



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

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CP No.: 09178722894

## EXECUTIVE ORDER NO. 02 Series of 2024

### AN ORDER REORGANIZING THE EVACUATION CENTER MANAGEMENT COMMITTEE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (MDRRMC) OF THE MUNICIPALITY OF CAMALANIUGAN

**WHEREAS**, Republic Act No. 10121 states that it shall be 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 and management is the efficiency of the evacuation centers to cater to the needs of all affected population during disasters;

**WHEREAS**, there is a need to reconstitute the composition of the Evacuation Center Management Committee of the MDRRMC of the municipality of Camalaniugan to ensure delivery of essential services to the victims of disasters and calamities;

**NOW, THEREFORE, I, ISIDRO T. CABADDU**, Municipal Mayor of the Municipality of Camalaniugan, Province of Cagayan by virtue of the powers vested in me by law, do hereby create the Evacuation Center Management Committee of the MDRRMC of the Municipality of Camalaniugan as follows:

#### **SECTION 1. Composition of the Evacuation Center Management Committee.** The team shall be composed as follows:

Overall Coordinator:	<b>MA. CORAZON C. URSULUM</b> MSWDO
Members:	<b>HON. REX L. GARIO</b> LnB President
	<b>ENGR. ROWELL M. BANGAYAN</b> Municipal Engineer
	<b>DESIREEH GRACIA C. BULAITAN, MD</b> Municipal Health Officer
	<b>LEO G. CASAUAY, PhD</b> Public Schools District Supervisor
	<b>PMAJ ERWIN T. LADIA</b> Acting Chief of Police
	<b>ANDY BALLATAN</b> SBP Coordinator

#### **SECTION 2. Functions of the Evacuation Center Management Committee.** The different clusters of the Team shall perform the following:

**CAMALANIUGAN: “Where the BEST begins”**



1. Deploy cluster members to their assigned evacuation centers
2. Inform the building, structure or property owners of operation
3. Inspect the facilities to ensure that everything is in order and functional
4. Conduct planning session, ideally before accepting Internally Displaced Persons (IDP)
5. Coordinate with Food and Non-Food cluster for the needs
6. Make sure that all team members wear identifiable markers (IDs, vests or shirts)
7. Set-up visible evacuation center Information boards, streamers with proper directions and sufficient supplies and communication capacity.

**SECTION 3. Basic Facilities and Standards.** The following facilities should be made available by the Cluster Lead for the IDPs prior to evacuation

1. **Shelter and Accommodation.** There must be adequate shelter to cater all evacuees with water and electricity connections.
2. **Camp Management Desk.** Set-up a desk properly marked and visible.
3. **Toilet and Bathing Areas.** All toilet and bathing areas should be well-lighted, can be locked from the inside with proper ventilation and conforms with standards and laws
4. **Child Friendly spaces.** There must be clean toilets for boys and girls
5. **Community Kitchen.** The cooking area provided for shall be utilized and equipped with cooking tools to provide hot meals for the evacuees.
6. **Information Board.** Must be available on a space viable and easy to update and contains all important information as the following;
  - a) Name and location of evacuation center
  - b) Name of camp manager, agency and contact details
  - c) Number of families, individuals, lactating mothers, pregnant women, children, schoolchildren, elderly, PWDs, persons with serious illness, 4Ps beneficiaries, families with damaged houses, Casualties and schedule of activities
7. **Storage Area.** A safe place where relief goods can be stored.
8. **Laundry Spaces.** There must be space for laundry activities within the evacuation center with shed, water and lights
9. **Water supply.** There must be enough supply of potable water in the center.
10. **Health Station with Breastfeeding Room** to be managed by the Municipal Health Office.
11. **Livestock and Domestic Animals Management**

**SECTION 4. Basic Services.** Aside from the basic facilities, the following basic services must also be provided by the units-in-charge of every service:

SERVICES	UNIT/LEAD CLUSTER
Food	Food and non-food cluster
Distribution of Relief goods	
Nutrition	Nutrition Cluster
Protection	Protection & Security cluster
Child Protection & Continuous Education	Early Recovery & Education cluster
Gender-Based Violence Protection	
Water Sanitation and Hygiene	WASH, Health Services cluster
Health & Hygiene Promotion	
Maintenance of WASH facilities	
Sewage Disposal	Camp Coordination &



<i>Solid Waste Management</i>	<i>Management Cluster</i>
<i>Mental Health &amp; Psychological Services</i>	
<i>Vermin Control Program</i>	<i>Barangay DRRMC</i>
<i>Livelihood Support</i>	<i>Livelihood Cluster</i>

### **SECTION 5. Registration and Information Management.**

The Camp Coordination and Management cluster shall be in charge of the registration of all evacuees, visitors and donors at the Evacuation Center including management of all information using prescribed forms.

#### **Registration Procedures:**

1. Fill-up registration form
2. Assessment of IDPs
3. Brief orientation to map the facilities present in the evacuation center

### **SECTION 6. Regular Consultation and Meeting with Evacuees.**

All evacuees shall be organized into groups with identified team leaders. The team leaders shall be responsible in informing the evacuees of the policies and rules in the evacuation center. He shall also be in regular meeting with the camp manager and concerned cluster to report the needs and problems of evacuees. All these meetings shall be well-documented and recorded.

### **SECTION 7. Maintenance and Care of Evacuation Center Facilities.**

Repair of damages to the schools used as evacuation centers during the disaster shall be immediately undertaken to ensure the safety and well-being of the evacuees and other occupants. These repairs shall be the responsibility of the Shelter Cluster of the MDRRMC in coordination with the school principal or school head.

### **SECTION 8. Mobilization of volunteers**

Volunteers to help and assist in the activities such as but not limited to masterlisting of disaster victims, cooking, goods distribution, etc. shall first report to the MDRRMC Operations Center for Orientation and Assignment after which they shall be endorsed to the Camp Manager or Cluster Leads who are in need of assistance.

**SECTION 9. Termination of Evacuation Center Services.** The Evacuation Center shall be closed based on the following criteria:

1. Once all evacuees have voluntarily left the evacuation centers
2. Readiness of the resettlement site
3. Readiness of the evacuees to return to their respective places of origin
4. Normalcy of the situation

**SECTION 10. Effectivity.** The Order shall take effect immediately and shall be valid until revoked or amended.

Done this 22<sup>nd</sup> day of January 2024 at Camalaniugan, Cagayan.

  
**ISIDRO T. CABADDU**  
Municipal Mayor