



MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 2ND REGULAR MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON APRIL 22, 2021 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

PRESENT:

Chairperson - Hon. Crisostomo C. Garbo Mayor, Mabalacat City, Pampanga

Vice Chairperson - Dr. Michelle A. Ong College President

Members -

Dr. Imelda DP. Soriano Representative, ALCU-National

Ms. Rebecca Q. Lising President, MCC Faculty Association

Mr. Niel P. Rigdao President, MCC Alumni Association

Mr. John Khyle David B. Villanueva President, MCC Student Council

Secretary of the Meeting -

Atty. Charmaine P. Lansangan-Venturina

ABSENT:

Hon. Krizzanel C. Garbo Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City, Pampanga

x-----x

RESOLUTION NO. 15
Series of 2021

APPROVING THE DISASTER MANAGEMENT MANUAL

WHEREAS, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

Start Here,
Be Successful *Anywhere!*

www.mcc.edu.ph
(045) 209 8720





MABALACAT CITY COLLEGE

WHEREAS, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College;

WHEREAS, To identify, analyze, and respond to risk factors that form part of the operation of the College, effective risk management is necessary to control, as much as possible, future outcomes by acting proactively rather than reactively;

WHEREAS, Disaster Preparedness Policy emanated from College's Climate Change Action Plan which was conducted on November 16, 2020;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, by the Board of Trustees of MCC in its 2nd Regular Meeting herein assembled, to approve the following:

Disaster Preparedness Manual

Table of Contents

Chapter I: Introduction	2
Chapter II: Definition of Terms	5
Chapter III: Risk Profile of Mabalacat City College	6
Chapter IV: Disaster Management Committee.....	8
Chapter V: Roles and Responsibilities of Stakeholders	9
Chapter VI: Disaster Preparedness	11
Chapter VII: Disaster Response.....	15
Chapter VIII: Disaster Recovery	19
Chapter IX: Conclusion	20
Annexes	21
References.....	Error! Bookmark not defined.

Chapter I: Introduction

Manual Overview

Over the years, emergencies caused by natural and man-made disasters have drastically affected the lives of people in the community, as well as the operations of various organizations.

Start Here,
Be Successful *Anywhere!*

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

These disasters are very likely to cause disruption in the day-to-day routine of people and businesses, which may consequently result to financial and property losses or even loss of lives. With this, Mabalacat City College (MCC) established a Disaster Management Manual that shall serve as a guideline for the MCC community in preparing, responding and recovering from an emergency or disaster.

Before developing plans for disaster preparedness, it is important to discuss the profile of the College and its vulnerability to disasters. Chapter III shall discuss the risk profile of MCC and its surrounding area. Based on this, the chapter shall also consider various disasters that have historically occurred in the area. That said, the chapter shall consist mainly of, but not limited to, the discussion on flooding, typhoons and earthquakes that have affected the College since it was built and established. It shall also include the discussion on any potential hazards within and around the College.

Upon implementation, the College shall form a committee that shall be mainly responsible in making decisions on disaster-related matters of MCC. Their duties and responsibilities will be further discussed in Chapter IV of the Manual.

As part of the MCC community, the College's stakeholders play a vital role in effectively implementing and executing the plans discussed in the Manual. With this, they shall actively participate in trainings, mock drills and capacity-building activities. They shall also be well-informed on the practices and procedures of MCC on disaster management. All of these shall be discussed in Chapter V.

Based on the assessment of the College's vulnerability on the existing hazards and potential disasters, both natural and man-made, the Manual shall discuss different strategies, practices and procedures pertaining to disaster preparedness, response and recovery. These shall be discussed in Chapters VI, VII and VIII, respectively.

With the basic knowledge provided by the Manual, the MCC community shall be able to implement the appropriate procedures and practices in times of disasters.

Goals and Objectives

In establishing a Disaster Management Manual, MCC aims to instill a culture of disaster preparedness in the College and to maintain the welfare of the MCC community. This includes the College's students, teaching and non-teaching personnel, and other individuals that may be involved in the event of an emergency. The College also aims to minimize the damages to facilities and property caused by disasters and to lessen the disruption caused by these disasters on the



MABALACAT CITY COLLEGE

institution's day-to-day operations. With this, MCC formulated several objectives in support of its goals.

The manual aims to create understanding of the MCC community on the need to develop a disaster management plan. It also aims to increase awareness on the importance of disaster risk reduction and management. In this way, the MCC community shall fully appreciate of the practices and procedures in disaster management. Also, it may help the College's stakeholders to apply their learning not only within the school premises, but also in their homes.

Moreover, the manual shall be a guideline in establishing a Disaster Management Committee for the institution. This shall help in making more focused and centralized decision-making when it comes to disaster-related matters. As a result, the formation of a Committee shall enable prompt communications and information dissemination on operations with regards to the safety of the College's community and property.

Finally, it shall establish the general framework that the MCC community may use as reference in the event of a disaster. This shall serve as a guideline for the Committee to be able to create a measurable and adaptable coordinating structures in times of emergencies. The manual shall identify the necessary skills and equipment in preparation disasters. Also, it shall provide appropriate and prompt emergency response and procedures to the MCC community. More importantly, it shall provide measures on rebuilding and reconstructing after the disaster.

Scope and Limitations

The Disaster Management Manual of MCC is intended to address the preparedness, response and recovery of the College in the event of a disaster. As reference, it shall also include in its discussion the disasters that have historically occurred in the area, as well as other hazards that may cause damage to the College's community and properties including, but not limited to, earthquakes, typhoons, flooding, fire or explosions, and medical emergencies.

The manual shall encompass the MCC community, its guests at the time of the emergency, and its properties. With the initiative of the Disaster Management Committee, it shall be used in preparation to emergencies that may happen inside the campus or official academic activities off-campus.

Accordingly, it shall only serve as a guide in devising different measures and plans in preparation to disasters. The manual shall cover non-structural preventive measures such as establishing a Disaster Management Committee, conducting trainings and capacity-building relating to disaster preparedness, and other preventive measures that the institution may need. With

Start Here,
Be Successful *Anywhere!*

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

this, the manual shall be readily available and accessible to its stakeholders through the school's website, <https://mcc.edu.ph/>.

However, the guidelines provided in the manual is not exhaustive. There may be possible emergencies that are not included in the manual yet. In cases such as this, MCC may have to coordinate with external groups that have the capacity to act on these emergencies. Also, this shall allow further revisions of the manual annually or as the need arises. Should there be matters that need to be addressed in the manual as identified by the Disaster Management Committee or during the conduct of trainings, drills or exercises, the Committee shall revisit and revise the Manual to reflect such changes. The changes made to the Manual shall be subject to the approval of the College President and shall be recorded herein including the date and details of the amendment.

Summit

Chapter II: Definition of Terms

The terms discussed herein are as defined by the United Nations Office for Disaster Risk Reduction.

Capacity - The combination of all the strengths, attributes and resources available within an organization, community or society to manage and reduce disaster risks and strengthen resilience.

Disaster - A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts.

Disaster Management - The organization, planning and application of measures preparing for, responding to and recovering from disasters.

Early Warning System - An integrated system of hazard monitoring, forecasting and prediction, disaster risk assessment, communication and preparedness activities systems and processes that enables individuals, communities, governments, businesses and others to take timely action to reduce disaster risks in advance of hazardous events.

[Handwritten signatures and initials in blue ink]

Start Here,
Be Successful **Anywhere!**

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

Evacuation - Moving people and assets temporarily to safer places before, during or after the occurrence of a hazardous event in order to protect them.

Hazard - A process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation.

Non-structural measures - Measures not involving physical construction which use knowledge, practice or agreement to reduce disaster risks and impacts, in particular through policies and laws, public awareness raising, training and education.

Responding Unit – entity that provides resources/expertise in response to a particular incident.

Structural measures – Any physical construction to reduce or avoid possible impacts of hazards, or the application of engineering techniques or technology to achieve hazard resistance and resilience in structures or systems.

Vulnerability - A dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

Handwritten signature

Chapter III: Risk Profile of Mabalacat City College

Like all other institutions, MCC is not susceptible to calamities. According to the Local Disaster Risk Reduction and Management Plan (LDRRMP) of the city government of Mabalacat, Barangay Dolores, the barangay in which MCC is located, was affected by typhoon Santi in 2013 and typhoon Glenda in 2014. Both typhoons resulted to damages in people's livelihood and properties. In 2019, there was an earthquake that affected several cities in Pampanga including Mabalacat. At the time of the disaster, the new building of MCC Dolores was damaged. In fact, the same building is no longer being used since it was found to be not structurally sound by the Department of Public Works and Highways (DPWH).

MCC is located near the Sacobia river, which makes the College at risk to flooding. In fact, according to the LDRRMP, Barangay Dolores is one of the areas in the city that are at risk to urban flooding. If left unaddressed, the College may be drastically affected.

Aside from the natural disasters and hazards discussed above, it is also important to consider any man-made hazards that the College may be vulnerable to. These man-made hazards include fire emergencies, medical emergencies, chemical hazards, and others that may consequently affect the MCC community.

Handwritten signature

Handwritten signature

Handwritten signature



MABALACAT CITY COLLEGE

The fact that a gas station is located near the campus makes in prone to fire emergencies. Power cables and electricity transformers around MCC may be a hazard as well. As a matter of fact, any objects or substances prone to combustion creates a hazard for the College. Computers and other electrical devices may possibly overheat or cause a short circuit, which may cause a fire. That said, it is important that MCC be well-equipped and prepared for this type of emergency.

Moreover, there are several medical emergencies that the College must be aware of in order to be prepared. These includes accidents and unforeseen illnesses. Since MCC has simulation rooms for the Institute of Hospitality and Tourism Management (IHTM), MCC must also be prepared in responding to emergencies that may arise in students' activities in these areas. It is especially unsafe in these areas because sharp materials such as knives are stored here, as well as other fragile objects.

In the same way, the College must also consider that there are hazards in science laboratories, including the Chem Lab, Bio Lab, and the Lab Storage. These areas store several substances that may become corrosive or hazardous when combined. That said, MCC must also establish different measures that help in minimizing the risk of emergencies that may occur in these areas. In addition, it shall create a proper response in the occurrence of emergencies that these hazards may cause.

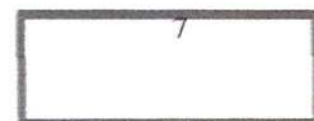
It is also important to note that, although there has not been an occurrence of crime insurgency in the area, MCC shall also come prepared should there be one. This includes political unrest, bomb threats, suspicious criminal activities, and other possible violent incidents that may occur. Moreover, the College may be prone to cybercrime. It is not unusual for organizations to experience this type of crisis as most of business processes and activities have shifted to digital.

Finally, it is also important for the College to consider other potential hazards that may arise. Although it is unlikely, staircases, bookshelves, and other furniture and fixtures stored in the campus exposes the College to disaster risk. These hazards, however, usually occur as a by-product of other disasters. Despite this, it is still important that MCC come prepared as it may result to injuries.

These disasters and hazards expose the College at risk of incurring losses and damages if not taken seriously. With this Manual, MCC shall address the roles and responsibilities of its community in preparing and responding to these disasters, as well as recovering from the impact of the same on the College's community and properties.

Start Here,
Be Successful **Anywhere!**

www.mcc.edu.ph
(045) 209 8720





MABALACAT CITY COLLEGE

Chapter IV: Disaster Management Committee

The Disaster Management Committee of MCC shall consist of well-trained individuals who possess knowledge and experience relating to disaster risk reduction and management. The Committee shall include personnel from different offices of the College. It shall have representative(s) from the office of Security, Health, Utilities, Planning, Finance, Human Resources, and the College President, who shall be the Chairperson of the Committee. The Committee shall have a student representative as well. These set of individuals shall generally be tasked to develop and implement policies, plans and procedures on matters relating to the disaster management plans of MCC.

The Committee shall develop a thorough disaster management plan for the College, which shall be based on the Manual. The plans shall include the discussion on creating a prompt and effective standard operating procedure (SOP) in the event of a disaster. With this, the Committee shall create tools to regularly monitor and assess the safety of the MCC community.

It shall conduct periodic assessment measuring the vulnerability and capacity of the College, which shall be properly documented. Such assessment shall be one of the tools that the Committee may use in revising the Manual. Along with the assessment, the Committee shall conduct a periodic review of the Manual to reflect any changes or additions on the policies and procedures set, and to provide recommendations on matters related to emergency planning in MCC. The Committee may also establish several disaster management teams depending on the emergency scenarios that may arise and delegate more specific roles to each team.

In preparation to disasters, the Committee shall conduct trainings and capacity-building activities to generate awareness among employees and students on the basic practices and preventive measures in the event of a disaster. Alternatively, the Committee may obtain these trainings from external providers, such as the Local Government Unit or other non-government organizations. The Committee may also determine and procure the supplies and equipment that MCC may need in the event of a disaster.

The Committee may also assist different offices in developing their internal disaster management plans. This creates integration of plans among the College's offices and the Committee. Doing so allows all personnel to gain knowledge and understanding on the standard procedures and practices of MCC on disaster management.

In disaster response, the Committee shall be responsible in activating the disaster response plans based on careful assessment of the incident that occurred. Different plans shall be activated depending on the emergency level of the incident, which shall be further discussed in the chapter.

Start Here,
Be Successful **Anywhere!**

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

Moreover, the Committee shall be tasked to disseminate information among persons-in-charge in all offices. During an emergency, the Committee shall instruct all individuals based on the established SOP. It shall also provide support to students and employees with special needs, and to closely monitor them during an emergency, especially in evacuating the premises.

Finally, after an emergency, the Committee shall conduct a thorough assessment of the College's premises and rooms. Based on the assessment, it shall provide recommendations on improving the College's policies on disaster management, which shall be considered part of this Manual.

Emergency Levels

In the efforts to properly utilize the disaster response of the Committee, different emergency levels shall be established, depending on the urgency of the emergency. The designation of emergency incidents is as follows:

1. Level 1 – minor, localized emergency (e.g., chemical spills, water leak, injuries).
2. Level 2 – major incident that caused disruption in the College's operations (e.g., building fire, unscheduled power outage).
3. Level 3 – an emergency that affects the campus and its surrounding communities (e.g., typhoons, earthquakes, civil unrest).

Note that, in any event, the first person in the incident shall immediately notify the College's Security, who shall be able to assess the type of emergency. In case of a level 1 emergency, Security shall be able to inform the Responding Unit (e.g., Utilities in case of water leak or the Health Unit for minor injuries) for immediate response.

On the other hand, levels 2 and 3 require the immediate intervention of the Disaster Management Committee. An event as disruptive as fire, earthquake or typhoon shall prompt the Chairperson of the Committee to activate the Committee and call for an emergency meeting.

Chapter V: Roles and Responsibilities of Stakeholders

The stakeholders of MCC consist of its students, teaching and non-teaching personnel, parents, the Board of Trustees, and other external partners that may be involved in developing a sound disaster management plan for the College.

Start Here,
Be Successful **Anywhere!**

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

Ultimately, the common goal of the College and its stakeholders is to ensure a conducive learning and teaching environment to the MCC community, considering the probability of natural or man-made crises that may affect the College's operations. The mobilization of the disaster risk reduction plan of MCC requires financial resources, manpower, equipment and facilities to ensure the preparedness of the College in the event of a disaster. That said, each stakeholder has a significant role in developing and implementing a sound and effective disaster management plan for MCC.

Non-teaching personnel have a significant role in all the phases of the disaster management plan. In preparation, they shall form a Disaster Management Committee as discussed in Chapter VI. They shall also assist in creating projects and/or programs that shall develop an in-depth understanding of disaster preparedness and response among the students and employees. Aside from this, non-teaching personnel that are not part of the Disaster Management Committee shall provide support to the Committee, should there be a need to do so. For example, each office shall assist the Committee in identifying the vulnerability of their work area in the event of a disaster. Moreover, all offices shall have an internal disaster management plan with the guidance of the Disaster Management Committee. This creates involvement of the MCC community in disaster management, just as well as it provides integration in planning for such disasters. Each office shall also have a designated person in emergency procedures, whose name shall be given to the Disaster Management Committee. Finally, non-teaching personnel may carry out any other duties and responsibilities as required by a particular emergency/crisis.

In disaster-related matters, it is the responsibility of faculty members to ensure that their students are well-informed with the general practices and standard procedures in the event of a disaster. In fact, faculty members shall provide students with the basic information in disaster management in the beginning of the academic year, including the evacuation plan and nearest safety and emergency equipment. Similarly, NSTP instructors shall also incorporate in their learning materials the Manual in order to integrate the course with disaster management practices and procedures. To ensure prompt emergency response, faculty members shall ensure that all students understand the alarm sounds installed in the premises, the standard operating procedures (SOP), and to follow any instructions given to them by the assigned emergency personnel. Moreover, faculty members shall assist emergency personnel in ensuring smooth execution of the SOP.

Students shall be required to participate in trainings, mock drills and other capacity-building activities that may be initiated by the management, the city government, or other non-governmental organizations (e.g., the Philippine Red Cross). They shall also be knowledgeable on

Start Here,
Be Successful **Anywhere!**

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

the College's standard procedures in the event of a disaster, especially once the Manual becomes available in the MCC website. A student representative shall also become part of the Disaster Management Committee of MCC to allow the Committee to gain insights and suggestions from students, and to conduct effective information dissemination among them.

Other stakeholders of MCC including, but not limited to, parents, the Board of Trustees, and external partners also have key responsibilities in preparation to disasters or crises that may arise at MCC. Should there be a need for the Disaster Management Committee to gather information to further improve the College's disaster management plan, the said stakeholders may participate in doing so. In particular, the Board of Trustees may provide suggestions upon the review and approval of the plan. These individuals may also provide financial support to the College, which may be needed in procuring equipment needed such as sirens, emergency lights, fire extinguishers and medical supplies. Funding from external stakeholders may also help in conducting trainings for students and employees. Moreover, they should also be prepared for emergencies and to be well-informed on the safety practices of MCC, should they be within the premises in the event of an emergency or disaster.

These individuals greatly contribute in developing and implemented a sound disaster management plan for MCC. With this, each stakeholder has various roles in preparation, response and recovery to disasters.

Chapter VI: Disaster Preparedness

Most, if not all, disasters come unexpectedly and so the MCC community must always be prepared. With this, several preventive measures shall be put in place in order to do so. All offices must assess the vulnerability of their work area, including classrooms, laboratories and other facilities. Also, since effective communication is must in times of emergencies, there should be proper dissemination of information among the MCC community on disaster-related matters. In this way, employees and students are well-aware of the practices and procedures to be taken in the event of a disaster, therefore helping minimize the impact of disasters in the College. Moreover, conducting mock drills, trainings and other capacity-building activities is also necessary to develop a culture of preparedness among students and employees. Another preventive measure that shall be considered is the availability of basic safety equipment in the campus. Finally, an evacuation plan shall be established in case of emergencies.

Start Here,
Be Successful *Anywhere!*

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

Vulnerability and capacity assessment

Vulnerability and capacity assessment are vital in preparing for disaster. If vulnerable areas around the campus are properly identified, these could be easily addressed, and in effect, risk could be reduced. With this, the Disaster Management Committee shall conduct the said assessment to determine the College's vulnerability to hazards, and its capability to reduce risk of disaster.

According to Cannon, T. and Twigg J. (2003), Anderson and Woodrow (1990) determined three categories of vulnerability and capacity, namely, physical/material, social/organizational, and motivational/attitudinal. Physical/material vulnerability and capacity pertains to the physical and material resources or hazards that a community has. This includes land, climate, health, environment, skills, infrastructure and technologies. On the other hand, social/organizational vulnerability and capacity refers to the social structure of the community, its internal conflicts and how it handles them. Finally, motivational/attitudinal vulnerability and capacity pertains to how individuals in the community see themselves and how they affect their environment¹.

The Capacity and Vulnerability (CVA) Matrix is herein attached as *Annex A*. However, it may be further revised to best fit the profile of MCC.

Information dissemination

According to a study, psychosocial disaster preparedness through teachers, is one of the best ways to prepare children to face the psychosocial consequences of disasters². This goes to show that educating students is one of the most important and effective measures that MCC shall take in cultivating preparedness among students. The same shall also apply to employees as they play an integral role in the effective implementation of disaster-related practices and procedures.

All students and employees must be well-aware of the general practices and procedures that shall be implemented in the College on preparing, responding and recovering from disasters. In fact, it is suggested that the Manual be made available in the MCC website. Furthermore, the highlights of the Manual shall also be discussed in the beginning of the school year, especially since it will be reviewed annually by the Disaster Management Committee. In order to encourage personal preparedness of employees and students, the Manual shall include in its discussion safety procedures on certain disasters in Chapter IX: Disaster Response. Along with this, the College

¹ https://www.researchgate.net/publication/254398816_Social_Vulnerability_Sustainable_Livelihoods_and_Disasters

² <https://www.sciencedirect.com/science/article/abs/pii/S2212420914001265>



MABALACAT CITY COLLEGE

shall also use different platforms such as social media and its website in generating awareness in the community by simply posting infographics.

Moreover, MCC must have an early warning system in place. This is especially useful in the event of an emergency. With this, the Disaster Management Committee shall establish constant liaison with the authority on natural calamities and other emergencies that may occur in the area. It shall also establish constant liaison with the nearest police station, fire bureau and hospitals. Moreover, employees and students shall also be able to contact any authorized personnel in handling certain emergencies, especially those that require a professional's expertise. A directory consisting of emergency contact persons shall be included in the Manual as *Annex B*. The said directory shall also be posted in all offices and classrooms.

Mock drills

To further develop a culture of preparedness in the MCC community, mock drills shall be conducted regularly, with the initiative of the Disaster Management Committee. In fact, mock drills may even be conducted by the city's professionals from the City Disaster Risk Reduction and Management Office (CDRRMO) since they provide it to schools annually.

In conducting mock drills, employees and students must first be briefed on the proper procedure. More importantly, they shall be knowledgeable on basic do's and don'ts in emergency response. The Disaster Management Committee must ensure that all individuals involved understand all aspects of the procedure, especially what they must do when they hear the alarm. Also, maps of classrooms and offices must be posted in all areas with an established evacuation route for the individuals in that area. These maps shall be displayed in classrooms and common areas where they can be seen easily.

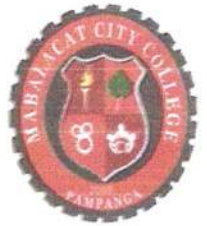
Trainings and Capacity Development

One of the best ways to enhance the skills of the members of the Disaster Management Committee is for them to participate in disaster management trainings and other capacity-building activities. For one, the Committee may arrange a scheduled training with the City Disaster Risk Reduction and Management Office as it already provides free trainings for schools and the assigned personnel of each school.

Moreover, MCC may also opt to obtain such trainings from other organizations, such as the Philippine Red Cross or the Center for Disaster Preparedness. The Philippine Red Cross generally offers trainings that focus on first aid and basic life support. The knowledge gained on

Start Here,
Be Successful **Anywhere!**

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

these trainings may be used not only during an actual disaster or emergency, but it may also be passed on to the other members of the MCC community. On the other hand, the Center for Disaster Preparedness conducts trainings, courses and workshops on the different aspects of disaster management and planning. These includes topics such as Disaster Preparedness, Mitigation, Emergency Response, Risk Assessment (Hazard, Capacity and Vulnerability Assessment), Early Warning Systems, DRRM Planning and Contingency Planning. In participating with trainings and activities provided by the Center for Disaster Preparedness, the Disaster Management Committee can enhance their skills on disaster management and create disaster management plans that tailor the needs and capacity of the College.

Basic Safety Equipment

As much as manpower is needed in preparing for disasters, MCC also needs to obtain different safety tools and equipment that shall greatly help in times of emergencies. For one, staff need to be able to communicate with each other during an emergency. This means that there should be several working mobile phones and radios in place. Moreover, first aid kits need to be available in all offices and classrooms. As such, all students and employees must be able to easily locate and access these kits.

In case of spillage of hazardous substances, MCC may need to also have a chemical spill kit. This includes absorbents, neutralizers, personal protective equipment (PPE) and other tools that may be needed for clean-up. The said kit shall be placed in the College's science laboratories, where the risk of chemical spillage is high.

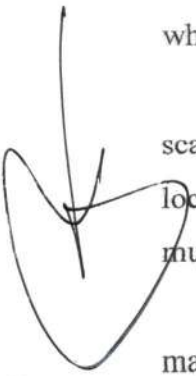
MCC must also establish a fire alarm system in all buildings. Smoke detectors must be scattered widely around the premises. Also, fire extinguishers and fire alarms must be placed in locations around the building where they are most visible and accessible. Students and employees must also know how to use these equipment.

Aside from the resources discussed above, there may be other equipment that the College may need as the Disaster Management Committee and the MCC community becomes more knowledgeable on disaster management and be able to identify other tools and equipment as the need arises.

Evacuation plan

To develop an immediate and efficient disaster response, MCC must have an established evacuation plan. In order to do so, the Disaster Management Committee must be able to create an evacuation route that display the College's physical structures and identified locations where basic

Quinn



Angela

[Handwritten signature]

Start Here,
Be Successful **Anywhere!**



MABALACAT CITY COLLEGE

safety equipment is kept. The route must be free from any obstructions to allow individuals to evacuate quickly and safely. The said evacuation route must also identify the assembly area wherein all affected individuals can safely evacuate.

Then, an evacuation process must be provided and posted in all offices, laboratories and classrooms that shows the quickest and safest possible route to evacuate from point A to point B. The evacuation process must only use simple instructions and directions so that it can be easily understandable. Furthermore, all employees and students must be knowledgeable of these routes to avoid unnecessary delays. A general evacuation process per class is attached in the Manual as *Annex C*.

Finally, and most importantly, the most vulnerable individuals in the premises must be identified and be taken into special consideration in creating an evacuation plan. This includes minors, senior citizens and persons with disabilities. With this, the Disaster Management Committee must be able to identify these individuals and their capacity in the event of an emergency or disaster. They may even implement a “buddy” system to ensure the safety of these individuals.

Chapter VII: Disaster Response

Disaster response must be immediate and effective to serve its purpose, which is to control or minimize the impact of a disaster on the College. With this, the Manual shall determine the proper practices and procedures in handling stressful situations during an emergency or disaster. However, different emergency situations may require more varied responses. The approaches that shall be discussed in the Manual are general instructions and shall only serve as a guide for the users of the Manual.

Typhoon and flooding

It is not unusual for the MCC community to encounter typhoons and flooding since the Philippines itself is in a geographically disaster-prone location. In some cases, classes are suspended in certain affected areas, especially if the typhoon caused flooding in the area.

In April 2019, the Metropolitan Manila Development Authority (MMDA) released a Disaster Awareness FAQ, identifying and differentiating the five (5) public storm signal warnings. The summary of which is provided in the table below. Note that, the lead time indicated is the number of hours individuals should expect the impact of the typhoon (e.g., for signal #1, the impact of 30-60 kph winds should be expected in 36 hours).

Start Here,
Be Successful **Anywhere!**

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

Revised Public Storm Signal Warning

PSWS	LEAD TIME (hrs)	WINDS (KPH)	IMPACTS OF THE WIND
#1	36	30 - 60	No damage to very light damage
#2	24	61-120	Light to moderate damage
#3	18	121-170	Moderate to heavy damage
#4	12	171-220	Heavy to very heavy damage
#5	12	more than 220	Very heavy to widespread damage

depth

An in-
discussion of

the tropical cyclone warning system signals (TCWS) is herein attached as *Annex D*.

In any case it occurs unexpectedly, with employees and students still in the premises, it is important that they all take extra caution. This shall especially be in the event that there are water leaks near any electrical appliances, computers, TVs or outlets. Also, all affected individuals must only take small essential steps to reduce further damage, such as shutting windows and moving light objects to a much safer space. If it is safe to do so, employees may secure essential equipment and records, and turn off all other electrical equipment that are not essential.

If it is safer to remain inside the building, one must not leave his/her work area or class under any circumstance until such time that the area has been cleared. However, if there is danger in staying inside the building, all affected individuals must follow the evacuation route posted in all offices and classrooms. Once all individuals have evacuated safely, they should not re-enter the building until they have been instructed to do so.

A suggested typhoon preparedness checklist is attached in the Manual as *Annex E*.

Earthquake

In the event of an earthquake, all employees and students must duck, cover and hold until the earthquake has passed. All affected individuals must assume a low position as close to the center of the room, if possible. It is important to steer clear of bookshelves, overhanging cabinets, and other fixtures that have the tendency to stumble. Also, one must cover under solid pieces of furniture such as desks. All employees must also be prepared to quickly assess any damages in his/her work area so that it may be reported to the Disaster Management Committee. All individuals must stay in their offices and classrooms and must await further instructions.

In case of injuries, one must be able to locate the nearest possible first aid kit and administer basic first aid as soon as possible. For severe injuries, the College's health unit shall be contacted to report such. This shall immediately be acted upon once it is safe to do so.

Start Here,
Be Successful **Anywhere!**

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

If there is a chance of an aftershock or if there are severe structural damages, all affected individuals must evacuate their work areas and classrooms and not re-enter until it is declared safe.

Fire emergency

Small, localized fires must be put out immediately. In this case, the first person in the scene must locate the nearest fire extinguisher and extinguish the fire as safely and as quickly as possible. After the incident, the individual must report it to the Disaster Management Committee for further assessment.

If the fire cannot be easily extinguished, affected individuals must pull the nearest fire alarm in the area. Then, once all affected individuals here the alarm, they must evacuate the area immediately via the nearest exit if it is safe. To contain the fire, windows and doors must be closed whilst evacuating if it is safe to do so.

Before exiting the room, one should feel the door from top to bottom. If the door is cold, affected individual must crouch low and open the door slowly. However, if smoke is present, it is best to stay inside, contact emergency personnel and wait for rescue. Also, if the door is hot, it would be advisable to go back and call emergency personnel or the fire brigade. If trapped, affected individuals must keep the doors closed and place cloth materials around the door to prevent smoke from entering. It is also advisable to signal for help by hanging an object by the window to attract attention of emergency personnel.

Also, it would be best to avoid smoke-filled areas. However, if one is caught in smoke or heat, it is best to stay low to the ground where the air quality is better. All affected individuals must take short breaths through the nose until they reach safety.

Medical emergency

In case of a medical emergency, the injured individual(s) should not be moved unless they are in a life-threatening situation. Also, immediately check the surrounding area for any signs of danger. If possible, these should be removed or controlled. Then, seek for help from the College's health unit. They shall be able to assess the situation. The following information must be provided:

- Nature of the illness/injury
- Location of the victim
- Condition of the victim (whether he/she is conscious, breathing, bleeding, etc.)
- Injuries of the victim
- Chemicals or radioactive materials involved



MABALACAT CITY COLLEGE

If the person is seriously injured, it is best to contact any of the nearest hospitals listed in the directory provided. In the meantime, trained personnel must provide first aid to the injured individual or CPR if necessary. Then, a representative of the health unit shall meet the ambulance and guide it towards the victim.

However, for injuries that do not require urgent attention, it would be best for the injured individual to visit the health unit's clinic.

Chemical hazards

Hazardous chemicals that may be a physical or health hazard may be one of a combination of chemicals that are combustible, unstable, irritant, explosive, water reactive, corrosive, flammable, toxic or sensitizer.

In case of chemical spills, gas leaks and odors, the best response would be to E.S.C.A.P.E. First, all affected individuals must exit the area where the incident occurred. Then, shut the doors and secure the area. All openings and doors must be shut closed in order to contain the spillage. Afterwards, call the College's emergency personnel. Information on the incident must be provided, such as the location of the incident, the type of incident, what type of chemical accident occurred, and an estimate amount of the spillage. Once this information has been gathered, the emergency personnel shall be able to assess the situation. After being able to assess situation and that the incident may cause immediate danger, emergency personnel shall pull the fire alarm so all individuals may vacate the building. Finally, all affected individuals shall immediately exit the building.

In case of chemical contamination, the affected individual must remove any contaminated clothing or material immediately. Bodily areas that were in contact with the contamination shall be washed with a lot of water. for at least 15 minutes unless otherwise instructed by emergency personnel. Finally, the affected individual shall visit the College's clinic for medical evaluation and, if necessary, medical assistance.

Crime and insurgency

Although highly unusual, crime and insurgency may still occur within and around the College's premises. It would be best for the MCC community to always come prepared. Crime and insurgency shall include suspicious criminal activities, bomb threats and terrorism.

If any employee or student witness suspicious activity, assault, crime or weapons violations, he/she must immediately contact the nearest police station as provided in the directory. When reporting these, the following information must be provided:

Start Here,
Be Successful *Anywhere!*

www.mcc.edu.ph
(045) 209 8720



MABALACAT CITY COLLEGE

- Nature of the incident
- Location of the incident
- Description of person(s) involved (e.g. physical features, clothing, etc.)
- If the suspect left the scene, their last known location and means of transportation

In any case that an employee or student received a bomb threat in written form, he/she must call the attention of campus security immediately. Then, he/she must do a quick scan of the area and must not touch or move suspicious objects. Also, it is advisable not to use any phones or radios as they can possibly trigger an explosive device. Finally, follow evacuation procedure.

If a bomb threat is received via phone call, the receiver must remain calm and write down all information that can be gathered during the phone call, including the caller's exact words, the exact time of the call, and the phone number. Then, immediately report the situation to campus security. A checklist of a bomb threat call is herein attached as *Annex F*.

In the event of civil unrest, all individuals must be vigilant. Should an employee or student witness any suspicious behaviour, it must be reported immediately to the campus security. Then, all affected individuals must stay inside their offices and classrooms and away from vulnerable areas like windows and doors. It is also important to secure one's area and important documents and equipment. Finally, it is best not to engage in verbal or physical confrontations with protestors. If confronted, it is best to stay calm and try not to escalate the tension.

Aside from these procedures, there may be other situations that may not have been mentioned above that require immediate attention. Should there be a suspicious event occurring in the area, the best option would be to contact the authorities. The contact numbers of police stations in the city are provided in the directory.

Chapter VIII: Disaster Recovery

In all disaster management plans, there shall always be decisions and actions made by the organization to recover and rehabilitate in order to continue its normal operations. Through the Disaster Management Committee, MCC shall be able to assess the damages and losses caused by the disaster. This includes thorough inspection of the campus infrastructure, assessing damages, and identifying the needs of the College. Also, revisions of the Disaster Preparedness Manual may also be conducted if necessary.

Post-disaster assessment

Start Here,
Be Successful *Anywhere!*



MABALACAT CITY COLLEGE

Once the area has been declared safe, damage assessment must be the preliminary action of the Disaster Management Committee to determine the extent of the damage resulted by the disaster. This includes a thorough inspection of offices, classrooms, laboratories and other facilities. It shall be the basis of where recovery and rehabilitation of the College's facilities and properties begins. With this, the Committee shall be able to plan to rebuild damaged infrastructure and to procure other necessary emergency equipment and supplies.

Moreover, the safety of all individuals involved in a disaster is of utmost importance. This shall not only be in terms of assisting casualties after an emergency. Emergencies and disasters will highly likely cause stress and unease to the MCC community. That said, it is important that all individuals, especially students, be given enough support. This may be done by simply offering a safe space to these individuals, which may eventually alleviate their fear and worry.

Revision of the Manual

Along with the rehabilitation of the College comes planning. The Disaster Management Committee shall be able to identify what the College lacks in terms of disaster preparedness. This may be in the form of supplies, equipment, policy or training. Addressing this allows MCC to further improve their policies and procedures when dealing with emergencies. The Committee shall also be able to create more effective strategies in different phases of disaster management. These changes shall be reflected in the Manual, with the suggested format herein attached as *Annex G*.

Chapter IX: Conclusion

Disasters are inevitable and often occur when we least expect it, which is why it is essential for MCC to always come prepared. With this Manual, all students and employees of MCC shall now be knowledgeable to of the basic practices and procedures in the event of a disaster.

Once the Disaster Management Committee has been constituted, developing and implementing disaster management-related plans and policies shall now become centralized. Also, identifying the roles and responsibilities of MCC stakeholders shall allow them to become empowered in actively participating in MCC's initiatives in disaster management. These may be in the form of trainings, mock drills, seminars and other capacity-building activities of the College. The MCC community shall also be further educated on other matters related to disaster management, such as the proper usage of basic safety equipment. Furthermore, employees and

Start Here,
Be Successful *Anywhere!*



MABALACAT CITY COLLEGE

Annex D – Detailed Tropical Cyclone Warning System Signals source: MMDA Disaster Awareness FAQ (Updated April 2, 2019)

WHAT IS A TROPICAL CYCLONE?

AN INTENSE LOW PRESSURE SYSTEM OF AT LEAST 30 KPH MAXIMUM SUSTAINED WINDS ALSO KNOWN AS "BABAYO"

DID YOU KNOW

6 About 20 tropical cyclones enter the Philippine Area of Responsibility (PAR) each year
90% of these affect the country

IMPACTS

Damage to buildings and settlements caused by strong winds
Growthless from storm surge, inland flooding and landslides

CLASSIFICATION OF TROPICAL CYCLONES

Approved system in classifying according to its strength and potential according to the maximum sustained winds near the center.

TROPICAL DEPRESSION 61 km/hr LSS	TROPICAL STORM 62-88 km/hr	SEVERE TROPICAL STORM 89-117 km/hr	TYPHOON 118-220 km/hr	SUPER TYPHOON 220 km/hr
-------------------------------------	-------------------------------	---------------------------------------	--------------------------	----------------------------

BASIC TROPICAL CYCLONE STRUCTURE



TROPICAL CYCLONE WARNING SYSTEM SIGNALS (TCWS)



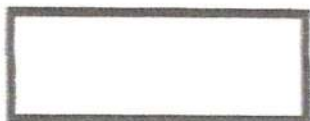
TCWS NO. 1	TCWS NO. 2	TCWS NO. 3	TCWS NO. 4	TCWS NO. 5
WIND IMPACT No damage to very light damage LEAD TIME since first issuance Expect the impact of 30-60 kph winds in 36 hours OPEN SEA CONDITION 1.25-4.0 meters WHAT TO DO • Check the stability of your home and condition of a rooming • Type in to the radio for weather news • Monitor TV/CBSA's latest System Weather Bulletin	WIND IMPACT Light to moderate damage LEAD TIME since first issuance Expect the impact of 61-100 kph winds in 24 hours OPEN SEA CONDITION 4.1-14.0 meters WHAT TO DO • Check up on food, water and medicines for medicines, radios and flashlights • Stay inside a concrete structure • Make sure cell phones are fully charged	WIND IMPACT Moderate to heavy damage LEAD TIME since first issuance Expect the impact of 121-175 kph winds in 18 hours OPEN SEA CONDITION 14.0 meters WHAT TO DO • Evacuate from the area • Get updated on the latest tropical cyclone development • Evacuate to the school to stay in safe and star 7 hours • Stay away from roads and overpasses	WIND IMPACT Heavy to very heavy damage LEAD TIME since first issuance Expect the impact of 176-220 kph winds in 12 hours OPEN SEA CONDITION 14.0 meters WHAT TO DO • Stay in your location • Evacuate from the area • Get updated on the latest tropical cyclone development • Evacuate to the school to stay in safe and star 7 hours • Stay away from roads and overpasses	WIND IMPACT Very heavy and widespread damage (structural) LEAD TIME since first issuance Expect the impact of 220 kph winds in 12 hours OPEN SEA CONDITION 14.0 meters WHAT TO DO • Cancel classes and outdoor activities • Stay in safe rooms or reinforced concrete

Approved by the Tropical Cyclone Warning System Task Committee signed 25 on 07 May 2018.

awwawaw
[Signature]
[Signature]

Start Here, Be Successful **Anywhere!**

www.mcc.edu.ph
(045) 209 8720





MABALACAT CITY COLLEGE

Annex E - Typhoon Preparedness Checklist

Before Typhoon:

Signal #1:

- Familiarize yourself with the safety exit routes.
- Ensure the availability and accessibility of emergency preparedness kit to personnel who will be onsite during the typhoon (e.g. guards, utilities and maintenance).
 - Flashlight and extra batteries
 - Whistle
 - Sanitation and personal hygiene items
 - Family and emergency contact information
 - Evacuation route map
 - First aid kit

Note that accessibility means within reach.

- Be up to date with weather forecast.
- Make sure that there are available mobile phones and two-way radios.

Signal #2:

- Pay special attention to changes in the weather forecast.
- Make sure that all TVs are securely mounted, otherwise unmount and store in a higher and more secure room/place.
- Protect and secure all important documents and highly valuable equipment before the signals are upgraded.
- Trees and plants that may cause obstruction or damage should be trimmed.

Signal #3:

- Board up windows and ensure that they are all closed shut.
- Unplug all electrical appliances.
- Keep emergency preparedness kit within reach.
- Make sure that there is communication among personnel.
- Stay inside and shelter in place.

Signal #4:

- Ensure that foot traffic inside the campus is minimized. All outdoor activities should be cancelled.
- Stay inside and shelter in place
- Keep away from bookshelves, hanging cabinets, and other fixtures that may cause harm.
- Use flashlight if the power goes out. Do NOT use candles.
- Evacuate if needed.

Signal #5:

- Stay inside and shelter in place
- Use flashlight if the power goes out. Do NOT use candles.
- Keep away from bookshelves, hanging cabinets, and other fixtures that may cause harm.
- Evacuate if needed.

After Typhoon:

- Wait for the area to be cleared by emergency personnel.
- Once emergency personnel cleared the area, do not rush.

Start Here,
Be Successful **Anywhere!**



MABALACAT CITY COLLEGE

- Check if electrical appliances are wet and/or damaged.
- Check if there are damages inside the office or classroom.

Annex F - Bomb Threat Call Checklist

1. Time of the call
2. Length of the call
3. Name of the person taking the call
4. Exact wording of the threat
5. Age and gender of caller (estimate, if not provided)
6. Ask the caller the following questions:
 - a. When will the bomb explode?
 - b. Where is the bomb?
 - c. What does it look like?
 - d. What will cause it to explode?
 - e. What building is it in?
 - f. What floor is it on?
 - g. What is your name and address?
 - h. Did you place the bomb? Why
7. Background sounds

○ Clear	○ Cellular phone	○ Weather
○ Restaurant sounds	○ Music/TV playing	○ Factory noises
○ Traffic	○ PA system	○ Long distance call
○ Animal/wildlife noises	○ Conversation/talking	○ Office sounds
8. Caller's voice

○ Accent	○ Cracking voice	○ Ragged
○ Familiar	○ Distinct	○ Soft
○ Coughing	○ Nasal	○ Disguised
○ Deep breathing	○ Slow	○ Clearing throat
○ Loud	○ Calm	○ Deep
○ Raspy	○ Stutter	○ Lisp
○ Angry	○ Crying	○ Rapid
○ Laughing	○ Excited	
9. Threat Language

○ Incoherent	○ Message read	○ Taped
○ Irrational	○ Well-spoken	○ Profane

Sumang

Angela



Republic of the Philippines
Province of Pampanga
Mabalacat City




MABALACAT CITY COLLEGE

HON. KRIZZANEL C. GARBO

Member, Chairperson - Committee on Education
Sangguniang Panlungsod of the LGU of
Mabalacat City


DR. IMELDA D.P. SORIANO
Representative, ALCU - National


MS. REBECCA Q. LISING
Member, President - MCC Faculty Association


MR. NIEL P. RIGDAO
Member, President - MCC Alumni Association


MR. JOHN KYLE DAVID B. VILLANUEVA
Member, President - MCC Student Council

RESOLUTION NO. 15
Series of 2021
APPROVING THE DISASTER
MANAGEMENT MANUAL

Start Here,
Be Successful *Anywhere!*

www.mcc.edu.ph
(045) 209 8720

25