



Republic of the Philippines
Region 02
Province of Cagayan
MUNICIPALITY OF CAMALANIUGAN
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 21 Series of 2022

AN ORDER APPROVING AND ADOPTING THE DISASTER RISK REDUCTION AND MANAGEMENT - HEALTH (DRRM-H) EMERGENCY RESPONSE STANDARD OPERATING PROCEDURE (SOP) OF THE MUNICIPALITY OF CAMALANIUGAN

WHEREAS, DOH Administrative Order No. 2020-0036 dated August 4, 2020 prescribes the Guidelines on the Institutionalization of Disaster Risk Reduction and Management in Health (DRRM-H) in Province-wide and City-wide Health Systems to ensure timely, effective and efficient preparedness and response to public health emergencies and disasters; thus ensuring delivery of essential population-based health services;

WHEREAS, the DRRM-H when institutionalized becomes functional through the formulation of the DRRM-H Plan, creation of health emergency response teams, prepositioning of essential health emergency commodities and establishment of a functional health emergency operations center;

WHEREAS, an Emergency Response Standard Operating Procedure was formulated detailing the organizational functions step by step under DRRM-H and instituting the simplified procedures that will ensure a more efficient delivery of services;

NOW THEREFORE, I, **ISIDRO T. CABADDU**, Municipal Mayor of the Municipality of Camalaniugan, do hereby APPROVE AND ADOPT THE DISASTER RISK REDUCTION AND MANAGEMENT - HEALTH (DRRM-H) EMERGENCY RESPONSE STANDARD OPERATING PROCEDURE (SOP) OF THE MUNICIPALITY OF CAMALANIUGAN.

This Executive Order shall take effect immediately.

Done this 30th day of August 2022 at Camalaniugan, Cagayan.

ISIDRO T. CABADDU
Municipal Mayor

Bryan 9/1/22



EMERGENCY OPERATION CENTER DRRM-H Standard Operating Procedure

CHAPTER I. INTRODUCTION

Emergency Operations Center (EOC), is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of an organization. It is a designated facility that is staffed and equipped with resources to undertake multi stakeholder coordination, management information and facilitate resources mobilization. Its main role is to support incident operations.

Table 1: OPERATION CENTER VS. EMERGENCY OPERATION CENTER

OPERATION CENTER	EMERGENCY OPERATION CENTER
Normal Condition	On emergency situation (either actual or potential)
Conduct normal monitoring; produces routine reports	Coordinates requirements, information and resources for a particular response operation
Requires few personnel to render services	Requires additional personnel to render duty

Common EOC stakeholders:

1. National Stakeholders
2. Regional Stakeholders
3. Local Stakeholders
4. Private Sector Representatives
5. Civil Society Organization Representatives

FUNCTIONS

CAMALANIUGAN: "Where the **BEST** begins"



An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are among those performed in the municipal EOC:

1. Receive and disseminate warnings.
2. Developing policies.
3. Collect intelligence from and disseminate information to the various EOC representatives and, as appropriate, to stakeholders, military and other agencies.
4. Prepare intelligence/information summaries, situation reports, operation reports and other reports as required.
5. Maintain general and specific maps, information display boards and other data pertaining to emergency operations.
6. Continue analysis and evaluation of all data pertaining to emergency operations.
7. Control and coordinate, within established policy, the operations and logistical support of the departmental resources committed to the emergency operations.
8. Maintain contact with support EOC's, other jurisdictions and levels of government.
9. Provide emergency information and instructions to the public. Making official releases to the media and the scheduling of press conferences as necessary.

CHAPTER II: EOC OPERATION

When there is an ongoing or incoming potential emergency situation, the Operation Center is on heightened alert. At this point, the Operation Center is activated into Emergency Operations Center.

Activation of EOC

The E.O.C. is activated only on orders of the mayor. It is activated for various reasons based on the needs of jurisdiction, organization, or incident commander. Upon notification that the local EOC has been activated, dispatch and deployment will immediately notify. Unless otherwise instructed by the local chief



executive, the notification will advise all notified personnel to report to operation center to open up the EOC. Health Emergency Response Teams (HERTs) will be assigned and a shift schedule established when needed.

Situation Requiring EOC Activation

- Flood and tropical cyclone warnings
- More than one area becomes involve in an incident
- Multiple agencies involved
- An incident could expand rapidly
- The locality is at risk
- A similar incident in the past required activation
- Anticipation of threat during event
- Need for support in acquiring additional resources
- As directed by the Responsible Officer (Local Chief Executive)

Table 2: Levels of Activation

NORMAL	EMERGENCY	
<u>WHITE ALERT</u>	<u>BLUE ALERT</u>	<u>RED ALERT</u>
<ul style="list-style-type: none"> • Normal situation/operations • Daily administrative and operational activities • Continuous preparedness activities. • Normal operations, monitoring, coordinating and reporting 	<ul style="list-style-type: none"> • Early stage of emergency situation. • Heightened monitoring, coordinating and reporting. • Risk analysis and monitoring • Advanced preparedness action • Contingency planning for action • Standby readiness for a full-scale response operation. 	<ul style="list-style-type: none"> • Imminent emergency situation • Highest level of monitoring, coordination and reporting • Signifies highest level of readiness in anticipation of an imminent situation or sudden onset of disaster. • All human and material resources are made available for duty and deployment. HERTs shall be in 24-hour duty • Escalation of highest level of response



<ul style="list-style-type: none"> • There shall be shifting of organizational structure from normal to disaster mode. • Followed by the activation of the plan, activation of the OpCen, HERTs shall be on a 24-hour duty. • Coordinate with Hospitals for possible surge of patients and be ready to receive patients/victims of emergency or disaster. 	<ul style="list-style-type: none"> • Area Coordinators shall be directed to conduct Rapid Health Assessment in the affected areas within 24 hours and coordinate with the LGU health personnel for provision of needed assistance such as surveillance, WASH, other public health services and logistics. • The hospitals shall be advised to be prepared for possible surge of patients/victims from the disaster.
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EOC Deactivation

In the event that effects of the health emergency/disaster is under control, and that the situation is being managed by the LGU, the PHO shall declare that the emergency is over and response shall be terminated. Coordinator shall consolidate all reports from the field and shall make final report. The final report shall be submitted to the PHO for submission to DOH-RO II.

CHAPTER III: EOC PLANNING STEPS

Table 3: Planning Steps

	STEP	ACTIVITY
1	Form a Team	Incident or event Notification and Activation
2	Understand the Situation	Initial Assessment and support Initial EOC briefing
3	Determine Objectives and Strategies	EOC manager sets/adjust objectives on the current situation Prepare and conduct strategy meeting
4	Develop a Plan	Prepare and conduct meeting



5	Approve and Disseminate the Plan	Finalize plan. Conduct EOC action plan briefing Have the Plan approved by the Local Chief Executive
6	Execute, Evaluate, and Refine Plan	The HERTs will perform their duties for the operational period based on the EOC action plan.

EOC Action Plan

EOC Action Plan is a written plan that defines the EOC work objectives and task necessary to manage the EOC activities during operational period.

Purpose of the EOC Action Plan

- Provide a common operating picture.
- Provide organizational direction
- Support incident priorities
- Assign responsibilities among personnel rendering duty at the EOC
- Set timelines
- Provide documentation


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DRRM-H Manager

Approved by:


ISIDRO T. CABADDU
Municipal Mayor

Bryan 8/26/2022