



Republic of the Philippines  
Province of Ilocos Sur

**CITY OF VIGAN**



**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**SECOND CITY COUNCIL  
ORDINANCE NO. 25  
SERIES OF 2005**

**CITY ORDINANCE ON DISASTER MANAGEMENT**

**SECTION 1. TITLE AND PURPOSE:**

This shall be known as the Disaster Management Ordinance of the City of Vigan. An ordinance to authorize a program for pre-disaster mitigation; provide for the direction and coordination of disaster preparations, response, and recovery; to streamline the administration of disaster relief; to appropriate and or control the city costs of disaster assistance and for other purposes.

**SECTION 2. DEFINITION OF DISASTER:**

Disaster is defined under this section to mean as the actual or threatened existence of conditions of extreme peril to the safety of persons and property caused by natural or manmade events such as attacks, terrorism, chemical or oil spills or other environmental contaminations, fires, floods, storms and other hazards such as earthquakes and the outbreak of diseases. Disaster may include any occurrence, which by reason of its magnitude is or is likely to become beyond the control of the normal services, personnel, equipment and facilities of the departments of the city government.

**SECTION 3. CITY POLICIES ON DISASTER MANAGEMENT:**

The policy of the city in disaster management is to take all action possible to the extents that it aims to prevent disaster, to reduce the vulnerability of city residents to any disaster that may strike, to establish capabilities for protecting citizens from adverse effects of disaster, to respond effectively to actual occurrence of disasters and other risks, and to provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal patter of life in the community.

**SECTION 4. CITY DISASTER MANAGEMENT ORGANIZATION:**

There is hereby created the City Disaster Management Organization. This Organization shall constitute the forces and resources necessary to meet the conditions of a disaster and shall be composed of the various city personnel as enumerated in Section 9 hereof.

The primary city office for disaster management is the office of the Mayor with the assistance of the City Disaster Coordinating Officer. The Mayor is the Director of the City Disaster Management Organization.

In the event of sickness, absence from the city, or disability rendering the Mayor unable to act as Director of the City Disaster Management Organization, for purposes of

this ordinance the powers of the Mayor provided herein shall be exercised by the Vice Mayor.

The Mayor together with the City Disaster Coordinating Council and City Department heads shall have joint responsibility for: integrated emergency management planning, coordination of emergency management, resource management and training of department heads as well as communication and warning system.

#### **SECTION 5. FUNCTIONS OF THE DISASTER MANAGEMENT ORGANIZATION:**

The Disaster Management Organization holds primary responsibility for directing and controlling all disaster related planning, preparedness, response and recovery which will be initiated by the City Disaster Coordinating Council as established by Executive Order 35 Series of 2004. It shall also be responsible for ensuring that the proper coordination is carried out with the Provincial Disaster Coordinating Council and other levels of government, and non-government organizations. It shall also keep the City Council fully advised as to the status of disaster plan and operations.

The Disaster Management Organization thru its director shall identify a temporary site for the city government whenever a disaster will destroy city government facilities and infrastructure in order to continue city government operations.

#### **SECTION 6. DISASTER MANAGEMENT PLANS AND PROGRAMS:**

The disaster plan of the city shall provide a blue print for the city's prevention, preparedness and response arrangement in the event of a disaster. The focus of the plan is to minimize the destructive effects of disasters within the city.

The disaster plan shall be developed by the appropriate city officials with the participation of the City Disaster Coordinating Council. The City Disaster Coordinating Council under the supervision of the Mayor and with the assistance and coordination of the City Disaster Management Coordinating Officer shall be responsible in integrating the disaster plan.

In implementing this specific section of this Ordinance, the City Mayor and the City Disaster Coordinating Council shall update any existing disaster management or risk mitigation plan of the city, outline the current disaster management system that is in place including any propose enhanced system in the future and define the responsibilities of individual employees and organizations at each level of the system which consists of the Regional and Local Disaster Coordinating Councils.

The updated city disaster plan should provide for the coordination of disaster related planning, preparedness, response and recovery by relevant city departments and agencies and specify the disaster management roles and responsibilities of city and other government agencies including non-government organizations and the private sector.

#### **SECTION 7. DUTIES AND POWERS OF DEPARTMENT AND OTHER OFFICES**

Each city department is responsible for developing and maintaining its own operational plans and emergency management procedures. Specific responsibilities are to be outlined in each department's individual key actions checklist which is to be developed in each city department under the guidance and supervision of the City Disaster Coordinating Officer.

Responsibilities of city offices and other organizations that are not defined in any sections of this ordinance shall be defined in an Executive Order and will be included in the overall city disaster management plan.

Additionally, each city department, officer and employee shall render all possible assistance in carrying out the provisions of this ordinance.

#### **SECTION 8. LEAD RESPONSIBILITIES OF CITY DEPARTMENTS/AGENCIES**

The City Mayor shall provide the overall leadership necessary in the overall planning for disaster mitigation. City Departments shall likewise assume specific responsibilities for disaster mitigation, which are closely related to their official mandates.

- a. The City Disaster Coordinating Officer shall coordinate city emergency management activities, both internally with the city officials, agencies, Barangay leaders, etc., and externally with those of the Provincial Disaster Coordinating Council and adjacent jurisdictions.
- b. City Engineering Office shall have an inventory of the road network in the city and maintain city roads and streets properly. It will also identify alternate roads necessary to transport materials and supplies into the city in case regular routes are impassable.
- c. City Fire Department shall make ready at all times fire apparatus, equipment, and personnel to be able to respond quickly and effectively during an emergency.
- d. City Social Welfare Office shall develop an action plan on how to provide relief effectively to victims of disasters and monitor situations in disaster areas.
- e. City Health Department shall be responsible for the planning as well as delivering of emergency health services including triage and handling of mass casualty situations.
- f. City Information Department shall be responsible for providing public education at the community level on how to prevent major damages and casualties in the event of an emergency.
- g. City Treasury Department shall make inventory and monitor its finances and other resources so that what the city has planned for disaster mitigation is implementable.
- h. The General Services Office shall have an inventory of equipment needed in disaster management.
- i. The Vigan Police Force (PNP) shall be responsible in providing security and traffic in disaster area as well as the people involve in disaster operations. Intelligence gathering shall also be made by the PNP when inimical to the situation

- j. The City Agriculture Office shall be responsible in the inventory of agricultural products affected by such calamity. It shall also be responsible for food rationing and distribution.

The disaster management functions of other city departments not mentioned herein shall be defined by the City Mayor in an Executive Order as provided for in Section 7.

**SECTION 9. DISASTER MANAGEMENT TRAINING PROGRAMS AND POLICIES:**

It shall be the policy of the city to formulate an annual disaster management training program for all *the* members of the City Disaster Coordinating Council and the Barangay Disaster Coordinating Council. It shall further be the policy of the City to implement regularly the disaster management training plans with the aim of upgrading the response capabilities of the city in the event of a disaster.

**SECTION 10. DISASTER ALERT PROGRAM:**

It is imperative that the public be kept informed of potential disasters about to occur and of the developments during an emergency or disaster. In the event of a major disaster, the Mayor or the City Disaster Coordinating Officer will request the assistance of the Police Department and/or other agencies as appropriate in the establishment of a command center. The command center should develop a sustained disaster alert mechanism for people to monitor and as basis for their response to an emergency. The media should be kept apprised of information regarding the event. Factual information, i.e. casualties, damages, and incident locations may be given to the public provided that the information before it is released is appropriately cleared and reviewed by the competent authority in order to avoid conflicts and inaccuracies.

**SECTION 11. DECLARATION AND TERMINATION OF LOCAL DISASTER (OR EMERGENCY):**

The Mayor shall inform the City Council, in writing the existence of local disaster (or emergency) in the event of circumstances outlined in Section 2 which shall be the basis for the City Council to immediately declare such occurrence. The declaration shall be transmitted immediately to the PDCC, the City Council, the public, and others as appropriate through the most appropriate means.

This section also requires that the appropriate City authorities shall terminate the proclamation of emergency when the conditions warrant.

**SECTION 12. DISASTER EVACUATION PLAN:**

The Mayor may direct and compel the evacuation of all or part of the city population through prescribed routes and modes of transportation to appropriate evacuation destinations and control ingress and egress to a disaster area. The movement of persons within the area and the occupancy of the premises therein shall be strictly monitored. Details of the evacuation procedures may be set forth either in the manual for disaster management to be formulated under Section 14 of this ordinance or a specific evacuation plan may be prepared by the City Mayor or the Disaster Coordinating Officer.

**SECTION 13. DISASTER RECOVERY PLAN:**

In support of Section 11 of this ordinance, the city in formulating its overall disaster management plan shall highlight as a major component of the overall disaster plan, a recovery plan to rehabilitate damaged properties and social and economic disruption in the aftermath of the occurrence of a disaster. The recovery plan shall define the city offices involved with their responsibilities predetermined.

**SECTION 14. DISASTER MANAGEMENT REPORTING PLAN:**

It shall be the joint responsibility of the City Disaster Coordinating Officer and City Disaster Coordinating Council under the supervision of the City Mayor to formulate and implement a disaster management reporting system. The city reporting system on disaster management shall be installed in the city government and all responsibilities of the appropriate city officials properly defined and disseminated for the guidance and information of all concerned.

**SECTION 15. PUBLIC EDUCATION AND COMMUNITY AWARENESS:**

To protect lives and properties, it is essential to alert the community to local hazards and provide information on preparedness and risk reduction strategies. The City Government shall:

- a. Conduct public awareness programs advising the community about local characteristics of potential hazards and possible impacts;
- b. Provide public education on how individuals can prepare themselves for disaster events;
- c. Have an information and dissemination plan; and
- d. Allow and encourage public access to the local mitigation and counter disaster response and recovery plans.

**SECTION 16. DISASTER MANAGEMENT AND INFORMATION TECHNOLOGY:**

To support the provisions of Section 10 and Section 11 of this ordinance, the city government shall adopt modern techniques in managing disasters. The city shall improve its applications of information technology in order to manage effectively disaster and their destructive consequences. It will also sought awareness of the potential hazards in the City.

**SECTION 17. MANUAL ON DISASTER MANAGEMENT:**

It is hereby made mandatory that the city government shall formulate and complete a Manual on Disaster Management within a period of one year immediately after approval of this Ordinance by the City Council. Moreover, a specific chapter on the Manual on Disaster Management shall deal primarily on the disaster management of the Heritage Village.

**SECTION 18. BUDGET FOR DISASTER MANAGEMENT:**

The budget of Disaster Management shall be sourced from the mandatory five percent (5%) calamity appropriations from the total budget of the City. The City Council shall appropriate disaster contingency funds, as necessary, from any local funds as augmentation or as additional funds for the protection of the inhabitants and property of the City from disaster. Unspent calamity fund shall be appropriated as an additional fund for Disaster Management Programs to sustain its efficient operations.

**SECTION 19. DISASTER MANAGEMENT PERFORMANCE AUDIT:**

The city shall endeavor to establish standards of performance in disaster mitigation. The procedure outlining how performance audits may be used in disaster management shall be contained in the Manual for Disaster Management, the formulation of which is mandated under Section 14 of this ordinance.

**SECTION 20. PRIVATE LIABILITY:**

It shall be unlawful for any person who will fully obstruct, hinder or delay any emergency services, enforcement of any rule or regulation issued pursuant to this ordinance, or to perform any act forbidden by any rule or regulation under this ordinance.

It shall likewise be unlawful for any person to wear, carry or display an emblem, insignia or other means of identification as a member of any city emergency services groups unless authority to do so has been granted by the proper officials of the city. Violations of these provisions are subject to fines, penalties or imprisonment as may be provided by law.

**SECTION 21. PENALTY:**

A fine of three (3) thousand pesos or a penalty of three (3) months imprisonment or both at the discretion of the Court shall be imposed to person who will intentionally or wilfully violate any provisions of this ordinance.

**SECTION 22. MANDATORY REVIEW:**

It shall be mandatory for the City Council to review this ordinance five years after its approval, in order to evaluate its relevance and propose any appropriate changes.

**SECTION 23. SEPARABILITY CLAUSE:**

If, for any reasons or reasons any part or provision of this ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 24. EFFECTIVITY CLAUSE:** This Ordinance shall take effect upon its approval.

**ENACTED on October 17, 2005.**

(Sgd.)  
FRANCISCO P. RANCHES, JR.  
City Vice Mayor & Presiding Officer

(Sgd.) ALFREDO FIGUERRES, JR.  
Sangguniang Panlungsod Member

(Sgd.) AUDIE Q. AGDAMAG  
Sangguniang Panlungsod Member

(Sgd.) EVERIN F. MOLINA  
Sangguniang Panlungsod Member

(Sgd.) HERMENIGILDO APELIN  
Sangguniang Panlungsod Member

(Sgd.) GERMELINA S. GOULART  
Sangguniang Panlungsod Member

(Sgd.) FELIX A. ANINAG  
Sangguniang Panlungsod Member

ANDRES ADRIATICO  
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(Sgd.) HENRY A. FORMOSO  
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(Sgd.) LORETO QUIBILAN  
Sangguniang Panlungsod Member

(Sgd.) MAXIMO ALVES  
Sangguniang Panlungsod Member

CONSTANTE V. BENZON  
Sangguniang Panlungsod Member

CHRIS DAN F. FIELDAD  
Sangguniang Panlungsod Member

Attested:

(Sgd.) JAYSON P. AVILA  
Secretary to the Sangguniang Panlungsod

Approved:

(Sgd.) FERDINAND C. MEDINA  
City Mayor