



- 2.2 Inform the building, structure, or property owners of operation;
- 2.3 Inspect the facilities to ensure that everything is in order and functional;
- 2.4 Conduct planning, session, ideally before accepting internally displaced persons (IDP);
- 2.5 Coordinate with food & non-food cluster for the needs;
- 2.6 Make sure that all team members wear identifiable markers (Identification Cards, MDRRMC vests or shirts);
- 2.7 Set- up visible evacuation center information boards, steamers with proper directions and sufficient 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.

- 3.1 **Shelter and Accommodation.** There must be adequate shelter to cater to all evacuees with water and electricity connections.
- 3.2 **Camp Management Desk.** Set- up a desk properly marked and visible.
- 3.3 **Toilet 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 inside, with adequate ventilation and conforms to the requirements of all laws, and to the specifications of the Sphere Standard.
- 3.4 **Child-Friendly Space (CFS)** provision of toilet for boys and girls.
- 3.5 **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.
- 3.6 **Information Board.** Must be available on a space visible and easy to update which must contain the following information (or of the attached forms):
 - Name of Evacuation Center and its Location
 - Name of Camp Manager, agency and Contact Details
 - Number of families, individuals, males, females, lactating mothers, pregnant women, children, schoolchildren, elderly disaggregated by sex, PWDs disaggregated by sex, persons with serious illness, 4Ps beneficiaries, families with damaged houses, casualties (dead, missing, injured), etc.
- 3.7 **Storage Area.** A safe place where relief goods can be stored free from rodents/ insects.
- 3.8 **Laundry Spaces.** There must be a space for laundry activities within the evacuation center with drainage, water tap, shed and lights.
- 3.9 **Water Supply.** There must at least a supply of 15 liters per person per day
- 3.10 **Health Station** with a breastfeeding room. To be managed by the Municipal Health Office.
- 3.11 **Couple Room.** To accommodate legally married evacuee-couples.
- 3.12 **Livestock and domestic animals management.**
- 3.13. 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. 1, S. 2013**

Page 2 of 4 Executive Order No. 021 series of 2022

"Pagantakan ni Marcosyans, ita Napudpudno a Serbisyo"



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:

SERVICES 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
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

5.1 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 same as illustrated below:

5.2 **Registration Procedures.** The one in- charge of registration shall perform the following steps to ensure proper information management and care of evacuees:

5.2.1 **Fill-up registration forms**

5.2.2 **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.

5.2.3 **Brief orientation and Issuance of Information Guide.** Information guide should contain the basic utilities in the EC;

5.2.4 **Usher the person / family to their room assignment**

Section 6. REGULAR CONSULTATION AND MEETING WITH EVACUEE. All evacuees shall be organized into group with identified team leaders. The team leaders should be responsible in informing the evacuees of policies and rules in the

Page 3 of 4 Executive Order No. 021 series of 2022

"Pagantakan ni Marcosano, ito Napudpuno a Serbisyo"



evacuation center. He shall also be in the 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 or the Cluster Leader shall keep the records of the 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 distribution, etc., shall first report to the MDRRMC Operation Center for Orientation and Assignment. Upon completion of orientation, they shall be endorsed to the Camp Manager, or to other cluster who are in need, to assist.

Section 9. TERMINATION OF EVACUATION CENTER SERVICES. The evacuation center shall be closed based on the following criteria:

- 9.1. Once evacuees have voluntarily left the evacuation centers.
- 9.2. Readiness of the resettlement site.
- 9.3. Readiness of the evacuees to return to their respective places of origin.
- 9.4. Normalcy of the situation

Section 10. EFFECTIVITY. This Executive Order shall take effect immediately.

Done in the Municipality of Marcos, Ilocos Norte this 28th day of March 2022.


HON. ANTONIO V. MARIANO
Municipal Mayor



EXECUTIVE ORDER NO. 21
Series of 2022

AN ORDER CREATING THE EVACUATION CENTER MANAGEMENT TEAM (EC-MT) OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (MDRRMC) OF THE MUNICIPALITY OF MARCOS, ILOCOS NORTE.

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 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 disaster 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, for an efficient evacuation center, there is a need to create the Evacuation Center Management Team (EC-MT) of the MDRRMC in the Municipality of Marcos for proper coordination, collaboration and cooperation of stakeholders to ensure an effective delivery of essential services to the victims of disasters and calamities;

NOW THEREFORE, premises considered and by virtue of the powers vested in me under the laws of the Republic of the Philippines, **I, ANTONIO V. MARIANO**, Municipal Mayor of Marcos, Ilocos Norte, do hereby create of the Municipal Evacuation Center Management Team of the MDRRMC in the Municipality of Marcos as follows:

Section 1. COMPOSITION OF THE EVACUATION CENTER MANAGEMENT TEAM (EC-MT). The Evacuation Center Management Team shall be composed of the following CLUSTERS:

OVER-ALL- IN- CHARGE OF THE EVACUATION CENTER:

- CAMP COORDINATION AND MANAGEMENT CLUSTER

CLUSTER MEMBERS:

- CAMP COORDINATION AND MANAGEMENT CLUSTER
- WATER, SANITATION AND HYGIENE (WASH) CLUSTER
- EARLY RECOVERY AND EDUCATION CLUSTER
- FOOD AND NON- FOOD CLUSTER
- LOGISTICS CLUSTER
- PROTECTION, SAFETY AND SECURITY CLUSTER.
- NUTRITION CLUSTER

Section 2. FUNCTION OF THE EVACUATION MANAGEMENT TEAM. The different clusters of the Evacuation Center Management Team shall perform the following:

- 2.1 Deploy cluster member to their assigned evacuation centers;

Page 1 of 4 Executive Order No. 021 series of 2022

“Pagantakan ni Marcosgo, ita Napudpudno a Serbisyo”