



Republic of the Philippines
PROVINCIAL GOVERNMENT OF RIZAL
City of Antipolo

MEMORANDUM

To : All Punong Barangay, Province of Rizal
All School Division Superintendents / DepEd Officials, Province of Rizal
All Heads of Offices, Departments, Agencies, HOAs, Private Establishments, and All Others concerned

From : **NINA RICCI A. YNARES**
Governor Province of Rizal and Chairperson Rizal Provincial Disaster Risk Reduction & Management Council (PDRRMC)

Subject : **IMMEDIATE IMPLEMENTATION OF ORDINANCE NO. 16, S. 2018 - MANDATORY EARTHQUAKE DRILLS AND DRRM CAPACITY – BUILDING**
(Accessible/ Downloadable from the Official Website of Rizal Province)

Date : 21 October 2025

Purpose & Legal Basis - Pursuant to Sec. 16, R.A. No. 7160 (Local Government Code) and R.A. No. 10121 (Philippine DRRM Act of 2010), and in view of recent seismic activity and the continuing West Valley Fault risk, all covered entities in Rizal, are hereby directed to immediately implement Ordinance No. 16, s. 2018, to strengthen preparedness, save lives, reduce injuries, and minimize panic.

Immediate Directives (minimum requirements):

1. Designate Incident Commander (IC) and Incident Management Team (IMT) - within 7 calendar days, designate an IC and IMT and submit the IMT roster to your City/ Municipal DRRMO (copy to Provincial LDRRMO) via email: pdrmo@rizalprovincialgov.ph.
2. Evacuation plan, signage and assembly area - within 15 calendar days, post evacuation maps/exit routes and identify a safe, accessible evacuation/assembly area (include accommodations for PWDs and breastfeeding room.)
3. Quarterly earthquake drills - commencing immediately, conduct drills at least once per quarter following Ordinance procedures (60-second alarm; duck, cover & hold; orderly evacuation; assembly; headcount; evaluation).

Notify City/Municipal DRRMO, PNP and BFP at least 5 working days prior to drills.

4. Capacity building/training - Ensure at least 20% of personnel/ students/ members complete the prescribed DRRM courses within the first year of this Memorandum and to continue until all Rizalenyos are covered.

Authorized trainers: OCD, DOH, BFP, and DRRMO offices (local accreditation allowed with Provincial DRRMO approval).

5. Emergency supplies & documentation - Maintain basic emergency/first-aid supplies and an Emergency Status Board at the Incident Command Post. Submit an After-Activity Report to the City/Municipal DRRMO and Provincial DRRMO within 5 working days after each drill.

Reporting & Timeline (summary):

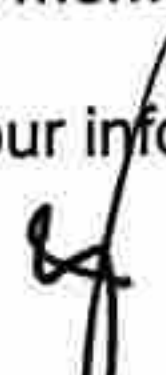
- Within 7 days - IMT roster submission.
- Within 15 days - Evacuation plans/signages posted and assembly area designated.
- Within 30 days - Conduct first quarterly drill; submit After-Activity Report within 5 working days.
- Quarterly - Conduct drills and submit Quarterly Compliance Report to Provincial LDRRMO within 15 days after quarter end.
- Annually - Submit consolidated compliance summary to the Office of the Governor by January 31.

Exemptions & Accommodations: Senior citizens, PWDs, and persons with medical conditions are exempted from physically demanding training (First Aid/BLS) unless they volunteer with medical clearance and signed waiver. Reasonable accommodations must be provided during drills and training.

Coordination & Sanctions: Coordinate drills and trainings with OCD, DOH, BFP, City/Municipal/Provincial DRRMO and DILG. Non-compliance shall be subject to the penalties and administrative sanctions provided under Ordinance No. 16, s. 2018, and other applicable laws;

Local DRRMOs and other authorities are hereby directed to monitor the enforcement of this memorandum.

For your information and strict compliance.


NINA RICCI A. YNARES
Governor, Province of Rizal and
Chairperson, Rizal PDRRMC

cc: Provincial DRRMC Members/ Provincial DRRMO / Sangguniang Panlalawigan / City & Municipal Mayors / City & Municipal DRRMOs / DepEd City/ Provincial Office

Republic of the Philippines
RIZAL PROVINCIAL GOVERNMENT
Antipolo City

28th SANGGUNIANG PANLALAWIGAN NG RIZAL

PROPOSED ORDINANCE NO. 15, S. 2018

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Introduced by: BM ROMMEL C. AYUSON
Sponsored by the Committee on Peace and Order & Public Safety

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ORDINANCE NO. 16, S. 2018

AN ORDINANCE
MANDATING THE IMPLEMENTATION OF EARTHQUAKE DRILL
AND OTHER DISASTER CAPACITY BUILDING ACTIVITIES
WITHIN THE PROVINCE OF RIZAL

WHEREAS, pursuant to Section 16 of R. A. 7160, otherwise known as the Local Government Code of 1991, it provides that: xxx "General Welfare. - Every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare.xxx;

WHEREAS, Republic Act No. 10121, known as the Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010, is an act mandated to strengthen disaster management in the Philippines, a country prone to natural hazards;

WHEREAS, Section 14 of Republic Act 10121 provides for the integration of Disaster Risk Reduction Education into the School Curricula and Sangguniang Kabataan (SK) Program and Mandatory Training for the Public Sector Employees.

WHEREAS, the safety of the public is the utmost concern of the Provincial Government of Rizal;

WHEREAS, the main purpose of this ordinance is to prepare the people of the Province of Rizal for the anticipated effects of an earthquake due to the movement of the West Valley Fault which is dubbed as "The Big One";

WHEREAS, the conduct of standard earthquake drill and other similar emergency evacuation drill will minimize injuries and loss of life in case of an actual earthquake event;

WHEREAS, the conduct of regular capacity building activities will equip the public with basic knowledge on how to survive in times of disasters and other emergency situations and eventually increase the number of persons with enough skills to administer first aid measures to other victims;

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ADMINISTRATIVE OFFICER III

NOW, THEREFORE, BE IT ENACTED, AS IT IS HEREBY ENACTED, by the Sangguniang Panlalawigan of the Province of Rizal in session duly assembled:

SECTION 1.TITLE. - This Ordinance shall be known as "**An Ordinance Mandating the Implementation of Earthquake Drill and Other Disaster Capacity Building Activities within the Province of Rizal**."

SECTION 2. DECLARATION OF POLICY. - It shall be the policy of the Rizal Provincial Government to intervene and to mandate the improvement of the conduct of earthquake drill and capacity building activities including provisions for basic emergency supplies aimed for zero casualty.

SECTION 3. OBJECTIVE. - The purpose of this ordinance is to impose and set a standard procedure for the conduct of earthquake drill and other disaster capacity building activities in the Province.

SECTION 4. COVERAGE. - The implementation of this Ordinance shall cover all public and private individuals, entities, organized groups and institutions within the Province of Rizal.

SECTION 5. COMMON TERMINOLOGIES. -

Automated External Defibrillator (AED) - An automated external defibrillator (AED) is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and pulseless ventricular tachycardia, and is able to treat patients through defibrillation, the application of electricity which stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

Area of Jurisdiction - is the area where the Incident Management Team (IMT) have the authority to conduct the earthquake and fire drills, and capacity building activities.

Basic Life Support (BLS) - a procedure given to help revive a patient, which upon assessment do not have breathing and pulse.

Capacity Building - the process of developing, strengthening, and acquiring skills and abilities to make it possible to overcome disasters and other emergency situations.

Contingency Plan - A forward planning process, in a state of uncertainty, in which scenarios and objectives are agreed, managerial and technical actions defined, and potential response systems put in place, in order to prevent or better respond to an emergency or critical situation.

Cardiopulmonary Resuscitation (CPR) - a methodical lifesaving procedure for someone who immediately lost breathing and pulse.

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Disaster - a serious disruption of the functioning of the 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.

Disaster Preparedness - is the harnessing of the strengths and resources to enable to cope with the impacts of disasters and other incidents.

Disaster Risk Reduction and Management (DRRM) - the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster.

Disaster Risk Reduction and Management (DRRM) Practitioners - persons dedicatedly engaged in the DRRM field.

Drill - a systematic activity to perform a task to achieve an objective.

Duck, cover, and hold procedure - a standard procedure to perform during an actual earthquake.

Earthquake- is the movement of the earth's surface which cause release of energy, which in turn cause life and property damage.

Earthquake Drill - an activity or series of activities done in preparation in the event of an earthquake.

Emergency - unforeseen or sudden occurrence, especially danger, demanding immediate action.

Emergency Supplies - these are materials or provisions, which are predetermined necessities during emergency incidents. Emergency supplies necessary for earthquake drill may include first aid kit, spine board, personal protective equipment, flashlight, utility knife, general purpose rope, and other similar provisions.

Entities or business entities - in this matter is an organization established by an individual or more persons to operate a business.

Evacuation - is an immediate action to escape from an imminent danger.

Evacuation Area - is an open area of safe refuge.

Emergency Assembly Area - is an identified safe area of congregation in case of an emergency incident.

Evacuation Centers - is a place for displaced or affected people with the provisions for food, water, medicine, and shelter.

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Fire Drill - an activity or series of activities done in preparation in the event of a fire emergency incident.

First Aid - an immediate care given to a patient to alleviate pain, prevent further injury, and to prolong or preserve life.

First Aid Kit - is a bag or case containing basic medical supplies that are designed to be used on someone who is injured or who suddenly becomes ill.

Incident Command System - a dynamic management tool which is used for a pre-planned event or occurrence of a profiled emergency incident to efficiently supervise action plan and resources.

Incident Management Team (IMT) - is a team composed of responsible persons or responsible officials who take charge of the incident command system.

Incident Command Post - in every emergency situation, a temporary facility which signifies over-all command.

Incident Commander - the overall in charge directly involved in the management of an incident.

Persons with Disabilities - any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. These include, among others, persons who are orthopedically impaired, visually impaired, and persons with communication disability.

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.

Risk - the combination of the probability of an event and its negative consequences.

Scope of Evacuation - Scope of evacuation is the occupied area which is to be emptied by the occupants.

SECTION 6. GUIDELINES FOR THE CONDUCT OF EARTHQUAKE DRILL

6.1 Requisites for the Conduct of an Earthquake Drill

6.1.1 Incident Management Team (IMT).

6.1.2 Designated evacuation area and/or emergency assembly area.

6.1.3 Building emergency evacuation plan or exit route signages.

6.1.4 Alarm system/megaphone or other audible device.

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- 6.1.5 Earthquake drill information sheet.
- 6.1.6 Emergency status board.
- 6.1.7 Signage
- 6.1.8 Basic first aid and emergency supplies

6.2 Incident Commander (IC)

In general, the head of an organization or institution or community such as purok leader, sitio chairperson, homeowners president, Tricycle Operators and Drivers Association (TODA) president, punong barangay, city or municipal mayor, provincial governor, company president or chief executive officer, proprietors, lessors of apartments or business establishment, school principal, chief of office, department head, and such other similar or equivalent position shall be the Responsible Official or Incident Commander and shall have the authority to appoint the members of the Incident Management Team.

The composition of the Incident Management Team shall be as follows:

- 6.2.1 Responsible Official (RO) or Incident Commander (IC)
- 6.2.2 Liaison Officer
- 6.2.3 Safety Officer
- 6.2.4 Public Information Officer
- 6.2.5 Operations Section Chief
- 6.2.6 Planning Section Chief
- 6.2.7 Logistics Section Chief
- 6.2.8 Finance Section Chief

However, the composition of the Incident Management Team (IMT) may vary depending on the needs of an institution/establishment and/or impact of disaster or incident.

6.3 Designated Evacuation Area or Emergency Assembly Area. - There should be a designated evacuation or assembly area. A designated evacuation area or assembly area is a place within the area of jurisdiction, which should be safe or clear from hanging power lines, unstable objects or structure, falling objects and other obstructions. It should be accessible at all times and should accommodate the expected number of evacuees. It may also be utilized as staging area for the Incident Management Team (IMT).

6.4 Building Emergency Evacuation Plan or Exit Route Signages. - A building emergency evacuation plan with emergency hotlines or exit route signages shall be posted along the pre-determined evacuation route.

6.5 Alarm System.

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6.5.1 There should be a manually operated ring, bell, or any other appropriate device for an alarm system which must send signal even at the farthest point of the area of jurisdiction.

6.5.2 The standard alarm procedure shall be:

a. Continuous alarm for 60 seconds which simulates the ground shaking. During this alarm, duck, cover, and hold procedure is performed.

b. After the 60 seconds alarm, evacuate, proceed to the designated evacuation area or emergency assembly area.

6.6 An Earthquake Drill Information Sheet shall contain, but not limited to the following:

6.6.1 Date and time of alarm:

6.6.2 Expected number of participants
(total evacuees plus IMT):

6.6.3 Pre-determined safe and shortest routes to exits:

6.6.4 Name of persons assigned to the IMT:

6.6.5 Designated evacuation area:

6.6.6 Names of persons assigned as drill marshals:

6.6.8 Name of persons assigned as drill evaluators:

6.6.9 Materials needed:

6.6.10 Specify scope of evacuation:

6.6.11 Other special concerns/matters:

6.7 Emergency Status Board.

The Emergency Status Board will be a tool for the Incident Management Team (IMT) in monitoring the progress of the earthquake drill. This board shall be placed at the incident command post in the evacuation area or staging area. The board shall contain basic information, as may be applicable such as:

6.7.1 Type of Incident:

6.7.2 Date and Time:

6.7.3 Location:

6.7.4 Weather:

6.7.5 Persons Accounted for:

6.7.6 Persons Missing:

6.7.7 Evacuation Status:

6.7.8 Affected Businesses:

6.7.9 Escalation Potential:

6.7.10 24/48 Hours Forecast:

6.7.11 Services Attending: Fire, Medical, Police, Mutual Aid

6.7.12 Other Concerns:

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6.8 Signages. -There shall be at least two signages posted or installed in a noticeable location indicating "Earthquake Drill On-going."

6.9 Phases of an Earthquake Drill.

6.9.1 Phase 1. Alarm. A pre-arranged signal such as siren/bell should be known to all. During the drill, the siren/bell indicates earthquake/shaking. Participants of the earthquake drill will be alerted by this signal.

6.9.2 Phase 2. Response. While the siren/bell is ongoing, everyone should move away from windows, glass or light fixtures. In this phase, everyone should perform "duck, cover and hold" under desks, tables or chairs. Remain in this position until the "shaking" stops.

6.9.3 Phase 3. Evacuation. Once the "shaking" stops, participants should leave the scope of evacuation and proceed using pre-determined routes to go to identified evacuation areas.

6.9.4 Phase 4. Assembly. At the designated evacuation area, participants must group together according to the class, section, department, or any appropriate group where they belong.

6.9.5 Phase 5. Head Count. Drill marshals should check and make sure all participants are accounted for.

6.9.6 Phase 6. Evaluation. An evaluation of the drill must be conducted to identify problems encountered during the drill and how this can be corrected in future earthquake drills.

6.10 Evacuation Procedure.

6.10.1 The start of evacuation or actual walk proceeding to the designated evacuation area is immediately right after the Response Phase (after the 60 seconds continuous alarm).

6.10.2 Proper evacuation procedure is to walk quickly and do not run. Walking should be by two's in file. Everyone should keep quiet. Avoid unnecessary talking while evacuating. Keep hands overhead for protection.

6.10.3 Everyone must be aware of the surroundings while proceeding to the evacuation area. Be aware of falling and unstable objects. Also be aware of others who may be needing assistance.

6.10.4 Everyone must be attentive while in the process of accountability/headcount and taking notice if someone might be missing in the evacuation area.

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6.10.5. Be attentive of developing events and announcements.

6.11 Accountability Procedure.

6.11.1 The basic accountability methodology is the physical headcount of actual evacuees in attendance at the evacuation area.

6.11.2 Headcount procedure may be done by group, section or department and with assistance from the assigned marshals.

6.11.3 Group tally must be given to the Operations Section Chief wherein the final headcount should be informed to the Incident Commander.

6.11.4 Final headcount must be written in the Emergency Status Board.

6.12 Documentation.

6.12.1 Furnish an after-activity report to concerned agencies.

6.12.2 Maximize photograph and video coverage in documenting the earthquake drill.

6.12.3 Conduct pre-drill and post-drill evaluation or assessment.

6.13 Information Dissemination.

6.13.1 The local Philippine National Police (PNP), Bureau of Fire Protection (BFP), Barangay Disaster Risk Reduction Management Committee (BDRRC), City Disaster Risk Reduction Management Office (CDRRMO) and Municipal Disaster Risk Reduction Management Office (MDRRMO) should be informed of the scheduled earthquake drill.

6.13.2 Post signage indicating "Earthquake Drill On-going".

6.14 Frequency of earthquake drill. - The earthquake drill shall be conducted at least every quarter.

SECTION 7. CAPACITY BUILDING ACTIVITIES (COURSES) FOR DISASTER RISK REDUCTION AND MANAGEMENT

7.1 The minimum capacity building subjects (courses) for DRRM personnel and practitioners are:

7.1.1. Standard First Aid and Basic Life Support (BLS)

7.1.2. Community Based Disaster Risk Reduction and Management (CBDRRM)

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7.1.3. Basic Incident Command System (ICS)

7.1.4. Rapid Damage Assessment and Needs Analysis (RDANA)

7.2 The recommended priority capacity building subjects (courses) for the general public are:

7.2.1. Family Level Disaster Preparedness

7.2.2. Standard First Aid and Basic Life Support

7.2.3. Orientation on Disaster Risk Reduction and Management

7.3 Public School and Private School students shall undergo the mandatory capacity building activities:

7.3.1 For Grade 5 and Grade 6 students - First Aid Training (minimum of 8 hours) and Family Level Disaster Training (minimum of 8 hours).

7.3.2 For Grade 11 and Grade 12 students - First Aid Training, Basic Life Support (BLS covering the following: Foreign Body Airway Obstruction (FBAO), Artificial Resuscitation (AR) and Cardio Pulmonary Resuscitation (CPR)) preferably with Automated External Defibrillator (AED) introduction and operation. (minimum of 8 hours) and Family Level Disaster Training (minimum of 8 hours)

7.3.3 It is mandatory to all Public and Private College students to take capacity building activities stated in paragraph 7.3.2 as a prerequisite for their graduation. Likewise, those students taking technical, vocational, certificate courses and other non-formal and other indigenous learning, and out-of-school youth courses and programs are also required to undergo the same capacity building activity.

7.4 Authorized Agencies to Conduct Capacity Building Activities. -The aforementioned capacity building subjects must be conducted or sanctioned by the Office of Civil Defense (OCD), Department of Health (DOH), Bureau of Fire Protection (BFP), Local Disaster Risk Reduction and Management Offices (DRRMO's), and the Department of the Interior and Local Government (DILG).

7.5 Minimum Required Compliance. - It is required by this Ordinance that at least twenty percent (20%) of the total registered personnel, employees, students, or any such members of institutions or establishments must undergo the minimum prescribed capacity building courses. Otherwise, the said institutions or establishments will be subjected to sanctions under Section 8 of this Ordinance.

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SECTION 8. PENALTY CLAUSE. - For violation of this Ordinance, the following penalties shall be imposed:

8.1. For private companies, private schools, entities or businesses and other similar establishments securing annual business permit, the concerned Local Government Unit shall hold the issuance of such permit until such time the subject entity has undergone the said capacity building for at least twenty percent (20%) of its employees/students/personnel during the first year of this Ordinance.

The Local Disaster Risk Reduction and Management Office (LDRRMO) shall issue the corresponding certification to said entities. In the case of members of tricycle operators and drivers association (TODA), their mother unit shall also comply with the provisions of this Ordinance. Failure to comply will result to non-issuance of their Local Tricycle Franchise Permit. The Local Tricycle Franchising and Regulatory Board or its equivalent office, in coordination with the LDRRMO, shall be empowered to hold or even cancel such franchise permit;

8.2. Civil society organizations, non-government organizations, volunteer groups, homeowners associations, and other similar bodies shall not be given accreditation by the Sangguniang Panlalawigan, concerned Sangguniang Bayan, and concerned Sangguniang Barangay.

8.3 For public and government entities, the respective head of the body shall be subject to the appropriate administrative case based on the provisions of R.A. 10121.

8.4 For public schools, the local DRRMO shall monitor the compliance of all public schools in their city/municipality. In case of non-compliance, the concerned LDRRMO shall submit a report to the immediate Department of Education Superintendent or Supervisor for filing of appropriate action or sanction.

SECTION 9. EXEMPTIONS. - Senior Citizens, Persons with Disabilities (PWDs) and those who have medical ailments are exempted to undergo First Aid and Basic Life Support Training as stated in Section 7.2.2 of this Ordinance.

Depending on the level of their capacity and disability, any member of Senior Citizen, PWDs, and those who have medical ailments may undergo First Aid & Basic Life Support Training Activities *provided*, they present a signed waiver witnessed by their relatives/close friend, attached with Medical Clearance.

SECTION 10. FUNDING. - The concerned Local Government Unit may utilize their Local Disaster Risk Reduction and Management Fund (LDRRMF) subject to existing accounting and auditing procedures. Everyone must be reminded that safety is everybody's business and investing in it must always be put to priority.

SECTION 11. SEPARABILITY CLAUSE. - Any portion of this Ordinance which may be declared unconstitutional or invalid by the Court shall not affect or invalidate the other provisions or portions hereof.

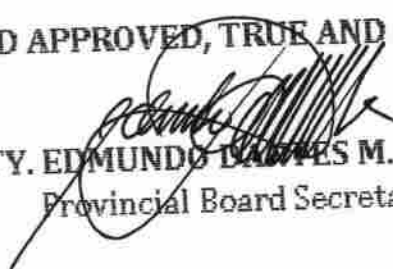
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SECTION 12. REPEALING CLAUSE. All ordinances, rules, and regulations, or parts thereof, in conflict with, or inconsistent with any provision of their Ordinance, are hereby repealed, amended or modified accordingly.

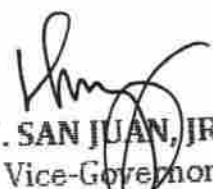
SECTION 13. EFFECTIVITY. - This Ordinance shall take effect after its posting in at least two (2) conspicuous places in the Province of Rizal. The penalty clause shall be implemented starting January 2020 to give ample time for all the parties to comply with the provisions herein stated.

ENACTED this 30th day of July 2018, at the Rizal Provincial Capitol, Antipolo City, Province of Rizal.

CERTIFIED APPROVED, TRUE AND CORRECT:


ATTY. EDMUNDO DANTES M. SAMSON
Provincial Board Secretary

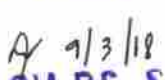
ATTESTED:


REYNALDO H. SAN JUAN, JR., M.D., DPBR.
Vice-Governor
Presiding Officer

APPROVED:


REBECCA A. YNARES
Governor

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