OFFICIAL RELEASED 11/16/22

EXECUTIVE ORDER NO. 068 - 2022

"AN ORDER REORGANIZING THE EVACUATION CENTER MANAGEMENT TEAM IN THE MUNICIPALITY OF SANTA MARIA, BULACAN"

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

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

WHEREAS, the Department of Social Welfare and Development (DSWD), the Department of the Interior and Local Government (DILG), the Department of Health (DOH) and the Department of Education (DepEd) issued the Joint Memorandum Circular no 1 series of 2013, also known as the "Guidelines on Evacuation Center Coordination and Management" and Joint Memorandum Circular No. 2 series of 2021, also known as the "Guidelines on Camp Coordination and Camp Management and Internally Displaced Person".

WHEREAS, Section 12 (16) of the Republic Act No. 10121, the "Philippine Disaster Risk Reduction and Management Act of 2010" states that DRRM Offices at all levels of local government shall be tasked to "respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavour to create a special place where internally displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other";

NOW, THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan, by the authority vested upon me by law, do hereby order to reorganize the **Evacuation Center Management Team in the Municipality of Santa Maria, Bulacan**.

Section 1. COMPOSITION. The Camp Management Committee (CMC) shall be composed of the following personnel:

Over-all Coordinator:

SANDRA E. FABI	-	Mun. Social Welfare and Development Officer

Members:

HILARIO VILLACORTE	-	Liga ng mga Barangay President
ENGR. CARMELITA G. GUEVARRA	-	Municipal Engineer

MA. CONSUELO G. FELICIANO, MD	-	Designated Municipal Health Officer
MARILOU V. CRUZ, PhD	-	DepEd District Supervisor
PLTCOL. CHRISTIAN B. ALUCOD	-	Acting Chief of Police, PNP Santa Maria
YBBA ADMIN O. CRUZ	-	CSO Representative, Kabalikat Civicom Association, Inc

Section 2. Functions of the Camp Management Committee

a. Develope a Camp Management Plan (CMP) which includes resource mapping and organization of the Camp Management Team (CMT). The CMC shall identify members of the CMT who completed the Camp Coordination and Camp Management (CCCM) training.
b. Conduct pre-disaster profiling of all families using the Disaster Assistance Family Access Card (DAFAC) or other approved profiling system provided by DSWD/LGU and assign a permanent serial number per family indicated in the DAFAC forms. The LGU may use its own template/form provided that all information in the DAFAC will be captured in such a template/form.
c. Activate the Camp Management Team and hold pre-camp conference/orientation and planning;
d. Deploy Camp Management Team (CMT) when camp is opened by the LDRRMC/local chief executive;
e. Coordinate and monitor service delivery, needs assessment, and identify gaps in camps;
f. Coordinate the mobilization of local resources or request for augmentation from their respective PDRRMCS, other national government agencies or external donors as required;
g. Identify and map the agencies and groups providing assistance to the various camps, including the type of assistance being provided (3Ws re: Who, What and Where);
h. Make available to the CMTs the contact information of agencies/offices involved in the referral system for Gender-Based Violence (GBV) cases
i. Develop area-specific protocols to help the Committee implement the objectives of this order responsive to local context and needs;
j. Ensure that agencies, groups, and organizations providing assistance to the camps are aware of this order and the standards set forth hereto;
k. Conduct capacity-building activities and refresher courses to designated camp managers/teams and volunteers;
l. Maintain an adequate supply of the Camp Management Toolkit;
m. Coordinate with and report to the National Camp Coordination and Camp Management (CCCM) Cluster in times of major emergencies in their Area of Responsibility (AOR);

n. Monitor and address needs related to the use of schools as evacuation centers and concerns on the need to continue learning in camps during emergencies;
o. Monitor the establishment and functionality of Child and Women Friendly Spaces;
p. Ensure the activation of the Comprehensive Emergency Program for Children; and
q. Request for the conduct of Mental Health and Psychosocial Support (MHPSS) for camp managers

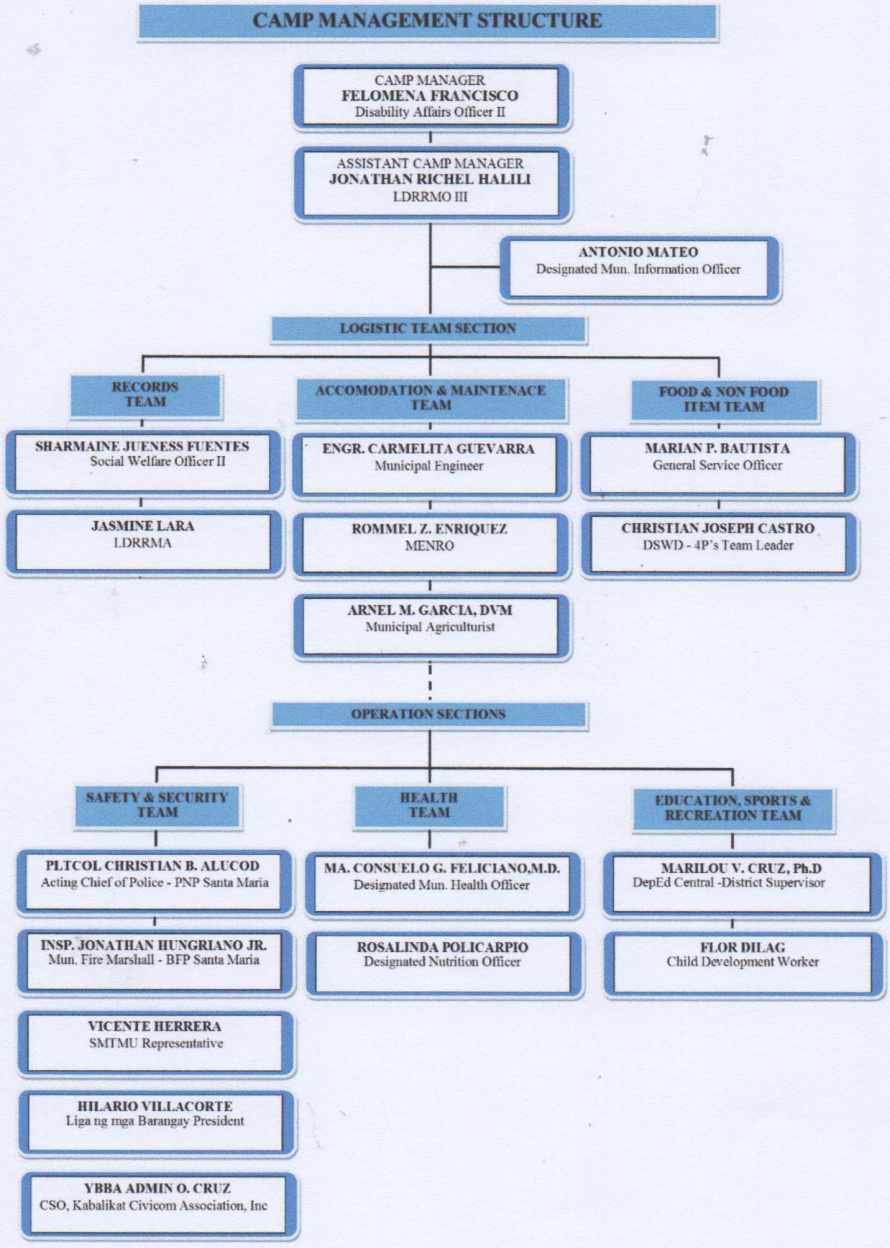
Section 3. Camp Management Team (CMT). Part of the Camp Management Plan is the organization of the CMT which shall be activated and deployed to the camp assigned to them during disasters. Camp Management Team (CMT) shall be composed of the following personnel:

Camp Manager	-	**FELOMENA FRANCISCO** Disability Affairs Officer II
Assistant Manager	-	**JONATHAN RICHEL HALILI** LDRRMO III
Administrative/Records Officer	-	**SHARMAINE JUENESS FUENTES** Social Welfare Officer II
Property Officer	-	**MARIAN P. BAUTISTA** General Service Officer
Information Management Officer	-	**ANTONIO MATEO** Designated Mun. Information Officer
Security Officer	-	**VICENTE HERRERA** Representative, SMTMU

Section 4. Functions of the Camp Management Team

a. Organize and ensure the participation of Internally Displaced Persons (IDPs) in managing the camp;
b. Register IDPs and ensure regular updating on the status of displaced families and individuals including their movements after displacement. A consolidation of the status shall be displayed in the Information Board.
c. Conduct regular monitoring on the functionality of basic camp facilities (e.g. electricity, water, toilets, bathrooms, laundry area, kitchen, etc.)
d. Ensure that the required assistance, services, and protection of the IDPs are provided in a timely manner and are based on the minimum standards;
e. Coordinate, monitor, and report the status of delivery of services and conduct of activities to the CMC;
f. Establish participative and transparent governance and management system, including the IDP-led formulation of house rules;

g. Ensure the inclusion of the IDPs, especially women, children, persons with disability, older persons and persons with special needs, in the management activities and decision-making processes;
h. Establish a mechanism/system to address complaints and grievances;
i. Coordinate with the education cluster in ensuring learning continuity in school/s used as evacuation centers;
j. Report to the CMC if there are orphaned, unaccompanied, and separated children inside camps;
k. Coordinate with Barangay Peace and Order Council and law enforcement agencies in the maintenance of peace and order inside the camps; and
l. Coordinate with the building/property owner and ensure their involvement in the decision-making process concerning the use, care, and maintenance of facilities.



Section 5. BASIC FACILITIES AND STANDARDS. The following facilities should be made available by the EVACUATION CENTER MANAGEMENT TEAM for the Internally Displaced Persons (IDPs) prior to evacuation:

1. **Shelter and Accommodation**. There must be adequate shelter provided to the IDPs for short- and long-term accommodation to cater to all evacuees with water and electricity connections. When designing accommodation areas, consider adequate ventilation, cultural practices, safety, privacy, and accessibility especially for senior citizens, women, children, and persons with disability.

2. **Camp Management Desk**. Set-up a desk properly marked and visible.

3. **Community Kitchen.**
   a. The Community kitchen shall be the area where the hot meals are prepared for and/or by the IDPs inside the camp;
   b. Drainage and waste management system must be considered in the construction of community kitchens;
   c. The Community kitchen must be strategically located wherein it can be easily accessed by the IDPs inside the camp and away from the toilet and bathing areas; and
   d. Must have access to safe and clean water; and
   e. It should be placed away from the communal toilets/latrines

4. **Storage Area.** Storage areas should be dry and hygienic, adequately protected from weather and free of chemicals or other contamination. The areas must be secured against pests such as insects and rodents.

5. **Water, Sanitation, and Hygiene (WASH).** The Sphere Standards and DOH's Technical Guidelines on WASH may be used as main reference for WASH standards for the ff:

   a. Toilets and Bathing Areas
   b. Laundry Spaces
   c. Water-based Facilities
   d. Basic Survival Water Needs
   e. Minimum Water Demand per day (Prolonged Period)
   f. Containment (within WASH)
   g. Sanitation and Hygiene
   h. Superstructure considerations
   i. Hygiene Promotion
   j. Maintenance of WASH facilities
   k. Desludging
   l. Sewage Disposal
   m. Solid Waste Management
   n. Vermin Control Program

6. **Health Facilities**
    a. Facilities Requirements for Health
        1. Health station/clinic
        2. Breastfeeding room
        3. Mental Wellness Space/room
    b. All medical stations/clinics shall have available basic drugs, medicines, medical supplies and equipment for use during disaster in camps.
    c. All medical stations/clinics shall ensure the availability of services 24/7 in camp for emergency cases.
    d. All medical missions shall be coordinated through the camp manager/authorized representative
    e. Health Services for populations in ECs located within 500 meters of a public health should be provided by that health facility.
    f. Health Services for ECs located more than 500 meters from nearest public health facility can be provided with a health station manned by health staff 8 hours on a daily basis for the first 2 weeks of the emergency.
    g. The breastfeeding room/corner should be secured, well-ventilated, well-lighted, with provision of water and soap for handwashing, and has chairs and /or bed for breastfeeding or expressing breastmilk. If possible, there will be a refrigerator for the storage of expressed breastmilk. Counseling can be done in the breastfeeding room to encourage breastfeeding and/or relactation. This facility should be accessible and provides privacy, security, helpful maternity services, continuing assistance, social support, and appropriate health services. Depending on the number of lactating women, at least one breastfeeding room/corner should be established per evacuation center.
    h. Should also include nutrition supplies such as Ready-to-Use Therapeutic Food, Ready-to-Use Supplementary Food, Vitamin A, Micronutrient Power, zinc iron-folic acid, Mid-upper arm circumference tapes, assessment tools, and other nutrition supplies.

7. **Child-Friendly Space**
    a. CFS mean safe spaces where communities create nurturing environments in which children can access free and structured play, recreation, leisure, learning activities, educational, psychosocial support, and other activities that restore a sense of normality and continuity.
    b. CFS are facilities for children (boys and girls) using rights-based approach, inclusivity and non-discriminatory regardless of class, gender, abilities, language, ethnicity, sexual orientation, religion, and nationality to have equal access to the CFS.
    c. Cultural norms and practices, community values, and design age-appropriate CFS activities (from birth to 6 years old, 7-12 years old, 13-17 years old) should be taken into consideration.
    d. One (1) CFS for every 100 families (estimated to serve at least 280 children below 18 years old) with kits containing at least toys, art materials, reading books, and other educational materials. Existing

structures may be used such as tents, huts, schools, etc. given comfort and safety have been assessed.

e. Although the space allocated for a CFS will greatly depend on what is available and what is appropriate (for example, the number of children that can safely participate and the types of activities planned). The prescribed is $1m^2$ per child and $72m^2$ for the tent.

8. **Women-Friendly Space**
   a. WFS is a facility/structure that aims to respond to the effects of displacement and vulnerability of women to crisis situations brought about by disasters through the provision of a wide range of services that would address their practical and strategic gender needs;
   b. One (1) WFS for every 100 families (tent or room) with kits containing at least art materials, curtains, logbook, mats, tables, chairs, etc.; and
   c. The area must be large enough that can accommodate at least 25-30 internally displaced women as an ideal number for an activity

9. **Conjugal/ Couple's Room**
   a. Conjugal/Couple's Room shall be a private room located at the end part of the camp to accommodate IDP-couples for a period of time (around 2-3 hours) to spend a moment of intimacy with privacy.
   b. Couples must present a marriage contract or Punong Barangay Certification. For not legally married couples/partners, they may present a certification from the Punong Barangay attesting that they are partners/living together.
   c. A couple's room is not deemed appropriate and shall not be allowed within school premises used as an evacuation center.

10. **Prayer Room.** A prayer room must be designed appropriately according the faith and beliefs of IDPs in camps;

11. **Area for management of livestock and domestic animals owned by IDPs**

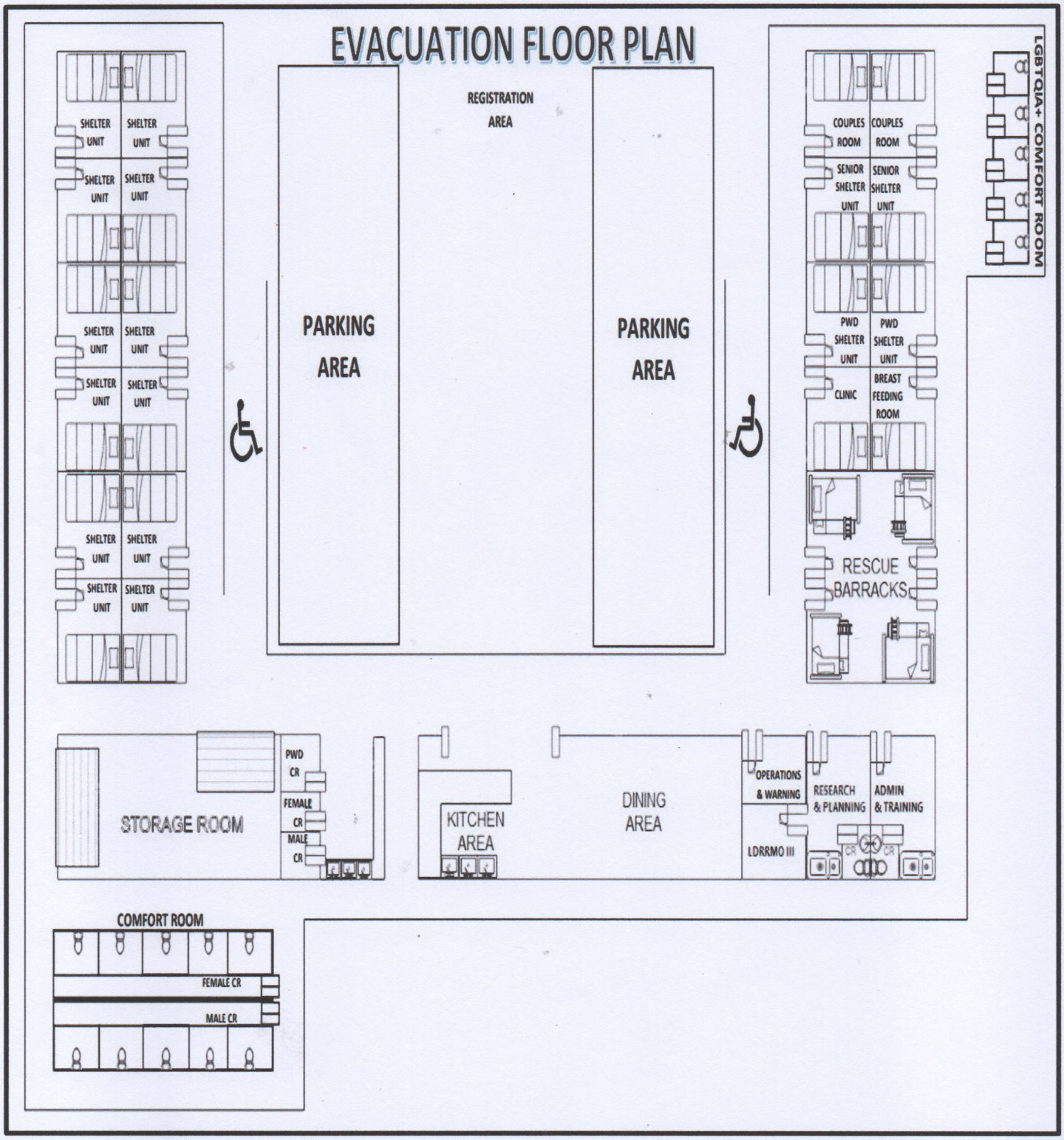
    a. Space for livestock and other domestic animals of IDPs shall be identified and provided in camps or if possible a separate camp facility for the animals shall be established.
    b. Facilities and food for these animals shall also be provided by the LGU during the disaster until such time when they are able to return to their owner's residences.
    c. Care and safety of these animals shall be ensured with the assistance of the Department of Agriculture, animal rights groups, and other concerned stakeholders.

12. **The standard technical specifications of all the above enumerated facilities shall conform to the International Sphere Standards and the provisions of DEPED-DSWD-DILG-DOH Joint Memorandum Circular No.2 S.2021.**

Republic of the Philippines
Province of Bulacan

MUNICIPALITY OF SANTA MARIA

OFFICE OF THE MUNICIPAL MAYOR



EVACUATION CENTER CAMP MAP

Poblacion, Santa Maria, Bulacan, 3022 Tel. No. (044) 762-8669 e-mail:smb.maoffice@gmail.com

Section 6. ORGANIZATION OF CAMP MANAGEMENT IDP SUPPORT TEAM
The IDPs are among the key stakeholders in camp management, as such their participation in the management of camps should be encouraged and promoted. All IDPs shall be organized into groups with team leaders that will assist the camp manager in ensuring that the basic needs of IDPs are addressed. The teams to be organized are as follows:

1. Records Team
2. Accommodation and Maintenance Team
3. Food and Non-food Items Team
4. Safety and Security Team
5. Health Team
6. Education, Sports and Recreation Team

Section 7. REGISTRATION AND INFORMATION MANAGEMENT.
The CMT shall facilitate the registration of all the IDPs, visitors and donors at the Evacuation Center including the management of all the information using the prescribe forms.

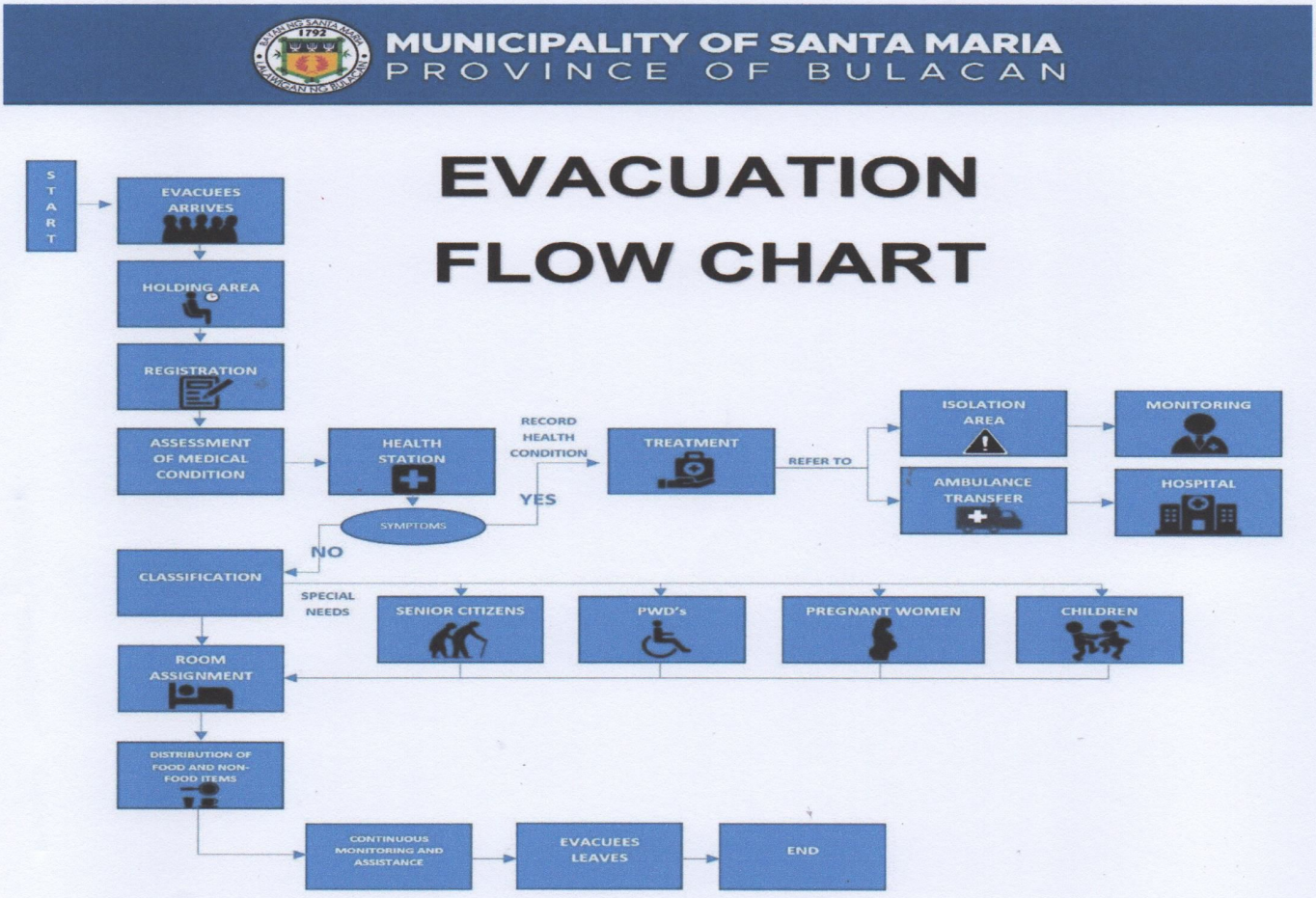
Registration Procedures. Perform the following steps to ensure proper information management and care of evacuees:

1. Fill up registration forms/ Disaster Assistance Family Access Card (DAFAC) for the incoming evacuees to register indicating the following:

    a. Profile: Name, age and sex of family head and place of origin of evacuees, members of the family, solo parent.
    b. Provide information on vulnerabilities such as member of the family who are: pregnant with expected date of delivery, lactating, elderly person, person with disability and type of disability (PWD), person with serious illness, malnourished children, source of income and skills, unaccompanied children, unaccompanied elderly.

2. Master listing and profiling of victims of disaster/ Internally Displaced Persons including missing and dead relatives of members of the family, details of family with special needs
3. The Displacement Tracking Matrix (DTM) tool shall be used in gathering the information on the needs in the Evacuation Centers and will be rolled out within 48 hours since the activation of Evacuation Centers.
4. Brief orientation and familiarization of the Evacuation Facility
5. Usher the person/ family to their room assignment

EVACUATION FLOW CHART



Section 8. PROVISION OF ASSISTANCE AND PROTECTION. Aside from the basic facilities, the following assistance and protection must also be provided by the task units-in-charge of every service needed:

1. Food and non-food
2. Protection
    a. General Protection Concerns
    b. Child Protection
    c. Child Friendly Places Protection Services
    d. Gender-Based Violence Protection
    e. Women Friendly Places Protection Services
3. Health Services Minimum Services Package for Health
    a. Clinical Management
    b. Public Health Services
    c. MISP for SRH

i. Safe Motherhood
ii. Family Planning
iii. Gender-Based Violence

4. Mental Health and Psychosocial Support Service
5. Nutrition

Section 9. REGULAR CONSULTATION AND MEETINGS WITH EVACUEES

All evacuees shall be organized into groups with identified team leaders. The team leader shall coordinate, mediate and encourage dialogue among IDPs and the host community towards peaceful coexistence;

Section 10. MAINTENANCE AND CARE OF EVACUATION CENTER FACILITIES

Repairs of damages of the evacuation center during the disaster shall be immediately undertaken to ensure the safety and wellbeing of the evacuees and other occupants.

Section 11. MOBILIZATION OF INTERNALLY DISPLACED PERSON SUPPORT TEAM

a. Organize volunteers to assist the goods distribution, repacking and other activities relevant management of resources.
b. Assist in the generation of a master list of IDPs.
c. Assist in the food preparation community kitchen
d. Assist in the conduct of socio-cultural and recreational activities (for prolonged camp).
e. Coordinate the organization and deployment of breastfeeding support group and members to actively promote, protect and support exclusive breastfeeding in the camps.

Section 12. CONDUCT OF CAMP EMERGENCY DRILLS

a. Orientation of short-term displacement
b. Drills during medium-term and long-term displacements

Section 13. EARLY RECOVERY SERVICES

a. **Livelihood Support.** Provide opportunities for work and implement a rehabilitation program to restore the livelihood of the affected families/population
b. **Cash-for-Work.** Provide short-term employment for the IDPs in the restoration of damaged shelters and community works in exchange for cash
c. **Food-for-Work.** Temporary employment through engagement in community work in exchange for food.
d. **Continuing Relief Assistance.** Management of relief assistance shall be under the supervision of the Field Office

Section 14. CAMP CLOSURE

1. **Trigger and Criteria for Camp Closure**
   The closure of the camps will be based on the assessment of IDPs and MDRRMC based on the following criteria:
   a. Once all IDPs have voluntarily left the camps
   b. Readiness of the IDPs to return to their respective places of origin
   c. Normalcy of the situation
   d. Readiness of the resettlement site

2. **Activities for Camp Closure**
   a. **Demobilization**
      All equipment provided by the local government or donated to the local government for the improvement of conditions during an emergency should be properly stored in a safe area for use in the event of another crisis.

   b. **Repair and Rehabilitation of Facilities**
      The local government is responsible for facilitating general cleaning including fumigation, repair of broken facilities, etc. This is an important activity in ensuring that the facility is safe to be utilized in its original function.

Section 15. EFFECTIVITY. This Executive Order shall take effect immediately upon signing

Done this 15th day of November, 2022 in the Municipality of Santa Maria, Province of Bulacan

BARTOLOME R. RAMOS
Municipal Mayor