September 5, 2019

MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools

REITERATION OF THE MARIKINA CITY FLOOD PROTOCOL

Please be informed of the Minutes of the Marikina City Camp Management Post Disaster Needs Assessment (PDNA) meeting at Shoe Hall, Marikina City Hall, Sta. Elena, Marikina City last September 4, 2019.

To ensure effective and efficient camp management, the Local Government Unit of Marikina City reiterated the following:

At 14.5 meters of the Marikina River Water Level, the Initial Reaction Group (IRG) of the School DRRM Team used as evacuation centers will report, open the entrance gate and assigned classrooms.

- Evacuation camp kit will be posted in the designated areas.

At 15 meters of the Marikina River Water Level (1st Alarm- (1-minute continuous air ing)) residents of low-lying areas must be alert and prepare to evacuate, the LGU’s Camp Management counterparts will report to their respective evacuation camp assignment/schools.

- The personnel of the evacuation camp are instructed to wear type B or appropriate clothing with distinction as the evacuation camp personnel and wearing nametags or ID’s are encouraged.

- Evacuation Camp is now activated and ready to accept guests.

- Reservation of rooms for evacuees is NOT allowed, unless they will bring their personal properties and settle in the assigned room.

- Evacuation Camp kitchen managed by the School Cooperative will be ready to cook the first meal.

- The Initial Reaction Group (IRG) of the School DRRM Team of school used as evacuation centers must provide their own food until the Evacuation Camp Kitchen prepares the meal.

- The School Heads are instructed to furnish a duplicate key of the entrance gate, and of the room where intact keys of the assigned rooms are placed and surrender it to the Division DRRM Coordinator.
- Shifting assignments of school personnel of the schools used as evacuation camp and partners school must be posted in the most visible area for reference purposes and submit a copy to the Schools Governance Operations Division (SGOD) not later than Tuesday, September 10, 2019.

- The School Heads are advised to always open the issued two-way radio and responds whenever the operator of the 161 or PDO II – DRRM conducted a radio check.

- Partners schools will report and assume with proper turn-over after 24 hours.

The evacuation camp will be demobilized if the Marikina River Water Level is at 14.4 meters.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent