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# I. INTRODUCTION

The CITY OF LAPU-LAPU is one of the highly urbanized cities in Region 7 or the Central Visayas.

The onset of decentralization in the Philippines created among government agencies and other institutions a multi-actor environment that necessitates cooperation with each other for the effective delivery of local services. In doing so, cooperation has become essential for an integrated approach to the achievement of functional responsibilities.



Foremost among the cooperation principles is harmonization. Harmonization has become a buzzword for development nowadays. Not very far from harmonization are almost similar terms such as convergence, whole of government approach to name a few. This means that at the LGU level there exists the possibility of working with political nemesis and at the NGA level of cooperating with agencies with overlapping mandates. These institutional challenges are coupled with the enormities of the impact brought about by climate change and disaster in general.

The primary goal of this Plan is to improve the existing implementation practices of Lapu-Lapu City specially in compliance to RA 10121 also known as the Philippine Disaster Risk Reduction and Management Act of 2010. Better partnership and working relationships among the departments within the local government unit, civil society organizations, private sector and community disaster volunteers (CDV's) is also priority of this plan.

Lapu-Lapu City, officially the City of Lapu-Lapu or simply known as Lapu-Lapu, is a 1st class highly urbanized city in the region of Central Visayas, Philippines. According to the latest census, it has a population of 408,112 people.

Lapu-Lapu City is bounded on the north and west by the Mactan Channel, on the east by Bohol Strait, and on the south by the Municipality of Cordova. The city is about 1.5 km. from Mandaue City and 8 km from Cebu City. Ferry boat services are also available between Pier 3 in Cebu City and the Muelle Osmeña wharf and Mactan wharf in Lapu-Lapu City.

Fire is the most frequent and common disasters that happen regularly. The 30 Barangays are considered as high risk to fire and based on the assessment of the City Disaster Risk Reduction and Management Office, 28% of the total population is the common figure that is affected once fire happens.

Flooding in Lapu-Lapu City affects 6 barangays comprising 1% of the total land area with an average height of 2 meters flood during heavy down pour or severe rainy seasons. It affects 2% of the total population but 22% on the total households.

Risk to Liquefaction is noted in 5 barangays in Lapu-Lapu City, affecting an 2% of its population. Storm surge affects mostly barangays with coastal areas and the islands in the Olango group of islands which are 13 barangays in all. It affects 8% of the total population and 22% of the households.

It is important to note that while all barangays are affected by Typhoon, only 14 out of 30 barangays are considered at risk with affected population which is 8% and 20% of the total households. These are the coastal and islet barangays.

Risk to Drought is noted in 12 out of 30 barangays in Lapu-Lapu City, affecting 19% of its population with 22% of the households in 21% of the total land area.

Ground shaking with high magnitude happens in a very rare frequency, and once it occurs, it can cause a lot of anxiety and fear to people. With this natural response of the society the City of Lapu-Lapu considers the 30 barangays as high risk to ground shaking.

The city upholds a culture of excellence, transparency, resourcefulness, accountability, integrity and teamwork.

On this context, the city commits to ensure continual improvement of its services to meet the highest level of stakeholder satisfaction not only during normal situations but also during emergency situations.

Thus, the formulation of the Public Service Continuity Plan (PSCP) will ensure no or minimal disruption of essential functions during an emergency or a disaster. It also identifies the LGU capacities, recovery requirements and continuity strategies to be able to continue performing its mission essential functions.

## II. PURPOSE

This PSCP will serve as an emergency operational manual for LGU-Lapu-lapu City in the event that a disruptive incident occurs within the City Hall premises and City Government Buildings, may it be natural or human-induced. This will provide operational actions to be undertaken to ensure continuity of functions and services, such that it ensures that needed resources are available for continuous operations and it identifies each employee's or office's roles during a disruptive incident or disaster.

### III. CONTINUITY POLICY STATEMENT

In line with the LGU mission, it is the primary policy of Lapu-lapu City to maintain and ensure continuous, effective and efficient delivery of essential public service amid any disaster or disruptive event that may affect its operations.

The City commits to attain the following public service continuity objectives in times of disruptive event of disaster:

- Ensure protection of City Government employees and other resources;
- Enable effective decision-making during emergency situations;
- Ensure quick recovery from disruption to address critical needs;
- Resume critical services to the public and other stakeholders;
- Ensure continuous operational readiness and functional management of the 24/7 Emergency Operations Center;
- Ensure resources are enough to continue operations;
- Protect important data and information used to deliver its Mission Essential Functions.

### IV. SCOPE

This PSCP shall apply to all City Government employees working in City Government buildings.

Each building has conducted its risk assessment and impact analysis. Further, each building has also identified its Mission Essential Functions (MEFs), continuity strategies, resource requirements, communication procedure, as well as its monitoring scheme.

### V. ROLES AND RESPONSIBILITIES

#### The City PSCP Core Team

Pursuant to NDRRMC Memorandum No. 33 s, 2018 re: PSCP Template as well as NDRRMC Memorandum No. 57, s. 2020 re: Updating of PSCP and Contingency Plans. Due to Public Health Emergency, the City Continuity Core Team is hereby constituted as follows:

| CONTINUITY CORE TEAM                   |                                                                           |
|----------------------------------------|---------------------------------------------------------------------------|
| Head of Agency                         | Local Chief Executive                                                     |
| Senior Leader                          | City Administrator                                                        |
| Continuity Manager                     | Head, CDRRMO                                                              |
| Continuity Coordinator                 | Building Administrators                                                   |
| Continuity Planning Team/Working Group | Head of the following offices: CSWDO, CHO, CDRRMO, CEO, CAO, CENRO, NERVE |

The Continuity Core Team roles are the following:

#### Head of Agency

- Responsible for the continuation of essential services during an emergency
- Ensures development of strategic continuity vision and overarching policy
- Approves the final plans and policies developed by the Continuity Core Team
- Ensures development of strategic continuity vision and overarching policy
- Ensures appointment of key continuity personnel and the development of a program budget for adequate facilities, equipment and training.

#### Senior Leader

- Approves all required continuity plans and programs developed by the Continuity Core Team
- Endorses to the Head of Agency all required continuity plans and programs
- Supports the work of the Continuity Core Team
- Responsible for ensuring that continuity programs are appropriately resourced.

#### Continuity Manager

- Coordinates the overall activities of the Continuity Core Team
- Provides an annual summary of planning activities to the Senior Leader and Head of Agency
- Performs other tasks and functions as may be needed

#### Continuity Coordinator

- Leads in the development /updating and maintenance of the PSCP
- Coordinates the activities of the Working Group
- Performs other tasks and functions as may be needed

#### Continuity Planning Team/Working Group

- Participates in meeting and workshops and other related activities in the development of the PSCP
- Gather all relevant reference

- Write the content of the PSCP
- Assimilate comments, inputs and recommendations gathered during meetings, workshops and other related activities to improve the PSCP
- Provide overall continuity coordination for the agency
- Coordinate continuity exercises, document post-activities and conduct periodic evaluation of organizational continuity capabilities

### **The Disaster Control Group (DCG)**

LGU-Lapu-lapu City has also established its DCG per building in charge of ensuring the safety and security of every personnel should a disruptive emergency or disaster occurs.

| <b>CITY ACCOUNTANT, CITY BUDGET AND CITY ENGINEERING BUILDING</b> |                                                                                                                                 |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Chair                                                             | ENGR. PERLA T. AMAR                                                                                                             |
| Asst. Chairman                                                    | MS. HELEN DUNOGG                                                                                                                |
| <b>Service Team</b>                                               |                                                                                                                                 |
| Evacuation                                                        | Per Office                                                                                                                      |
| Fire Suppression                                                  | BFP, CDRRMO                                                                                                                     |
| Security                                                          | PNP                                                                                                                             |
| First Aid                                                         | City Health, ERUF                                                                                                               |
| Safety/Damage Control                                             | Engineering/CDRRMO                                                                                                              |
| Search and Rescue                                                 | CDRRMO/BFP                                                                                                                      |
| Warning and Communications                                        | CDRRMO/NERVE                                                                                                                    |
| <b>Support Team</b>                                               |                                                                                                                                 |
| Admin and Finance                                                 | Accounting/Budget Office                                                                                                        |
| Logistics                                                         | GSO                                                                                                                             |
| Supply                                                            | Per Office                                                                                                                      |
| Relief                                                            | CSWDO                                                                                                                           |
| Transportation                                                    | Per Office                                                                                                                      |
| <b>SPORTS COMPLEX BUILDING</b>                                    |                                                                                                                                 |
| Chair                                                             | ALEJANDRO M. REMOROSA<br>OIC-Clean and Green                                                                                    |
| Asst. Chairman                                                    | ANNABELLE C. QUILANTANG<br>Assistant                                                                                            |
| <b>Service Team</b>                                               |                                                                                                                                 |
| Evacuation                                                        | Clean and Green, Tingog<br>Partylist/SWMO, Pastor For Change, DTI, Muslim Affairs, Manpower,<br>ISAO,<br>CLOSAP, FEDLUPA Office |
| Fire Suppression                                                  | NERVE Center, City Hall Responders, Marshals                                                                                    |
| Security                                                          | Marshals, NERVE Center                                                                                                          |
| First Aid                                                         | City Hall Responders, NERVE Center                                                                                              |

|                              |                                                                                 |
|------------------------------|---------------------------------------------------------------------------------|
| Safety/Damage Control        | City Hall Responders, Marshals, NERVE Center                                    |
| Search and Rescue            | City Hall Responders, Marshals, NERVE Center                                    |
| Warning and Communications   | IT Office, NERVE Center                                                         |
| Support Team                 |                                                                                 |
| Admin and Finance            | City Administrator's Office, CTO                                                |
| Logistics                    | Clean and Green, SWMO                                                           |
| Supply                       | CMO, City Administrator's Office                                                |
| Relief                       | Clean and Green, SWMO                                                           |
| Transportation               | Clean and Green, SWMO                                                           |
| CITY GENERAL SERVICES OFFICE |                                                                                 |
| Chair                        | OIC, CGSO                                                                       |
| Asst. Chairman               | Asst. CGSO                                                                      |
| Service Team                 |                                                                                 |
| Evacuation                   | Procurement Division                                                            |
| Fire Suppression             | Repair and Maintenance Division                                                 |
| Security                     | Repair and Maintenance Division                                                 |
| First Aid                    | Supply Division                                                                 |
| Safety/Damage Control        | Property Division                                                               |
| Search and Rescue            | Property Division                                                               |
| Warning and Communications   | Admin Division                                                                  |
| Support Team                 |                                                                                 |
| Admin and Finance            | Admin Division                                                                  |
| Logistics                    | Supply Division                                                                 |
| Supply                       | Procurement Division                                                            |
| Relief                       | Property Division                                                               |
| Transportation               | Repair and Maintenance Division                                                 |
| CITY HALL MAIN BUILDING      |                                                                                 |
| Chair                        | Atty. Danilo E. Almendras<br>City Administrator                                 |
| Asst. Chairman               | Nagiel B. Bañacia, Ph.D.<br>CDRRMO                                              |
| Service Team                 |                                                                                 |
| Evacuation                   | CPDO, City Assessor's Office, CTO, IT Office, CMO, SP, City Legal Office, HRMDO |
| Fire Suppression             | NERVE Center, City Hall Responders, Marshalls                                   |
| Security                     | Marshalls, NERVE Center                                                         |
| First Aid                    | City Hall Responders, NERVE Center                                              |
| Safety/Damage Control        | City Hall Responders, Marshalls, NERVE Center                                   |
| Search and Rescue            | City Hall Responders, Marshalls, NERVE Center                                   |
| Warning and Communications   | IT Office, NERVE Center                                                         |
| Support Team                 |                                                                                 |
| Admin and Finance            | City Administrator's Office                                                     |
| Logistics                    | CPDO, IT Office                                                                 |
| Supply                       | CMO, City Administrator's Office                                                |

| <b>LAPU-LAPU CITY HOSPITAL</b> |                                                                |
|--------------------------------|----------------------------------------------------------------|
| Chair                          | Dr. Cliff C. Canton<br>Chief of Hospital                       |
| Asst. Chairman                 | Dr. Debrah Ann R. Custodio<br>Hospital Administrator           |
| Service Team                   |                                                                |
| Evacuation                     | Evacuation Team (Disaster Mgt. Committee)                      |
| Fire Suppression               | Fire Brigade Team (Disaster Mgt. Committee)                    |
| Security                       | Marshal Unit                                                   |
| First Aid                      | Emergency Department                                           |
| Safety/Damage Control          | Maintenance Unit/Damage Control Team (Disaster Mgt. Committee) |
| Search and Rescue              | SAR team (Disaster Mgt. Committee)                             |
| Warning and Communications     | Information/Communication team (Disaster Mgt. Committee)       |
| Support Team                   |                                                                |
| Admin and Finance              | Admin Office/Procurement Team                                  |
| Logistics                      | Admin Office/Procurement Team                                  |
| Supply                         | Supply Officer/Marshal Team                                    |
| Relief                         | Medical Social Worker                                          |
| Transportation                 | Ambulance/PTV Drivers                                          |
| <b>LIBRARY BUILDING</b>        |                                                                |
| Chair                          | MS. MELISSA P. AUGUSTO<br>City Civil Registrar                 |
| Asst. Chairman                 | MR. MARK ANTHONY BAUTISTA<br>PIO Head                          |
| Service Team                   |                                                                |
| Evacuation                     | MR. MARCIAL MATIDIOS JR. - LCRO                                |
| Fire Suppression               | MR. LODIELAN V. OCHEA, MS. DIANA REIN JABAYBAY - PIO           |
| Security                       | BENJAMIN, JR. TORRES- LCRO                                     |
| First Aid                      | MR. LODIELAN V. OCHEA, MS. DIANA REIN JABAYBAY - PIO           |
| Safety/Damage Control          | MR. MARCIAL MATIDIOS JR. - LCRO                                |
| Search and Rescue              | MR. LODIELAN V. OCHEA, MS. DIANA REIN JABAYBAY - PIO           |
| Warning and Communications     | MR. MARCIAL MATIDIOS JR. – LCRO                                |
| Support Team                   |                                                                |
| Admin and Finance              | MS. NANCY B. IGOT                                              |
| Logistics                      | MS. LORNA A. MANLOSA                                           |
| Supply                         | MS. MA. FAYE T. AMOIN                                          |
| Relief                         | MS. MERY CHRISTINE G. NAUL                                     |

|                              |                             |
|------------------------------|-----------------------------|
| Transportation               | MS. LIECEL RIVERA           |
| STA. ROSA COMMUNITY HOSPITAL |                             |
| Chair                        | DR. JOEL B. SEMBLANTE       |
| Asst. Chairman               | MR. RENE CARLO M. ALIVIO    |
| Service Team                 |                             |
| Evacuation                   | MR. ENRIQUE D. TAPERE JR.   |
| Fire Suppression             | MR. EDGARDO B. INOC         |
| Security                     | MR. ARNEL BACULAO           |
| First Aid                    | MS. NHIRACE C. GIDUCOS      |
| Safety/Damage Control        | MR. CHARLIE AMORIN          |
| Search and Rescue            | MR. ARMANDO DOCIL           |
| Warning and Communications   | MR. ARNEL QUIÑO             |
| Support Team                 |                             |
| Admin and Finance            | MS. RHEA RECOSOSA           |
| Logistics                    | MR. JEROME RHYS V. CUYOS    |
| Supply                       | MRS. ANNALIE LOCION         |
| Relief                       | MS. PAMELA DOCIL            |
| Transportation               | MR. FLORENTINO MADRIGAL JR. |

**Roles and Functions of the DCG are the following:**

**DCG Chair:**

- Responsible in making recommendation to the Head of Agency for the activation/deactivation of the PSCP
- Performs overall supervision on the Service and Support Teams
- Consolidates the plan of action, standard operation procedures, reports and recommendations of the various Service and Support Teams
- Coordinates activities of the DCG with the Continuity Core Team

**DCG Vice-Chair:**

- Serves as principal assistant to the chairman;
- Coordinates all operating team leaders in the PSCP implementation.

**Service Teams:**

**1. Evacuation Team**

- Directs the evacuation of personnel from the building towards the assembly area and to the evacuation site

**2. Search and Rescue Team**

- Performs search and rescue operations
3. Fire Suppression Team
    - Performs immediate and actual firefighting operations
    - Immediately calls up the Bureau of Fire Protection and assist the latter upon arrival and takeover
    - Conducts a thorough assessment of the situation and ensure that all fire hazards have been eliminated, reduced or controlled
    - Conducts salvage operations of the building's valuable contents
  4. Security Team
    - Secures the vacated building, assembly area and the evacuation site
    - Clears the street and passageways of any obstructions for ease of personnel / vehicle movement
    - Responds to alarm signals or other suspicious activities and reports the matter to authorities
  5. First Aid Team
    - Assesses casualties and provides immediate, lifesaving medical care to the injured personnel
    - Arranges for further medical help or other emergency services and provides a handover when further medical help arrives
  6. Safety/Damage Control Team
    - Ensures safety of personnel during PSCP activation
    - Determines the structural integrity of the building and facilities
    - Recommends to the DCG Chair whether it is safe to return to the building or facility
    - Estimates the costs of damages incurred on the buildings, facilities and other assets and recommends appropriate action
  7. Warning and Communication Team
    - Promptly notifies the concerned agencies of the disruptive incident/event and request for assistance.
    - Set up necessary facilities to ensure continuous receipt and transmission of data and communication.
    - Receives and transmits messages, orders, advisories and related information to building employees
    - Responds to cybersecurity incidents, threats and ICT service disruption on site and via remote support
    - Ensures the provision of emergency telecommunications and IT support

- Conducts a thorough assessment of affected ICT infrastructure
- Ensures all critical information and data are backed-up and secured

#### Support Teams

##### 1. Administrative and Finance Team

- Provides support to fund requirements under relevant applicable budgeting, accounting and auditing rules and regulations
- Ensures that all employees are properly accounted and their morale and welfare needs are addressed

##### 2. Logistics Team – provides logistical requirements in terms of supplies, relief and transportation as follows:

###### a. Supplies unit

- Provides the equipment and supplies requirements of personnel in the evacuation area

###### b. Relief Unit

- Provides the day-to-day basic sustainability needs of the personnel in the evacuation area

###### c. Transportation unit

- Provides transport services

#### **Incident Management Team (IMT)**

An Incident Management Team is also established based on the type of incident. To execute tactical response, the CDRRMC will activate its Incident Management Team composed of the command and general staff.

Since this is the worst-case scenario, it may not be possible to specify names of individuals who will constitute the IMT. Instead, names of departments / offices / organizations are indicated to be in charge of the ICS positions with corresponding roles and responsibilities.

| <b>TYPE OF INCIDENT</b>                      | <b>INCIDENT COMMANDER</b> | <b>COMMAND STAFF</b>     | <b>GENERAL STAFF</b>                   |
|----------------------------------------------|---------------------------|--------------------------|----------------------------------------|
| Earthquake                                   | BFP                       | PIO - PIO                | Operations Section Chief – BFP         |
|                                              |                           | Liaison Officer - CDRRMO | Planning Section Chief – CDRRMO        |
|                                              |                           | Safety Officer – BFP     | Logistics Section Chief – GSO          |
|                                              |                           |                          | Admin / Finance Section Chief – CDRRMO |
| Flooding                                     | CDRRMO                    | PIO – PIO                | Operations Section Chief – BFP         |
|                                              |                           | Liaison Officer – CDRRMO | Planning Section Chief – CDRRMO        |
|                                              |                           | Safety Officer – BFP     | Logistics Section Chief – GSO          |
|                                              |                           |                          | Admin / Finance Section Chief – CDRRMO |
| Tropical Cyclone                             | CDRRMO                    | PIO – PIO                | Operations Section Chief – CDRRMO      |
|                                              |                           | Liaison Officer – CDRRMO | Planning Section Chief – BFP           |
|                                              |                           | Safety Officer – BFP     | Logistics Section Chief – GSO          |
|                                              |                           |                          | Admin / Finance Section Chief – CDRRMO |
| Fire                                         | BFP                       | PIO – PIO                | Operations Section Chief – BFP         |
|                                              |                           | Liaison Officer – CDRRMO | Planning Section Chief – BFP           |
|                                              |                           | Safety Officer – BFP     | Logistics Section Chief – CDRRMO       |
|                                              |                           |                          | Admin / Finance Section Chief – CDRRMO |
| Terrorism-Related Incident                   | PNP                       | PIO – PIO (LGU, PNP)     | Operations Section Chief – PNP         |
|                                              |                           | Liaison Officer – PNP    | Planning Section Chief – BFP           |
|                                              |                           | Safety Officer – AFP     | Logistics Section Chief – GSO          |
|                                              |                           |                          | Admin / Finance Section Chief – CDRRMO |
| Emerging and Re-emerging Infectious Diseases | CHO                       | PIO – PIO                | Operations Section Chief – CHO         |
|                                              |                           | Liaison Officer – CHO    | Planning Section Chief – CHO           |
|                                              |                           | Safety Officer – MCDRRMO | Logistics Section Chief – CDRRMO       |
|                                              |                           |                          | Admin / Finance Section Chief – CHO    |

### Roles and Responsibilities

| <b>POSITION</b>                            | <b>ROLES AND RESPONSIBILITIES</b>         |
|--------------------------------------------|-------------------------------------------|
| Incident Commander                         | Overall manages the incident              |
| Command Staff                              |                                           |
| • Public Information Officer               | Interacts with the media and public       |
| • Safety Officer                           | Assesses all operational safety concerns  |
| • Liaison Officer                          | Point of contact for other agencies       |
| General Staff                              |                                           |
| • Operations Section Chief                 | Implements tactical activities            |
| • Planning Section Chief                   | Collects information and prepares reports |
| • Logistics Section Chief                  | Provides facilities and services support  |
| • Finance and Administration Section Chief | Monitors and approves expenditures        |

### **Emergency Operations Center (EOC)**

The EOC will be hosted under emergency alert status depending on the severity of the incident. EOC Management Team will also be established based on the type of incident to support the Incident Management Team executing the tactical response.

The Identified EOC for the City Government of Lapu-lapu is located at the Lapu-lapu City DRRMO Building. In case the identified EOC is damaged and un-operational, the identified alternate EOC is at the Mayor's Conference Room.

| TYPE OF INCIDENT                            | EOC MANAGER | EOC MANAGEMENT TEAM                    |
|---------------------------------------------|-------------|----------------------------------------|
| Earthquake                                  | CDRRMO      | Operations Coordinator – BFP           |
|                                             |             | Planning Coordinator – CDRRMO          |
|                                             |             | Logistics Coordinator – GSO            |
|                                             |             | Admin / Finance Coordinator – CDRRMO   |
| Flooding                                    | CDRRMO      | Operations Section Chief – CDRRMO      |
|                                             |             | Planning Section Chief – CDRRMO        |
|                                             |             | Logistics Section Chief – GSO          |
|                                             |             | Admin / Finance Section Chief – CDRRMO |
| Tropical Cyclone                            | CDRRMO      | Operations Section Chief – CDRRMO      |
|                                             |             | Planning Section Chief – BFP / PNP     |
|                                             |             | Logistics Section Chief – GSO          |
|                                             |             | Admin / Finance Section Chief – CDRRMO |
| Fire                                        | CDRRMO      | Operations Section Chief – BFP         |
|                                             |             | Planning Section Chief – BFP           |
|                                             |             | Logistics Section Chief – CDRRMO       |
|                                             |             | Admin / Finance Section Chief – CDRRMO |
| Terrorism-Related Incident                  | CDRRMO      | Operations Section Chief – PNP         |
|                                             |             | Planning Section Chief – BFP           |
|                                             |             | Logistics Section Chief – GSO          |
|                                             |             | Admin / Finance Section Chief – CDRRMO |
| Emerging and Reemerging Infectious Diseases | CHO         | Operations Coordinator – CHO           |
|                                             |             | Planning Coordinator – CHO             |
|                                             |             | Logistics Coordinator – CDRRMO         |
|                                             |             | Admin / Finance Coordinator – CHO      |

### **Roles and Responsibilities**

| POSITION                               | ROLES AND RESPONSIBILITIES                                                                                                                     |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| EOC Manager                            | Provision of overall leadership in the EOC                                                                                                     |
| Operations Coordinator                 | Facilitation of multi-stakeholder coordination in support of the emergency response                                                            |
| Planning Coordinator                   | Performance of all functions pertaining to information management, situation reporting, action planning, report development and dissemination. |
| Logistics Coordinator                  | Facilitation of all logistical requirements to support the activities of the EOC                                                               |
| Finance and Administration Coordinator | Management of all financial and administrative concerns of the EOC                                                                             |

## VI. DEFINITION OF TERMS

- **Assembly Area** – identified and known area where personnel should immediately proceed in case of a disruptive event for accounting and safety
- **Business Impact Analysis** – Process of analyzing activities and the effect that a business disruption might have upon them (ISO 22300).
- **Call Tree** – Structured cascade process that enables a list of persons, roles and/or organizations to be contacted as a part of information exchange or plan invocation procedure (BCI Glossary 2011).
- **Continuity of Operations** – Capability to continue essential program functions and to preserve essential facilities, equipment, and records across a broad range of potential emergencies (Emergency Management Standard 2007).
- **Crisis** – Abnormal situation that threatens the operations, staff, customers, or reputation of an enterprise (BCI Glossary 2011).
- **Disaster** – a serious disruption of a functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources.
- **Disaster Control Group** – an established organization that is in charge of ensuring safety and security within its jurisdiction
- **Disruption** – Event that interrupts normal business, functions, operations, or processes, whether anticipated (e.g., hurricane, political unrest) or unanticipated (e.g., a blackout, terror attack, technology failure, or earthquake) (BCI Glossary 2011).
- **Evacuation Site** – an identified site where employees should proceed after accounting / headcount from the assembly area.
- **Exercise** – Process to train for, assess, practice, and improve performance in an organization.
  - Note 1: Exercises can be used for: validating policies, plans, procedures, training, equipment, and inter-organizational agreements; clarifying and training personnel in roles and responsibilities; improving inter-organizational coordination and communications; identifying gaps in

resources; improving individual performance; and identifying opportunities for improvement, and controlled opportunity to practice improvisation.

- Note 2: A test is a unique and particular type of exercise, which incorporates an expectation of a pass or fail element within the goal or objectives of the exercise being planned (ISO 22300).
- **Hot Site** – Continuity facility that already has in place the computer, telecommunications, other information technology, environmental infrastructure, and personnel required to recover critical business functions of information systems (FEMA).
- **Incident** – Event that has the capacity to lead to loss of or disruption to an organization’s operations, services, or functions – which, if not managed, can escalate into an emergency, crisis, or disaster (BCI Glossary 2011).
- **Mission Essential Functions** – Limited set or organization-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities (FEMA).
- **Non-Essential Activities** – activities of the office which are incidental to primary mandate under the law; activities under non-Mission Essential Functions
- **Public Service Continuity** – Business continuity for the public sector; Capability of the organization to continue delivery of products or services at acceptable predefined levels following disruptive incident (ISO 22300).
- **Public Service Continuity Plan** – Business continuity plan for the public sector; Documented procedures that guide organizations to respond, recover, resume, and restore to a pre-defined level of operation following disruption (ISO 22301).
- **Recovery** – Implementation of prioritized actions required to return an organization’s processes and support functions to operational stability following an interruption or disaster (FEMA).
- **Recovery Time Objectives** – Period of time following an incident within which: a) product or service must be resumed; or b) activity must be resumed; or c) resources must be recovered.
- **Testing** – Procedure for evaluation; means of determining the presence, quality, or veracity of something (ISO 22300).

## VII. ASSUMPTIONS

This PSCP is based on the following assumptions:

1. Several employees of City Government of Lapu-lapu have undergone the following trainings / seminars related to Disaster Risk Reduction and Management:
  - Basic DRRM
  - Basic Incident Command System
  - Emergency Operations Center
  - Basic Life Support
  - Standard First Aid
  - Basic Firefighting
  - Search and Rescue
2. An Incident Management Team, Emergency Operations Center Management Team and Disaster Control Groups are established within the LGU
3. Response resources are available per building.
4. Back-up communication system is available and being maintained.
5. In the event of power outage, back-up power sources are available per building.
6. Portable drinking water and other supplies and materials are also available.
7. If a major earthquake, fire, terrorism-related incidents will render each building inaccessible or not operational, a primary and alternate evacuation as well as an alternate relocation site will be established at the following locations:

| <b>Buildings</b>                                           | <b>Primary Evacuation Site</b>     | <b>Alternate Evacuation Site</b> | <b>Relocation Site</b>                  |
|------------------------------------------------------------|------------------------------------|----------------------------------|-----------------------------------------|
| City Accountant, City Budget and City Engineering Building | Hoopsdome                          | Sports Center near City Hall     | Hoopsdome, Sports Center near City Hall |
| Sports Complex Building                                    | City Hall Grounds, City Hall Lobby | Mandated Evacuation Site         | Mandated Evacuation Site                |
| GSO                                                        | City Hall Grounds                  | Sports Center near City Hall     | Hoopsdome                               |
| City Hall Main Building                                    | City Hall Grounds                  | Sports Center near City Hall     | Hoopsdome                               |
| City Health Office                                         | City Hall Grounds                  | Sports Center near City Hall     | Hoopsdome                               |
| City Hospital - Old                                        | Parking Lot, Opposite Lot          | Nearby Schools                   | Hoopsdome; Lapu-                        |

|                                      |                                        |                                                   |                                   |
|--------------------------------------|----------------------------------------|---------------------------------------------------|-----------------------------------|
| Building                             | (OPD Before)                           | (Gun-ob NHS & Gun-ob Elem. School)                | Lapu City College                 |
| City Hospital - New Building         | Parking Lot, Opposite Lot (OPD Before) | Nearby Schools (Gun-ob NHS & Gun-ob Elem. School) | Hoopsdome; Lapu-Lapu City College |
| Library Building                     | Public Information Office              | Land Transportation Office                        | Park (Adjacent LTO)               |
| Sta. Rosa Community Hospital Complex | Mini City Hall Auditorium              | Mini Hoopsdome                                    | Mini City Hall Auditorium         |

## VIII.MISSION ESSENTIAL FUNCTIONS (MEFS) AND RECOVERY TIME OBJECTIVES (RTO)

| OFFICE                                                      | MISSION ESSENTIAL FUNCTIONS                                                                                                                                 |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City Mayor's Office                                         | Carry out emergency measures as may be necessary during and in the aftermath of disasters and calamities                                                    |
|                                                             | Conduct emergency meetings                                                                                                                                  |
|                                                             | Activate Response Clusters                                                                                                                                  |
|                                                             | Activate Incident Management Team                                                                                                                           |
| Vice-Mayor's Office                                         | Carry out emergency measures as may be necessary during and in the aftermath of disasters and calamities in the absence of the city mayor                   |
|                                                             | Conduct emergency meetings in the absence of the city mayor                                                                                                 |
| Sangguniang Panlungsod (SP)                                 | Adopt measures to protect the inhabitants of the city from the harmful effects of man-made or natural disasters and calamities                              |
|                                                             | Provide relief services and assistance for victims during and in the aftermath of disasters and their return to productive livelihood following said events |
| City Disaster Risk Reduction and Management Office (CDRRMO) | Conduct monitoring at 24/7 operations center                                                                                                                |
|                                                             | Prepare and disseminate advisories, bulletins and situation reports                                                                                         |
|                                                             | Deploy responders to affected areas                                                                                                                         |
|                                                             | Ensure effective connectivity (voice and data) from Regional Offices, Provinces, Cities, Barangays and support agencies / offices                           |
|                                                             | Act as secretariat during the conduct of emergency meetings                                                                                                 |

|                                                       |                                                                                                                                                             |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | Conduct Rapid Damage Assessment and Needs Analysis                                                                                                          |
|                                                       | Activate Emergency Operations Center                                                                                                                        |
|                                                       | Coordinate and facilitate requests for logistics support                                                                                                    |
|                                                       | Provide manpower support to response clusters                                                                                                               |
| City Social Welfare and Development Office (CSWDO)    | Conduct relief operations                                                                                                                                   |
|                                                       | Activate Camp Coordination and Camp Management Cluster                                                                                                      |
|                                                       | Activate Internally Displaced Persons Protection Cluster                                                                                                    |
|                                                       | Conduct Stress Debriefing & Family Counseling                                                                                                               |
|                                                       | Provide Financial Assistance to affected families                                                                                                           |
| City Health Office (CHO)                              | Makes sure that the field responders and health cluster teams are already on standby in affected areas or in evacuation centers.                            |
|                                                       | Manage disaster-induced injuries and prompt referral to hospital for life-threatening conditions                                                            |
|                                                       | Conduct active disease surveillance in evacuation centers and disaster-affected areas to prevent epidemics due to crowding, poor sanitation, water shortage |
|                                                       | Monitor local drinking water quality (water refilling station, water providers)                                                                             |
| Lapu-lapu City Hospital                               | Prepare for, mitigate, respond to, and recover from public health and medical emergencies                                                                   |
|                                                       | Ensure the safety of procedures, facilities, and products intended for human and animal use, treatment, or consumption                                      |
|                                                       | Ensure continuous resource support, access to, and provision of authorized medical care and public health services                                          |
| City Engineer's Office (CEO)                          | Conduct clearing operations                                                                                                                                 |
|                                                       | Undertake road patching (minor repair)                                                                                                                      |
|                                                       | Conduct declogging of drainage, canals                                                                                                                      |
| General Services Office (GSO)                         | Ensure building maintenance (debris clearing, public structures repair, generator connection)                                                               |
|                                                       | Provide logistical support to the public                                                                                                                    |
|                                                       | Manage garbage collection                                                                                                                                   |
|                                                       | Repair and maintain street lights                                                                                                                           |
| City Environment and Natural Resources Office (CENRO) | Assess damage to vegetation and other natural resources of the city                                                                                         |
|                                                       | Monitor and enforce other environmental-related activities                                                                                                  |
| Nerve Center                                          | 24/7 CCTV and Radio Monitoring - Command Center                                                                                                             |
|                                                       | Enforce the provisions of the Traffic code in the City                                                                                                      |
|                                                       | Redirect traffic flow from obstructed road (rerouting)                                                                                                      |
|                                                       | Remove road obstructions after calamities                                                                                                                   |
|                                                       | Conduct mobile patrol (roving) in the city                                                                                                                  |
| City Agriculture Office (CAO)                         | Assess damage on agriculture and fisherfolks equipment during emergencies                                                                                   |
| Public Information                                    | Conduct hazard-related information dissemination through all means                                                                                          |

|                                       |                                                                        |
|---------------------------------------|------------------------------------------------------------------------|
| Office (PIO)                          | Issue press release / information                                      |
|                                       | Document activities / response actions during emergencies              |
| Gender and Development Office (GAD)   | Ensure safety and security of women and children in evacuation centers |
|                                       | Ensure gender-responsive facilities inside camps                       |
| City Veterinary Office (CVO)          | Ensure safe meat for public consumption.                               |
|                                       | Conduct surveillance and monitoring of emerging animal diseases.       |
|                                       | Conduct companion animal and livestock inventory                       |
|                                       | Provide biologics and veterinary services                              |
| Office of the Building Official (OBO) | Conduct assessment on building integrity                               |

## RISK ASSESSMENT PER BUILDING

| BUILDING                                                   | Hazard and Risk Identification                    |                                                                                                                                                                                                                              | Risk Analysis                                                                                                                                                     |        |                                                                                                                 |       |                                                                                                                |      | Risk Evaluation and Control                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                               |
|------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                                            | Threat                                            | Risk                                                                                                                                                                                                                         | Likelihood                                                                                                                                                        |        | Impact                                                                                                          |       | Risk Score                                                                                                     |      | Current Control Measures in Place                                                                                                                                                                                     | Effectiveness                                                                                                                                                                                                                                                                                                                                                                                      | Risk Mitigating Measures                                                                      |
|                                                            | Natural, Human-Induced, Technological, Biological | <p>Risks can be categorized as affecting the following:</p> <ol style="list-style-type: none"> <li>1. People</li> <li>2. Facility</li> <li>3. Public</li> <li>4. Process</li> <li>5. Supply Chain</li> <li>6. ICT</li> </ol> | <p>Assess likelihood in terms of FREQUENCY and PROBABILITY</p> <p>5 – Frequent / Almost Certain<br/>4 - Likely<br/>3 - Possible<br/>2 - Unlikely<br/>1 - Rare</p> |        | <p>Assess the impact as:</p> <p>5 - Extreme<br/>4 - Major<br/>3 - Moderate<br/>2 - Minor<br/>1 - Incidental</p> |       | <p>Assess the risk as:</p> <p>25 - Very High<br/>20 - High<br/>15 - Moderate<br/>10 - Low<br/>5 - Very Low</p> |      | <p>Indicate current control measures in place (consider both infra and non-infra interventions)</p>                                                                                                                   | <p>Assess effectiveness of current controls:</p> <p>5 - With controls in place which are working and controls in place are industry leading practice.<br/>4 - With highly effective controls in place, with little room for improvement.<br/>3 - With fairly effective controls in place but needs improvement<br/>2 - With Controls in place but are ineffective<br/>1 - No Controls in Place</p> | <p>Action plan to further reduce or mitigate risks if current controls are not sufficient</p> |
| City Accountant, City Budget and City Engineering Building | Fire                                              | People                                                                                                                                                                                                                       | 4                                                                                                                                                                 | Likely | 4                                                                                                               | Major | 16                                                                                                             | High | <p>Conducting regular fire drills</p> <p>Promoting fire safety culture -Instilling awareness and responsibility among employees</p> <p>Encouraging active participation and engagement in fire safety initiatives</p> | 4 - With highly effective controls in place, with little room for improvement                                                                                                                                                                                                                                                                                                                      | Continue IEC program                                                                          |

|  |  |          |   |        |   |       |    |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                               |                                              |
|--|--|----------|---|--------|---|-------|----|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------|
|  |  | Facility | 4 | Likely | 4 | Major | 16 | High | <p>Ensuring that smoke alarms and sprinkler systems are installed, working properly and are not blocked.</p> <p>Conducting a thorough fire hazard assessment identifying potential risk</p> <p>Eliminating workplace fire hazards:<br/>           -Damage electrical outlets, cord cables<br/>           -Overloaded outlets and circuits<br/>           -Fire exits</p> <p>Preventive measures for fire safety such as:<br/>           -Maintaining clutter-free workspaces<br/>           -Regular electrical safety checks</p> <p>Keeping workspace and</p> | 4 - With highly effective controls in place, with little room for improvement | Continue conducting building risk assessment |
|--|--|----------|---|--------|---|-------|----|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------|

|  |            |         |   |        |   |       |    |      |                                                                                                                                                                                                                                                                                      |                                                                                         |                              |
|--|------------|---------|---|--------|---|-------|----|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------|
|  |            |         |   |        |   |       |    |      | equipment clean,<br>well ventilated<br>and dry                                                                                                                                                                                                                                       |                                                                                         |                              |
|  |            | Public  | 4 | Likely | 4 | Major | 16 | High | Alert system is<br>established; regular<br>fire drills<br><br>Posting of fire<br>signages and fire<br>escape plans<br><br>Educating all<br>employees on<br>emergency<br>procedures, exit<br>locations, escape<br>routes, fire alarms<br>& drills and the use<br>of fire extinguisher | 4 - With highly<br>effective controls in<br>place, with little room<br>for improvement. | Continue IEC<br>program      |
|  |            | Process | 4 | Likely | 4 | Major | 16 | High | Physical security of<br>office is secured                                                                                                                                                                                                                                            | 4 - With highly<br>effective controls in<br>place, with little room<br>for improvement. | Maintain back-up<br>database |
|  | Earthquake | People  | 4 | Likely | 4 | Major | 16 | High | Conducting regular<br>earthquake drills:<br>-Alarm<br>-Response<br>-Evacuation<br>-Assembly<br>-Roll Call<br>-Evaluation                                                                                                                                                             | 4 - With highly<br>effective controls in<br>place, with little room<br>for improvement. | Continue IEC<br>program      |

|  |                   |              |   |          |   |         |    |          |                                                                                                                                                                                                                                                         |                                                                                |                                              |
|--|-------------------|--------------|---|----------|---|---------|----|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------|
|  |                   |              |   |          |   |         |    |          | Conducting disaster training with the employees                                                                                                                                                                                                         |                                                                                |                                              |
|  |                   | Facility     | 4 | Likely   | 4 | Major   | 16 | High     | Designing effective exit maps<br>-Clear layouts<br>-Highlighting exits<br><br>Mapping evacuation routes<br>-Primary and Secondary routes<br>-Alternate routes<br><br>Placing signages strategically<br><br>Regular maintenance and building inspections | 4 - With highly effective controls in place, with little room for improvement. | Continue conducting building risk assessment |
|  |                   | Public       | 4 | Likely   | 4 | Major   | 16 | High     |                                                                                                                                                                                                                                                         |                                                                                | Continue IEC program                         |
|  |                   | Process      | 4 | Likely   | 4 | Major   | 16 | High     |                                                                                                                                                                                                                                                         |                                                                                | Maintain back-up database                    |
|  |                   | Supply Chain | 4 | Likely   | 4 | Major   | 16 | High     |                                                                                                                                                                                                                                                         |                                                                                |                                              |
|  | Tropical Cyclone  | People       | 3 | Possible | 5 | Extreme | 15 | Moderate | Protocols are established.                                                                                                                                                                                                                              | 4 - With highly effective controls in place, with little room for improvement  |                                              |
|  | Terrorism-Related | People       | 1 | Rare     | 5 | Extreme | 5  | Very low | Regular drills and exercises                                                                                                                                                                                                                            | 3 - With fairly effective controls in                                          | Mapping of employee residence                |
|  |                   |              |   |          |   |         |    |          |                                                                                                                                                                                                                                                         |                                                                                |                                              |

|  |                                             |          |   |          |   |            |    |          |                                                               |                                                                                |                                                           |
|--|---------------------------------------------|----------|---|----------|---|------------|----|----------|---------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------|
|  | Incidents                                   |          |   |          |   |            |    |          |                                                               | place but needs improvement                                                    |                                                           |
|  |                                             | Facility | 1 | Rare     | 4 | Major      | 4  | Very Low | Building is retrofitted                                       | 4 - With highly effective controls in place, with little room for improvement  |                                                           |
|  |                                             | Public   | 1 | Rare     | 4 | Major      | 4  | Very Low | Alert system is established; regular fire drills              | 4 - With highly effective controls in place, with little room for improvement. |                                                           |
|  |                                             | Process  | 1 | Rare     | 5 | Extreme    | 5  | Very Low | Physical security of office is secured                        | 4 - With highly effective controls in place, with little room for improvement. |                                                           |
|  |                                             | ICT      | 1 | Rare     | 1 | Incidental | 1  | Very Low | Upgrading of ICT equipment and installation safety measures   | 4 - With highly effective controls in place, with little room for improvement. | ICT redundancy for possible work from home strategies     |
|  | Emerging and reemerging infectious diseases | People   | 3 | Possible | 5 | Extreme    | 15 | Moderate | Protocols are established.                                    | 4 - With highly effective controls in place, with little room for improvement  | People                                                    |
|  |                                             | Process  | 2 | Unlikely | 5 | Extreme    | 10 | Low      | Health minimum requirement is established                     | 4 - With highly effective controls in place, with little room for improvement. | Alternative work arrangement                              |
|  | <b>Sports Complex Building</b>              | People   | 4 | Likely   | 4 | Major      | 16 | High     | Presence of 24/7 responders<br>Regular conduct of Fire Drills | 3 - With fairly effective controls in place but needs improvement              | Improvement should consider mapping of employee residence |
|  |                                             | Facility | 4 | Likely   | 4 | Major      | 16 | High     | Existence of Sprinkler System                                 | 3 - With fairly effective controls in                                          | Building retrofitting with fire measures                  |

|  |                             |              |   |          |   |            |    |          |                                                                      |                                                                                |                                                           |
|--|-----------------------------|--------------|---|----------|---|------------|----|----------|----------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------|
|  |                             |              |   |          |   |            |    |          | Posting of Fire Hazard Signage                                       | place but needs improvement                                                    |                                                           |
|  |                             | Process      | 4 | Likely   | 4 | Major      | 16 | High     | Presence of 24/7 responders                                          | 3 - With fairly effective controls in place but needs improvement              | Building retrofitting with fire measures                  |
|  |                             | ICT          | 1 | Rare     | 1 | Incidental | 1  | Very Low |                                                                      |                                                                                |                                                           |
|  | Earthquake                  | People       | 3 | Possible | 4 | Major      | 12 | Moderate | Regular conduct of Earthquake Drills<br>Capacity building activities | 3 - With fairly effective controls in place but needs improvement              | Improvement should consider mapping of employee residence |
|  |                             | Facility     | 3 | Possible | 4 | Major      | 12 | Moderate |                                                                      |                                                                                |                                                           |
|  |                             | Process      | 3 | Possible | 4 | Major      | 12 | Moderate |                                                                      |                                                                                |                                                           |
|  |                             | Supply Chain | 3 | Possible | 4 | Major      | 12 | Moderate |                                                                      |                                                                                |                                                           |
|  | Terrorism-Related Incidents | People       | 1 | Rare     | 5 | Extreme    | 5  | Very low | Regular drills and exercises                                         | 3 - With fairly effective controls in place but needs improvement              | Mapping of employee residence                             |
|  |                             | Facility     | 1 | Rare     | 4 | Major      | 4  | Very Low | Building is retrofitted                                              | 4 - With highly effective controls in place, with little room for improvement  |                                                           |
|  |                             | Public       | 1 | Rare     | 4 | Major      | 4  | Very Low | Alert system is established; regular fire drills                     | 4 - With highly effective controls in place, with little room for improvement. |                                                           |
|  |                             | Process      | 1 | Rare     | 5 | Extreme    | 5  | Very Low | Physical security of                                                 | 4 - With highly                                                                |                                                           |

|                                    |                                             |          |   |          |   |            |    |          |                                                                                                   |                                                                                |                                                       |
|------------------------------------|---------------------------------------------|----------|---|----------|---|------------|----|----------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------|
|                                    |                                             |          |   |          |   |            |    |          | office is secured                                                                                 | effective controls in place, with little room for improvement.                 |                                                       |
|                                    |                                             | ICT      | 1 | Rare     | 1 | Incidental | 1  | Very Low | Upgrading of ICT equipment and installation safety measures                                       | 4 - With highly effective controls in place, with little room for improvement. | ICT redundancy for possible work from home strategies |
|                                    | Emerging and reemerging infectious diseases | People   | 3 | Possible | 5 | Extreme    | 15 | Moderate | Protocols are established.                                                                        | 4 - With highly effective controls in place, with little room for improvement  | People                                                |
|                                    |                                             | Process  | 2 | Unlikely | 5 | Extreme    | 10 | Low      | Health minimum requirement is established                                                         | 4 - With highly effective controls in place, with little room for improvement. | Alternative work arrangement                          |
| <b>City Health Office Building</b> | Fire                                        | People   | 4 | Likely   | 4 | Major      | 16 | High     | Regular Fire Drills<br>IEC on Fire Safety                                                         | 4 - With highly effective controls in place, with little room for improvement. | Mapping of employee residence                         |
|                                    |                                             | Facility | 4 | Likely   | 4 | Major      | 16 | High     | Presence of alarm and sprinkle system<br>Fire hazard assessment<br>Posting of fire hazard signage | 4 - With highly effective controls in place, with little room for improvement. | Presence of evacuation procedures                     |
|                                    |                                             | Public   | 4 | Likely   | 4 | Major      | 16 | High     |                                                                                                   | 4 - With highly effective controls in place, with little room for improvement. | Presence of evacuation procedures                     |
|                                    |                                             | Process  | 4 | Likely   | 4 | Major      | 16 | High     |                                                                                                   | 4 - With highly effective controls in                                          |                                                       |

**LAPU-LAPU CITY PUBLIC SERVICE CONTINUITY PLAN**

|  |                                               |          |   |                            |   |         |    |           |                                                                            |                                                                                |                                                             |
|--|-----------------------------------------------|----------|---|----------------------------|---|---------|----|-----------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------|
|  | Earthquake                                    |          |   |                            |   |         |    |           |                                                                            | place, with little room for improvement.                                       |                                                             |
|  |                                               | People   | 4 | Likely                     | 4 | Major   | 16 | High      | Earthquake Drills<br>Capacity building activities                          | 4 - With highly effective controls in place, with little room for improvement. | Mapping of employee residence                               |
|  |                                               | Facility | 4 | Likely                     | 4 | Major   | 16 | High      | Evacuation procedures<br>Posting of signage<br>Regular building inspection | 4 - With highly effective controls in place, with little room for improvement. |                                                             |
|  |                                               | Public   | 4 | Likely                     | 4 | Major   | 16 | High      |                                                                            | 4 - With highly effective controls in place, with little room for improvement. |                                                             |
|  | Emerging and reemerging infectious diseases   | People   | 3 | Possible                   | 5 | Extreme | 15 | Moderate  | Protocols are established.                                                 | 4 - With highly effective controls in place, with little room for improvement  | People                                                      |
|  |                                               | Process  | 2 | Unlikely                   | 5 | Extreme | 10 | Low       | Health minimum requirement is established                                  | 4 - With highly effective controls in place, with little room for improvement. | Alternative work arrangement                                |
|  | <b>Lapu-lapu City Hospital (Old Building)</b> | People   | 5 | Frequent or Almost Certain | 5 | Extreme | 25 | Very High | Regular fire drills<br>IEC Campaign<br>Fire brigade team                   | 3 - With fairly effective controls in place but needs improvement              | Mapping of employee residence; family preparedness training |
|  |                                               | Facility | 5 | Frequent or Almost         | 5 | Extreme | 25 | Very High | Presence of fire extinguishers                                             | 3 - With fairly effective controls in place but needs                          |                                                             |

|  |                  |              |   |                            |   |         |    |           |                                                   |                                                                   |                                                             |
|--|------------------|--------------|---|----------------------------|---|---------|----|-----------|---------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------|
|  |                  |              |   | Certain                    |   |         |    |           | Fire hazard signage                               | improvement                                                       |                                                             |
|  |                  | Public       | 5 | Frequent or Almost Certain | 5 | Extreme | 25 | Very High | No smoking signage                                | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  |                  | ICT          | 5 | Frequent or Almost Certain | 5 | Extreme | 25 | Very High |                                                   | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  | Earthquake       | People       | 4 | Likely                     | 4 | Major   | 16 | High      | Earthquake Drills<br>Capacity-building activities | 3 - With fairly effective controls in place but needs improvement | Mapping of employee residence; family preparedness training |
|  |                  | Facility     | 4 | Likely                     | 4 | Major   | 16 | High      | Earthquake hazard signage                         |                                                                   |                                                             |
|  |                  | Public       | 4 | Likely                     | 4 | Major   | 16 | High      |                                                   |                                                                   |                                                             |
|  |                  | Supply Chain | 4 | Likely                     | 4 | Major   | 16 | High      |                                                   |                                                                   |                                                             |
|  |                  | ICT          | 4 | Likely                     | 4 | Major   | 16 | High      |                                                   |                                                                   |                                                             |
|  |                  |              |   |                            |   |         |    |           |                                                   |                                                                   |                                                             |
|  | Tropical Cyclone | People       | 1 | Rare                       | 5 | Extreme | 5  | Very low  | Capacity building of employees<br>IEC drive       | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  |                  | Facility     | 1 | Rare                       | 4 | Major   | 4  | Very Low  |                                                   | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  |                  | Public       | 1 | Rare                       | 4 | Major   | 4  | Very Low  |                                                   | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  |                  |              |   |                            |   |         |    |           |                                                   |                                                                   |                                                             |
|  |                  | Process      | 1 | Rare                       | 5 | Extreme | 5  | Very Low  | Physical security of                              | 3 - With fairly                                                   |                                                             |

|                                               |                                             |          |   |          |   |            |    |          |                                                          |                                                                                |                                                             |
|-----------------------------------------------|---------------------------------------------|----------|---|----------|---|------------|----|----------|----------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------|
|                                               |                                             |          |   |          |   |            |    |          | office is secured                                        | effective controls in place but needs improvement                              |                                                             |
|                                               |                                             | ICT      | 1 | Rare     | 1 | Incidental | 1  | Very Low |                                                          | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                                               | Emerging and reemerging infectious diseases | People   | 3 | Possible | 5 | Extreme    | 15 | Moderate | Protocols are established.                               | 4 - With highly effective controls in place, with little room for improvement  | People                                                      |
|                                               |                                             | Process  | 2 | Unlikely | 5 | Extreme    | 10 | Low      | Health minimum requirement is established                | 4 - With highly effective controls in place, with little room for improvement. | Alternative work arrangement                                |
| <b>Lapu-lapu City Hospital (New Building)</b> | Fire                                        | People   | 4 | Likely   | 4 | Major      | 16 | High     | Regular fire drills<br>IEC Campaign<br>Fire brigade team | 3 - With fairly effective controls in place but needs improvement              | Mapping of employee residence; family preparedness training |
|                                               |                                             | Facility | 4 | Likely   | 4 | Major      | 16 | High     | Presence of fire extinguishers<br>Fire hazard signage    | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                                               |                                             | Public   | 4 | Likely   | 4 | Major      | 16 | High     | No smoking signage                                       | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                                               |                                             | ICT      | 4 | Likely   | 4 | Major      | 16 | High     |                                                          | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                                               | Earthquake                                  | People   | 3 | Possible | 4 | Major      | 12 | Moderate | Earthquake Drills                                        | 3 - With fairly                                                                | Mapping of                                                  |

|  |                  |              |   |          |   |         |    |          |                                             |                                                                   |                                                  |
|--|------------------|--------------|---|----------|---|---------|----|----------|---------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|
|  |                  |              |   |          |   |         |    |          | Capacity-building activities                | effective controls in place but needs improvement                 | employee residence; family preparedness training |
|  |                  |              |   |          |   |         |    |          | Presence of Disaster Committee              |                                                                   |                                                  |
|  |                  | Facility     | 3 | Possible | 4 | Major   | 12 | Moderate | Earthquake hazard signage                   | 3 - With fairly effective controls in place but needs improvement |                                                  |
|  |                  | Public       | 3 | Possible | 4 | Major   | 12 | Moderate |                                             | 3 - With fairly effective controls in place but needs improvement |                                                  |
|  |                  | Supply Chain | 3 | Possible | 4 | Major   | 12 | Moderate |                                             | 3 - With fairly effective controls in place but needs improvement |                                                  |
|  |                  | ICT          | 3 | Possible | 4 | Major   | 12 | Moderate |                                             | 3 - With fairly effective controls in place but needs improvement |                                                  |
|  | Tropical Cyclone | People       | 1 | Rare     | 5 | Extreme | 5  | Very low | Capacity building of employees<br>IEC drive | 3 - With fairly effective controls in place but needs improvement |                                                  |
|  |                  | Facility     | 1 | Rare     | 4 | Major   | 4  | Very Low |                                             | 3 - With fairly effective controls in place but needs improvement |                                                  |
|  |                  | Public       | 1 | Rare     | 4 | Major   | 4  | Very Low |                                             | 3 - With fairly effective controls in place but needs             |                                                  |

|                  |                                             |          |   |          |   |            |    |          |                                                          |                                                                                |                                                             |
|------------------|---------------------------------------------|----------|---|----------|---|------------|----|----------|----------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------|
|                  |                                             |          |   |          |   |            |    |          |                                                          | improvement                                                                    |                                                             |
|                  |                                             | Process  | 1 | Rare     | 5 | Extreme    | 5  | Very Low | Physical security of office is secured                   | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                  |                                             | ICT      | 1 | Rare     | 1 | Incidental | 1  | Very Low |                                                          | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                  | Emerging and reemerging infectious diseases | People   | 3 | Possible | 5 | Extreme    | 15 | Moderate | Protocols are established.                               | 4 - With highly effective controls in place, with little room for improvement  | People                                                      |
|                  |                                             | Process  | 2 | Unlikely | 5 | Extreme    | 10 | Low      | Health minimum requirement is established                | 4 - With highly effective controls in place, with little room for improvement. | Alternative work arrangement                                |
| Library Building | Fire                                        | People   | 4 | Likely   | 4 | Major      | 16 | High     | Regular fire drills<br>IEC Campaign<br>Fire brigade team | 3 - With fairly effective controls in place but needs improvement              | Mapping of employee residence; family preparedness training |
|                  |                                             | Facility | 4 | Likely   | 4 | Major      | 16 | High     | Presence of fire extinguishers<br>Fire hazard signage    | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                  |                                             | Public   | 4 | Likely   | 4 | Major      | 16 | High     | No smoking signage                                       | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                  |                                             | Process  |   |          |   |            |    |          |                                                          |                                                                                |                                                             |
|                  | Earthquake                                  | People   | 3 | Possible | 4 | Major      | 12 | Moderate | Earthquake Drills                                        | 3 - With fairly effective controls in                                          | Mapping of employee                                         |

|  |                  |              |   |          |   |         |    |          |                                             |                                                                   |                                         |
|--|------------------|--------------|---|----------|---|---------|----|----------|---------------------------------------------|-------------------------------------------------------------------|-----------------------------------------|
|  |                  |              |   |          |   |         |    |          | Capacity-building activities                | place but needs improvement                                       | residence; family preparedness training |
|  |                  |              |   |          |   |         |    |          | Presence of Disaster Committee              |                                                                   |                                         |
|  |                  | Facility     | 3 | Possible | 4 | Major   | 12 | Moderate | Earthquake hazard signage                   | 3 - With fairly effective controls in place but needs improvement |                                         |
|  |                  | Public       | 3 | Possible | 4 | Major   | 12 | Moderate |                                             | 3 - With fairly effective controls in place but needs improvement |                                         |
|  |                  | Supply Chain | 3 | Possible | 4 | Major   | 12 | Moderate |                                             | 3 - With fairly effective controls in place but needs improvement |                                         |
|  |                  | ICT          | 3 | Possible | 4 | Major   | 12 | Moderate |                                             | 3 - With fairly effective controls in place but needs improvement |                                         |
|  | Tropical Cyclone | People       | 1 | Rare     | 5 | Extreme | 5  | Very low | Capacity building of employees<br>IEC drive | 3 - With fairly effective controls in place but needs improvement |                                         |
|  |                  | Facility     | 1 | Rare     | 4 | Major   | 4  | Very Low |                                             | 3 - With fairly effective controls in place but needs improvement |                                         |
|  |                  | Public       | 1 | Rare     | 4 | Major   | 4  | Very Low |                                             | 3 - With fairly effective controls in place but needs improvement |                                         |
|  |                  |              |   |          |   |         |    |          |                                             |                                                                   |                                         |

|                                     |                                             |          |   |          |   |            |    |          |                                                          |                                                                                |                                                             |
|-------------------------------------|---------------------------------------------|----------|---|----------|---|------------|----|----------|----------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------|
|                                     |                                             | Process  | 1 | Rare     | 5 | Extreme    | 5  | Very Low | Physical security of office is secured                   | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                                     |                                             | ICT      | 1 | Rare     | 1 | Incidental | 1  | Very Low |                                                          | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                                     | Emerging and reemerging infectious diseases | People   | 3 | Possible | 5 | Extreme    | 15 | Moderate | Protocols are established.                               | 4 - With highly effective controls in place, with little room for improvement  | People                                                      |
|                                     |                                             | Process  | 2 | Unlikely | 5 | Extreme    | 10 | Low      | Health minimum requirement is established                | 4 - With highly effective controls in place, with little room for improvement. | Alternative work arrangement                                |
| <b>Sta. Rosa Community Hospital</b> | Fire                                        | People   | 3 | Possible | 5 | Extreme    | 15 | Moderate | Regular fire drills<br>IEC Campaign<br>Fire brigade team | 3 - With fairly effective controls in place but needs improvement              | Mapping of employee residence; family preparedness training |
|                                     |                                             | Facility | 3 | Possible | 5 | Extreme    | 15 | Moderate | Presence of fire extinguishers<br>Fire hydrants          | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                                     |                                             | Public   | 3 | Possible | 5 | Extreme    | 15 | Moderate |                                                          | 3 - With fairly effective controls in place but needs improvement              |                                                             |
|                                     |                                             | Process  | 3 | Possible | 5 | Extreme    | 15 | Moderate |                                                          | 3 - With fairly effective controls in place but needs improvement              |                                                             |

|  |                  |              |   |          |   |         |    |          |                                                   |                                                                   |                                                             |
|--|------------------|--------------|---|----------|---|---------|----|----------|---------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------|
|  | Earthquake       | People       | 3 | Possible | 5 | Extreme | 15 | Moderate | Earthquake Drills<br>Capacity-building activities | 3 - With fairly effective controls in place but needs improvement | Mapping of employee residence; family preparedness training |
|  |                  | Facility     | 3 | Possible | 5 | Extreme | 15 | Moderate | Earthquake hazard signage                         | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  |                  | Public       | 3 | Possible | 5 | Extreme | 15 | Moderate |                                                   | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  |                  | Supply Chain | 3 | Possible | 5 | Extreme | 15 | Moderate |                                                   | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  |                  | ICT          | 3 | Possible | 5 | Extreme | 15 | Moderate |                                                   | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  | Tropical Cyclone | People       | 1 | Rare     | 5 | Extreme | 5  | Very low | Capacity building of employees<br>IEC drive       | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  |                  | Facility     | 1 | Rare     | 4 | Major   | 4  | Very Low |                                                   | 3 - With fairly effective controls in place but needs improvement |                                                             |
|  |                  | Public       | 1 | Rare     | 4 | Major   | 4  | Very Low |                                                   | 3 - With fairly effective controls in place but needs improvement |                                                             |

|  |                                             |         |   |          |   |            |    |          |                                           |                                                                                |                              |
|--|---------------------------------------------|---------|---|----------|---|------------|----|----------|-------------------------------------------|--------------------------------------------------------------------------------|------------------------------|
|  |                                             | Process | 1 | Rare     | 5 | Extreme    | 5  | Very Low | Physical security of office is secured    | 3 - With fairly effective controls in place but needs improvement              |                              |
|  |                                             | ICT     | 1 | Rare     | 1 | Incidental | 1  | Very Low |                                           | 3 - With fairly effective controls in place but needs improvement              |                              |
|  | Emerging and reemerging infectious diseases | People  | 3 | Possible | 5 | Extreme    | 15 | Moderate | Protocols are established.                | 4 - With highly effective controls in place, with little room for improvement  | People                       |
|  |                                             | Process | 2 | Unlikely | 5 | Extreme    | 10 | Low      | Health minimum requirement is established | 4 - With highly effective controls in place, with little room for improvement. | Alternative work arrangement |

**IMPACT ANALYSIS PER MISSION ESSENTIAL FUNCTION**

| OFFICE              | MISSION ESSENTIAL FUNCTIONS                                                                                                                                    | MEF Input                                       | ME Output                                    | Impacts                               | RTO<br>(Tier 1 – 0-12hrs<br>Tier 2 – 12-24hrs<br>Tier 3 – 24-48hrs<br>Tier 4 – 48-72hrs<br>Tier 5 – 72hrs and beyond) | Resource Requirements                                                        |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| City Mayor's Office | Carry out emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities                                  | Situation report, advisories                    | Policy, Assistance to affected               | Reputational, Operational, Regulatory | Tier 1                                                                                                                | People, disaster data, key contacts, vital records                           |
|                     | Conduct emergency meetings                                                                                                                                     | Situation report, advisories, notice of meeting | Response, Assistance to affected             | Reputational, Operational, Regulatory | Tier 1                                                                                                                | People, disaster data, communication equipment, vital records                |
|                     | Activate Response Clusters                                                                                                                                     | Situation report                                | Response, Assistance to affected, Memorandum | Reputational, Operational             | Tier 1                                                                                                                | People, disaster data, communication equipment, vital records, DRR equipment |
|                     | Activate Incident Management Team                                                                                                                              | Situation report                                | Response, Assistance to affected, Memorandum | Reputational, Operational             | Tier 1                                                                                                                | People, disaster data, communication equipment, vital records, DRR equipment |
| Vice-Mayor's Office | Carry out emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities in the absence of the city mayor | Situation report, advisories                    | Policy, Assistance to affected               | Reputational, Operational, Regulatory | Tier 1                                                                                                                | People, disaster data, key contacts, vital records                           |

|        |                                                                                                                                                             |                                                                                  |                                                           |                                       |        |                                                               |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------|--------|---------------------------------------------------------------|
|        | Conduct emergency meetings in the absence of the city mayor                                                                                                 | Situation report, advisories, notice of meeting                                  | Response, Assistance to affected                          | Reputational, Operational, Regulatory | Tier 1 | People, disaster data, communication equipment, vital records |
| SP     | Adopt measures to protect the inhabitants of the city from the harmful effects of man-made or natural disasters and calamities                              | Situation report, advisories                                                     | Policy, Assistance to affected                            | Reputational, Operational, Regulatory | Tier 2 | People, disaster data, key contacts, vital records            |
|        | Provide relief services and assistance for victims during and in the aftermath of disasters and their return to productive livelihood following said events | Situation report, advisories                                                     | Response, Assistance to affected                          | Reputational, Operational, Regulatory | Tier 2 | People, disaster data, communication equipment, vital records |
| CDRRMO | Conduct monitoring at 24/7 operations center                                                                                                                | Advisories, incident reports                                                     | Situation report                                          | Reputational, Operational, Regulatory | Tier 1 | ICT equipment, people, vital records and data                 |
|        | Prepare and disseminate advisories and bulletins                                                                                                            | Advisories                                                                       | Localized advisories                                      | Reputational, Operational, Regulatory | Tier 1 | ICT equipment, people, vital records and data                 |
|        | Deploy responders to affected areas                                                                                                                         | Situation reports                                                                | Response; Assistance to affected; Situation report update | Reputational, Operational, Regulatory | Tier 1 | Communication equipment, people, vital records and data       |
|        | Ensure effective connectivity (voice and data) from Regional Offices, Provinces, Cities, Barangays and support agencies / offices                           | Advisories, incident reports, communication system, radio frequencies, directory | Connectivity to stakeholders                              | Reputational, Operational,            | Tier 1 | ICT equipment, people, vital records and data                 |

|       |                                                             |                                                                              |                                                                          |                                       |        |                                                                          |
|-------|-------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------|--------|--------------------------------------------------------------------------|
|       | Act as secretariat during the conduct of emergency meetings | Memorandum, Notice of meeting, directory of CDRPMC members, Incident Reports | Response, Assistance to affected                                         | Reputational, Operational             | Tier 1 | People, disaster data, ICT equipment, vital records and data             |
|       | Conduct Rapid Damage Assessment and Needs Analysis          | Incident reports                                                             | RDANA report                                                             | Reputational, Operational             | Tier 2 | People, PPE, communication equipment, vital records and data             |
|       | Activate Emergency Operations Center                        | Incident reports, advisories                                                 | Response, assistance to Incident Management Team, assistance to affected | Reputational, Operational             | Tier 1 | People, ICT equipment, vital records and data, facility, office supplies |
|       | Coordinate and facilitate requests for logistics support    | Situation report, request letters                                            | Logistical support                                                       | Reputational, Operational             | Tier 2 | People, PPE, communication equipment                                     |
|       | Provide manpower support to response clusters               | Situation report,                                                            | Manpower support                                                         | Reputational, Operational             | Tier 2 | People, PPE, communication equipment                                     |
| CSWDO | Conduct relief operations                                   | Situation report                                                             | Relief assistance                                                        | Reputational, Operational, Regulatory | Tier 1 | People, vital records and data, disaster data                            |
|       | Activate Food and Non-Food Item Cluster                     | Situation report                                                             | Response, Assistance to affected, Memorandum                             | Reputational, Operational             | Tier 1 | People, disaster data, communication equipment, vital records            |
|       | Activate Camp Coordination and Camp Management Cluster      | Situation report                                                             | Response, Assistance to affected, Memorandum                             | Reputational, Operational             | Tier 1 | People, disaster data, communication equipment, vital records            |
|       | Activate Internally Displaced Persons Protection Cluster    | Situation report                                                             | Response, Assistance to affected, Memorandum                             | Reputational, Operational             | Tier 1 | People, disaster data, communication equipment, vital records            |

|      |                                                                                                                                                             |                                                 |                                  |                                       |        |                                                                                |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------|---------------------------------------|--------|--------------------------------------------------------------------------------|
|      | Conduct Stress Debriefing & Family Counseling                                                                                                               | Situation report                                | Assistance to affected           | Reputational                          | Tier 5 | People, disaster data, vital records                                           |
|      | Provide Financial Assistance to affected families                                                                                                           | Situation report                                | Financial assistance             | Reputational, Operational, Regulatory | Tier 5 | People, disaster data, vital records                                           |
| CHO  | Make sure that the field responders and health cluster teams are already on standby in affected areas or in evacuation centers.                             | Situation report and advice from CDRRMO         | Deployment report                | Reputational, Operational             | Tier 1 | Doctor, nurses, midwives, medicines, first aid kits, tables, chairs, ambulance |
|      | Manage disaster-induced injuries and prompt referral to hospital for life-threatening conditions                                                            | Situation report and advice from CDRRMO         | Deployment report                | Reputational, Operational             | Tier 1 | Doctor, nurses, ambulance, first aid kits                                      |
|      | Conduct active disease surveillance in evacuation centers and disaster-affected areas to prevent epidemics due to crowding, poor sanitation, water shortage | Situation report and advice from CDRRMO         | Disease surveillance report      | Reputational, Operational             | Tier 2 | Doctor, nurses, sanitation inspector                                           |
|      | Monitor local drinking water quality (water refilling station, water providers)                                                                             | Situation report and advice from CDRRMO         | Water Portability Report         | Regulatory                            | Tier 5 | Medical technologists, sanitary inspectors, water laboratory                   |
|      |                                                                                                                                                             |                                                 |                                  |                                       |        |                                                                                |
| LLCH | Respond to and recover from public health and medical emergencies                                                                                           | Situation report and advice from CDRRMO and CHO | Response, Assistance to affected | Reputational, Operational, Regulatory | Tier 1 | People, disaster data, communication equipment, vital records                  |
|      | Ensure the safety of procedures, facilities, and products intended                                                                                          | Situation report and advice from CDRRMO and CHO | Response, Assistance to affected | Reputational, Operational, Regulatory | Tier 1 | People, disaster data, communication equipment, vital                          |

|       |                                                                                                                    |                                                               |                                  |                                       |        |                                                               |
|-------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------|---------------------------------------|--------|---------------------------------------------------------------|
|       | for human and animal use, treatment, or consumption                                                                |                                                               |                                  |                                       |        | records                                                       |
|       | Ensure continuous resource support, access to, and provision of authorized medical care and public health services | Situation report and advice from CDRRMO and CHO               | Response, Assistance to affected | Reputational, Operational, Regulatory | Tier 1 | People, disaster data, communication equipment, vital records |
| CEO   | Conduct clearing operations                                                                                        | Situation report and advice from CDRRMO and barangay requests | Accomplish ment report           | Reputational                          | Tier 1 | Personnel, chainsaw, ropes, vehicle                           |
|       | Undertake road patching (minor repair)                                                                             | Situation report and advice from CDRRMO and barangay requests | Accomplish ment report           | Reputational                          | Tier 5 | Personnel, PPE, vehicle, patching equipment                   |
|       | Conduct declogging of drainage, canals                                                                             | Situation report and advice from CDRRMO and barangay requests | Accomplish ment report           | Reputational                          | Tier 5 | Personnel, PPE, vehicle, declogging equipment                 |
| GSO   | Ensure Building maintenance (debris clearing, public structures repair, generator connection)                      | CDRRMO report, LCE advice                                     | Accomplish ment report           | Reputational, Regulatory              | Tier 3 | Additional Personnel and Equipment                            |
|       | Provide logistical support to the public                                                                           | CDRRMO report, LCE advice                                     | Accomplish ment report           | Reputational, Regulatory              | Tier 2 | Personnel, additional Vehicles, Fuel                          |
|       | Manage garbage collection                                                                                          | CDRRMO report, LCE advice                                     | Accomplish ment report           | Reputational, Regulatory              | Tier 5 | Personnel, garbage truck                                      |
|       | Repair and maintenance of street lights                                                                            | CDRRMO report, LCE advice                                     | Accomplish ment report           | Reputational, Regulatory              | Tier 5 | Personnel, equipment                                          |
| CENRO | Assess damage to vegetation and other natural                                                                      | Damage assessment report, barangay                            | Inventory report, Recommen       | Reputational, Operational             | Tier 5 | Personnel, vehicles, computer, office                         |

|              |                                                                           |                                                                   |                                                            |                                       |        |                                                                    |
|--------------|---------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------|--------|--------------------------------------------------------------------|
|              | resources of the city                                                     | report, situation report from CDRRMO                              | dation                                                     |                                       |        | supplies                                                           |
|              | Monitor and enforce other environmental-related activities                | Report from communities and CENRO monitoring team                 | Issuance of notice of violation, issue resolution          | Reputational, operational, regulatory | Tier 3 | Personnel, vehicles, citation                                      |
| NERVE CENTER | 24/7 CCTV and Radio Monitoring - Command Center                           | Ordinance                                                         | Monitoring report, incident report                         | Operational                           | Tier 1 | Personnel, ICT                                                     |
|              | Enforce provisions of the Traffic code in the City                        | Ordinance, CDRRMO SitRep                                          | Citation tickets, signages and lane markings damage report | Regulatory                            | Tier 1 | Personnel, vehicle                                                 |
|              | Redirect traffic flow from obstructed roads (rerouting)                   | Command Center monitoring, mobile patrol advice, barangay reports | Accomplishment report                                      | Operational                           | Tier 1 | Personnel, traffic barriers, cones, vehicles                       |
|              | Remove obstructions from the road, if there are any, after calamities     | Command Center monitoring, mobile patrol advice, barangay reports | Accomplishment report                                      | Operational and Regulatory            | Tier 1 | Personnel, heavy equipment, traffic barriers, cones                |
|              | Conduct mobile patrol (roving) in the city                                | Operational Manual                                                | Report                                                     | Operational                           | Tier 3 | Personnel, vehicle                                                 |
| CAO          | Assess damage on agriculture and fisherfolks equipment during emergencies | Incident reports                                                  | Assessment report                                          | Reputational, Operational, Regulatory | Tier 3 | People, disaster data, communication equipment, vital records, PPE |
| PIO          | Conduct hazard-related information dissemination through all means        | Advisories, directory                                             | Social media posting                                       | Reputational                          | Tier 1 | People, ICT equipment                                              |

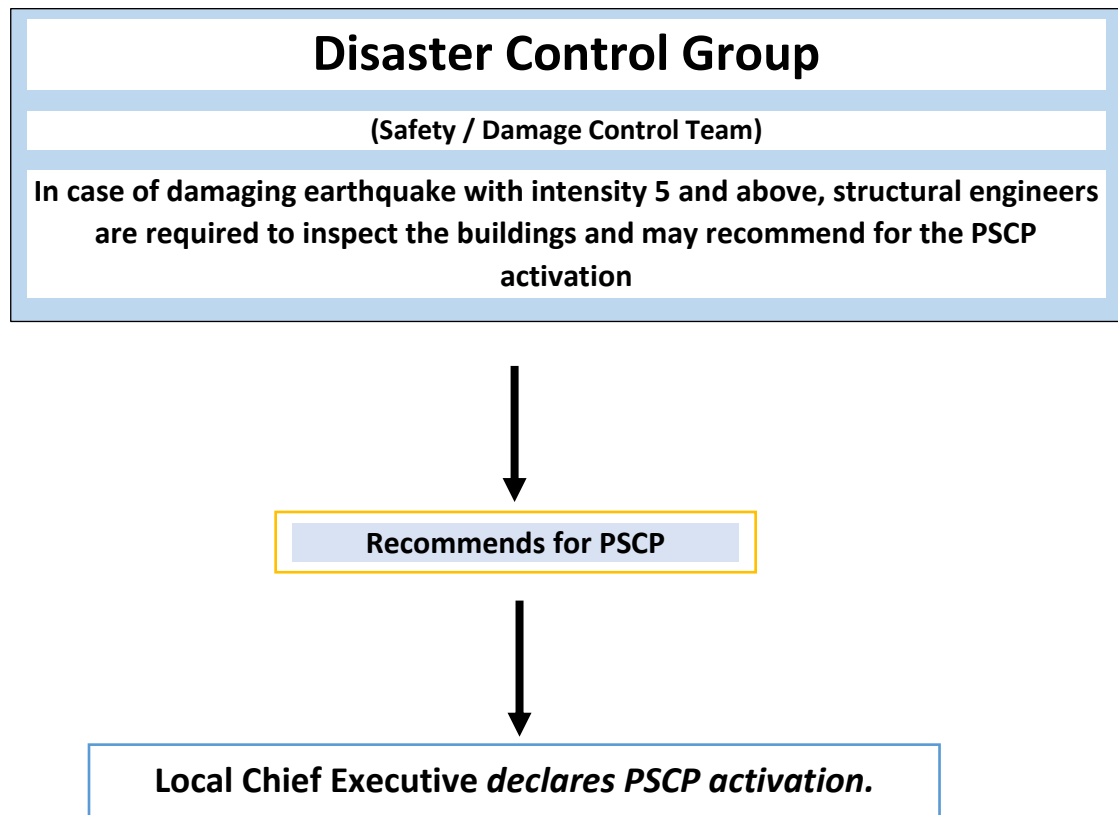
|     |                                                                         |                                                                                                  |                                                    |                                       |        |                                                 |
|-----|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------|--------|-------------------------------------------------|
|     | Issue press release / information                                       | Situation report, media directory                                                                | Press release or information                       | Reputational                          | Tier 1 | People, ICT equipment                           |
|     | Document activities / response actions during emergencies               | Reports, photos                                                                                  | Documentat ion, Social media posting               | Reputational                          | Tier 1 | People, ICT equipment                           |
|     | Manage media personnel                                                  | Protocols                                                                                        | Media managemen t                                  | Reputational                          | Tier 1 | People, facility                                |
| GAD | Provide safety and security to women and children in evacuation centers | Disaggregated data per evacuation center                                                         | Assistance to women and children, report, facility | Reputational, Operational, Regulatory | Tier 3 | People, disaster report, vital records and data |
|     | Ensure gender-responsive facilities inside camps                        | Disaggregated data per evacuation center                                                         | Assistance to women and children, report, facility | Reputational, Operational, Regulatory | Tier 5 | People, disaster report, vital records and data |
| CVO | Ensure safe meat for public consumption.                                | National meat inspection code                                                                    | Accomplish ment report                             | Regulatory                            | Tier 5 | Personnel (meat inspector), vehicle             |
|     | Conduct surveillance and monitoring of emerging animal diseases.        | Declaration of emerging diseases from Department of Agriculture and Provincial Veterinary Office | Accomplish ment report                             | Reputational                          | Tier 5 | Personnel (vet), vehicle                        |
|     | Conduct companion animal and livestock inventory                        | Situation report from CDRMO                                                                      | Inventory report                                   | Reputational                          | Tier 5 | Personnel, vehicle                              |
|     | Provide biologics and veterinary services                               | Situation report from CDRMO                                                                      | Accomplish ment report                             | Reputational                          | Tier 5 | Personnel (vet), vehicle                        |
| OBO | Conduct assessment as to the integrity of buildings                     | Situation report                                                                                 | Assessment report                                  | Reputational, Operational, Regulatory | Tier 2 | People, disaster report, vital records and data |

## IX. ACTIVATION CRITERIA, PROCEDURES AND AUTHORITY

### 1. Authority to Activate the PSCP

Activation of the PSCP shall be recommended by the Disaster Control Group per building, after determination of the Safety/Damage Control Team, to the Local Chief Executive immediately or within the first hour after the occurrence of the disruptive event or disaster.

The activation of the PSCP should, however, be automatic and immediate when the disruptive event is rapid onset disaster such as damaging earthquake, bombing incident, etc.

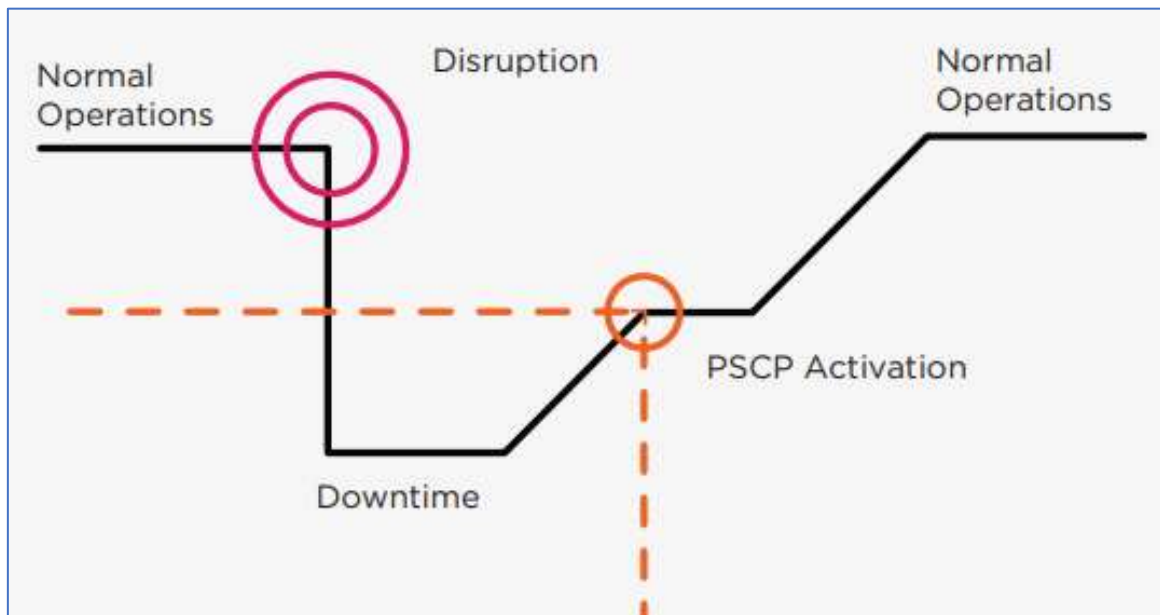


## 2. Activation Criteria

Either of the following triggers shall activate LGU's PSCP:

- a. Major damage or inaccessibility of the primary buildings
- b. Displacement of several personnel

### Activation Flow Chart



Flow chart starts from normal operations where all Mission and Non-Mission Essential and Non-Essential Functions are performed by all the offices. During a disaster, all functions are disrupted thus, result in downtime. PSCP will slowly be activated based from the recommendation of the Disaster Control Group chair per building. PSCP will be deactivated when all MEFs are already being performed.

## 3. Procedures

- a. The DCG shall perform its job. The DCG, through its Safety/Damage Control Team, recommends for the activation of the PSCP.
- b. Upon declaration of the LCE to activate the PSCP:

- Personnel safety is first secured. Thus, personnel on duty should immediately proceed to the assembly area for head counting/accounting before heading to the designated evacuation area. Meanwhile, personnel who are not at the office shall be informed of the situation by their respective head.
  - All department heads shall check and monitor the whereabouts of their staff especially those who are not at the building during the incident.
  - All non-mission essential activities shall automatically be suspended.
- c. Concerned response departments / offices' personnel shall be required to report to work to perform the MEFs.
- d. All personnel shall work hand in hand to continue the operations.
- e. The DCG shall recommend to the LCE for the deactivation of the PSCP.

#### Notification Procedure in PSCP Activation

| Individual / Office to be Notified | To be Notified by             | Information to be notified                                                                           |
|------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------|
| LCE, CDRRMO                        | Chair, Disaster Control Group | <ul style="list-style-type: none"> <li>- Impending threats, hazards</li> <li>- Evacuation</li> </ul> |
| LCE                                | Chair, Disaster Control Group | Status of employees and buildings                                                                    |
| All Department / Office Heads      | LCE                           | Activation of PSCP                                                                                   |

## X. CONTINUITY STRATEGIES

| BUILDING                                                   | CONTINUITY STRATEGIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City Accountant, City Budget and City Engineering Building | <p>Facilities and Buildings:</p> <ul style="list-style-type: none"> <li>- Evaluate the integrity of the building</li> <li>- Install and maintain back-up power supply</li> <li>- Establish facility for PWDs and senior citizens and GAD facilities</li> <li>- Establish emergency exits</li> </ul> <p>People:</p> <ul style="list-style-type: none"> <li>- Conduct regular trainings / orientations / drills for employees</li> </ul> <p>Vital Records and Database:</p> <ul style="list-style-type: none"> <li>- Maintain back-up database</li> </ul> <p>Procurement:</p> <ul style="list-style-type: none"> <li>- Maintain directory of suppliers</li> <li>- Maintain open communication with suppliers</li> </ul> <p>Communications and Technology:</p> <ul style="list-style-type: none"> <li>- Maintain operability of communication among offices as well as other stakeholders</li> <li>- Maintain back-up communication</li> </ul> |
| Sports Complex Building                                    | <p>Facilities and Buildings:</p> <ul style="list-style-type: none"> <li>- Evaluate the integrity of the present building</li> <li>- Identify alternate sites or workplace</li> <li>- Install and maintain back-up power supply</li> <li>- Establish emergency exits</li> </ul> <p>People:</p> <ul style="list-style-type: none"> <li>- Conduct regular trainings / orientations / drills for employees</li> </ul> <p>Vital Records and Database:</p> <ul style="list-style-type: none"> <li>- Maintain back-up database</li> </ul> <p>Procurement:</p> <ul style="list-style-type: none"> <li>- Maintain directory of suppliers</li> <li>- Maintain open communication with suppliers</li> </ul> <p>Communications and Technology:</p> <ul style="list-style-type: none"> <li>- Maintain operability of communication among offices as well as other stakeholders</li> <li>- Maintain back-up communication</li> </ul>                      |
| Lapu-lapu City Hospital (Old building)                     | <p>Facilities and Buildings:</p> <ul style="list-style-type: none"> <li>- Evaluate the integrity of the building</li> <li>- Identify alternate sites or workplace</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | <ul style="list-style-type: none"> <li>- Have MOU/MOA for pre-identified facilities</li> <li>- Install and maintain back-up power supply</li> <li>- Establish emergency exits</li> </ul> <p>People:</p> <ul style="list-style-type: none"> <li>- Conduct regular trainings / orientations / drills for employees</li> </ul> <p>Vital Records and Database:</p> <ul style="list-style-type: none"> <li>- Maintain back-up database</li> </ul> <p>Procurement:</p> <ul style="list-style-type: none"> <li>- Maintain open communication with suppliers</li> </ul> <p>Communications and Technology:</p> <ul style="list-style-type: none"> <li>- Maintain operability of communication among offices as well as other stakeholders</li> <li>- Maintain back-up communication</li> </ul>                                                                                                |
| Lapu-lapu City Hospital (New building) | <p>Facilities and Buildings:</p> <ul style="list-style-type: none"> <li>- Evaluate the integrity of the building</li> <li>- Identify alternate sites or workplace</li> <li>- Have MOU/MOA for pre-identified facilities</li> <li>- Install and maintain back-up power supply</li> </ul> <p>People:</p> <ul style="list-style-type: none"> <li>- Conduct regular trainings / orientations / drills for employees</li> </ul> <p>Vital Records and Database:</p> <ul style="list-style-type: none"> <li>- Maintain back-up database</li> </ul> <p>Procurement:</p> <ul style="list-style-type: none"> <li>- Maintain open communication with suppliers</li> </ul> <p>Communications and Technology:</p> <ul style="list-style-type: none"> <li>- Maintain operability of communication among offices as well as other stakeholders</li> <li>- Maintain back-up communication</li> </ul> |
| Library Building                       | <p>Facilities and Buildings:</p> <ul style="list-style-type: none"> <li>- Evaluate the integrity of the building</li> <li>- Identify alternate sites or workplace</li> <li>- Have MOU/MOA for pre-identified facilities</li> <li>- Install and maintain back-up power supply</li> </ul> <p>People:</p> <ul style="list-style-type: none"> <li>- Conduct regular trainings / orientations / drills for employees</li> </ul> <p>Vital Records and Database:</p> <ul style="list-style-type: none"> <li>- Maintain back-up database</li> </ul> <p>Procurement:</p> <ul style="list-style-type: none"> <li>- Maintain directory of suppliers</li> <li>- Maintain open communication with suppliers</li> </ul> <p>Communications and Technology:</p>                                                                                                                                      |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <ul style="list-style-type: none"> <li>- Maintain operability of communication among offices as well as other stakeholders</li> <li>- Maintain back-up communication</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sta. Rosa Community Hospital | <p>Facilities and Buildings:</p> <ul style="list-style-type: none"> <li>- Evaluate the integrity of the building</li> <li>- Identify alternate sites or workplace</li> <li>- Have MOU/MOA for pre-identified facilities</li> <li>- Install and maintain back-up power supply</li> <li>- Facility for PWDs and senior citizens and GAD facilities</li> <li>- Establish emergency exits</li> </ul> <p>People:</p> <ul style="list-style-type: none"> <li>- Conduct regular trainings / orientations / drills for employees</li> <li>- Create ERT for the building</li> </ul> <p>Vital Records and Database:</p> <ul style="list-style-type: none"> <li>- Maintain back-up database</li> <li>- Maximize monitoring and tracking system of records</li> </ul> <p>Communications and Technology:</p> <ul style="list-style-type: none"> <li>- Maintain operability of communication among offices as well as other stakeholders</li> <li>- Maintain back-up communication</li> <li>- Install Public Address System for all City Hall buildings</li> </ul> |

## XI. RESOURCE REQUIREMENTS

| OFFICE | MISSION ESSENTIAL FUNCTIONS                      | RESOURCE REQUIREMENTS                                                                                                                                                                                                                                                                                                                                          |
|--------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CDRRMO | Conduct monitoring at 24/7 operations center     | <p><b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays, Disaster-related plans, policies, database</p> <p><b>People:</b> Operations and Warning personnel</p> <p><b>Facilities/Equipment:</b> Alternate site or workplace</p> <p><b>Communications and Technology:</b> Back-up power supply and communications equipment</p> |
|        | Prepare and disseminate advisories and bulletins | <p><b>Vital Records:</b> Advisories, Disaster Data, Situation Report, Incident Report from barangays</p> <p><b>People:</b> Plans, Admin, Operations personnel</p> <p><b>Facilities/Equipment:</b> Alternate site or</p>                                                                                                                                        |

|  |                                                                                                                                   |                                                                                                                                                                                                                                                                                                 |
|--|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                                                                                                   | workplace<br><b>Communications and Technology:</b> Back-up power supply and communications equipment                                                                                                                                                                                            |
|  | Deploy responders to affected areas                                                                                               | <b>Vital Records:</b> Disaster Data, Incident Report from barangays<br><b>People:</b> Responders<br><b>Facilities/Equipment:</b> PPE, DRR equipment<br><b>Communications and Technology:</b> Back-up power supply and communications equipment                                                  |
|  | Ensure effective connectivity (voice and data) from Regional Offices, Provinces, Cities, Barangays and support agencies / offices | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> All section heads<br><b>Facilities/Equipment:</b> Alternate site or workplace, ICT equipment<br><b>Communications and Technology:</b> Back-up power supply and communications equipment |
|  | Act as secretariat during the conduct of Pre-Disaster Risk Assessment and emergency meetings                                      | <b>Vital Records:</b> Barangay Data, Advisories<br><b>People:</b> All section heads<br><b>Facilities/Equipment:</b> Alternate site or workplace, ICT equipment<br><b>Communications and Technology:</b> Back-up power supply and communications equipment                                       |
|  | Conduct Rapid Damage Assessment and Needs Analysis                                                                                | <b>Vital Records:</b> Disaster Data, Advisories, Incident Report from barangays<br><b>People:</b> Representatives from concerned departments<br><b>Facilities/Equipment:</b> PPE<br><b>Communications and Technology:</b> Communications equipment                                              |
|  | Activate Emergency Operations Center                                                                                              | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> All section heads<br><b>Facilities/Equipment:</b> Alternate site or workplace<br><b>Communications and Technology:</b> Back-up power supply and communications equipment                |
|  | Coordinate and facilitate requests for logistics support                                                                          | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> All section heads<br><b>Facilities/Equipment:</b> Alternate site or workplace<br><b>Communications and Technology:</b> Back-up power supply and communications equipment                |

|       |                                                          |                                                                                                                                                                                                                                                                                                               |
|-------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | Provide manpower support to response clusters            | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> Responders<br><b>Facilities/Equipment:</b> PPE<br><b>Communications and Technology:</b> Communications equipment                                                                                      |
| CSWDO | Conduct relief operations                                | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays, records and database<br><b>People:</b> CSWDO personnel<br><b>Facilities/Equipment:</b> Camps<br><b>Communications and Technology:</b> Back-up power supply and communications equipment                                |
|       | Activate Camp Coordination and Camp Management Cluster   | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays, report from each evacuation center<br><b>People:</b> CSWDO personnel<br><b>Facilities/Equipment:</b> Evacuation center<br><b>Communications and Technology:</b> Back-up power supply and communications equipment      |
|       | Activate Internally Displaced Persons Protection Cluster | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays, report from each evacuation center<br><b>People:</b> CSWDO personnel<br><b>Facilities/Equipment:</b> Evacuation center<br><b>Communications and Technology:</b> Back-up power supply and communications equipment      |
|       | Conduct Stress Debriefing & Family Counseling            | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays, report from each evacuation center<br><b>People:</b> CSWDO, CHO personnel<br><b>Facilities/Equipment:</b> Evacuation center<br><b>Communications and Technology:</b> Back-up power supply and communications equipment |
|       | Provide Financial Assistance to affected families        | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays, report from each evacuation center<br><b>People:</b> CSWDO personnel<br><b>Facilities/Equipment:</b> Evacuation center<br><b>Communications and Technology:</b> Back-up power supply and communications equipment      |
| CHO   | Ensure field responders and health cluster teams         | <b>Vital Records:</b> Advisories, Disaster Data, Situation Report, Incident Report from                                                                                                                                                                                                                       |

|      |                                                                                                                                                     |                                                                                                                                                                                                                                                                          |
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|      | are already on standby in the affected areas or in evacuation centers                                                                               | barangays, database and records<br><b>People:</b> Field responders<br><b>Facilities/Equipment:</b> PPE<br><b>Communications and Technology:</b> Communications equipment                                                                                                 |
|      | Immediately deploy field responders during non-calculated/unpredicted disasters such as terrorism, earthquake.                                      | <b>Vital Records:</b> Advisories, Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> Field responders<br><b>Facilities/Equipment:</b> PPE<br><b>Communications and Technology:</b> Communications equipment                               |
|      | Immediately manage disaster-induced injuries and promptly refer to hospital for life-threatening conditions                                         | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> Field responders<br><b>Facilities/Equipment:</b> PPE, vehicle, medical supplies<br><b>Communications and Technology:</b> Communications equipment                |
|      | Conduct disease surveillance in evacuation centers and disaster-affected areas to prevent epidemic due to crowding, poor sanitation, water shortage | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> Surveillance team<br><b>Facilities/Equipment:</b> PPE<br><b>Communications and Technology:</b> Communications equipment                                          |
|      | Monitor local drinking water quality (water refilling station, water providers)                                                                     | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> Field responders<br><b>Facilities/Equipment:</b> PPE, medical-related supplies and equipment<br><b>Communications and Technology:</b> Communications equipment   |
| LLCH | Respond to and recover from public health and medical emergencies                                                                                   | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> Hospital personnel<br><b>Facilities/Equipment:</b> PPE, medical-related supplies and equipment<br><b>Communications and Technology:</b> Communications equipment |
|      | Ensure the safety of procedures, facilities, and products intended for                                                                              | <b>Facilities/Equipment:</b> PPE, medical-related supplies and equipment                                                                                                                                                                                                 |

|              |                                                                                                                    |                                                                                                                                                                                                                                                                          |
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|              | human and animal use, treatment, or consumption                                                                    |                                                                                                                                                                                                                                                                          |
|              | Ensure continuous resource support, access to, and provision of authorized medical care and public health services | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> Hospital personnel<br><b>Facilities/Equipment:</b> PPE, medical-related supplies and equipment<br><b>Communications and Technology:</b> Communications equipment |
| CEO          | Conduct clearing operations                                                                                        | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> Engineers<br><b>Facilities/Equipment:</b> PPE, vehicle, heavy equipment<br><b>Communications and Technology:</b> Power supply, Communications equipment          |
|              | Undertake road patching (minor repair)                                                                             |                                                                                                                                                                                                                                                                          |
|              | Conduct declogging of drainage, canals                                                                             |                                                                                                                                                                                                                                                                          |
| GSO          | Ensure building maintenance (debris clearing, public structures repair, generator connection)                      | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> GSO personnel<br><b>Facilities/Equipment:</b> PPE, vehicle, heavy equipment<br><b>Communications and Technology:</b> Power supply, Communications equipment      |
|              | Provide logistical support to the public                                                                           |                                                                                                                                                                                                                                                                          |
|              | Manage garbage collection                                                                                          |                                                                                                                                                                                                                                                                          |
|              | Repair and maintenance of street lights                                                                            |                                                                                                                                                                                                                                                                          |
| CENRO        | Assess damage to vegetation and other natural resources of the city                                                | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> CENRO personnel<br><b>Facilities/Equipment:</b> PPE, vehicle<br><b>Communications and Technology:</b> Communications equipment                                   |
|              | Monitor and enforce other environmental-related activities                                                         |                                                                                                                                                                                                                                                                          |
| NERVE CENTER | 24/7 CCTV and Radio Monitoring - Command Center                                                                    | <b>Vital Records:</b> Disaster Data, Monitoring and Situation Report, Incident Report from barangays<br><b>People:</b> Traffic personnel<br><b>Facilities/Equipment:</b> PPE, vehicle<br><b>Communications and Technology:</b> Communications equipment                  |
|              | Enforce provisions of the Traffic code in the City                                                                 |                                                                                                                                                                                                                                                                          |
|              | Redirect traffic flow from obstructed road (rerouting)                                                             |                                                                                                                                                                                                                                                                          |
|              | Remove obstructions from the road after calamities                                                                 |                                                                                                                                                                                                                                                                          |
|              | Conduct mobile patrol                                                                                              |                                                                                                                                                                                                                                                                          |

|     |                                                                                                                                |                                                                                                                                                                                                                                      |
|-----|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | (roving) in the city                                                                                                           |                                                                                                                                                                                                                                      |
| CAO | Assess damage on agriculture and fisherfolks equipment                                                                         | <b>Vital Records:</b> Disaster Data, Situation Report, Incident Report from barangays<br><b>People:</b> CAO personnel<br><b>Facilities/Equipment:</b> PPE, vehicle<br><b>Communications and Technology:</b> Communications equipment |
| PIO | Conduct hazard-related information dissemination through all means                                                             | <b>Vital Records:</b> Advisories, Disaster Data<br><b>People:</b> PIO personnel<br><b>Facilities/Equipment:</b> ICT equipment, Media Center<br><b>Communications and Technology:</b> Back-up power, Communications equipment         |
|     | Issue press release / information                                                                                              |                                                                                                                                                                                                                                      |
|     | Document activities / response actions during emergencies                                                                      |                                                                                                                                                                                                                                      |
| GAD | Ensure safety and security of women and children in evacuation centers                                                         | <b>Vital Records:</b> Advisories, Disaster Data, Situation Reports<br><b>People:</b> GAD personnel<br><b>Facilities/Equipment:</b> GAD facilities<br><b>Communications and Technology:</b> Communications equipment                  |
|     | Ensure gender-responsive facilities inside camps                                                                               |                                                                                                                                                                                                                                      |
| CVO | Ensure safe meat for public consumption                                                                                        | <b>Vital Records:</b> Advisories, Disaster Data, Situation Reports<br><b>People:</b> CVO personnel<br><b>Facilities/Equipment:</b> Meat inspectors<br><b>Communications and Technology:</b> Communications equipment                 |
|     | Conduct surveillance and monitoring of emerging animal diseases                                                                |                                                                                                                                                                                                                                      |
|     | Conduct companion animal and livestock inventory                                                                               |                                                                                                                                                                                                                                      |
|     | Provide biologics and veterinary services                                                                                      |                                                                                                                                                                                                                                      |
| OBO | Conduct assessment as to the integrity of buildings                                                                            | <b>Vital Records:</b> Advisories, Disaster Data, Situation Reports<br><b>People:</b> Structural Engineers<br><b>Facilities/Equipment:</b> PPE<br><b>Communications and Technology:</b> Communications equipment                      |
| SP  | Adopt measures to protect the inhabitants of the city from the harmful effects of man-made or natural disasters and calamities | <b>Vital Records:</b> Advisories, Disaster Data, Situation Report<br><b>People:</b> All concerned office / department heads<br><b>Facilities/Equipment:</b> Alternate site or workplace                                              |
|     | Provide relief services and assistance for victims                                                                             |                                                                                                                                                                                                                                      |

|  |                                                                                                          |                                                                                         |
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|  | during and in the aftermath of disasters and their return to productive livelihood following said events | <b>Communications and Technology:</b> Back-up power supply and communications equipment |
|--|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

## XII. COMMUNICATION PROCEDURE

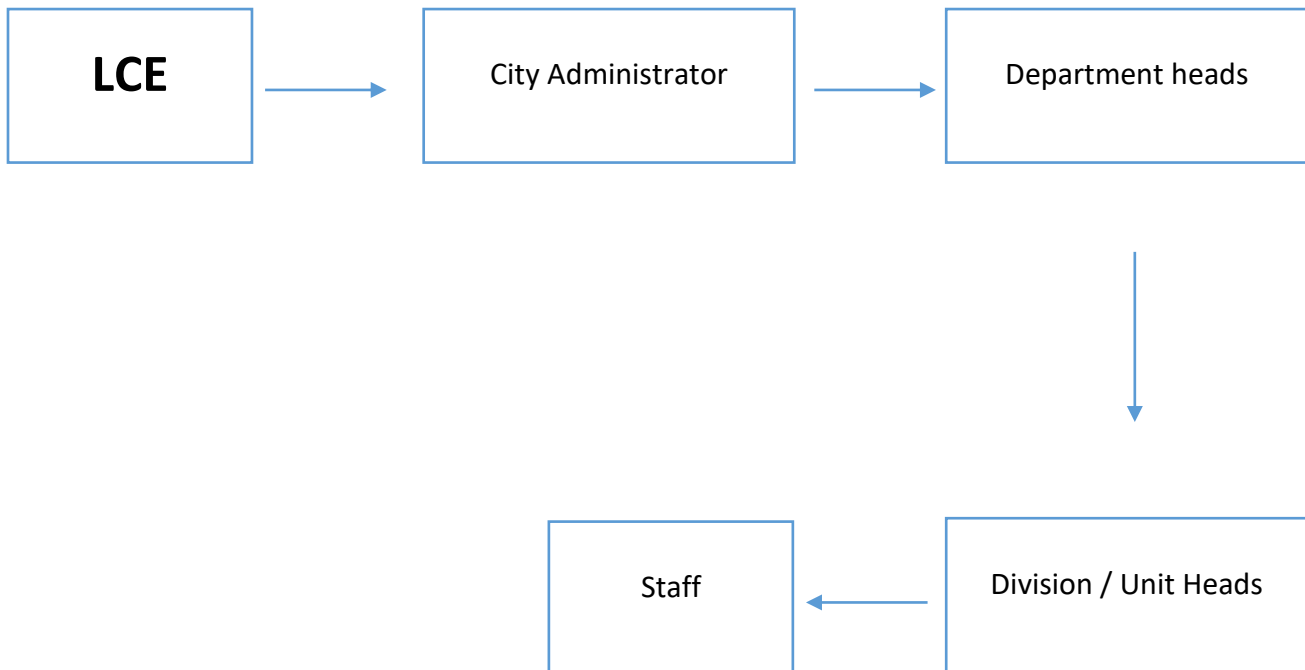
This procedure outlines for coordinating and cascading information to accounting of personnel.

### Communication Dissemination and Notification

| FROM   | TO                                                       | TYPE OF INFORMATION                                    | PLATFORMS                                                                                   |
|--------|----------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------|
| CDRRMO | LCE, Vice-Mayor, CDRRMC members, NGAs, PDRRMO, Barangays | Weather advisories, updates                            | SMS, SNS, Email, Radio, or any indigenous means in case of communication and power bog down |
| CDRRMO | LCE, Vice-Mayor, CDRRMC members, NGAs, PDRRMO            | Situation Reports                                      | SMS, SNS, Email, Radio, or any indigenous means in case of communication and power bog down |
| PIO    | Media                                                    | Press/Media Release / Information (to avoid fake news) | SMS, SNS, print, radio or tv                                                                |
| LCE    | All Department Heads                                     | Directives, Special Instructions                       | SMS, SNS, Email, Radio, or any indigenous means in case of communication and power bog down |

## Call Tree

Chain notification is identified as part of information exchange in the LGU. However, in most if not all instances, the exchange of information happens at the Social Media platform (viber, chat group) for faster dissemination as well as text brigade. In the absence of internet connection and for easy instruction and feedback, information is disseminated following the call tree as shown below:



### XIII. TESTING AND MAINTENANCE OF THE PSCP

This will guide the personnel on how to do the testing and maintenance of PSCP.

| EXERCISE METHOD                                                                                       | PARTICIPANTS                                                              | EXERCISE OBJECTIVES                                                                                                                                                                                                                                                                                                                       | SCHEDULE                                      |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Indicate specific type of exercise method to conduct (e.g. Workshop to develop Continuity Strategies) | Identify target population category of audience for each exercise method. | Specify exercise objective or goal for conducting the exercise. Note: Objectives must be S.M.A.R.T.                                                                                                                                                                                                                                       | Indicate target date to conduct the exercise. |
| <b>Discussion-based</b>                                                                               |                                                                           |                                                                                                                                                                                                                                                                                                                                           |                                               |
| <b>Orientation on PSCP</b>                                                                            | All Department heads and DRR Focal Persons                                | <p>To orient employees for the following purposes:</p> <ol style="list-style-type: none"> <li>1) Communicate the roles of each employee / office / department relative to the established PSCP; and</li> <li>2) Convey to employees the established chain of command/call tree/communication procedures in times of emergency.</li> </ol> | 2025                                          |
| <b>Enhancement of the PSCP</b>                                                                        | All Department heads and DRR Focal Persons                                | <p>To review and revise the PSCP, if necessary</p> <p>Specifically, to:</p> <ol style="list-style-type: none"> <li>1) To identify the gaps and areas of improvement of the PSCP;</li> <li>2) To enhance the PSCP</li> <li>3) To discuss the PSCP-related activities for budgetary allocation</li> </ol>                                   | 2025                                          |
| <b>Operations</b>                                                                                     |                                                                           |                                                                                                                                                                                                                                                                                                                                           |                                               |

|                                                                                                               |                                            |                                                                                                                                                                                                                                                                                                                                                                        |      |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Communication Drill:<br/>Implementation of the Communication Procedure<br/>Through Table-Top Exercises</b> | All Department heads and DRR Focal Persons | <p>To assess the effectiveness of the established Communication Procedure in the implementation of the PSCP.</p> <p>Specifically, to:</p> <ol style="list-style-type: none"> <li>1) Determine alternative Hierarchy of Communications; and</li> <li>2) Evaluate viability of identified Flow of Communication.</li> </ol>                                              | 2025 |
| <b>Evacuation Drill on the identified scenarios in the PSCP</b>                                               | All employees                              | <p>To test the functionality of the PSCP in terms of evacuation</p> <p>Specifically, to:</p> <ol style="list-style-type: none"> <li>1) Verify the identified RTO from the main building to an identified alternate site; and</li> <li>2) Identify the gaps and areas of improvement during the evacuation in times of emergencies</li> </ol>                           | 2025 |
| <b>Functional Exercise on the Transfer to Alternate Site</b>                                                  | All employees                              | <p>To assess the effectiveness and completeness of the established Alternate Site for continuity of operations of the LGU.</p> <p>Specifically, to:</p> <ol style="list-style-type: none"> <li>1) Verify the identified RTO on Alternate Site Transfer from the main building and</li> <li>2) Update the Resource Requirements for Alternate Site Transfer.</li> </ol> | 2025 |

## **XIV. REFERENCES**

- Republic Act 10121
- Public Service Continuity Plan Guidebook
- NDRRMC Memorandum No. 33, 2 2018 re Public Service Continuity Plan Template for Government Agencies
- NDRRMC Memorandum No. 57, s 2020 re Updating of Public Service Continuity Plans and Contingency Plans Due to Ongoing Public Health Emergency

## **XV. APPROVAL AND MONITORING**

This Public Service Continuity Plan shall be effective immediately after passing of the City Disaster Risk Reduction and Management Council resolution approving the PSCP and with the issuance of the Sangguniang Panlungsod resolution adopting the PSCP.

This shall be considered a living document and be subjected to continuous review, monitoring and enhancement by the Continuity Core Team yearly based on the experiences, lessons learned, risk assessment as well as innovations in DRRM policies and standards.