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Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097, 13 DPWH
02-12-2015

DEPARTMENT ORDER) SUBJECT: GUIDELINES TO ENSURE DISASTER
No. 15) PREPAREDNESS OF DPWH FIELD OFFICES
Series of 2015) IN PROMPTLY RESPONDING TO TYPHOONS
AND OTHER CALAMITIES INCLUDING
CRITERIA IN THE RELEASE OF CALAMITY
FUNDS

To further enhance the Department's efforts to provide prompt assistance and accurate information to motorists and the general public during the onset of destructive typhoons and calamities, the following four (4) page Detailed Guidelines as herein attached to form part of this Department Order, are hereby issued to our field officials and personnel on the adoption of the necessary actions to immediately prepare and implement appropriate and expeditious response to ensure the safety and mobility of all concerned.

Likewise included in the Guidelines are the criteria to be followed in the release of calamity funds and the requisite forms to be filled up by the concerned DPWH offices.

This Order shall take effect immediately and shall supersede the following Departmental issuances:

- 1) Department Order No. 38 series of 2010, entitled "*Disaster Preparedness and Response Mechanism during Typhoons and other Natural Calamities*"; and,
- 2) Department Order No. 96 series of 2014, entitled "*Timely Submission of Calamity Damage Report on Infrastructure for Request for Calamity Funds*".

For compliance.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN5S02251

- Encl. : 1) Detailed Guidelines to ensure Disaster Preparedness of DPWH Field Offices in promptly responding to Typhoons and other Calamities including Criteria in the Release of Calamity Funds
- 2) BOM-SDMCD Form 2015-01: Disaster Operation Center Activation Report;
 - 3) BOM-SDMCD Form 2015-02: Pre-positioning of Assets;
 - 4) BOM-SDMCD Form 2015-03: Situational Reports on Major Roads and Bridges;
 - 5) BOM-SDMCD Form 2015-04: Assets Deployment;
 - 6) BOM-SDMCD Form 2015-05: Priority I – Damaged Infra (with Detailed Information);
 - 7) BOM-SDMCD Form 2015-06: Priority II – Damaged Infra (with Detailed Information);
 - 8) BOM-SDMCD Form 2015-07: Priority III – Damaged Infra (with Detailed Information);
 - 9) Calamity Damage Assessment Report (Request for Release of Calamity Funds);
 - 10) Sample requisite period of reporting (shown in matrix form)



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

Encl. "1"

**GUIDELINES TO ENSURE DISASTER PREPAREDNESS OF DPWH FIELD OFFICES IN
PROMPTLY RESPONDING TO TYPHOONS AND OTHER CALAMITIES**

I. PRE-DISASTER PHASE

1. At the first advisory from PAGASA (usually accessed thru print and broadcast media) that the cyclone/typhoon has entered the Philippine Area of Responsibility (PAR), the Regional and District Engineering Offices shall activate the Disaster Risk Reduction Management (DRRM) Team or the Incident Command System (ICS). Activating the Team/System should be made known thru an Activation Report to be submitted to the BOM, using BOM- SDMCD Form 2015-01.
2. Prior to the landfall of any cyclone/typhoon, the Regional/District Engineering Offices shall pre-position all available/operational equipment with operator including designated inspectors to the landslide prone areas identified by the concerned DEOs. Equipment and manpower proposed to be deployed should be recorded using BOM-SDMCD Form 2015-02 and should be submitted to BOM together with BOM-SDMCD Form 2015-01.

II. REPORTING OF ACTIONS TAKEN

A. PREPARATION AND SUBMITTAL OF SITUATIONAL REPORTS

During the onset of calamities, **Situational Reports** containing the following information and pertinent data (to be as explicitly detailed as possible) shall be prepared by the concerned Regional/District Engineering Offices and shall be submitted **every six (6) hours** (nearest the time of calamity: e.g. at 8:00AM; at 2:00PM; at 8:00PM and at 2:00 AM) to the DPWH Central Office (Attention: the Bureau of Maintenance, Safety and Disaster Management Coordination Division, BOM-SDMCD), using the prescribed BOM- SDMCD Form 2015-03, attached. The form shall contain the following information:

1. The name/location of the affected roads sections (Province/City/ Municipality/Barangay/Station Limit; Length or Area affected);
2. Situation of the affected major road section indicating whether the same is passable or not passable;
3. Action taken on damaged section/s (e.g. clearing, punch-thru operation, deployment of heavy equipment to include type/kind/number, etc.);

4. Preliminary cost estimate to repair/restore the damaged section/s;
5. Remarks, indicating whether or not the damaged section is open to all types of vehicles, detour routes available, and estimated time of repair, etc;

To be attached in the prescribed BOM-SDMCD Form 2015-03 are pictures taken of the damaged section/s (including those evidencing prompt action taken by the field office, when applicable, like the immediate clearing of debris, etc)

The Priority Category of Damages:

1. *Priority I* - Involves immediate rehabilitation of collapsed bridges, cut road sections, breached seawalls and dikes to quickly restore mobility and ensure the safety of the affected areas.
2. *Priority II* - Involves ordinary repair works such as patching potholes, resurfacing of washed-out roads and slightly destroyed flood control structures.
3. *Priority III* - Involves minor repair work and/or improvement to prevent further deterioration such as repair of road section.

It is expected that within six (6) hours after the calamity, the Regional Director/District Engineer concerned shall transmit to the Secretary (thru the Bureau of Maintenance) the initial assessment of the damages, thru e-mail, fax telephone or courier those damages covering at least the Priority I, in the group of Damages Category (indicate same under Column 6 of BOM- SDMCD Form 2015-03).

A detailed information for the Priority I group indicating the damaged structures, extent of damage, restoration costs, etc., are to be submitted within twelve (12) hours after the calamity and subsequently updated every six (6) hours using BOM-SDMCD Form 2015-05. This submittal should include an updated situational report using BOM-SDMCD Form 2015-03 and Assets Deployment (BOM-SDMCD Form 2015-04).

Similarly, for the damaged infrastructure categorized under Priority II and III, detailed information should be submitted within twenty four (24) hrs. using BOM Form 2015-06 and BOM-SDMCD Form 2015-07.

Reports including realistic estimates of restoration should be duly-indicated under BOM-SDMCD Forms 2015-05, 2015-06 and 2015-07.

It must be stressed that the field offices (the concerned Regional and District Engineering Offices) shall be held responsible as to the factual and reasonable estimates of the cost of damages including the cost required for the restoration of damaged facilities.

A sample format (in matrix form, Enclosure "10" of this D.O.) for the requisite period of reporting is attached for reference and guidance of all concerned.

III. RESPONSE PHASE

A. LOGISTIC SUPPORT AS MANDATED IN THE NATIONAL DISASTER RESPONSE PLAN (NDRP)

During or immediately after the calamity, the Regional and District DRRM Teams shall coordinate with the Regional/Provincial Disaster Risk Reduction Management Council-Office of Civil Defense (R/PDRRMC-OCD) to provide logistical support to the Response Clusters which the DPWH is a member, to wit:

1. Search Rescue & Retrieval (SRR);
2. Camp Coordination & Management (CCM);
3. Logistics;
4. Rapid Emergency Telecommunications (RET);
5. Education;
6. Management of the Dead and the Missing (MDM)

B. CONDUCT OF RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS (RDANA)

The Regional and District Engineering Offices shall set up a system assigning a permanent team to conduct a Rapid Damage Assessment and Needs Analysis (RDANA) to provide general information on priority needs, as well as identifies available resources and services, for immediate emergency measures to preserve and save lives and alleviate the sufferings of the affected population.

IV. POST-DISASTER PHASE

In case of widespread devastation caused by a disaster, the NDRRMC shall conduct a Post Disaster Needs Assessment (PDNA) to assess the losses and damages of the affected areas. The Department shall send representative/representatives to join other agencies in the conduct of PDNA. The PDNA teams might come from the National Level (BOM) and Regional/District representatives. PDNA is conducted 2 weeks to one (1) month after a major disaster. The result of the PDNA shall be the basis for the rehabilitation and recovery program.

V. REQUESTS FOR RELEASE OF CALAMITY FUNDS

To be considered for endorsement to the National Disaster Risk Reduction and Management Council (NDRRMC), all requests for release of calamity funds shall, in all cases, be supported by relevant documents with such requests submitted not later than three (3) months after the occurrence of a particular calamity or disaster.

It is expected that the Regional Director concerned shall review the report on infrastructures damaged by calamity/disaster within two (2) days of receipt from the ground of the final report and shall submit such duly-validated report with complete supporting documents to the Office of the Secretary.

Supporting documents shall include, but not limited to, an endorsement from the Regional Director; Program of Work; Detailed Estimates with unit price analysis; project profile (Budget Proposal Form 202); site location map; pictures with caption indicating date taken; Certification from the Regional Director/District Engineer concerned that the project is indeed damaged by the particular calamity/disaster and was included in the lists of damages under Priority I and II (BOM-Form 2014-05 and 06) previously submitted to BOM; and Calamity Damage Assessment Report in the prescribed format (Enclosure "9" of this D.O.) duly signed by proper authorities/officials.

In requesting for the release of Calamity Funds, the concerned field offices (Regional and District Engineering Offices) should indicate the remaining funds from previously released calamity funds (IRF and QRF) under their jurisdiction. Hence the Estimated Cost of Repair (under Column 5 of Encl. "9") shall be the net (remaining funds less this current request or current request less remaining funds) needed to effect repair of the damaged infrastructure/s.

5.3.2 DFR/ESGJR

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DISASTER OPERATION CENTER ACTIVATION REPORT
District Disaster Risk Reduction Management Team
TYPHOON : _____
As of : (Date & Time) _____

REGION : _____
District Engineering Office : _____

NAME OF PERSON MANNING THE OPERATION CENTER (DRRM TEAM)		PERSONNEL ON DUTY AT REGIONAL/DISTRICT OPERATION CENTER					
		Day/ Date	Name of Person	Designation	Contact Numbers	6:00AM- 6:00PM	6:00PM- 6:00AM
Incident Commander	Contact. No.	Day 1/	a. b. c.				
Deputy Incident Commander	Contact. No.	Day 2/	a. b. c.				
Public Information Officer	Contact. No.	Day 3/	a. b. c.				
Safety Officer	Contact. No.	Day 4/	a. b. c.				
Liaison Officer	Contact. No.	Day 5/	a. b. c.				
Operations Chief	Contact. No.	Day 6/	a. b. c.				
Planning Chief	Contact. No.	Day 7/	a. b. c.				
Logistics Chief	Contact. No.	Day 8/	a. b. c.				
Admin./Finance Chief	Contact. No.	Day 9/	a. b. c.				
		Day 10/	a. b. c.				

mydoc/carol/forms/BOM-SDMCD form 2015-01

NOTE: To be submitted prior to the occurrence of calamity or landfall of Typhoon

Prepared by:

Submitted by:

(Name & Position)

(Name & Position)

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
PRE-POSITIONING OF ASSETS

TYPHOON : _____

As of : (Date & Time)

REGION : _____
District Engineering Office : _____

POSSIBLE ROAD SECTIONS TO BE AFFECTED BY THE CALAMITY/DISASTER	FACILITIES AND EQUIPMENTS AVAILABLE FOR DISASTER OPERATION			MANPOWER	LIST OF INFRA IN DANGER OF BEING AFFECTED/DAMAGED	REMARKS
	TYPE	NUMBER	LOCATION			
(1)	(2)	(3)	(4)	(5)	(6)	(7)

mydoc/carol/forms/BOM-SDMCD form 2015-02

NOTE: To be submitted prior to the occurrence of calamity or landfall of Typhoon

Prepared by:

Submitted by:

(Name & Position)

(Name & Position)

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SITUATIONAL REPORTS ON MAJOR ROADS AND BRIDGES

TYPHOON : _____

As of : (Date & Time)

REGION : _____

AFFECTED AREAS MAJOR/SECONDARY ROAD/BRIDGE (Province/City/municipality/ Barangay/Sta. Limits)	DATE REPORTED TO CENTRAL OFFICE	SITUATION DURING CALAMITY	DESCRIPTION OF DAMAGE	ACTION TAKEN (Equipment used/deployed)	PREL. EST. OF DAMAGE (P'M)	a. POINTMAN b. CONTACT NUMBER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

mydoc/carol/forms/BOM-SDMCD form 2015-03

NOTE: To be submitted every six (6) hours after calamity

Prepared by:

Submitted by:

(Name & Position)

(Name & Position)

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ASSETS DEPLOYMENT

TYPHOON : _____

As of : (Date & Time)

REGION : _____

DISTRICT OFFICE	DEPLOYED ASSETS		DESTINATION (Name of Road Section/Barangay/ Municipality/Province)	REMARKS
	EQUIPMENT	MANPOWER		
(1)	(2)	(3)	(4)	(5)

mydoc/carol/forms/BOM-SDMCD form 2015-04

NOTE: To be submitted prior to the deployment of assets

Prepared by:

Submitted by:

(Name & Position)

(Name & Position)

Republic of the Philippines

TYPHOON : _____

As of : (Date & Time)

REGION : _____

District Engineering Office : _____

[illegible]

mydoc/carol/forms/BOM-SDMCD form 2015-05

NOTE: To be submitted within twelve (12) hours after calamity. Cost of Priority I group should be those that can be funded by the immediate Response Fund and/or the Quick response Fund

Prepared by:

Submitted by:

(Name & Position)

(Name & Position)

As of : (Date & Time) [illegible]

NOTE: To be submitted within twenty four (24) hours after calamity.

Submitted by:

(Name & Position)

Republic of the Philippines

TYPHOON : _____

As of : (Date & Time)

REGION : _____

District Engineering Office : _____

[illegible]

mydoc/carol/forms/BOM-SDMCD form 2015-07

NOTE: To be submitted within twenty four (24) hours after calamity

Prepared by:

Submitted by:

(Name & Position)

(Name & Position)

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CALAMITY DAMAGE ASSESSMENT REPORT (Request for Release of Calamity Funds)

TYPHOON/CALAMITY : _____

As of : (Date & Time)

REGION : _____
District Engineering Office : _____

NAME OF PROJECT/LOCATION	TYPE OF INFRASTRUCTURE	DESCRIPTION OF EXTENT OF DAMAGE	REQUIRED SCOPE OF WORK	ESTIMATED COST OF REPAIR	JUSTIFICATION
(1)	(2)	(3)	(4)	(5)	(6)

Supporting documents to be attached:

- ☐ 1. POW
- ☐ 2. BP 202
- ☐ 3. Captioned Pictures
- ☐ 4. Site Location Map

Inspected by:

Assessted by:

Submitted by:

 Engineer II

 Chief, Maintenance/Planning Section

 District Engineer

Priority Guide:

Priority I - Involves immediate rehabilitation of collapsed bridges, cut road section, breached seawalls and dikes to quickly restore mobility and ensure the safety of the affected areas.

Priority II - Involves ordinary repair works such as patching potholes, resurfacing of washed-out roads and slightly destroyed flood control structures.

Priority III - Involves minor repair work and/or improvement to prevent further deterioration such as repair of road section.

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

REQUISITE PERIOD OF REPORTING (SAMPLE) *

1/31/2015	2/1/2015 (DAY 1)																						2/2/2015 (DAY 2)		
	12 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM		10 PM	11 PM
BOM-SDMCD FORM 2015-01 & BOM-SDMCD FORM 2015-02			OCCURRENCE OF CALAMITY						BOM-SDMCD FORM 2015-03						UPDATED BOM-SDMCD FORM 2015-03, BOM-SDMCD FORM 2015-04 & BOM-SDMCD FORM 2015-05						UPDATED BOM-SDMCD FORM 2015-03 & UPDATED BOM-SDMCD FORM 2015-05				UPDATED BOM-SDMCD FORM 2015-03, UPDATED BOM-SDMCD FORM 2015-05, BOM-SDMCD FORM 2015-06 & BOM-SDMCD FORM 2015-07

* Sample frequency/type of reporting of calamity occurred at 2 AM

- | | | |
|-----------------------|---|--|
| BOM-SDMC Form 2015-01 | - | DISASTER OPERATION CENTER ACTIVATION REPORT |
| BOM-SDMC Form 2015-02 | - | PRE-POSITIONING OF ASSETS |
| BOM-SDMC Form 2015-03 | - | SITUATIONAL REPORTS ON MAJOR ROADS AND BRIDGES |
| BOM-SDMC Form 2015-04 | - | ASSETS DEPLOYMENT |
| BOM-SDMC Form 2015-05 | - | PRIORITY I - DAMAGED INFRA (with Detailed Information) |
| BOM-SDMC Form 2015-06 | - | PRIORITY II - DAMAGED INFRA (with Detailed Information) |
| BOM-SDMC Form 2015-07 | - | PRIORITY III - DAMAGED INFRA (with Detailed Information) |