

**U.P. Diliman Disaster Risk Reduction and Management Committee
University of the Philippines Diliman**

**ORIENTATION WORKSHOP ON UNIVERSITY-BASED DRRM
“Diliman DRRM Summit 2016”
3-4 May 2016**

Background:

Disaster risk reduction and management (DRRM) in the University entails the institutionalization of an organizational mechanism that will address both the **disaster risk reduction** and **disaster response** at the University level and in every academic and administrative unit. With the establishment of the U.P. Diliman Disaster Risk Reduction and Management Committee (UPD DRRMC) with five (5) Sub-Committees and DRRM Committees at the unit level – the latest issuance on the assignment of main duties being Memorandum Order No. MLT-15-138-A, dated 13 November 2015 – it is imperative to have a common and shared perspective on DRRM, organizational set-up, and expectations towards a more coordinated program of activities for the University’s DRRM initiatives.

This entails the conduct of a series of orientation workshops in batches among the members of the UPD DRRM Committee and Sub-Committees and of the Unit DRRM Committees.

First in the series, the “**Diliman DRRM Summit**” is being facilitated by the UPD DRRM **Sub-Committee on Institutional Training** chaired, ex-officio, by the Vice-Chancellor for Academic Affairs. The summit workshop shall be followed in the succeeding weeks and months by parallel workshops on university-based DRRM for the different **sectors** (6 sectors of students, faculty, non-teaching staff, locators, residents, and visitors) and geographical **zones** (15 zones).

Objectives:

The Orientation Workshop on University-Based Disaster Risk Reduction and Management aims to provide the members of the UPD DRRM Committee and Sub-Committees with the basic orientation on the operationalization of DRRM in U.P. Diliman. After the Orientation Workshop, the participants will be able to:

1. Utilize the perspectives and basic processes (prevention, mitigation, adaptation, preparedness, response, and recovery strategies) in disaster risk reduction and management in a university setting, both community-based and science-based;
2. Clarify the roles, functions, expectations and activities of the UPD Disaster Risk Reduction and Management Committee, its Sub-Committees and the Unit DRRM Committees;
3. Develop the overall plan of action by the UPD DRRM Committee and Sub-Committees (with initial focus on fire hazard); and
4. Develop the protocols for coordination and communication among the UPD DRRM Committee and Sub-Committees, the Unit DRRM Committees, and the general community.

Participants: All members of the UPD DRRM Committee and Sub-Committees plus one batch of Deans (approx. 35-45 pax)

Tentative Schedule: (May 3 afternoon-evening and May 4 morning-afternoon at Hive Hotel and Convention Place, 68 Sct. Tuason cor. Sct. Madrinan, Bgy. South Triangle, QC)

Date	Topic/Activity	Resource Person
Day 1 (evening)		Overall Moderator: Dr. Flaudette May Datuin
2:00-5:00 PM	Arrival and Registration; Check-in	
5:00-5:30 PM	Welcome Remarks “The Urgency and Importance of Both Disaster Response and Disaster Risk Reduction for the University”	Chancellor Michael Tan
5:30-5:45 PM	Self Introduction of Participants	
5:45-6:00 PM	Objectives of the Summit Workshop	VCAA Benito Pacheco
6:00-7:00 PM	Hazards and Disasters in UPD	Dr. Mark Zarco
		Dean Amihan Bonifacio-Ramolete
		Dean Grace Aguilin-Dalisay
7:00-7:30 PM	Open Forum	Dr. Emmanuel Luna
7:30-8:30 PM	Dinner	
8:30-9:15 PM	“DRRM Perspectives: From Relief to Risk Reduction in a University Setting” (Ref: Memorandum Order MLT-15-138-A dated 13 Nov 2015, Part II); Q&A	VCAA Benito Pacheco
Day 2 (morning-afternoon)		Overall Moderator: Dr. Flaudette May Datuin
6:00-8:00 AM	Breakfast	
8:00-9:00 AM	Workshop 1: Functions and Challenges of the UPD DRRM Sub-Committees	By Sub-Committees Coord: Dr. Mark Zarco
9:00-9:15 AM	Recap of Day 1 and Agenda for Day 2	VCAA Benito Pacheco
9:15-10:15 AM	Respective roles of BFP and UPD in the overall plan of action concerning fire hazards and disasters; Plan of fire sub-station at UPD; Q&A	Bureau of Fire Protection; VCCA Nestor Castro
10:15-10:30 AM	Break	
10:30-12:00 NN	Presentation of the Workshop 1 Results; Designation of Full-time Chief Safety Officer	By Sub-Committees, Coord: Dr. Mark Zarco (10-15mins ea group); VCCA Nestor Castro
12:00-12:30 PM	Open Forum	Dr. Aurora Mendoza
12:30-1:30 PM	Lunch Break	
1:30-2:45 PM	Workshop 2: Overall DRRM plan of action for U.P. Diliman	By Sub-Committees Coord: Dr Mark Zarco
2:45-3:45 PM	Presentations	By Sub-Committees, Coord: Dr Zarco (10mins ea group)
3:45-4:00 PM	Break	
4:00-5:00 PM	Plenary: Development of the Protocols for Coordination and Communication	Facilitators: Dean Leonardo Rosete and Prof. Elenita Que
5:00-5:10 PM	Synthesis	Dr. Mark Zarco
5:10-5:15 PM	Closing Remarks	Chancellor Michael Tan

Head of Workshop Secretariat: Dr. Joseph Ryan Lansangan

**Annex 1: Memorandum Order No. MLT-15-138-A dated 13 November 2015,
Part II – UPD Committee and Sub-Committees**

**Main Duties of UPD DRRM Sub-Committees per MLT-15-138-A
subject to review and confirmation in Workshop 1: Functions and Challenges:**

“The UPD DRRM Committee and its five (5) Sub-Committees shall see to it that full coordination is attained for the safety, security and sustainability of the entire UP Diliman community through disaster resilience.”

Hazard Management Sub-Committee:

- (1) Develop, promote and implement a **Hazard Management Plan** particularly the mapping and monitoring of hazards in relation to various exposures and vulnerabilities in the vicinity of the University.
- (2) Coordinate with other organizations inside and outside the University with similar functions.
- (3) Propose and request appropriate resources.

Exposure Management Sub-Committee:

- (1) Develop, promote and implement a **Student Preparedness Plan** to reduce their exposure such as, but not limited to, organizing, training, planning, and equipping.
- (2) Facilitate the accreditation of National Service Reserve Corps reservists and their organization into a school-based NSRC unit, preferably any existing student organization with recognized DRRM program.
- (3) Propose and request appropriate resources.

Vulnerability Management Sub-Committee:

- (1) Develop, promote and implement a **Business Continuity Plan** particularly provision of emergency resources.
- (2) Coordinate with other organizations especially those essential to the sustenance of critical functions for the University.
- (3) Plan and recommend prioritization of resources to reduce vulnerability prior to any disaster event, and aid early recovery and medium-term rehabilitation after any disaster event.

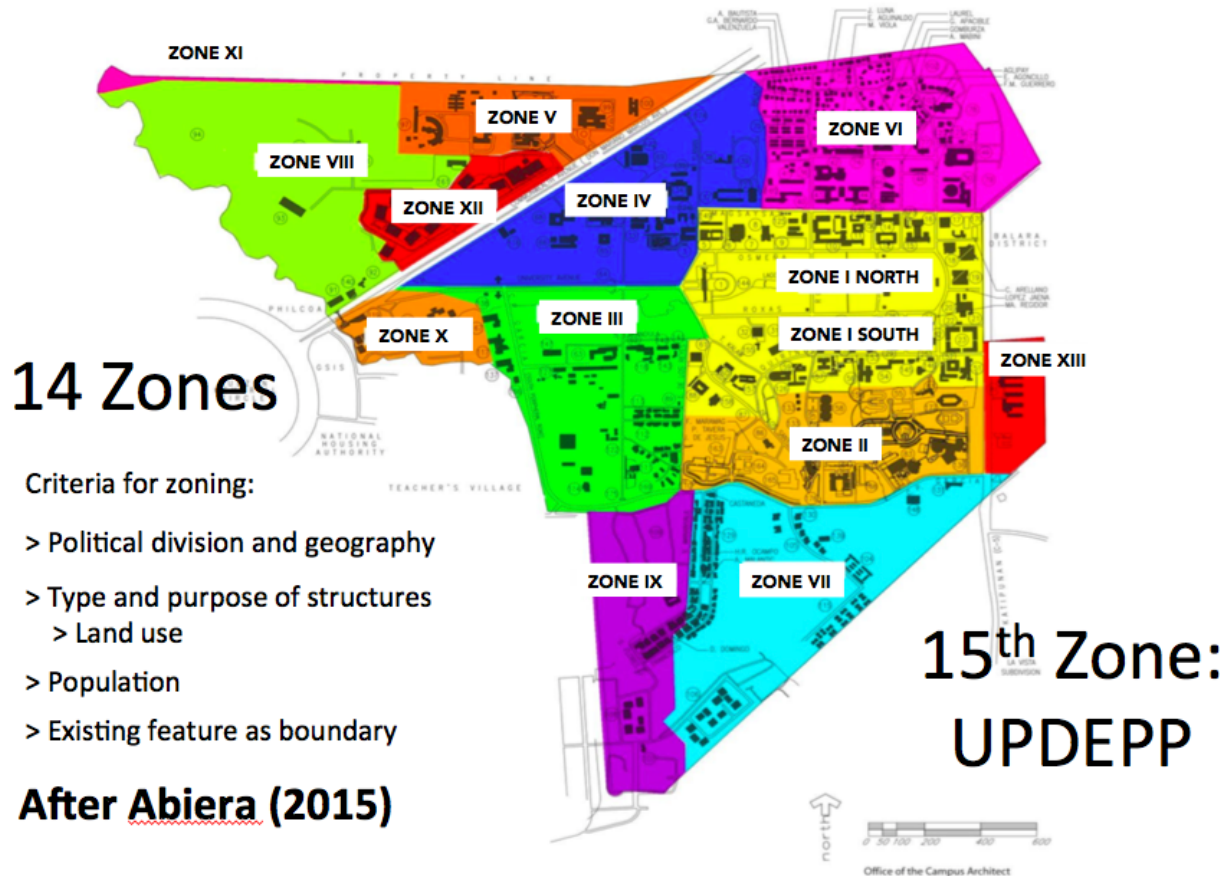
Capacity Management Sub-Committee:

- (1) Develop, promote and implement an **Emergency Management Plan** particularly among University personnel, including preparedness of personnel in terms of capacity or capability building.
- (2) Coordinate with Barangays within the University and vicinity.
- (3) Propose and request appropriate resources.

Institutional Training Sub-Committee:

- (1) Develop, promote and implement an alternative learning environment for use in emergency.
- (2) Develop, promote and implement, in coordination with the other Sub-Committees, a **DRRM Training Plan** for various University sectors.
- (3) Coordinate with other training organizations inside and outside the University with similar functions.
- (4) Propose and request appropriate resources.

Proposed 15 Zones of UP Diliman (after Abiera, 2015):



Proposed 6 Sectors of UP Diliman:

- S: Students
- F: Faculty
- N: Non-teaching Staff
- R: Residents
- L: Locators
- V: Visitors

Proposed Priority Hazards for UP Diliman:

- Storm wind
- Flood
- Fire
- Earthquake
- Human-Induced Threat

**Tentative Outline of
Overall DRRM Plan
for UP Diliman**

Sections	UPD Overall DRRM Plan*	FIU Comprehensive Emergency Mgmt Plan approx. counterpart	FIU pages
	Chancellor's Order of Promulgation	Letter of Promulgation	1
	Table of Contents	Table of Contents	2
	Record of Changes	Record of Changes	3
	Purpose, Scope and Assumption	Introduction	4-5
DTP5	Emergency Level Classification	Levels of Activation of EOC	15
EMP1	Governance Actions and Issuances	Authorities and References	6
EMP2	Organizational Structure for DRRM	Org and Responsibilities	18-19
EMP3	Communication Plan and Command System	Command and Control; Info... Dissemination	16-17; 20-21
EMP4	Emergency Directory		
EMP5	Emergency Response	Concept of Operations	14-15
SPP1	University and Zone Overview	University Overview	7-9
SPP2	Campus Maps	University Overview	10
SPP3	Evacuation and Relocation		
HMP1	Hazard Mapping	Geography and Climate	11
HMP2	Hazard Assessment	THIRA	12-13
HMP3	Hazard Mitigation	Mitigation	22-23
BCP1	Vulnerability Assessment		
BCP2	Emergency Operation	Finance and Administration	21-22
BCP3	Recovery		
DTP1	Risk Assessment		
DTP2	Data Preservation		
DTP3	Training Needs Assessment	Capability Assessment; Training	13,24
DTP4	Exercise, Review and Revision	Plan Devt and Maintenance	24
	Glossary	Glossary	25-28

* Based on the thesis study by Abiera (2015) considering the respective outlines of 60 DRRM-related plans by 48 universities abroad, earlier issuances by the UPD Chancellor, and the APRU-IRIDeS Campus Safety Report (2015).

Partial List of References:

FIU (2015). *Comprehensive Emergency Management Plan*

APRU-IRIDeS (2015). *Campus Safety Report*

Abiera (2015). thesis appendices A, B and C

Pacheco (2015). *A Proposal on Disaster Risk Factor Management*

May 3-4 Workshop Mechanics V3 for the participants