



REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

**EXECUTIVE ORDER NO. 48**  
*Series of 2022*

**AN ORDER INSTITUTIONALIZING AND UPDATING THE CAMP COORDINATION AND CAMP MANAGEMENT MECHANISM INTEGRATED WITH COVID19 HEALTH AND SAFETY PROTOCOL AS A TOOL DURING PRE-EMPTIVE AND FORCED EVACUATION WITHIN THE CITY**

**WHEREAS**, Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management System of 2010, mandates the strengthening and institutionalization of the National DRRM Plan in every locality.

**WHEREAS**, the City has been exposed to many effects of Geologic and hydro-Meteorological Hazards such as the Ash fall of Taal Volcano, Typhoons, and Heavy Rainfall caused by Climate Change, and these hazards made numerous evacuation incidents in the past years initiated by the DRRM Councils and Office in order to avoid casualties and further damages.

**WHEREAS**, it is an urgent cause to implement protocols for this objective to institutionalize the mechanism in our Camp Coordination and Camp Management for any eventualities, Natural or Human Induced Hazards;

**NOW, THEREFORE, I, ALEX L. ADVINCULA, Chairperson of CDRRMC, Mayor of the City of Imus**, by virtue of the powers vested in me by law, do hereby order:

**SECTION 1.** The *Camp Coordination and Camp Management Mechanism Integrated with COVID-19 Health and Safety Protocols* as a tool during Pre-Emptive and Forced Evacuation within the City is hereby institutionalized.

**SECTION 2.** The City Social Welfare Department, through the CSWD Officer, in coordination with the CDRRMC and CDRRMO, shall lead in implementing this order and shall act as One Command in Leading the Evacuation Management;

**SECTION 3.** The *Camp Coordination and Camp Management Mechanism Integrated with COVID19 Health and Safety Protocols* are as follows:

- A. EVACUATION CENTER** – The CDRRMC has identified Evacuation Centers, Temporary Shelters, and Open Grounds for any eventualities caused by Natural and Human-Induced Hazards.



**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

**ALL HAZARDS:**

1. Imus City Sports Complex, Poblacion 3A, Imus Plaza – Permanent
2. CDRRMO Plaridel Facility, Bayan Luma 7 - Permanent (for Fire Incidents)
3. All City DepEd Schools - Temporary Shelter
4. Designated 9 Covered Courts of Cluster Barangays

**ISOLATION FACILITY:**

1. ABC Hall

**OPEN GROUNDS:**

1. Vermosa Daang Hari
2. Malagasang I-G (Near Imus City Government Center)
3. SM Center Imus

**B. ORGANIZATIONAL STRUCTURE** - When the Emergency Operations Center has been activated for during these situations, or an alert status has been raised by the corresponding National Agency designated for such hazard threat, all the Cluster Response identified in the Contingency Plan shall be activated for such mobilization, which includes the Camp Coordination and Camp Management (CCCM).

The City Social Welfare and Development Office has camp staffing such as Camp Manager; Camp Documenter/Record Officer and Camp Volunteers to look after the needs of the internally displaced persons (IDPs). However, to maintain efficient and quality services, the Camp Management Committee shall be organized by the LGU through and within its Local Disaster Risk Reduction and Management Council (LDRRMC) to coordinate the delivery of assistance and services to the IDPs. Below is the composition of the CMC with their functions:

<b>AGENCY / GROUP</b>	<b>TASK / RESPONSIBILITY</b>
CSWD	<ul style="list-style-type: none"><li>• Shall lead the establishment and management of the evacuation center;</li><li>• Shall be responsible for the coordination of assistance, protection, and services in the Evacuation Center</li></ul>





**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

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| CHO  | <ul style="list-style-type: none"><li>• Shall lead in the implementation of health services and proper waste, sanitation, and hygiene in camps;</li><li>• Provide transport and pre-hospital management of trauma victims during a disaster;</li></ul>  |
| AIMHAI   | <ul style="list-style-type: none"><li>• Shall provide humanitarian assistance to augment manpower needs;</li></ul>  |
| CHURCH<br>DEPED  | <ul style="list-style-type: none"><li>• Shall provide humanitarian assistance;</li><li>• Shall provide Temporary Learning Center and facilities;</li></ul>  |
| IVTS   | <ul style="list-style-type: none"><li>• Shall lead in the provision of continued access to quality education for all learners in affected individuals through technical vocational education</li><li>• Provide income-generating opportunities to displaced families</li></ul>                          |
| CITY<br>AGRICULTURE<br>CITY<br>VETERINARIAN<br>FINANCE GROUP | <ul style="list-style-type: none"><li>• Shall assist in establishing food resources when storage in food supply occurs;</li><li>• Shall assist in establishing a temporary shelter for livestock and food resources;</li><li>• Shall provide manpower assistance to the affected individuals;</li></ul> |
| GSO  | <ul style="list-style-type: none"><li>• Provide manpower, facilities, and other equipment to be used inside the evacuation centers like tents, trucks, etc.;</li></ul>  |
| CSU<br>CITY<br>COOPERATIVE                                   | <ul style="list-style-type: none"><li>• Shall provide Security in the Camp;</li><li>• Shall assist in the implementation of Risk Financing to help Individually Displaced Persons and Families in the evacuation centers;</li></ul>   |
| PRIVATE<br>SECTORS   | <ul style="list-style-type: none"><li>• Shall provide assistance inside the evacuation center as well as performing other tasks that need technical skills;</li></ul>   |
| CENRO  | <ul style="list-style-type: none"><li>• Provide manpower and trucks to be used in transporting IDPs to different evacuation centers and provide other in-charge in waste management segregation;</li></ul>  |
| CSU, Liga ng<br>Barangay                                     | <ul style="list-style-type: none"><li>• Ensure the peace and order and safety of IDPs inside the evacuation centers</li><li>• Shall provide manpower assistance inside the evacuation centers;</li></ul>  |



**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

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| Liga ng Barangay | • Assist in the identification of alternative emergency shelter in the barangay;                    |
| PNP              | • Shall assist in the provision of security and maintenance of law and order in camps;              |
|                  | • Identify areas for the construction of the temporary shelter;                                     |
| CITMO            | • Prepare and implement a rerouting scheme for the IDPs going to their designated evacuation center |
|                  | • To provide traffic management plans and for the transportation of IDPs and other needs;           |
| CDRRMO           | • Regularly monitors, updates, and issues warnings as necessary                                     |
|                  | • Shall assist in Emergency Medical Response  |
|                  | • Assist in Logistical needs and concerns   |
|                  | • Supplies of food and non-food items   |

For GCCM, the lead office is the CSWD and the CSWDO is the designated Camp Manager. The Staffing of the CCCM is composed of the Camp Managers; Camp leaders, Record Officers, and Camp volunteers took after the needs of the internally displaced persons. 30 Staff from CSWDO and 82 Day Care Workers responded during the disaster. In addition, we also assign at least 4 -internally displaced persons to help us in delivering the services inside the evacuation centers. However, to maintain efficient and quality services, manpower was divided into groups.

**Camp Manager: Ms. Josephine G. Villanueva, RSW**

**Assistant Camp Manager: Ruby Maria Pelaez**

- **Pilar Laurente & Co.** - Cluster 9B Daycare Workers and 4 IDPs; Scheduled on Sundays.
- **Josephine Villanueva & Co.** - Cluster 1 Daycare Workers and 4 IDPs; Scheduled on Mondays.
- **Hilda Paredes & Co.** - Cluster 8 & 9A Daycare Workers and 4 IDPs; Scheduled on Tuesdays.
- **Mary Jane Camu & Co.** - Cluster 3 & 5 Daycare Workers and 4 IDPs; Scheduled on Wednesdays.
- **Ana Bartolome** - Cluster 6A & 6B Daycare Workers and 4 IDPs; Scheduled on Thursdays





**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

- **Janet Cadag** - Cluster 4 & 7 Daycare Workers and 4 IDPs; Scheduled on Fridays.
- **Glenda Obligacion & Co.** - Cluster 2 Daycare Workers alongside 4 IDPs; Scheduled on Saturdays

We have 2 drivers available, however, if there are so many evacuation centers we can ask for help from GSO for additional drivers and vehicles.

### **C. PROTOCOLS**

#### **1. Pre/ During evacuation:**

- Receives information from concerned citizens; CDRRMO or from Barangay about disaster.
- As Camp Manager, CSWD convenes staff for instruction and guidelines.
- Inform EOC of the status of preparedness.
- Schedule personnel and volunteers on duty 24/7 including City Health Office and CESU in compliance with IATF guidelines and protocols.
- Assess the adequacy of stockpiles of food items (F.I) and Non-food items (NFI) for distribution Request for additional funds ready for augmentation.
- Request standby manpower for augmentation, if the need arises.

#### **1.1 Flow of services inside the evacuation center:**

- In Pre-registration Area, all Internally Displaced Person (IDP's) will pass through the decontamination area, check their body temperature and answer the Contact Tracing Form. If they have fever, colds and cough, a medical staff will assist them. (Bago pumasok sa Evacuation Center, lahat ng IDPs ay dadaan sa decontamination area at itse-tsek ang kanilang temperatura at sasagutan ang Contact Tracing Form. Kapag sila ay may lagnat, sipon o ubo, tutulungan sila ng pangkat medikal at sila ay sasailalim sa Antigen Test).
- If positive, the Medical Team will attend to them for further medical management and be brought to isolation Facility. (Kung nag positibo ang



**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

pasiyente, ang pangkat medikal ay tutulong sa kanila upang mabigyan ng tamang lunas / gamot at dadalhin sa isolation facility)

**2. Inside the evacuation Center:**

- Negative internally displaced persons will present their computerized DAFAC (Disaster Assistance Family Access Card) form to the Social Service Team / Registration Area for verification/validation in our master list. DAFAC Form will served as their access card every time they receive or ask assistance from the social service while inside the evacuation center (Lahat ng negatibong bakwit ay ipapakita ang DAFAC Form sa Social Service Team para sa pagpapatunay. Ang DAFAC ay kanilang gagamitin at ipapakita habang sila ay nasa loob ng evacuation area.)

Note: For those IDPs who have no computerized DAFAC will be interviewed by our Social Service Team/Registration Team. (Sa mga IDP's na wala pang DAFAC, sila ay iinterbyuhin sa Registration Area/Palistahan.)

**3. Social Service Team / Registration Area.**

- Orientation of IDPs regarding evacuation guidelines / procedures and showing evacuation facility map. (Ang oryentasyon sa mga IDPs tungkol sa mga patnubay / gabay at mapa ng pasilidad sa loob ng evacuation center.)
- Assist IDPs family in their assigned room. For a normal size room, a maximum of 2 families per room which composed of 6 members per family. (Tutulungan ang pamilya ng IDP's sa kanilang kwarto. Sa isang katamtamang kwarto na mayroong 2 pamilya na pansamantalang titira na binubuo ng anim sa miyembro.)
- Provision of immediate services such as food, medical referrals, if needed. (Ang pagbibigay ng pangunahing pangangailangan gaya ng pagkain, damit at medical kung kinakainlangan.)
- Conduct psychosocial intervention activities. (Pagsasagawa ng mga pschosocial na aktibidad)
- Assessment / evaluation (Pagtatasa at pagususuri)
- Termination (Pagwawakas)





**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

- (Basis: Once all IDPs voluntarily left the center; Readiness for resettlement site; Readiness IDPs to return to their specific place of origin & Normalcy of the situation)

Non-food Team should also be present at the evacuation center. Each family has a designated area to stay in while inside the evacuation center. Meanwhile, an evacuation guideline (in local dialect) orientation is also prepared. Below are some guidelines for the evacuation:

**"PAALALA SA LAHAT NG INTERNALLY DISPLACED PERSON'S:  
(Mga dapat gawin habang nasa loob ng Evacuation Center)**

- Ipapakita ng IDP's (head of the family) ang kanilang DAFAC Form sa SOCIAL SERVICE TEAM / Registration Area para ma monitor. Ang DAFAC Form (Disaster Assistance Family Access Card) form ay ipakita sa Social Service Team / Registration Area sa tuwing hihingi o tatanggap ng tulong upang ma monitor kung anong tulong o serbisyo ang binigay.
- Manatili sa itinalagang lugar at bawal ang pagala-gala sa loob ng evacuation center
- Laging magsuot ng face mask at bawal mag kumpulan para mapanatili ang social distancing.
- Makipag ugnayan agad sa Social Service team kung anong problemang medical na nararanasan sa loob ng evacuation center.
- Alagaan ng mabuti ang inyong mga anak habang nasa loob ng evacuation center.
- Maging masinop sa mga tulong na naibibigay. Ano mang bagay / gamit na mawala sa loob ng evacuation center ay walang pananagutan o hindi sagotin ng evacuation staff / personnel/team.
- Kumuha ng rasyon o pagkain / tulong sa oras ng bigayan (schedule) at kumuha lamang ng sapat para sa pamilya.
- Makipag tulungan at sundin ang assigned task schedule habang nasa loob ng evacuation center.



**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

- Hindi pinahihintulutan ang pumasok sa evacuation center ng nakainom ng alak o lango sa droga.
- Ipinagbabawal sa loob ng evacuation ang mga sumusunod:
  - ✓ Mag inuman
  - ✓ Mag droga
  - ✓ Magsugal
  - ✓ Manigarilyo
  - ✓ Pagbebenta ng natanggap na tulong
  - ✓ Manguha ng gamit ng iba o kapwa IDPs
  - ✓ Mang gulo o gumawa ng gulo
  - ✓ Manira ng gamit
  - ✓ Magkalat ng basura
- Magsabi sa Social service team kung hindi na kailangan ang tulong or my malilipatan / mauuwian or nagnanais nang umalis ng Evacuation center."



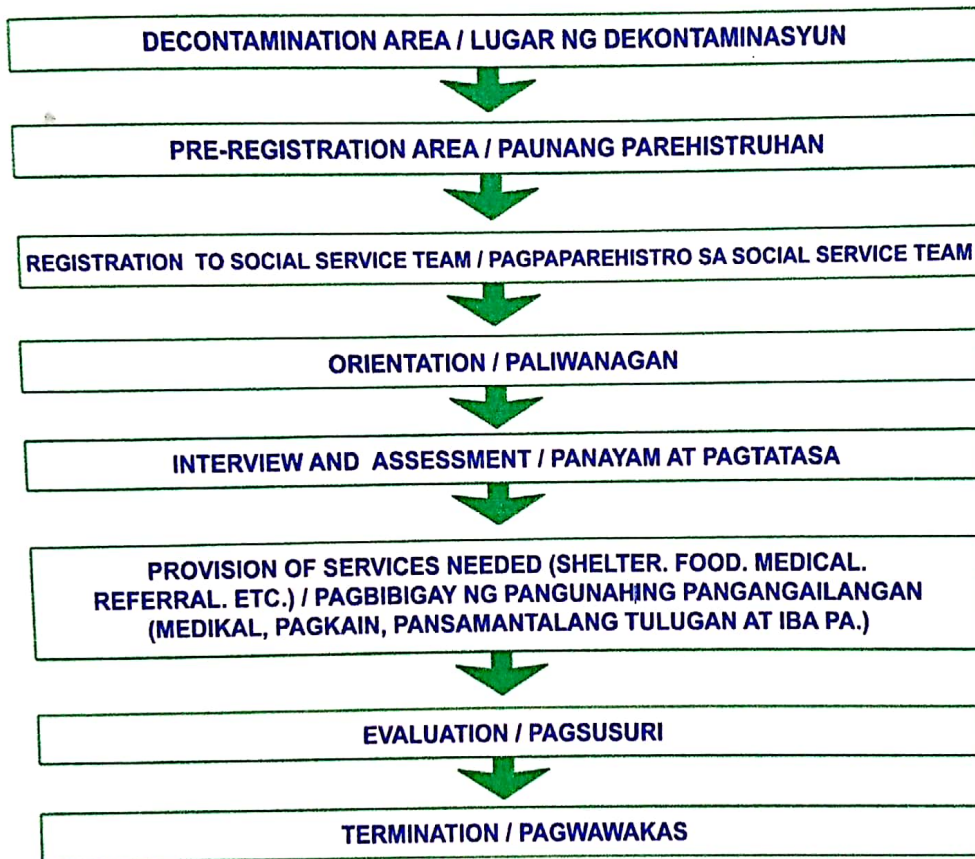


REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

**D. FLOW CHART OF SERVICES INSIDE THE EVACUATION CENTER:**



**FLOW CHART OF SERVICES INSIDE THE EVACUATION CENTER /  
DALOY NG SERBISYO SA PAGPASOK SA LOOB NG EVACUATION CENTER**





REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

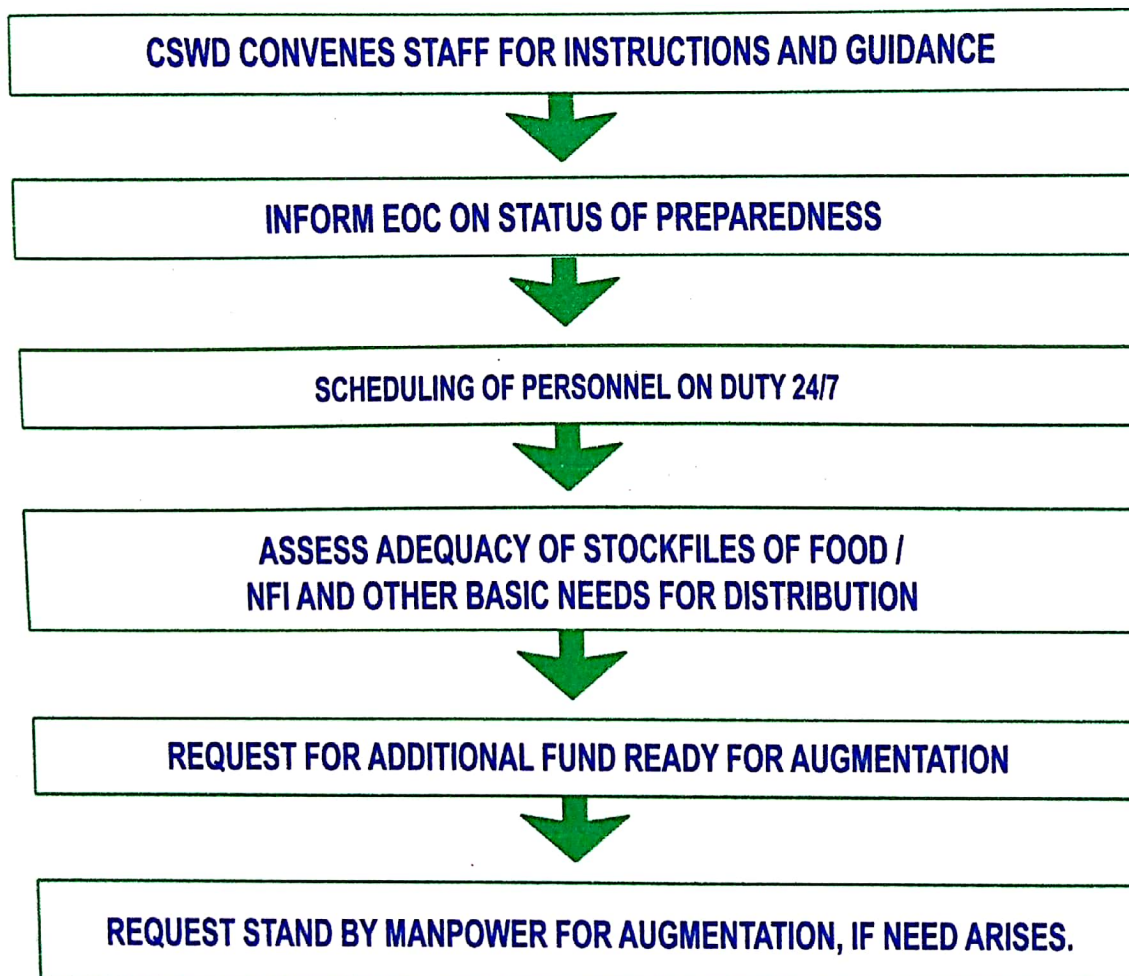
**E. FLOW CHART OF COORDINATION AND OPERATIONS DURING DISASTER**



City Government of Imus  
City Disaster Risk Reduction and Management Office



**FLOW OF COORDINATION AND OPERATION DURING DISASTER**



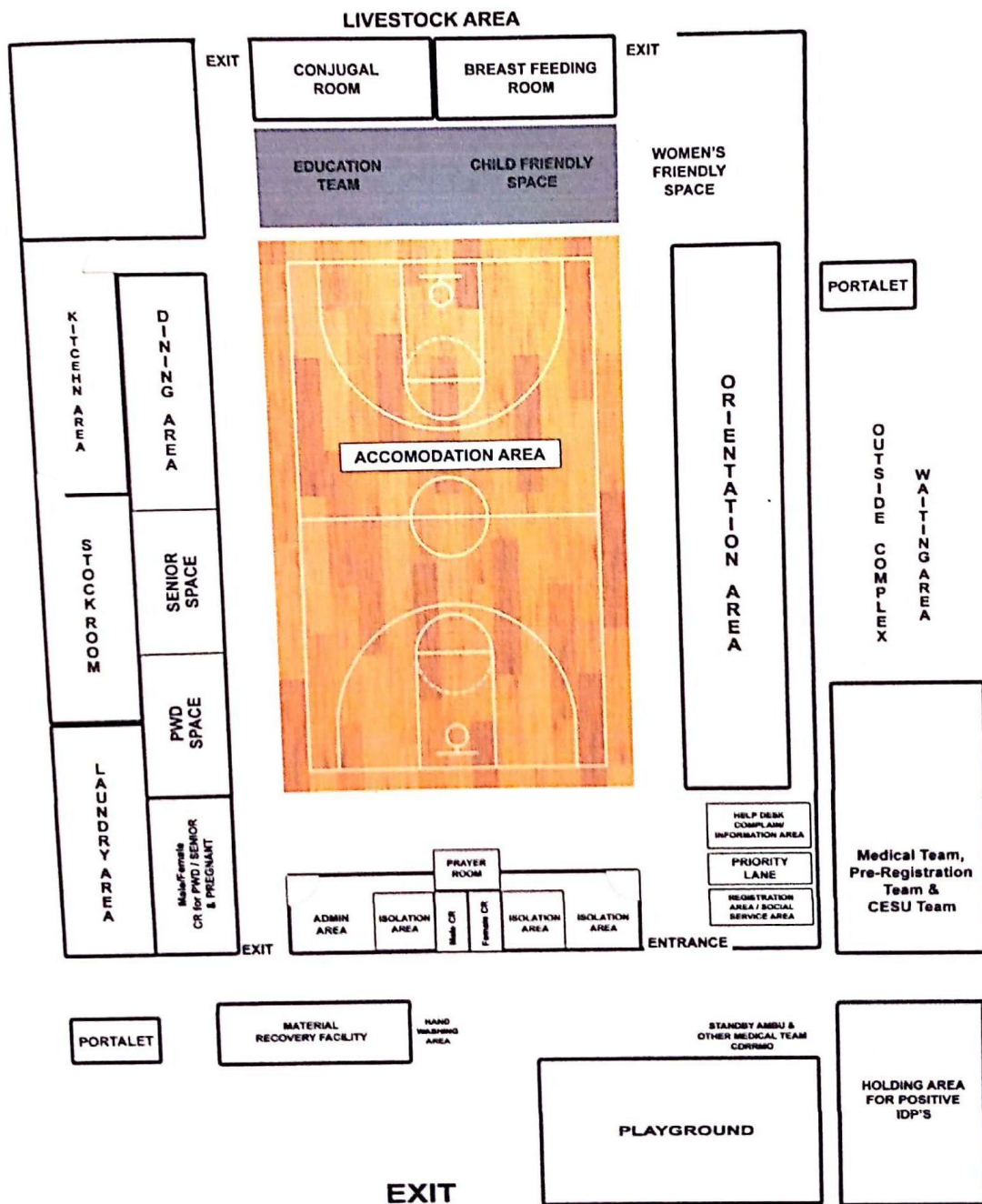




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CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR  
F. FLOOR PLAN OF EVACUATION CENTER (DESIGNED FOR IMUS  
SPORTS COMPLEX)



IMUS SPORTS COMPLEX EVACUATION  
FLOOR PLAN (NEW NORMAL)





REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

**G. REPORTING**

Mobilization and operations of the CCCM shall be reported to the Emergency Operations Center from time to time for such coordination and updates to CDRRMC.

**Section 4. Funding.** – All the expenses attributed to the operations and management of the CCCM shall be funded out of the City's Disaster Risk Reduction and Management Fund through its Annual Investment Plan being programmed every calendar year.

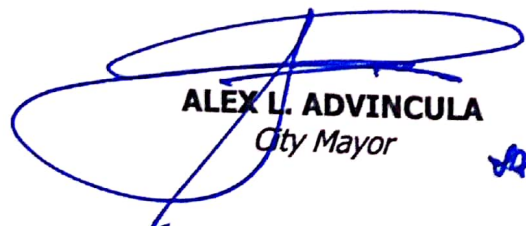
**Section 5. Post Report** – In compliance with the Auditing Procedures as mandated by RA 10121, all the utilization of the Local DRRMFUNDS shall be submitted to the concerned department, agencies, and offices for their information and guidance.

**Section 6. Repealing Clause-** Previous issuances or any portion thereof which is inconsistent with any of the provisions of this Executive Order is hereby amended, modified, superseded, or repealed accordingly.

**Section 7. Separability Clause-** If any section or provision of this Executive Order is declared void, ineffective, or invalid by a court of competent jurisdiction, the holding of such section or provision to be void or invalid for any cause whatsoever shall in no way affect the validity of the remaining sections and provisions, which shall remain in full force and effect.

**Section 8. Effectivity Clause-** This Executive Order shall take immediately upon the date hereof and shall remain in effect until rescinded, repealed, or amended.

**DONE** and **SIGNED** this 9<sup>th</sup> day of September 2022, City of Imus.

  
**ALEX L. ADVINCULA**  
City Mayor