



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 24-G
Series of 2023

"AN ORDER REORGANIZING THE MUNICIPAL EVACUATION CENTER MANAGEMENT TEAM OF THE MUNICIPALITY OF TRINIDAD, BOHOL"

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 populations during disasters;

WHEREAS, for an efficient evacuation center, there is a need to create the Evacuation Center Management of the MDRRMC of the Municipality of Trinidad, Bohol for proper coordination collaboration, and cooperation of stakeholders to ensure delivery of essential services to the victims of disasters and calamities;

WHEREAS, pursuant to the IRR of RA 10121, the Municipal Disaster Risk Reduction and Management Council shall establish an Operating Facility on a 24/7 basis before, during, and after calamity to be known as the Municipal Disaster Risk Reduction and Management Operation Center (MDRRMOC) of Trinidad, Bohol;

NOW, THEREFORE, I, ATTY. ROBERTO C. CAJES, PHD., Local Chief Executive, Local Government Unit of Trinidad, Bohol, by virtue of the power vested in me by law, hereby orders the following:

Section 1. CREATION AND COMPOSITION OF THE EVACUATION CENTER MANAGEMENT TEAM. The Evacuation Center Management Team Shall be composed of the following:

OVERALL, IN CHARGE OF THE EVACUATION CENTER

- Camp Coordination and Management Cluster Head

Member:

- Evacuation Center Manager (one per evacuation center)
- Assistant Manager (one per every 200 families)
- Administrative/Records Officer (one per 200 families)
- Property Custodian for schools occupied as EC or Owner for non-schools ECs

Section 2. FUNCTIONS OF THE ECMT. The ECMT shall have the following tasks and responsibilities.

- Organize the evacuees, identifying their leader to ensure harmonious coordination and collaboration between Camp management and evacuees;
- Ensure that the required assistance, services, and protection of the evacuees are provided in a timely manner and are based on the standards;
- Coordination and monitor the delivery of services and conduct of activities of different agencies and organizations;
- Establish participative and transparent governance and management system, including the crafting of essential house rules;



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

- e. Ensure the inclusion of the evacuees, especially women and persons with disability, and persons with special needs, in the management activities and decision-making process;
- f. Register the evacuees and roll out the information management system provided for in these Guidelines;
- g. In coordination with the ECC Committee, mediate and encourage dialogue among evacuees and the host community towards peaceful coexistence;
- h. Coordinate with law enforcement agencies and Barangay Tanods in the maintenance of peace and order inside the Centers, safety, preservation, and security of school properties and facilities during the period of occupation by evacuees; and
- i. Coordinate with the building/property owner of the evacuation center and ensure their inclusion in the decision-making process concerning the use, care, and maintenance of the facilities.

Section 3. BASIC FACILITIES AND STANDARDS OF EVACUATION CENTER. The following facilities should be made available by the cluster lead for IFPs prior to evacuation.

- a. Shelter and Accommodation. There must be adequate shelter to cater to all evacuees with water and electricity connections.
- b. Camp Management Desk. Set up a desk properly marked and visible.
- c. Toilets and Bathing Areas. All toilets and bathing areas should be well-lighted, can be locked from the inside, with adequate ventilation, and conforms to the requirements of all laws, and to the specifications of the sphere standard.
- d. Child-Friendly Spaces. Must be located near the toilet for boys and girls.
- e. Community Kitchen. The cooking area provided for by the Local Government Unit shall be utilized and equipped with cooking tools to provide hot meals for the evacuees.
- f. Information Board. Must be available in a space and easy to update which must contain the following information:
 1. Name of Evacuation Center and its Location
 2. Name of Camp Manager, agency, and Contact Details
 3. Number of families, Individuals, Males, Females, Lactating Mothers, Pregnant Women, children, Schoolchildren, Elderly disaggregated by sex, PWD disaggregated by sex, Persons with Serious Illness, 4Ps Beneficiaries, Families with Damaged Houses, Casualties (Dead, Missing, Injured), Schedule of Activities, etc.
- g. Storage Area. A safe place where relief goods can be stored free from rodents/insects.
- h. Laundry Spaces. There must be space for laundry activities within the evacuation center with drainage, a water tap, a shed, and lights.
- i. Water supply. There must be at least a supply of 15 liters per person per day.
- j. Health Sanitation with a breastfeeding room. To be managed by the Municipal Health Unit.
- k. Couple Room.
- l. Livestock and domestic animals' management.

Section 4. BASIC SERVICES. Aside from the basic facilities, the following basic services must also be provided by the task units in charge of every service needed:

SERVICE REQUIRED	TASK UNIT/LEAD CLUSTER: (MDRRMC member)
1. Food	Food and Non-Food Cluster
2. Distribution of Relief Goods	
3. Nutrition	Nutrition Cluster
4. Protection	Protection and Security Cluster



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

5. Child Protection and Continuous Education	Early Recovery & Education Cluster
6. Gender-Based Violence protection	
7. Water Sanitation and Hygiene	WASH, Health Services cluster
8. Health & Hygiene Promotion	
9. Maintenance of WASH facilities	
10. Sewage Disposal	Camp Coordination and Management Cluster
11. Solid Waste Management	
12. Mental Health & Psychosocial Services	
13. Vermin Control Program	Barangay DRRMC
14. Livelihood Support	Livelihood Cluster

Section 5. REGISTRATION AND INFORMATION MANAGEMENT.

- a. The Camp Coordination and Management Cluster of the MDRRMC 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.
- b. Registration Procedure. The one in charge of registration shall perform the following steps to ensure proper information management and care of evacuees;
 1. Fill up registration forms
 2. Assessment of IDP. If the person assessed needs health services, health personnel should take over. The needs of the person displaced such as food or clothing should also be provided before any further action.
 3. Brief orientation and issuance of the Information Guide.
 4. Usher the person/ family to their room assignment.

Section 6. REGULAR CONSULTATION AND MEETINGS WITH EVACUEES.

All evacuees shall be organized into groups with identified team leaders. The team leaders should be responsible for informing the evacuees of policies and rules in the evacuation center. He shall also be in regular meetings with the Camp Manager and concerned cluster to report the needs and problems of the evacuees. All these meetings shall be well documented and recorded. As such, the Camp Manager or the Cluster Leader shall keep the records of these meetings for ready reference when needed.

Section 7. MAINTENANCE AND CARE OF EVACUATION CENTER FACILITIES.

Repairs 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.

Section 8. MOBILIZATION OF VOLUNTEERS.

Volunteers to help and assist in the activities such as (but not limited to) master listing of disaster victims, cooking, goods, distributions, etc. shall first report to the MDRRMC Operations Center for Orientation and Assessment. Upon completion of Orientation, they shall be endorsed to the Camp Manager, or to another Cluster who are in need of assistance.

Section 9. TERMINATION OF EVACUATION CENTER SERVICES.

The evacuation center shall be closed based on the following criteria:



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

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 9. Effectivity

This Executive order shall take effect immediately.

Done this 30th day of May 2023, at Trinidad Municipal Hall, Poblacion, Trinidad, Bohol.


Atty. ROBERTO C. CAJÉS, Ph.D.
Municipal Mayor

Copy furnished:

- Sangguniang Bayan *by: [Signature] 6/1/2023*
- Municipal Human Resource Management and Development Office *[Signature] 6-1-23*
- DILG through the MLGOO *[Signature] 6/1/23*
- Municipal Disaster Risk Reduction and Management Council (MDRRMC) *[Signature] 6/1/23*
- File