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OFFICE OF THE MINISTER  
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SUBJECT: MPWH Calamities and Disaster Preparedness and Control Plan (CDPCP)

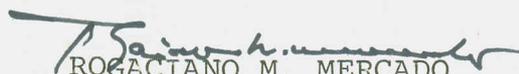
Furnished herewith for the information, reference and guidance of all concerned is the updated MPWH Calamities and Disaster Preparedness and Control Plan (CDPCP) including the following attachments, viz:

1. Organizational Chart - MPWH National Disaster Coordinating Body (NDCB)
2. Functions of MPWH NDCB and its Staff Elements
3. Organizational Chart - Typical MPWH Regional/District/City Disaster Coordinating Body.
4. Disaster Team Functions
5. Communications Flow Chart
6. Standard Operating Procedures
  - SOP - 1 - Fire Prevention and Control
  - SOP - 2 - Typhoon and Flood Preparedness & Control
  - SOP - 3 - Volcanic Eruption, Earthquake and Tidal Preparedness and Control
  - SOP - 4 - Preparedness for Attack and Disorder
  - SOP - 5 - Disaster (Accident) Preparedness & Control

Wherefore the Regional/District/City Disaster Coordinating Bodies should now be organized and that the corresponding Regional/District/City Disaster Preparedness and Control Plans be prepared along the framework of the MPWH CDPCP, and immediately be made operational.

In this connection, it is further directed that the different Disaster Coordinating Bodies submit the following documents soonest to the Chairman, MPWH Disaster Coordinating Body, MPWH, Manila, viz:

1. Regional/District/City Disaster Preparedness and Control Plan and SOPs.
2. Organization of Regional/District/City Disaster Coordinating Body including composition of Disaster Teams (with Addresses and Phone Numbers of members)
3. Address and Phone Numbers of Disaster Operation Centers (Regional, District/City).

  
ROGACIANO M. MERCADO  
Minister



REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

MPWH CALAMITIES AND DISASTER PREPAREDNESS AND CONTROL PLAN  
(CDPCP) AND STANDARD OPERATING PROCEDURES

1. GENERAL

- 1.1 The Philippines lies on the typhoon and earthquake belt of the Pacific, hence it is often subjected to the destructive effects of typhoons, floods, earthquakes, volcanic eruption, and other calamities.
- 1.2 This Calamities and Disaster Preparedness and Control Plan, and Standard Operating Procedures will delineate the Ministry's Pre-Disaster Emergency and Post Emergency functions to meet its assigned responsibilities.

2. MPWH RESPONSIBILITIES

- 2.1 Restoration of damages roads and bridges, and other public infrastructures such as flood control structure, waterworks, buildings, etc.
- 2.2 Provision of heavy and light equipment and personnel expertise as maybe needed to assist Calamities and Disaster Coordinating Councils (National, Regional, Provincial, City and Municipal) on rescue, evacuation, relief, salvage and recovery and other disaster related operations.

3. CONCEPT

- 3.1 This "Plan" embraces all conceivable contingencies making use of all available resources of this Ministry. It is functional and action oriented, and envisioned to develop capabilities of various agencies in the Ministry and their respective staffs and Action Teams in coping with disasters.
- 3.2 Whenever exigent, agencies under the Ministry will tap the skills and resources of the private sector, in this case, those envolved in the construction industry to enhance their capabilities on disaster preparedness and control.

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4. ORGANIZATION

4.1 MPWH National Disaster Coordinating Body

4.1.1 This is the implementing arm of the Ministry in exercising direction and control overall emergency operations nationwide

4.1.2 It shall maintain close coordination with the National Disaster Coordinating Council (NDCC) thru the Office of Civil Defense (OCD) and direct and implement support/ assistance as maybe required of MPWH

4.1.3 It shall be composed by:

Deputy Minister for Construction, Equipment, Planning, Maintenance and Comptrollership -----Chairman

Assistant Minister for Comptrollership-----Member

Assistant Minister for Administration-----Member

Assistant Minister for Planning---Vice-Chairman

Assistant Minister for Legal Affairs -----Member

Assistant Minister for Finance and Management -----Member

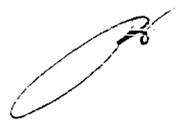
Assistant Minister for Manpower Development -----Member

Director, Bureau of Construction--Member

Director, Bureau of Design-----Member

Director, Bureau of Equipment-----Member

Director, Bureau of Materials and Quality Control-----Member



Director, Bureau of Maintenance --- Member  
and Executive Officer and  
MPWH Representative to  
NDCC

Assistant Director, Bureau of  
Maintenance-----Assistant  
Executive Officer and Alter-  
nate representative to NDCC

- 4.1.4 The body shall be directly responsible to the Minister and shall advise him in the status of the preparedness program, disaster operations and rehabilitation effort of the Ministry.
- 4.1.5 The body shall utilize the offices and facilities of the Monitoring Division of the Comptrollership Services as "Disaster Operations Center" where disaster related reports are received and through which its relevant instructions are decimated.
  - 4.1.5.1 At the first sign or warning of typhoon or other calamity, the "Operation Center" shall be activated and placed on 24 hours operation until after the emergency.
  - 4.1.5.2 The Operations Center shall receive all situation reports on damages as well as requests from Disaster Coordinating Councils and other agencies for assistance.
  - 4.1.5.3 The situation reports to come from the Regional/District/City Coordinating bodies will include among others.
    - 4.1.5.3.1 Type/nature, location (station limits) and extent of damages
    - 4.1.5.3.2 Where traffic is disrupted, possible detour routes
    - 4.1.5.3.3 What restoration activities are being done
    - 4.1.5.3.4 Estimated date for opening to traffic



- 4.1.5.3.5 Rough estimate of costs of restoration
- 4.1.5.3.6 Request & nature of assistance if warranted
- 4.1.5.4 The Public Affairs Office of the Ministry will maintain a liaison with the Operations Center for effective decimation of relevant information to the Media provided such releases to the Media are first cleared with the office of the Minister.
- 4.1.5.5 Likewise, the Bureau of Maintenance shall maintain a liaison with the Operations Center during the emergency to keep abreast of developments.
- 4.1.5.6 The Operation Center operating during emergencies shall receive all telex, telegram, and phoned in disaster related reports.
- 4.1.5.7 After the emergency, the Regional and District/City Coordinating Bodies will submit the Regional Damage Reports in the prescribed formats to the Minister through the Bureau of Maintenance.

#### 4.2 MPWH Regional Disaster Coordinating Body

- 4.2.1 This Body shall prepare the Regional Disaster Preparedness Program and shall oversee its implementation by directing and monitoring all disaster operations and rehabilitation activities. It shall also be responsible for the preparation and submittal through fastest possible means of the needed reports on disaster operations, rehabilitation activities and situation reports on damages wrought by calamities and disaster.
  - 4.2.2 It will coordinate with the Regional Disaster Coordinating Council and provide such support/assistance as maybe required of MPWH in the region.
  - 4.2.3 The Regional Body shall be composed of the following:
- 

Reg'l. Directors -----Chairman  
Asst. Reg'l. Directors -----Vice Chairman  
Reg'l. Eng'g. Coordinators --Member and  
Exec. Officer & representative to the  
Regional Disaster Coordinating  
Council  
All Division Chiefs -----Members

4.2.4 The body shall establish an "Operations Center" which will be the nerve center for directing disaster operations and of disaster related communications and reports.

4.2.5 To carry out its functions, the body shall organize its Operational Staffs and Action Teams, viz:

- 4.2.5.1 Administration and Communication Staff
- 4.2.5.2 Transportation and Supply Staff
- 4.2.5.3 Monitoring and Survey Team
- 4.2.5.4 Rescue and Evaluation Team
- 4.2.5.5 MPWH Assistance Team
- 4.2.5.6 Fire Control and Technical Team
- 4.2.5.7 Repair and Restoration Team

4.3 MPWH District/City Disaster Coordinating Body

4.3.1 This body shall be responsible for the preparation of the District/City disaster preparedness program, and shall over see and direct the implementation of such program, the attendant disaster operations and rehabilitation activities. It shall prepare and submit thru fastest possible means the needed disaster related reports to the Regional Coordinating Body.

4.3.2 It shall coordinate with the Provincial or City Disaster Coordinating Council and shall provide such support/assistance as maybe required of MPWH in the District/City level.

4.3.3 The District/City body shall be composed of the following:

District/City Engineer - Chairman  
Asst. District/Asst. City Engineer - Vice  
Chairman  
All Section Chiefs - Member  
Chief, Maintenance Section - Member, Executive  
Officer & Representative to the District/  
City Disaster Coordinating Council.

4.3.4 The body shall establish an "Operations Center" which will be the nerve center for directing disaster operations and for disaster-related communications/reports.

4.3.5 To carry out its functions, the body shall organize its operational staff and action teams patterned after item 4.2.5 above.

5. TASKS OF NATIONAL, REGIONAL, AND DISTRICT/CITY DCB's

5.1 PRE-DISASTER

- 5.1.1 Prepares plans, operating procedures
- 5.1.2 Organize and Train Action Teams
- 5.1.3 Establish necessary communication links (maintain directory of personnel, agencies private companies involved in the disaster operations) and make available communication facilities

5.2 EMERGENCY PHASE

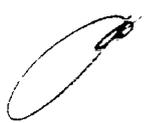
- 5.2.1 Activate Operations Center including the Disaster Action Teams
- 5.2.2 Direct assistance/support as may be needed or required by the appropriate Disaster Coordinating Council, through the proper Action Teams.

5.3 POST EMERGENCY PHASE

- 5.3.1 Survey and Assessment of damages and render timely reports thru the MPWH National Disaster Coordinating Body to the Minister
- 5.3.2 Implement immediate restoration of damaged roads and bridges, and other public infra-structures.

6. COORDINATING INSTRUCTIONS

- 6.1 Vertical and lateral coordination will be undertaken by MPWH units in the national, regional, and local level.
- 6.2 The Regional, District/City Disaster Coordinating Bodies including the Tasked Staffs and Action Teams will be organized in accordance with item 4



- 6.3 Timely reports on disaster operations to include reports on extent, nature and location of damages with estimated costs of restoration should be submitted to the Minister thru the MPWH National Disaster Coordinating Body.
- 6.4 All units shall maintain a Directory of Key Personnel (Names, Address, Telephone Numbers, their responsibilities on disaster operations.
- 6.5 During and immediately after disasters, the various MPWH Disaster Coordinating Bodies shall maintain the Disaster Operations Centers with adequate communication facilities, office supplies and personnel as necessary to receive information, transmit directives and monitor disaster operations etc.

## 7. FUNDING AND LOGISTICS

- 7.1 Operating expenses of MPWH offices in the national, Regional, District/City levels
- 7.2 Calamity Funds for restoration purposes
- 7.3 Other sources.

## 8. EFFECTIVITY

- 8.1 Upon approval of the plan.

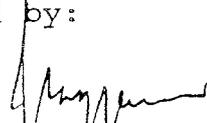
## 9. ENCLOSURE

- 9.1 Organizational Charts - MPWH National Disaster Coordinating Body (NDCB)
- 9.2 Functions of MPWH NDCB and its staff elements
- 9.3 Organization Chart - Typical MPWH Regional/ District/City Disaster Coordinating Body.
- 9.4 Team Functions
- 9.5 Communications Flow Chart
- 9.6 Standard Operating Procedures.
  - 9.6.1 SOP 1 - Fire Prevention and Control

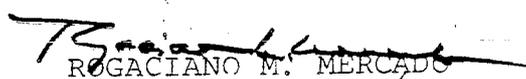


- 9.6.2 SOP 2 - Typhoon and Flood Preparedness and Control
- 9.6.3 SOP 3 - Volcanic Eruption, Earthquake and Tidal Wave Preparedness and Control
- 9.6.4 SOP 4 - Preparedness for Attack and Disorders
- 9.6.5 SOP 5 - Disaster (Accident) Preparedness and Control

Submitted by:

  
T. G. GENER  
Deputy Minister

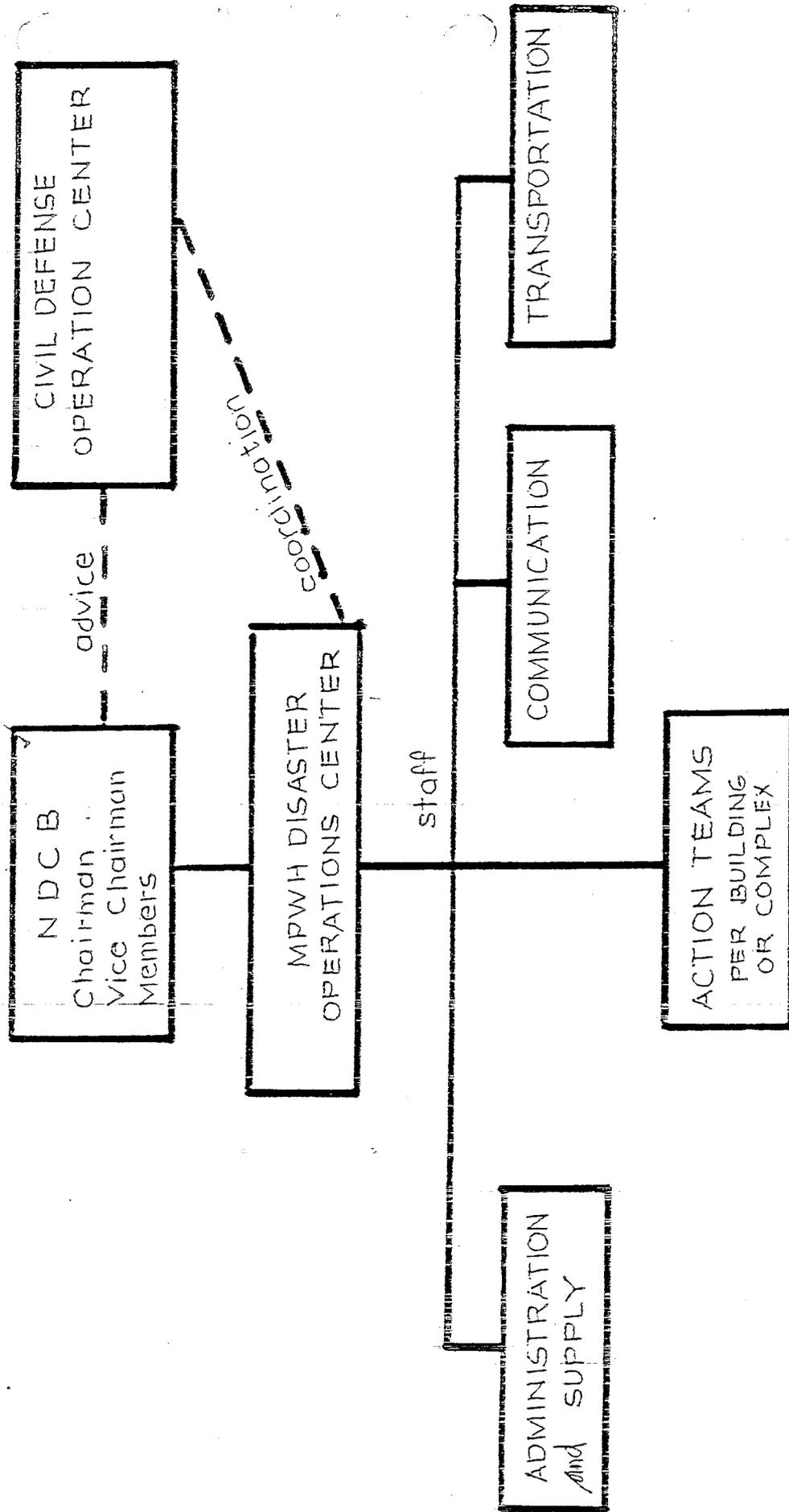
Approved:

  
ROGACIANO M. MERCADO  
Minister



# ORGANIZATION

## MPWH NATIONAL DISASTER COORDINATING BODY (NDCB)



FUNCTIONS OF MPWH NDCB  
AND STAFF ELEMENTS

1. MPWH NDCB

1.1 Responsible to the Minister for the overall disaster preparedness and control plan of MPWH and its effective implementation during actual disaster.

2. Administration and Supply Staff

2.1 Provide the administrative supports (personnel acquisition, clerical, reporting, recording, financials, etc.) and supplies including equipment.

3. Communication Staff

3.1 Provide networks in telephone, telegraph, radio system, courier and postal service for MPWH Disaster Preparedness and Control Units, and MPWH assistance to other Government Agencies and Disaster Coordinating Council.

4. Transportation Staff

4.1 Provide transport assistance to MPWH Units and Councils/Agencies that needs assistance.

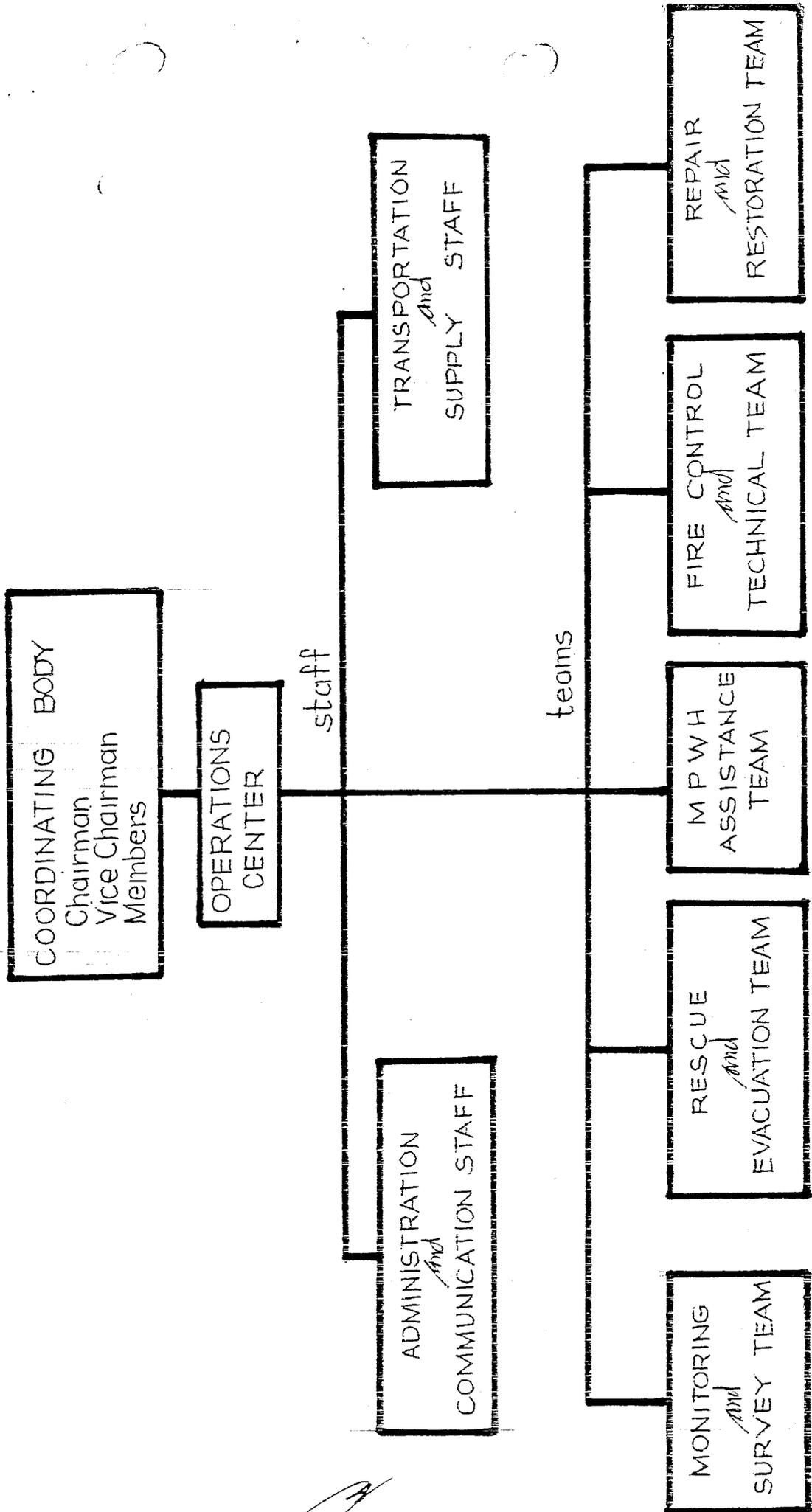
5. Actions Teams

5.1 See separate sheet for functions of action teams.



# ORGANIZATION

## TYPICAL MPWH REGIONAL/DISTRICT/CITY DISASTER COORDINATING BODY



TEAM FUNCTIONS

1. MONITORING AND SURVEY TEAM

- 1.1 Monitors impending disasters, and at the first sign of disaster, sound alarm to activate appropriate Teams.
- 1.2 Surveys damages to infrastructure and transmit relevant reports to MPWH Manila within 24 hours.
- 1.3 Monitor all emergency and post emergency activities of various Teams, particularly the repair and restoration Team, and prepare / submit corresponding reports.

2. RESCUE AND EVACUATION TEAM

When requested during emergencies by appropriate agencies thru the MPWH Coordination Body, shall assist in the:

- 2.1 Rescue operations in locating injured or trapped persons and moving them to places where they can be cared for.
- 2.2 Evacuation operations by providing available personnel and equipment to expedite controlled movement of evacuees.

3. MPWH ASSISTANCE TEAM

When requested thru the MPWH Coordinating Body by appropriate agencies during emergencies, shall assist in the:

- 3.1 Dismantling/demolitions of obstructions to rescue operations specially related to fire and earthquakes.
  - 3.2 Relief operations of Red Cross/Social Services by providing vehicles and personnel.
- 

3.3 Salvage and Recovery Operations in coordination with other agencies by providing vehicles and personnel.

4. FIRE CONTROL AND TECHNICAL TEAM

4.1 Controls fire in Office building or assist in controlling fire in adjoining buildings.

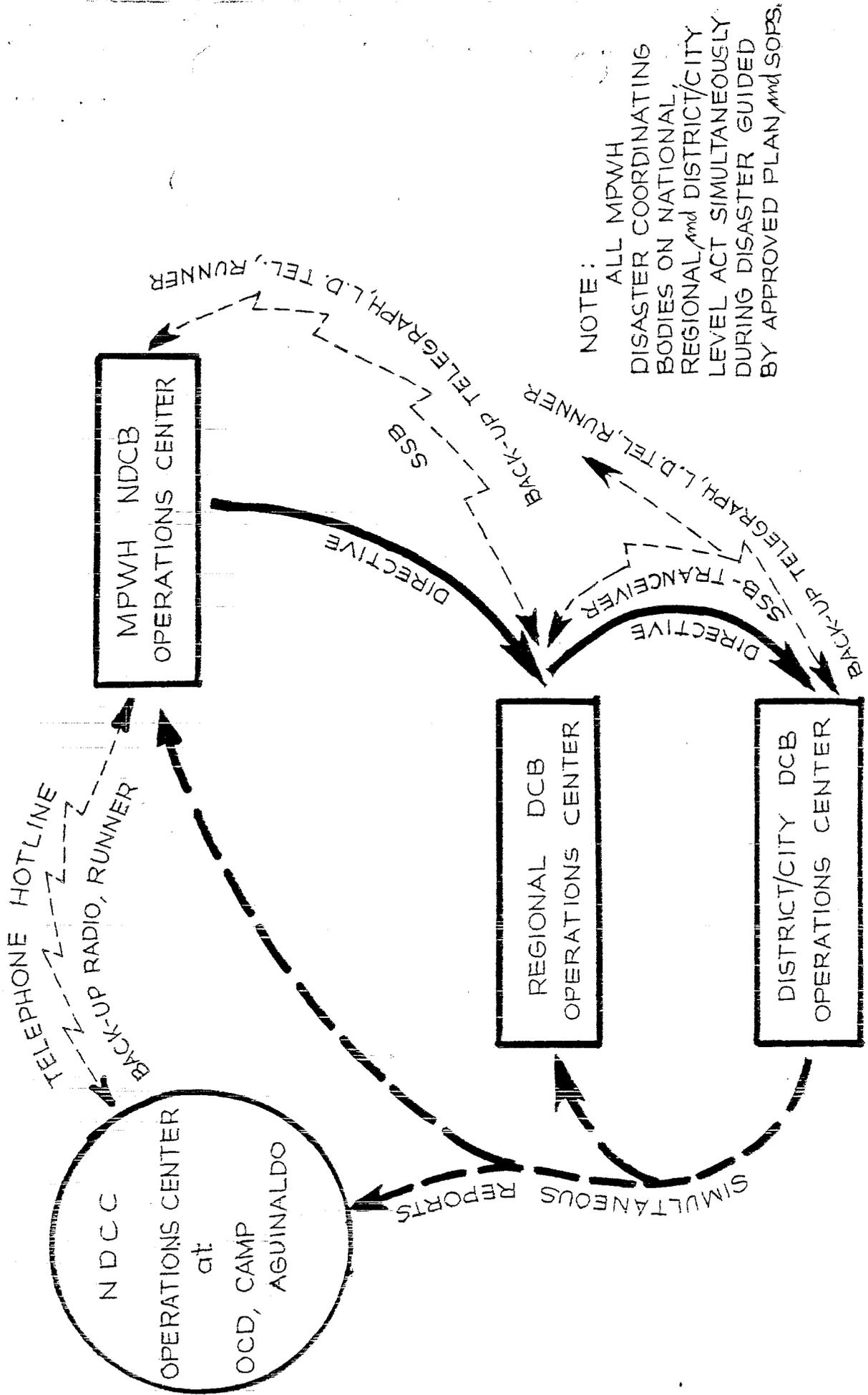
4.2 Controls and maintain operation of essential utilities such as water and power supply. Also provides cooperation to technical experts in disarming explosive devices, minimizing the effects of both natural and man-made disasters through physical, chemical, biological and radiological counter or preventive measures.

5. RESTORATION AND REPAIR TEAM

5.1 Repair and restore damaged roads, bridges and other public infrastructures within the area of jurisdiction.



COMMUNICATION FLOW CHART



FIRE PREVENTION AND CONTROL

1. GENERAL:

Fire can start anywhere so that any agency or unit should be prepared to control it or even better to prevent it. Prevention or control of fire can be achieved by elimination of any of the elements of fire, either oxygen, heat or fuel. Since the presence of oxygen is difficult to control, then the most logical is to remove heat or fuel. Heat source such as matches, stove, electrical contacts, excessive friction, etc. should be properly handled. Fuel or any combustible materials should be kept away from the source of heat.

2. PURPOSE:

To orient and guide MPWH personnel in the prevention and control of fire and how to minimize its effects in terms of casualties and damage to properties.

3. CONCEPT:

All agencies under MPWH will organize their respective Fire Control Team and other Disaster Teams based on the MPWH Calamities and Disaster Preparedness and Control Plan (CDPCP), orient and train concerned personnel with team and group rehearsals until a certain degree of proficiency is attained for an effective prevention and control of fire.

4. ORGANIZATION:

Same as the organization in the MPWH Calamities and Disaster Preparedness and Control Plan (CDPCP)

5. TASKS:

Same as the functions of the Fire Control and Technical Team and other Disaster Teams in the CDPCP



6. PROCEDURES:

BEFORE: -

- a. MPWH Agency head organize Fire and Technical Team and other Teams in accordance with the MPWH CDPCP
- b. Evacuation Plan will be prepared for each separate building or facility.
- c. Concerned personnel will be briefed and oriented in their respective assignment, functions, procedures and evacuation plan. The information and education team will conduct public information and education drive on disaster preparedness and control.
- d. Rehearsals will be conducted until proficiency is attained and procedures are further improved.
- e. Hazardous portions of facilities, buildings, structures and areas will be pinpointed by the warning and survey team.
- f. The Repair and Restoration team strengthen weak structures and portion of a building of facility and assistance from the regular maintenance and repair unit.

DURING: -

- a. Alarm is sounded by the Monitoring and Survey Team.
- b. All Team members take their respective positions and immediately act accordingly. After the alarm is sounded and most personnel notified, the Team secure the building and its premises.
- c. Office personnel and critical equipments and records will be evacuated to the assigned assembly or evacuation point through the evacuation route as indicated in the building floor layout plan.



AFTER: -

- a. All clear signal is given.
- b. The various teams continue their functions until every life and property are given the proper attention and action.
- c. The MPWH Assistance Team together with the Rescue and Evacuation team start performing their respective assignment.
- d. After all teams have completed thier assignments, damage and casualty survey follows, then report is prepared with cost estimates. Contents of the report are as follows:
  - (1) Specific location and duration of the disaster.
  - (2) Cause and source of disaster and the size of affected area.
  - (3) Casualties and property damaged and destroyed.
  - (4) Estimates of property damaged/destroyed and names of dead and injured persons.
  - (5) Specific actions taken.
  - (6) Recommendations.
- e. Repair and Restoration Team repair and restore to the maximum the previous condition of the facility, building, furniture, etc.

7. INSTRUCTION:

- a. Constant coordination and interaction of the Disaster Coordinating Body Unit with the other concerned agencies shall be maintained.
- b. Public and civic organization participation including the Barangay members and school force shall be secured.
- c. Unit readiness for disaster shall be maintained.

8. APPLICABILITY: All Agencies under the direct control and supervision of MPWH.



9. RESCISSION: All previous orders and instructions in conflict with this SOP is hereby rescinded.

10. EFFECTIVITY: Upon approval of this SOP.

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TYPHOON AND FLOOD PREPAREDNESS AND CONTROL

1. GENERAL:

The Philippines is being frequently visited by typhoon which is normally followed by flood and erosion. All bring casualties and damages/destruction to properties, crops, vegetations, vital lands, infrastructures, etc.

Effort is being done by the government by prohibiting cutting of trees and planting of trees in the watershed areas, construction of dams and waterway protection, flood control and drainage system, and even in the rain making and typhoons moderation experiments.

2. PURPOSE:

To orient and guide MPWH personnel in the preparedness and control against the destruction effects of typhoon, flood, erosion, etc., so as to minimize their effects and hasten relief rehabilitation, recovery and restoration.

3. CONCEPT:

All agencies under MPWH will organize their respective disaster teams based on the MPWH CDPCP, orient and train concerned personnel with team and group rehearsals until they are proficient in typhoon and flood preparedness and control.

4. ORGANIZATION: Same as the Organization of Teams under the Calamities and Disaster Preparedness and Control Plan of MPWH

5. TASKS: Same as the functions of the various Disaster Teams under the MPWH CDPCP



AFTER: - Same as in MPWH SOP 1

7. INSTRUCTIONS: Same as in MPWH SOP 1

8. APPLICABILITY: Same as in MPWH SOP 1

9. RESCISSION: Same as in MPWH SOP 1

10. EFFECTIVITY: Same as in MPWH SOP 1

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PREPAREDNESS FOR ATTACK AND DISORDER

1. GENERAL:

War and disorder can happen anytime and we don't want to be caught unaware. Preparedness is therefore a "must" for every personnel of MPWH particularly in terms of safety and security. For safety, protective shelter with some provisions (bottled/canned water, canned goods, first aid kits, etc.) is one basic requirement. For security, perimeter fence with lights and Identification/Control gate with security guard is necessary.

2. PURPOSE:

To orient and guide MPWH personnel on what action to take before, during and after an attack or disorder.

3. CONCEPT:

MPWH Agencies will organize their respective Disaster units, orient, inform and educate the personnel and the people in the immediate vicinity on preparedness and action to take before, during and after an attack (air and ground) or disorder. Team members assist personnel and take appropriate action during and after an attack or disorder.

4. ORGANIZATION: Same in MPWH SOP 1

5. TASKS: Same as in MPWH SOP 1

6. PROCEDURES:

BEFORE: -

- a. The Disaster Coordinating Body will arrange with proper Technical Agencies on the teaching and



orientation of office personnel on how to act in case of an attack and disorder.

- b. An adequate shelter (maybe the basement or first floor of a multi-storey building or a separate covered dugout for field office) will be constructed and then provided with emergency provisions (food, first aid kits, etc.)
- c. An evacuation or deployment plan will be prepared and set in proper location.

DURING: - Same as in MPWH SOP 1 with following addition

- d. Area and buildings are secured by closing all gates and doors. Security personnel are deployed.

AFTER: - Same as in MPWH SOP 1

8. INSTRUCTIONS: Same as in MPWH SOP 1

9. APPLICABILITY: Same as in MPWH SOP 1

10. RESCISSION: Same as in MPWH SOP 1

11. EFFECTIVITY: Same as in MPWH SOP 1



DISASTER (ACCIDENT) PREPAREDNESS AND CONTROL

1. GENERAL:

Great disaster caused by accident rarely happen. Now what do we do when this happens? Can this be predicted? This disastrous accidents can be classified as Chemical Biological, Radiological and Spatial (CBRS).

Chemical accidents are the action of chemicals including pollutants in the environment and human beings. Biological accidents are the action of living things to the environments and human beings such famous ones are the epidemics, rat and locus pests.

Radiological accidents are the action of radioactive materials giving off destructive thermal and gamma rays.

Spatial accidents are caused by falling debris meteors, ultraviolet rays and others from outer space.

2. PURPOSE:

To orient and train personnel on how to minimize the effects of this kind of accidents.

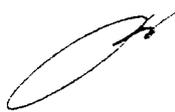
3. CONCEPT: Same as in MPWH SOP 1

4. ORGANIZATION: Same as in MPWH SOP 1

5. TASKS: Same as in MPWH SOP 1

6. PROCEDURE:

BEFORE: - Same as in MPWH SOP 1 with addition (h)



Coordination, arrangement with proper technical agency for instruction and orientation of personnel on what to do in case of disastrous accidents.

DURING:

- a. Concerned teams assume their respective positions and initiate action.
- b. Close coordination with ground agencies is maintained.

AFTER: - Same as in MPWH SOP 1

7. INSTRUCTIONS: Same as in MPWH SOP 1

8. APPLICABILITY: Same as in MPWH SOP 1

9. RESCISSION: Same as in MPWH SOP 1

10. EFFECTIVITY: Same as in MPWH SOP 1



VOLCANIC ERUPTION, EARTHQUAKE AND TIDAL  
WAVE PREPAREDNESS AND CONTROL

1. GENERAL:

Volcanic eruption, earthquake and tidal wave disasters are some common occurrences here in the Philippines. These disasters can happen anytime without notice except volcanic eruption where volcanic activities are under close watch by volcanologists. However, researchers and studies are being made on how to predict these disasters activities.

For the meantime, the public should be informed and trained what to do in case these things happen.

2. PURPOSE:

To orient and train the concerned personnel and the nearby residence on how to act accordingly so as to minimize the effects of disaster on human beings and properties.

3. CONCEPT:

MPWH Agencies organize their respective disaster teams based on the MPWH CDPCP, orient and train concerned personnel on what to do when earthquake strikes, volcano erupts and tidal wave comes in. The monitoring and survey team will pinpoint hazard prone areas so that enough preparation can be made before any such disaster will hit said area.

4. ORGANIZATION: Same as in SOP 1

5. TASKS: Same as in SOP 1

6. PROCEDURES:

BEFORE - Same with following addition.



- g. Close watch and coordination with the monitoring agencies on the activity of the nearby volcano (wherever applicable).

DURING: - Same as in MPWH SOP 1

AFTER : - Same as in MPWH SOP 1

8. INSTRUCTIONS: Same as in MPWH SOP 1
9. APPLICABILITY: Same as in MPWH SOP 1
10. RESCISSION: Same as in MPWH SOP 1
11. EFFECTIVITY: Same as in MPWH SOP 1
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