none"> - 9th Dec. 2015 : Progress of evacuation planning and review of the contents - 14th Jan. 2016 : Explanation for important point for timeline action plan

(2) Follow-up Activity after February in 2016

Following are the contents of follow-up activities which were monitored by the JICA Study Team for updating the MDRRMP of Tanauan.

	Item	Content of monitoring
1)	Formulation of MDRRMP	<ul style="list-style-type: none"> - Finalization of Evacuation centers list - Implementation of evacuation drill
2)	Implementation of Timeline action plan	
3)	Future schedule of updating MDRRMP	<ul style="list-style-type: none"> - Schedule of revisiting the MDRRMP

(3) Contents of Monitoring

1) Formulation of MDRRMP

a. Finalization of Evacuation Centers List

- Evacuation centers list was finalized however continues updating of the data is on-going for the final listing of names of evacuees for the ID system.
- The data below (Table 15.1-1 and Table 15.1-2) showed the comparison how MDRRMO enhanced and finalized the evacuation centers list from 2015 and finalized on March of 2016.

Table 15.1-1 Identified evacuation centers list in 2015

No.	BARANGAY /LOCATION	FROM WHAT BARANGAYS ARE THE EVACUEES	ESTIMATED NO. OF EVACUEES	HAZARD	PICK-UP POINT
1	CALOGCOG	Calogcog	500 people	Super Typhoon, Flood, Storm Surge	-
2	MOHON	Mohon	500 people		-
3	EVSU-TC EVSU Sch. Bldgs.	San Miguel Sta. Cruz & Solano	500 people 600 people		Brgy. Chapel/Brgy. Hall Brgy. Hall
4	CANRAMOS ELEMENTARY SCHOOL	Canramos & Bislig	500 people 400 people		Brgy. Chapel/Haiwan Food Stop
5	CAMIRE (2 Bldgs)	Camire	700 people		-
6	BRGY. HALL – SAN ROQUE	San Roque	350 people		-
7	TANAUAN I CENTRAL SCHOOL	Cabuyan	1000 people		Gym/Covered Court
8	ASSAC	Magay	300 people		Brgy. Hall/Basketball Court
9	TNHS	Sto. Nino	1000 people		Brgy. Chapel/In front of Pepsi Cola Plant
10	BRGY. HALL	Licod	300 people		-

Table 15.1-2 Example of identified evacuation centers list as of March in 2016

MDRRMC, TANAUAN, LEYTE
INVENTORY/VALIDATION OF EVACUATION CENTER
As of **MARCH 31, 2016**

NAME OF EVACUATION CENTER	LOCATION (Brgy./S sitio/Zone)	TYPE OF EVACUATION CENTER				FACILITIES					ACCOMMODATION		POPULATION PER ZONE		
		Institutional		Commercial	Residential		Light	Water	CR	Kit- chen	Storage Area	No. of Rooms		Total No. of Person	
		Gov't.	Private		Concrete	Semi									
BRGY. ATIPOLO															
BARANGAY HALL (UNDER CONST)	Zone 2	/										1	100	1: 34	
KATHERINE VERONA'S RESIDENCE	Zone 2			/		/	/	/	/	/		1	100	2: 89	
EVSU SCHOOL BUILDING	San Miguel	/				/	/	/	/	/	/		580	3: 120	
EVSU – Atipolo, Sta. Cruz, Solano														4: 130	
														5: 36	
														6: 68	
														7: 229	
													780	TOTAL: 706	
BRGY. BISLIG															
ENCARNACION LERIOS' RESIDENCE	Zone 1 Highway			/		/	/	/	/	/		3	15	2: 547	
EFREN MERILO'S RESIDENCE	Zone 1 Highway			/		/	/	/	/	/		4	100	3: 477	
TANAUAN I CENTRAL SCHOOL	Buntay			/		/	/	/	/	/	/		600	4: 887	
Tanauan I – Bislig and Buntay														1A: 356	
														1B: 579	
														TOTAL: 2975	
BRGY. BUNTAY															
ASSUMPTION ACADEMY	Zone 4	/	/			/	/	/	/	/	/		400	1: 141	
OUR LADY OF ASSUMPTION PARISH	Zone 3	/				/	/	/	/	/		1	200	2: 295	
REYNALDO MOSCA'S RESIDENCE	Zone 4			/		/	/	/	/	/		2	50	3: 156	
TANAUAN I CENTRAL SCHOOL	Zone 6	/				/	/	/	/	/		14	600	4: 140	
BUNTAY BARANGAY HALL		/				/	/	/	/	/			100	5: 64	
Tanauan I – Bislig and Buntay Assumption Academy – Buntay and Magay Our Lady of Assumption Parish – Buntay and Magay														6: 174	
														7: 107	
													750	TOTAL: 1077	

Source: Tanauan MDRRMO

b. Implementation of Evacuation Drill

- Evacuation drill was implemented to develop the capacity of 17 BDRRMC and Tanauan MDRRMO/C in responding to typhoon with storm surge and typhoon with flooding.

Overall objective is:

- To test the response capacity of the MDRRMO/C Tanauan and the Contingency Plans of 17 out of (54) barangays.

Specific objectives are:

- To enhance the coordination and response mechanisms between the 17 barangays and the MDRRMO/C Tanauan,

- To further capacitate the BDRRMC members by practicing their community based - Early Warning System (EWS) for typhoon with storm surge and typhoon with flooding,
- To test the evacuation plans of the 17 Barangays, and
- To partially assess household level preparedness.

Over-all simulation scenario:

- Typhoon with possible storm surge (for coastal barangays) and flooding (for interior barangays)

Duration: Drill proper – 2 hours (6-8am) Drill assessment – 30mins	Time scale: 1 day = 30 mins Every 30 minutes is equated to 1 day.
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2) **Implementation of Timeline Action Plan**

- On April 7 in 2016, the MDRRMO of Tanauan together with JICA Study Team conducted a workshop regarding formulation of Timeline Action Plan. A representative from each cluster attended the whole day workshop held in Tanauan.
- JICA Study Team made a presentation about Timeline Action Plan in the workshop. Steps of the formulation of timeline action plan, Structure and the importance of the plan were being highlighted on the presentation.
- Cluster heads shared their inputs to formulate the Plan, all cluster members agreed to conduct follow up meetings to finalize the Plan within the month since the Mayor ordered MDRRMO to submit the output as soon as possible.
- On April 14 in 2016 a follow up meeting were held to finalize the plan in Tanauan National High School.
- After a series of meetings MDRRMO finally were able to finalize the Timeline Action Plan last May of 2016, it was successfully formulated with the help of cluster members and the assistance from JICA Study Team. This plan has already been approved as draft by the Municipal Mayor and was already submitted to the DRRMC for further review.



Figure 15.1-13 Initial Area Management meeting with Tacloban city and DPWH

TIMELINE	ALERT LEVEL	MAYOR	EMERGENCY SUPPORT FUNCTION									
			CLUSTER			CLUSTER 1			CLUSTER 2			CLUSTER 3
			A. MDRRM	B. LOGISTICS	C. SEARCH & RESCUE	D. SECURITY	E. SHELTER/INFA	F. MGT. OF DEAD BODIES/MISSING	G. EVAC/CAMP MGT.	H. HEALTH & NUTRITION	I. PUBLIC INFO	
STANDARD TIME			Secretariat, Communication Team	Finance, Supply/Procurement Team & General Services	TERT, MHO Nurses, BFP, AFP, PDRRMO Rescue Team	PNP, Traffic Enforcer, BJMP & AFP	MEO, MPDO, GS & BFP	DILG, DSWD, MHO, ABC & MDRRMO	MSWD, ABC, Tanauan I & II District Supervisors/DRR Coordinators & CSOFEO	MHO & ABC	COMMUNICATION TEAM/PIO, MDRRMO & ABC	
GENERAL ROLE AND RESPONSIBILITIES		* Issue directives	*Receive warning information from warning authorities and disseminate the same to the Warning Team	*Determine the supply requirements of all Action Teams	* Report to the IC & provide updates	* Secure vacated houses and areas, evacuation centers and areas of operation, essential facilities	* Determine the transportation need all Action Teams		*Identify clearly the main route as well as the alternative routes and inform residents concerned	* Supervise the selection of first aid and medical treatment areas in shelters and elsewhere	Receive warning information from warning authorities and disseminate the same to the Warning Team	
			* Maintain appropriate communication links with the next higher local authority	*Identify resources of such supplies as may be needed	* Directs & controls all rescue activities within a locality during emergencies	* Maintain peace and order	* Identify all locally available transportation facilities in the barangay and tap these resources as needed		* Maintain a roster of physically handicapped persons in the area so that special provision for their movements will be made appropriately in time of emergency	* Direct first aid and medical self-help operations and control access to medical supplies	Maintain appropriate communication links with the next higher local authority	
			* Organize couriers		* Locate injured or trapped persons and removed them to a place where they can be cared for safely		* Coordinate with counterpart transportation team of other barangays for possible use of their transportation facilities if needed		* Assume that the procedures to be followed during evacuation are known and understood by the resident particularly when "Alert, Ready and Go" are given	* Maintain adequate sanitation, hygiene standards and other matter relating to emergency health, hygiene and medical activities within the barangay	Organize couriers	
			* Keep records of all warning and communication messages		* Ensure that the members of the team are proficient in on-the-spot first aid and rescue and provided for the with appropriate rescue equipment such as hand tools, ropes, etc., for use during rescue operation		* Provide for the movement of rescue teams and equipment, rescued persons and or evacuees, medical and health teams, casualties, engineering and utility crew and emergency labor parties		* Assume that all persons have vacated the area, when required	* Inspect the storage and handling of food and drinking water in the shelter areas	Keep records of all warning and communication messages	
			* Liaise with the local media				* Coordinate transport needs of the Action Team				Liaise with the local media	
						*Close coordination with the MDRRMO to identify evacuation center and list of evacuees,			Monitor weather update given by PAGASA Coordinate with the local DRR / MDRRMC			
									update on the weather forecast given by proper agencies like the PAGASA -Call/Make/Update School DRR to prepare contingency plans and form Ad Hoc committees to plan necessary moves/action			
									inspect and assign structures to be used as Evacuation center Coordinate with the Local Community/Concerned barangay on the activities to be done. Let them prepare food and water. Ask a list from the Barangay people that are needed to be evacuated. ask to prepare materials for temporary shelters and place them in a secured place.			
3 days (72 - 48H)							-Traffic control and conduct widest dissemination to warn every brgy, especially the high risk areas, patrol communities and evacuation center	-assessment of evacuation center				
2 days (48H)	Pre-emptive evacuation-Coastal or Danger Zones						-implement pre-emptive evacuation	-assessment of evacuation center				
< 2 days (36 H) 2H 50m 1	1						Daily briefing updates and schedule, patrol communities and evacuation center, securing important and confidential documents of the office	-identification of safe evacuation center	Identify route from concerned brgy and an alternative route if necessary and put proper signage, assign a priority room for handicapped persons (PHD), elderly and pregnant women -secure all school documents and put it in a safe and elevated place and put a proper signage on it.			
1 day (24-18H) 1H-50m	Alert level 2 (Forcible Evacuation)						-Dispatch at least two (2) PNP personnel in every evacuation center to provide security and gender sensitivity. -Implement forced evacuation to the high risk areas. -Patrol communities and evacuation center, jail management	-identification of evac center	-coordinate with the LGU/MSWD and the Barangay for relief supplies, water and food -Assist in the evacuation. Account the list from the Barangay if all are present and coordinate to them if someone is lacking/missing.			
18H 1H 10M	3						-STANDBY	-HIDE	Keep safe. Right after the Typhoon/Storm Surge, account the people who are in the Evacuation Center and report to proper authorities the situation in your place/evacuation center. Do the planned activities on distribution of food, water and supplies, start cleaning and observe a proper sanitation, start making temporary shelters, if needed.			
0-12H Stand by	4 (STAND BY)						-Coordinate with MDRRMC and assist SAR teams in searching for victims -Dispatch PNP personnel to the most affected areas, maintain peace and order to prevent looting. -secure jail facilities, provide updates on status of public safety.					
6-0H Decampment									coordinate with funeral parlors to manage the dead bodies			
(06-0H)							-conduct retrieval of dead bodies		update proper authorities the number of evacuees (if there are) that are still left. Ask for assistance for their needs.			
(+3-12H)									evacuees are expected to be in their respective homes/houses. School personnel are expected to report and account their things and documents. They are also expected to account their students and have proper recording and report.			
(+24H)									Prepare temporary learning centers if needed and continue to update DepEd and other authorities on the situation of the school and students and report of any incident that are needed by government agencies.			

Source: MDRRMO Tanauan

Figure 15.1-14 Draft Timeline Action Plan of Tanauan

3) Future schedule of updating MDRRMP

- August 2016; tentative schedule to revisit MDRRMP
- August 2016; tentative schedule for DRRM Council meeting for the Timeline action plan approval
- September 17. 2016; Tentative date of final approval of timeline action plan for the Typhoon with possible flood and storm surge