



Republic of the Philippines
Tangapan ng Sangguniang Panlungsod
2/F City Hall Bldg., J. Miranda Ave., Con. Peq., Naga City
☎ 472-79-19 • 473-20-51
ORDINANCE NO. 2018-040
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AN ORDINANCE STRENGTHENING THE CONDUCT OF EMERGENCY DRILLS IN BUSINESS ESTABLISHMENTS, EDUCATIONAL INSTITUTIONS, PUBLIC AND PRIVATE OFFICES, BARANGAYS, AND HEALTHCARE INSTITUTIONS IN THE CITY OF NAGA, SETTING GUIDELINES AND MECHANISMS FOR ITS IMPLEMENTATION, PROVIDING PENALTIES FOR NON-COMPLIANCE THEREOF, AND REVISING FOR THIS PURPOSE CITY ORDINANCE NO. 92-067:-

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City Youth Councilor ALLYSIA MARIEFRANZ P. RODRIGUEZ

EXPLANATORY NOTES

This ordinance envisions to enhance inter-agency coordination and cooperation to ensure effective and efficient implementation of drills.

Cognizant of the various existing issuances, guidelines, rules and regulations concerning the conduct of drills, this ordinance sought to consolidate and incorporate such existing guidelines for better understanding, harmonization and implementation.

Be it ordained by the Sangguniang Panlungsod of the City of Naga, that:

SECTION 1. – SHORT TITLE. – This ordinance shall be known and may be cited to as ***“The Naga City Emergency Drill Ordinance”***.

SECTION 2. – POLICY AND PURPOSE. –

- (a) Policy – As stated in Republic Act No. 10121, otherwise known as *“The Philippine Disaster Risk Reduction and Management Act of 2010”*, and hereby adopted by the City Government of Naga:

“Section 2. Declaration of Policy. – It shall be the policy of the State to:

- (a) *Uphold the people’s constitutional rights to life and property by addressing the root causes of vulnerabilities to disasters, strengthening the country’s institutional capacity for disaster risk reduction and management and building the resilience of local communities to disasters including climate change impacts;*

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- (k) *Recognize the local risk patterns across the country and strengthen the capacity of LGUs for disaster risk reduction and management through decentralized powers, responsibilities, and resources at the regional and local levels;*

- (l) *Recognize and strengthen the capacities of LGUs and communities in mitigating and preparing for, responding to, and recovering from the impact of disasters;*

- (m) *Engage the participation of civil society organizations (CSOs), the private sector and volunteers in the government’s disaster risk reduction programs towards complementation of resources and effective delivery of services to the citizenry;*

- (n) *Develop and strengthen the capacities of vulnerable and marginalized groups to mitigate, prepare for, respond to, and recover from the effects of disasters.*

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(b) Purpose – Pursuant to the above declared policy, this ordinance is enacted to:

- (1) Establish and strengthen capacities of communities to anticipate, cope and recover from the negative impacts of emergency occurrences, thereby creating a resilient community.
- (2) Increase the level of awareness of the community to the threats and impacts of all hazards, risks and vulnerabilities;
- (3) Equip the community with the necessary skills to cope with the negative impacts of an emergency or disaster;
- (4) Train the citizenry in the quick and proper response in times of natural or man-made emergency, fires, earthquakes, and other hazardous phenomena so as to reduce the risk on their lives and properties.

SECTION 3. – DEFINITION OF TERMS. – The following words and phrases, whenever used in this ordinance, shall be construed and defined as follows:

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- (a) *Disaster* – a serious disruption of the 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. (R.A. 10121)
- (b) *Disaster Preparedness* – the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from the impacts of likely, imminent or current hazard events or conditions; (R.A. 10121)
- (c) *Drill* – a physical and mental exercise that is well-organized and coordinated, aimed at perfecting the skill and right attitude in knowing, how, when and what should be done in response to a sudden, generally unexpected occurrence demanding immediate decision and action, through regular practice.
- (d) *Emergency* – unforeseen or sudden occurrence, especially danger, demanding immediate action; (R.A. 10121)
- (e) *Emergency Drill* – the process of training or teaching of an emergency exercise thru continued repetition to prepare those who could be affected by a sudden or unforeseen situation so as to prevent casualties and damages. It is also a repeated simulation of a physical and mental exercise aimed at perfecting the right skill and an attitude to cause a systematic, swift and direct response.
- (f) *Hazard* – a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood and services, social and economic disruption, or environmental damage; (R.A. 10121)
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- (g) *Preparedness* – pre-disaster actions and measures being undertaken within the context of disaster risk reduction and management and are based on sound risk analysis as well as pre-disaster activities to avert or minimize loss of life and property such as, but not limited to, community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring of assets, and public information and education initiatives;
- (h) *Resilience* – the ability of a system, community or society exposed to hazards to resist, absorb, accommodate and recover from the effects of a hazard in a timely and efficient manner, including the preservation and restoration of its essential basic structures and functions; (R.A. 10121)
- (i) *Response* – any concerted effort by two (2) or more agencies, public or private, to provide assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistent needs of the affected communities and to attend to the restoration of essential public activities and facilities; (R.A. 10121)
- (j) *Risk* – the combination of the probability of an event and its negative consequences; (R.A. 10121)

SECTION 4. – SCOPE AND COVERAGE. – The conduct of drills shall cover business and commercial establishments, educational institutions, public and private offices and healthcare institutions in the City of Naga.

For purposes of this ordinance, the following terms and phrases shall mean:

- (a) Business and commercial establishments are those, but not limited to, malls, supermarkets, hotels, motels, inns, banks and financial institutions, boarding houses, condotels, private offices, etc.
- (b) Educational institutions – both public and private institutions including educare centers, montessories, seminaries, formation schools, etc.
- (c) Public Offices – include government offices and agencies, whether national, local, barangays, government owned or controlled corporations, etc.
- (d) Healthcare institutions– public and private hospitals, clinics, lying-in centers, medical laboratories, etc.

SECTION 5. – GUIDELINES IN THE CONDUCT OF EMERGENCY DRILLS. –

5.a. General guidelines in the conduct of emergency drills –

- 5.a.1 Emergency drills shall include practice and instruction concerning the location, use and operation of emergency exits, fire escapes, doors and fire extinguishers and other facilities as well as the proper use of evacuation maps of building/ in the event of emergency, fire, earthquake, other hazardous phenomena, and human-induced emergency.
- 5.a.2 Drills shall include complete evacuation of all persons from the building and its vicinity, if necessary. Security, safety and human resources personnel shall be trained in assisting tenants, occupants, employees and other users in the evacuation in times of emergency, fire,

earthquake, other hazardous phenomena, and human-induced emergency;

- 5.a.3 A record of emergency drills shall be kept and the owner/s, manager/s, operator/s, administrator/s or person/s in charge of the building shall file report, in case of application for the conduct of drills, in the form prescribed.

5.b. *Specific guidelines in the conduct of emergency drills -*

- 5.b.1 *Emergency Drills in Business and Commercial Establishments.* - Owners, managers, operators and/administrators of business and commercial establishments operating within the City of Naga are hereby mandated to conduct two (2) emergency drills twice a year—natural hazard and man-made/human-induced—on the first and third quarter respectively, to be participated in by all tenants, occupants, employees and other users of the establishment/building.

Provided, that establishments having night shifts/works are required to conduct night emergency drill.

Provided, however, that those business establishments with less than ten (10) employees are exempted from the conduct of drills.

- 5.b.2 *Emergency Drills in Educational Institutions* - School presidents, administrators, principals or persons in-charge of universities, colleges, public and private preparatory, elementary and secondary schools, vocational and technological schools, formation or seminaries, and other educational institutions are hereby mandated to conduct emergency drills once every quarter of the calendar year in their educational institutions. Thus, there shall be four (4) drills in each calendar year, composed of two drills for natural hazard, and two drills for man-made/human-induced.

Provided, that schools that are offering night classes are required to conduct night emergency drill.

Schools using or contracting school buses and other vehicles used for transport of school children/students shall also be included in the conduct of the drills.

- 5.b.3 *Emergency Drills in Public and Government Offices* - The heads, administrators or persons in-charge of all government and public offices, whether national or local, including government-owned or controlled corporations, are hereby mandated to conduct emergency drills twice a year—one for natural hazard and one for man-made/human-induced—on the first and third quarter respectively.

- 5.b.4 *Emergency Drills in Healthcare Institutions* - The chief, director or administrators of hospitals, nursing homes, clinics, orphanages and other building or structures used for the care of or occupied by the sick, infirm, or injured are hereby mandated to conduct four (4) drills in a year, composed of two drills for natural hazard, and two drills for man-made/human-induced;

Institutions are offering night shift/work are required to conduct night emergency drill.

- 5.b.5 *Community Drills for Barangays* – Barangays are hereby mandated to conduct emergency/community drills once every quarter of the year. The Punong Barangays and the Sangguniang Barangay Chairman on Disaster Management shall spearhead the conduct of the drill, composed of two drills for natural hazard, and two drills for man-made/human-induced;

In case of barangays having several subdivisions, the Punong Barangay shall initiate, as far as practicable, the conduct of community drill in each subdivision.

Community flood drills are hereby mandated for barangays along the river banks and low-lying areas.

5.c. Category of Drills –

5.c.1 Mass Drill – include the whole establishment or general area

5.c.2 Sectoral Drill – departmental and/or sectional

SECTION 6. – Kinds and Types of Drill to be Conducted. –

6.a. Kinds of Drills:

- 6.a.1 Evacuation or Exit Drill – refers to a systematic movement to evacuate or remove people in an orderly manner in a make-believe emergency.
- 6.a.2 Rescue Drill – a systematic method in removing a victim from a make-believe emergency incident site to a safe place.
- 6.a.3 Community Drill – a systematic movement that needs the cooperation of the community in transferring individual person from unsafe place to a safe place in an orderly manner in a make-believed emergency.

6.b. Types of Drills:

- 6.b.1 Natural Hazards Drill – caused by natural phenomena/event such typhoons, flooding, earthquakes, etc.
- 6.b.2 Human-induced Drill – caused by man-made incident such as but not limited to: fire, terrorism, bombing, hostage crisis, bank robberies, etc.

SECTION 7. – SUBMISSION OF THE DRILL PLAN, REVIEW, MONITORING AND IMPLEMENTATION. –

- (1) Owners, managers, operators, administrators and/or person/s in-charge of business and commercial establishments, educational institutions, government and public offices, and healthcare institutions in the City of Naga shall submit

to the Naga City Emergency Drill Committee thru the City Disaster Risk Reduction Management Office (CDRRMO) the request for the conduct of an emergency drill in a form duly prescribed, together with the Drill Plan. The CDDRMO will then refer the matter to the Review and Evaluation Team for appropriate action;

- (2) The Review and Evaluation Team shall proceed with the review of the Drill Plan within ten (10) working days upon receipt of such application. If it has been found to be in order, it shall return to the CDRRMO for transmittal back to the proponent;
- (3) If not in order, it shall refer the same to the CDRRMO for transmittal back to the proponent together with suggestions and/or comments. The proponent shall again submit the modified Drill Plan;
- (4) The emergency drill or exercises shall be supervised and evaluated by the available members of the Emergency Drill Committee; provided, that representatives of the following offices shall mandatorily supervise and observe the drills:
- 4.a City Disaster Risk Reduction and Management Office
 - 4.b Naga City Community First Responders Program Management Office
 - 4.c Bureau of Fire Protection
 - 4.d Philippine National Police
 - 4.e City Engineer's Office
 - 4.f Public Safety Office
- (5) The Emergency Drill Committee shall certify if the proponent has passed the drill based on their evaluation and assessment. A corresponding Certificate of Compliance shall be issued by the Emergency Drill Committee. Such certification shall be signed by the CDRRMO, the Head of the Oversight Committee, and the City Mayor.
- (6) If the proponent has not satisfactorily executed what are indicated in the plan, the Committee shall give its recommendation so that necessary correction will be made in the succeeding conduct of the drill.
- (7) A fee in the amount of Five Hundred Pesos (P500.00) shall be paid by the proponent to the Office of the City Treasurer. The payment shall cover the entire year, regardless of the number of drills conducted, provided that, government and public offices, public elementary and secondary schools, public hospitals and healthcare institutions, shall be exempted from payment of the said fee.

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SECTION 8. – CONSOLIDATION OF REPORTS/ POST-EMERGENCY DRILL ASSESSMENT. – Quarterly report containing assessment made by the Drill Committee on all the drills conducted should be consolidated for submission to the office of the Civil Defense and other concerned agencies for appropriate action and monitoring purposes.

SECTION 9. – CREATION OF THE NAGA CITY EMERGENCY DRILL COMMITTEE, REVIEW AND EVALUATION TEAM, AND OVERSIGHT COMMITTEE. – Created hereby is the Naga City Emergency Drill Committee, Review Team, and the

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Oversight Committee composed of the personnel from, but not limited to, the following offices, agencies and organizations:


9 a. Naga City Emergency Drill Committee:

Chairman- The City Mayor or his authorized representative
Members:

- (1) Public Safety Office
- (2) City Disaster Risk Reduction and Management Office
- (3) Philippine National Police
- (4) Department of Education-Naga City Division
- (5) Naga City Central Fire Station
- (6) City Engineer's Office
- (7) City Building Official
- (8) Naga City Community First Responders Program Management Office
- (9) Bicol Medical Center-Health and Emergency Management Services (BMC-HEMS)
- (10) City Health Office
- (11) Chin Po Tong Fire Volunteer Brigade
- (12) Naga White Fire Volunteer Brigade
- (13) CASURECO II
- (14) Metro Naga Water District
- (15) Liga ng mga Barangay
- (16) Kapisanan ng mga Sangguniang Barangay Kagawad (KSBK)

Membership of line agencies/offices not within jurisdiction of the City Government of Naga shall commence upon their acceptance of the invitation.

9 b. The Review and Evaluation Team – shall be composed of:

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- (1) City Disaster Risk Reduction Management Office - Chairperson
 - (2) Naga City Community First Responders Program Management Office – Co-Chairperson
 - (3) Naga City Central Fire Station
 - (4) Public Safety Office
 - (5) Philippine National Police
 - (6) City Engineer's Office

9 c. Oversight Committee on Emergency Drills:

Chairman – Chairperson, SP Committee on Public Safety, Peace & Order and Disaster Management



Members- SP Members, Committee on Public Safety, Peace & Order, and Disaster Management

- SP Chairman & Members, SP Committee on Infrastructure
- City Planning and Development Coordinator



SECTION 10. – FUNCTIONS OF THE NAGA CITY EMERGENCY DRILL COMMITTEE, REVIEW AND EVALUATION TEAM, AND OVERSIGHT COMMITTEE. –

10.1 Naga City Emergency Drill Committee

10.1.a Formulate a standard Drill Plan. The Drill Plan shall contain, but not limited to, the following:

- (a) Rationale
- (b) Drill objectives
- (c) Drill resource requirements
 - List of facilities, equipment/materials needed in the drill
- (d) Number of occupants
- (e) Drill scenario
- (f) Scene assessment
- (g) Execution
- (h) Drill phase
 - (1) Alarm
 - (2) Response
 - (3) Evacuation
 - (4) Assembly
 - (5) Headcount
 - (6) Evaluation
- (Note: indicate the step by step execution of each of the drill phase to be executed based from the prevailing scenario)
- (i) Evacuation plan
 - Site map, directional and locator map
 - Layout/floor plan of each floor indicated by arrows the exit routes of all occupants. This will be the evacuation routes to be followed during the drill.
- (j) DRRMG organizational structure
- (k) Duties and functions of DRRMG
- (l) Emergency contact numbers
- (m) In case of man-made/human-induced events, the following guidelines shall be observed, but not limited herewith:
 - a. Activation of the Incident Command System
 - b. Designation of the Incident Commander

10.1.b Approve Drill Plans.

10.1.c Work on physical inspection and inventory of facilities and equipment.

10.1.d Supervise and monitor the conduct of the drill.

10.1.e Evaluate, assess, and make recommendations for the improvement/enhancement of the drill. The recommendations of the Naga City Emergency Drill Committee should be incorporated and taken into account in the next succeeding drills.

10.1.f Issue Certificate of Compliance, if the proponent has satisfactorily complied with the provisions of this ordinance.

10.1.g Coordinate with the higher educational institutions offering engineering courses for additional volunteer manpower requirement for assessing or evaluating structures.

- 10.1h Ensure conduct of training for external and internal evaluators
- 10.1.i Provide report to the Oversight Committee for its review and appropriate action.

10.2 Review Team:

- 10.2.a Review the Drill Plan:
- 10.2.b The Review Team may invite expert opinion from concerned agencies.
- 10.3 Oversight Committee
- 10.2.a Ensure that the provisions of this ordinance are properly implemented.
- 10.2.b Review and submit recommendations to the Sangguniang Panlungsod for appropriate legislation.

SECTION 11. – CAPABILITY BUILDING. – For purposes of drill evaluation, the necessary training for evaluators, both internal and external, shall be conducted.

SECTION 12. – PENALTY. - Owners, managers, operators, administrators and/or person/s in-charge of business establishments, educational institutions, public offices, and healthcare institutions who, despite notice, refuse or fail to comply with the provisions of this ordinance shall be imposed with the following penalties:

First Offense	-	written warning from the City Government of Naga
Second Offense	-	a fine of Two Thousand Pesos (P2,000.00)
Third Offense	-	a fine of Five Thousand Pesos (P5,000.00) and imprisonment of not more than six (6), or both such fine and imprisonment at the discretion of the court.

SECTION 13. – FUNDING AND APPROPRIATIONS. – To ensure the proper implementation of this program, the amount of Two Million Pesos (P2M) is hereby appropriated initially for Year 2018 to be sourced out from the City Disaster Risk Reduction Management Fund, upon approval of the City Disaster Risk Reduction Management Council.

For every year thereafter, the amount of Two Million Pesos (P2M) shall be appropriated to this Program from the said Fund.

SECTION 14. – SEPARABILITY CLAUSE. – Any provision or portion of this ordinance found to be in violation of the Constitution or invalid shall not impair the other provisions or parts thereof and shall remain in full force and effect.

SECTION 15. – REPEALING CLAUSE. – All ordinances, rules and regulations or parts thereof, which are inconsistent or in conflict with the provisions of this ordinance are hereby repealed and/or modified accordingly.

SECTION 16. – EFFECTIVITY. – This ordinance shall take effect after publication in a newspaper of general circulation in the City of Naga.

ENACTED: July 24, 2018

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ORDINANCE NO. 2018-040
Series 2018

Page - t e n -

WE HEREBY CERTIFY to the correctness of the foregoing ordinance.



GIL A. DE LA TORRE
Secretary to the
Sangguniang Panlungsod



CECILIA V. DE ASIS
City Councilor &
Acting Presiding Officer

APPROVED:



JOHN G. BONGAT
City Mayor