



Republic of the Philippines
MINISTRY OF PUBLIC WORKS
OFFICE of the MINISTER
MPW Building, Bonifacio Drive, Port Area, Manila

1 December 1980

MINISTRY ORDER)
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NO. 80 - 73)

SUBJECT: STANDARD OPERATING
PROCEDURE FOR CALAMITY
MITIGATION AND RELIEF
(MAINLY FOR TYPHOONS /
FLOODS)

TO: All Bureau Directors, Regional Directors, District/City
Engineers and Others Concerned.

For the information of, and strict observance by, all concerned,
hereunder is an SOP for calamity mitigation and relief (mainly for
typhoons/floods).

GENERAL

1. Preventive measures against flood damages shall be carried out extensively:
 - a. Undertake periodic inspection of existing flood control facilities and other structures, with a view to identify weak or critical spots.
 - b. Regular maintenance and repair of such facilities and structures shall be undertaken, with special attention to the weak or critical sections.
 - c. Areas/sections that require major rehabilitation or construction works shall be considered for immediate design and programming.
2. Each region/district shall have a standby Calamity Technical Force (CTF) which shall be guided by the general procedures stated below.
3. The budget of the region/district shall include reasonable outlays for periodic maintenance and emergency repair/rehabilitation works.
4. In the MPW central office, there is a CTF manned by the PMISS (2nd Floor, MPW Building). Each Bureau/Service is hereby instructed to assign at least one responsible person before, during, and after the calamity. The CTF can be contacted thru:

- a. Single-side band (SSB) which is connected to all Regional Director's Offices. SSB is operational round-the-clock during calamities, and from 7:00 a. m. to 11:00 p. m. before and after calamities, with a break from 12:00 noon to 1:00 p. m. Relay thru any regional office SSB may be made if direct transmission to MPW central office is not possible.
- b. Telephone Nos.: 40-24-02) Office of the Minister
 47-31-80)
 47-63-88) Office of the Deputy Minister
 48-32-37)
 40-24-74) Asst. Sec. for Planning & Administration
 49-90-83) Asst. Sec. for Operation
 49-75-33) Asst. Sec. for Personnel Management & Development
 49-44-85) PMISS
 47-84-40) MPW Communications Center
- c. Telegram
- d. Courier

BEFORE CALAMITY

1. Activate CTF for impending typhoon/calamity if foreseeable.
2. Coordinate with PAGASA and other organizations concerned with disaster prevention and control.
3. Double-check flood control facilities to identify weak/critical spots, reinforce the same, and provide necessary protective measures.
4. Report to MPW by telephone, radio, telegram, etc. on actions taken once a day during the critical period.

DURING CALAMITY

1. Undertake round-the-clock surveillance and check on protective measures.
2. Monitor gauging stations, and elevation and extent of floods on critical flood-prone areas.
3. Where breaches in protective structures start to occur, measures shall be promptly taken to avert further damages.
4. Report to MPW on the situation at least twice a day, preferably 8:00 a.m. and 4:00 p.m., by radio, telephone, telegram or other means.

AFTER CALAMITY

1. Immediately dispatch CTF plus additional technical people to assess the situation and extent of damages to structures.
2. Report to MPW the above at least once in the morning and another in the afternoon.
 - a. Immediately, the reports shall contain:
 - (1) Overall situation in the area.
 - (2) Extent and value of damages by project category, except that, for flood control facilities, the specific projects damaged shall be reported.
 - (3) Relief actions taken/needed.
 - b. Within one week after the floods have receded, the reports shall include:
 - (1) Detailed estimates of damages to public works facilities.
 - (2) Detailed estimates of repair/rehabilitation works needed.
 - (3) Further actions taken/needed.
 - c. Thereafter within a reasonable time, the reports shall include:
 - (1) Major rehabilitation/construction works needed.
 - (2) Additional relief actions taken/needed.

3. Use all available appropriate funds to carry out urgent and immediately implementable works. These will include (a) contingencies provided for in the programs of work, (b) lump sums for flood control works, (c) operation and maintenance funds, and (d) emergency repair funds. Submit to the Minister a report on the utilization of these funds.

Strict compliance with the above is hereby directed.



ALFREDO L. JUINIO
Minister

