

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

June 8, 1990

DECS O R D E R
No. 61, s. 1990

THE CREATION OF CALAMITY AND DISASTER CONTROL GROUPS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators
School Principals

1. Conformably with Department Memorandum No. 286, s. 1976 which enjoins all sectors to be adequately prepared to cope with various forms of disasters and calamities, and to MECS Memorandum No. 110, s. 1986 entitled "Calamity/Disaster Preparedness Plan," there shall be established in each office and school a Calamity and Disaster Control Group (CDCG) which shall implement the Calamity/Disaster Preparedness Plan of the Department. It is suggested that DECS Order No. 32, s. 1990 shall be considered in the organization of the Calamity and Disaster Control Groups. The organizational structure of the CDCGs and the tasks of the different action units are indicated in Inclosure No. 1 and Inclosure No. 2, respectively.

2. Calamities and disasters are either natural or man-made. An example of man-made calamities or disasters in school campuses are those caused by fire, violent rallies and other forms of mass actions conducted by the students and faculty members. In this regard, the Calamity and Disaster Control Groups (CDCG) in each school and office shall, likewise, attend to the security requirements of office and school personnel, students, installations, classified documents, and other materials regarded essential to national security and development.

3. The disaster control groups and action teams created pursuant to MECS Memorandum No. 110, s. 1986, and the Civil Security Units which were organized by virtue of Department Order No. 13, s. 1973 are hereby disbanded. The functions of these Units, however, shall be absorbed by the Calamity and Disaster Control Groups (CDCG).

4. The Calamity and Disaster Control Groups shall be established from existing personnel and resources. If the appointment of a qualified Calamity and Disaster Control Officer is not possible, the head of the Office/School, or his representative shall be the Disaster Control Officer.

5. For effective coordination, the Groups, except those in private schools and state colleges and universities, shall be under the functional direction of the Office of the Secretary. The Groups in state colleges and universities, vocational and technical schools, and those in private institutions shall directly coordinate their activities with the Regional Disaster and Calamity Control Groups. Inclosure No. 3 shows the coordination among groups and the Office of the Secretary. It is suggested that information networks shall be established at the district, provincial, and regional levels.

6. It is requested that the names and Personal History Statements (PHS) of all designated Calamity and Disaster Control Officers and their staff shall be submitted in triplicate copies to the Chief, Employees Welfare and Benefits Division, DECS, Palacio del Gobernador, Intramuros, Manila, through the Division and/or Regional Calamity and Disaster Control Groups.

7. All requests for assistance as regards the organization and staffing of the Groups, and training personnel can be relayed to the Chief, Employees Welfare and Benefits Division.

8. For the information and compliance of all concerned.

(SGD.) ISIDRO D. CARINO
Secretary

Incls.:

As stated

References:

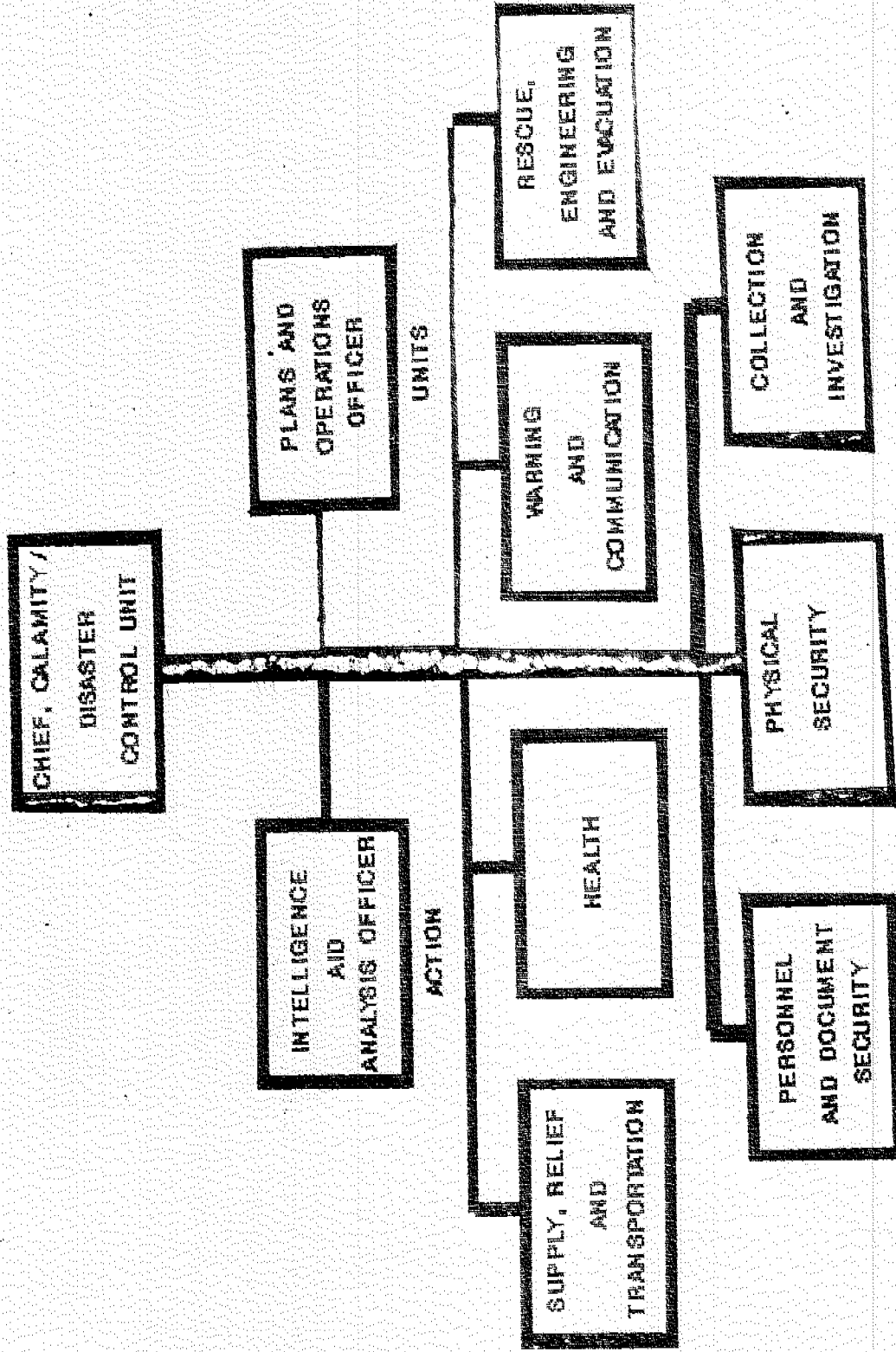
Department Order: (No. 13, s. 1973)
DECS Order: (No. 32, s. 1990)
Department Memorandum: (No. 286, s. 1976)
MECS Memorandum: (No. 110, s. 1986)

Allotment: 1-2-3-4--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

ACCIDENT	OFFICIALS
AMENDMENT	ORGANIZATION
AUTHORITY	PROGRAM, SCHOOL
BUREAUS & OFFICES	SAFETY EDUCATION
CALAMITY	SUPERINTENDENTS
EMPLOYEES	TEACHERS

CALAMITY AND DISASTER CONTROL GROUP ORGANIZATIONAL CHART



TASKS OF THE DIFFERENT ACTION UNITS

1. Chief, Calamity and Disaster Control Group

- a. Advises the Secretary or the head of the office/institution on the current status of the crisis as well as on the programs and operations undertaken by the Group to meet any problem arising from the crisis.
- b. Establishes policy guidelines covering the emergency operations of the different action units.
- c. Sets priorities in the allocation of services as well as resources.
- d. Advises the leaders of the different action units of the Group in accordance with the information given by the Intelligence and Analysis Officer.
- e. Recommends to the Secretary or to the head of the office/institution the suspension of offices and/or classes on the basis of the information gathered.
- f. Coordinates the activities and functions of the various action units of the Calamity and Disaster Control Group.
- g. Convenes and presides over the meeting of the action units.

2. Intelligence and Disaster Analysis Officer

Organization Involved: Security Service/Department/Unit

- a. Evaluates crisis situations and determines courses of actions to be followed, and formulate guidelines in assessing the situation.
- b. Assesses information and advises the Chief of the Calamity and Disaster Control Group on possible measures to be undertaken in order to lessen the effect of the crisis.
- c. Submits recommendations for allocation of needed resources.
- d. Coordinates the plans and action of the Group with the proper authorities whenever a crisis occurs.

3. Plans and Operations Officer

Organization Involved: Administrative Service/Division

- a. Determines courses of action to be taken based on the recommendations of the Intelligence and Disaster Analysis Officer.
- b. Determines the type of action units to be utilized whenever there is a crisis.
- c. Maintains and/or supervises programs of operations and determines the necessity of utilizing additional action units.
- d. Coordinates with the Intelligence and Analysis Officer the operations being undertaken and those to be implemented.

4. Communication and Warning Unit

Organization Involved: Technical Service/Radio or Audio Visual Department.

- a. Operates and maintains continuing and reliable communications and adequate warning system throughout the period of the crisis.
- b. Alerts students and personnel whenever there is a crisis.
- c. Develops an effective warning system in the office/school.

5. Rescue, Engineering and Evacuation Unit

Organization Involved: General Services/Administrative Division

- a. Removes victims and casualties from areas likely to be affected or are being affected by the crisis.
- b. Undertakes emergency repair of damaged structures, utilities and facilities.
- c. Evacuates students, personnel and properties systematically in case a crisis arises.

6. Health Unit

Organization Involved: Medical Department

- a. Protects the lives of students and office personnel through health and medical care.

- b. Preserves life through proper medical aid and provision of medical facilities.
- c. Minimizes casualties through proper information and mobilization of medical resources.
- d. Provides first aid services to casualties of calamities and disasters.
- e. Insures that the conditions of resources in rehabilitation centers are sanitary and in order.

7. Supply, Relief and Transportation Unit

Organization Involved: Supply/Property Division

- a. Sets up guidelines or procedures to facilitate the provision of relief assistance to disaster victims.
- b. Provides relief supplies to affected individuals.
- c. Supervises the operation of different relief agencies.
- d. Undertakes immediate survey of disaster areas and makes a list of victims and damaged properties.
- e. Provides for the movement of rescue teams and equipment, rescued persons, medical teams, casualties, utility crew and other action units.

8. Personnel and Documentation Unit

Organization Involved: Records Division/Office

- a. Provides physical security measures to personnel and documents.
- b. Assists the Salvage Unit in safeguarding classified documents.

9. Physical Security Unit

Organization Involved: Security Service/Department

- a. Maintains a guarding system for personnel, materials, and installations.
- b. Provides for personnel and vehicle movement control.

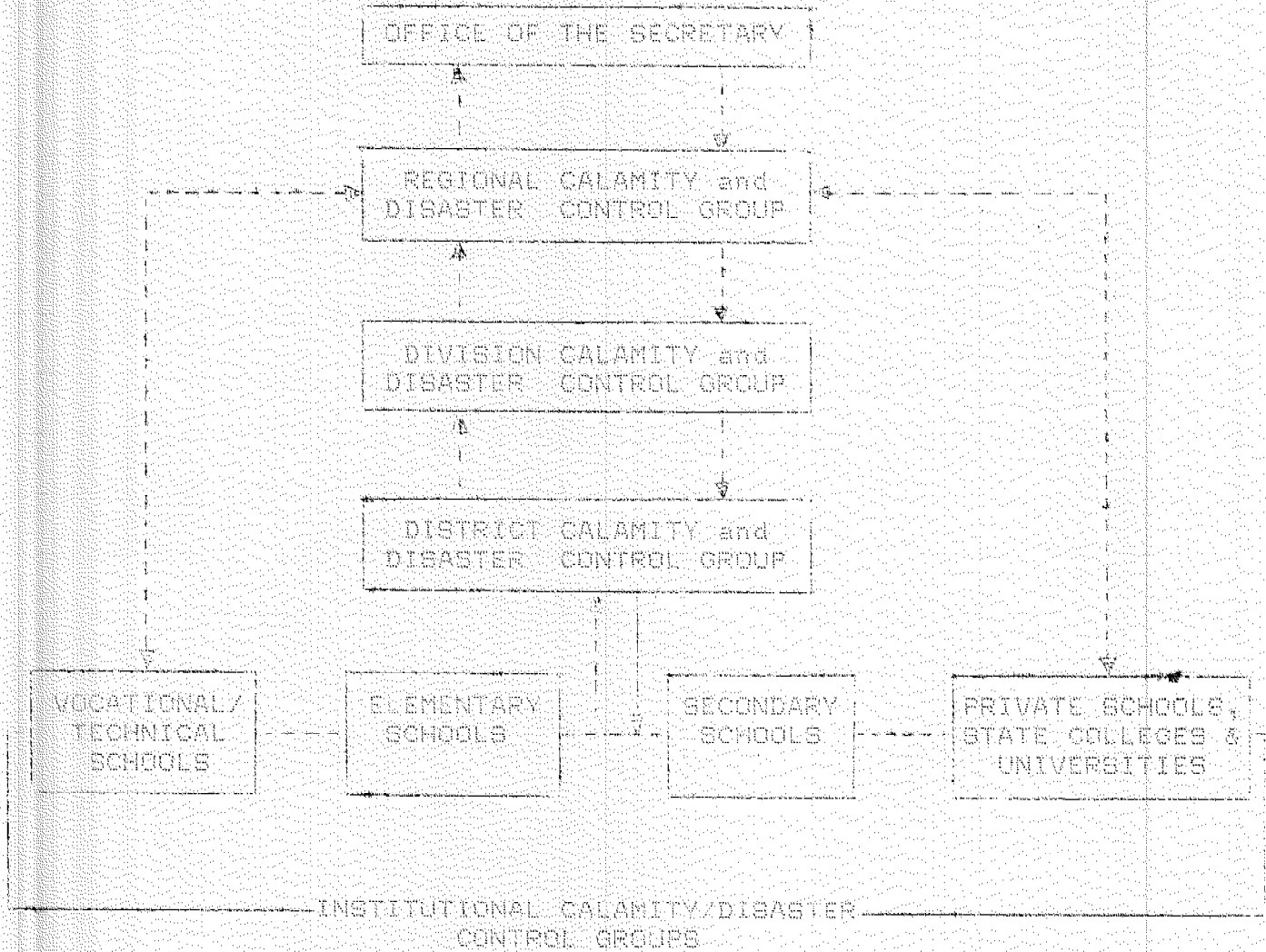
10. Collection and Investigation Unit

Organization Involved: Security Service/Department

- a. Collects and reports security information to the Intelligence and Analysis Officer.
- b. Conducts ocular surveillance of affected areas during the duration of the crisis.
- c. Coordinates with the intelligence community matters related to the enhancement of the security of personnel and students.

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FLOW OF COORDINATION AND IMPLEMENTATION



Legend:

- _____ FOR IMPLEMENTATION
- - - - FOR COORDINATION