



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
A. Francisco Gold Condominium II, EDSA, Diliman, Quezon City

November 5, 2009

**MEMORANDUM CIRCULAR**  
NO. 2009-172

**TO :** ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS,  
PUNONG BARANGAYS AND DILG REGIONAL DIRECTORS

**SUBJECT :** CALAMITY RESPONSE AND ASSOCIATED PROTOCOLS

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**Legal Mandate**

Every Provincial Governor, City Mayor, Municipal Mayor and Punong Barangay is responsible for the carrying out of emergency measures, as may be necessary, during and in the aftermath of natural disasters and calamities.

**Purpose of this Circular**

To provide protocols for the guidance of local authorities in the event of disastrous situations such as floods and landslides.

**Coverage**

Flood and landslide-prone provinces, cities, municipalities and barangays.

**Pre-Calamity Protocols**

Within 12 hours from the broadcast of a signal no. 1 typhoon warning in a given area by the Philippine Atmospheric, Geophysical & Astronomical Services Administration (PAGASA):

1. Identify: (a) population at risks in vulnerable area(s) such as those living in low-lying lands, along riverbanks, shorelines, esteros, canals and in and under slope areas which are prone to landslides; (b) people with special needs such as elderly, children, infants, pregnant women and persons with disability, and their locations; and (c) poorly constructed houses and facilities.
2. Designate search and rescue staging areas and critical routes, and particularly for places with high traffic and population density:
  - (a) prepare traffic rerouting plan,
  - (b) pre-designate traffic enforcers in assigned routes, and
  - (c) communicate information area-wide.
3. See to it that resources such as relief goods, medicines, backup power supplies, e.g., generators, flashlights, oil lamps, candles, communication gadgets, trucks, lifeboats, rubber boats, indigenous equipment, e.g., bamboo rafts and rubber tubes are available, and secured.
4. Prepare and secure permanent evacuation center(s) other than public school buildings and see to it that amenities such as water supply, power supply, sleeping mats, and other basic essentials are available.

5. Activate the members of the Local Disaster Coordinating Council (LDCC) and response teams, and put them on a heightened alert.
6. Undertake area-wide warning through a stationary or portable alert system.
7. Enforce pre-emptive evacuation, if necessary.

#### **During-Calamity Protocols**

1. Activate the disaster command and auxiliary command centers, and deploy the LDCC members, response teams, and rescue equipment.
2. Activate evacuation center(s). See to it that each center is manned by a social welfare officer, medical team(s), and security officers.
3. Depending on the situation, initiate the forced evacuation of affected families and individuals.
4. Ensure a systematic distribution of relief goods and medicines in the evacuation centers.


#### **After-Calamity Protocols**

1. Conduct an initial damage assessment on:
  - (a) local government-owned facilities, buildings and infrastructure,
  - (b) damage to life, e.g., families affected, missing and dead person(s),
  - (c) damage to agriculture, e.g., crops, livestock, fisheries, and
  - (d) damage to property, e.g., houses.
2. Link damage assessment information to rehabilitation and reconstruction.
3. Ensure continuing relief assistance, including medical and counseling services within the evacuation center(s).
4. Ensure the proper storage of excess relief goods for future use.
5. Ensure the proper storage and maintenance of equipment, facilities and other resources.
6. In the event that relief goods are not sufficient or about to be exhausted, request assistance from the Local Chamber of Commerce or PCCI affiliates, civic groups, DSWD, PNRC and from the more-abled local governments in areas not affected by the calamity.

#### **Responsibilities of the DILG Regional Director**

All DILG Regional Directors are directed to:

1. Cause the immediate and widest dissemination of this Memorandum Circular to all local government units within their regional assignments.
2. Provide administrative and technical guidance to local authorities, the latter upon request.
3. Observe the reporting protocols as embodied in OSEC Memorandum dated October 29, 2009.

  
**RONALDO V. PUNO**  
Secretary

OFFICE OF THE SECRETARY  
DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT  
1001 COMMERCE CENTER  
SILVER PLAZA  
SILVER PLAZA  
SILVER PLAZA