



Sustainable Human Development Program
[As of August 31, 2017] FINAL PROJECT ACCOMPLISHMENT REPORT

I. Project Information

Project Code: HDRED

Project Title: Development of the Disaster Reduction & Emergency Preparedness Plan of the Bureau of Animal Industry (BAI)

Project Start: February 1, 2017

Project End: August 31, 2017

Project Price: P950,000.00

Client Organization: Bureau of Animal Industry (BAI)

II. Project Team

Project Manager: Mary M. Sagapan

Team Members : Ron Allan Estrebillon, Jasmine M. Sabado , Noel Pelle, and Kristian April Narciso, Rose Ann Santiago

Supervising Fellow: Dorothea Boy-Navarro

Consultants/ Resource Persons: Col. Geruncio Ilagan, Engr. Myra Nazarrea and Dr. Antonio Barroga

III. Project Details

Project Description	<p>The technical assistance provided by the DAP to the Bureau of Animal Industry (BAI) was the development of a Workplace Disaster Management Program (WDMP). Workplace disaster management is the process of assessment and planning, physical protection and response capacity development designed to:</p> <ul style="list-style-type: none">• Protect officers and the staff from potential physical harm;• Minimize disruption and ensure the continuity of services for all stakeholders;• Develop and maintain a culture of safety. <p>It involved a combination of participatory as well as technical assessment using objective and verifiable information and indicators, of current and projected hazards or risks and vulnerabilities. The project came up with plans for disaster reduction, prevention and preparedness. Project was implemented in two phases:</p> <ul style="list-style-type: none">• Phase 1. Workplace Hazard/Risk Exposure and Vulnerability Assessment; and• Phase 2. Development of a Proactive Plan for Risk Management and Response <p>A minor component of the project was the conduct of Livestock Assessment and Planning Workshop that focused on the six (6) BAI Farms located in Luzon, Visayas and Mindanao.</p> <p>The project was officially implemented for five months.</p>
Project Objective	<p>The project designed and developed the BAI disaster and emergency preparedness plan that will address the identified current and projected hazards, vulnerabilities and potential emergencies that might arise in the BAI Compound. This will ensure that the agency can continue to perform its mandated functions and deliver its services. Specifically, the technical assistance aims towards the:</p>



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	<ul style="list-style-type: none"> • Assessment of the risks and vulnerabilities of the BAI infrastructure and facilities in terms of its (a) exposure to specific climate variability and change and other human or technological eventualities (hazard event); (b) sensitivity; and its (c) coping or adaptive capacity; • Development of a responsive plan for (a) disaster risk reduction in the short term; for (b) disaster and emergency preparedness, response and rapid recovery; and (c) physical protection and/or mitigation measures in the long term; • Strengthening of capacities of the organization (skills and provisions) in risk assessment, planning and carrying out disaster and emergency preparedness, response and rapid recovery.
Focus Area	Professional Education, Sustainable Human Development
Project Type	Technical Assistance, Training
Project Beneficiary	BAI Officers and staff
Regional Coverage	NCR

IV. Project Accomplishments

Key Activities Implemented

- The following were the major activities conducted:
1. Orientation of 81 BAI Officers and staff on Disaster Risk Reduction and Management held on April 4, 2017.
 2. Assistance in the formation of the BAI Workplace Disaster Preparedness and Management Committee (WDPMC). The Special Order (No. 42 – Series of 2017) was issued on May 23, 2017.
 3. Infrastructure Audit of the 23 BAI buildings from May 3 to 5, 2017.
 4. Conduct of Training Needs Analysis (TNA) to 54 BAI officers and staff on the first week of July 2017.
 5. Facilitation of focus group discussions (FGD) and key informant interviews (KII) with the key officers of the 23 buildings on hazard and vulnerability assessment held on May 19 and 22, 2017.
 6. Presentation and validation of the results of the hazard and vulnerability assessment, infrastructure audit and Training Needs Analysis to 24 BAI officers and staff on July 27, 2017.
 7. Planning Workshop for the drafting of the Disaster Risk Reduction and Emergency Response Plan on July 27 to 28, 2017 participated by 24 BAI officers and staff.
 8. Facilitation of the Workshop on Developing Standard Operating Procedure for Identified Hazard Events (Executive Incident Command System Orientation and Table Top Simulation Exercise) on August 10 to 11, 2017 participated by 21 BAI officers and staff.
 9. Facilitation of the Earthquake simulation drill attended by all BAI Officers and staff held on August 18, 2017. The drill was assisted by the DAP, MMDA, BFP and QC-DRRMO.
 10. Presentation and validation of the Disaster Risk Reduction and Emergency Preparedness (DRREP) Plan on Sept. 8, 2017 participated by 30 BAI officers and



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	<p>staff.</p> <ol style="list-style-type: none"> 11. Conduct of meetings with the client (BAI) for the conduct of project activities and to address project concerns. Meetings with other project partners e.g. QC-MMDA, Brgy. Vasra, among others were also conducted for the implementation of project activities. 12. Submission and acceptance of the following deliverables: <ol style="list-style-type: none"> a) Workplace Hazard/ Risk Exposure and Vulnerability Assessment Report b) Livestock Assessment Report; and c) Disaster Risk Reduction and Emergency Plan with the proto-type IEC materials and video documentation of the conducted earthquake simulation drill.
Major Outputs	<p>The following are the major project outputs:</p> <ol style="list-style-type: none"> a. Special Order no. 42 Series of 2017 on the formation of the BAI WDPMC; b. Workplace Hazard/ Risk Exposure and Vulnerability Assessment Report; c. Disaster Risk Reduction and Emergency Plan that includes the following: <ul style="list-style-type: none"> • Risk Management Interventions for the identified BAI hazards: Earthquake; Fire; Laboratory hazardous materials and waste; Flooding; Security hazards (theft/robbery, bomb, death threats, demonstration, protest); Structural and non-structural deterioration and pest infestation and cross-cutting interventions. • Emergency Preparedness/Response Plan for the BAI identified hazards; • Standard Operating Procedures before, during, and after the BAI identified hazards; and • Proto-type IEC materials for the identified hazards and video documentation of the conducted earthquake simulation drill. d. Livestock Assessment Report
Project Outcome/Impact	<p>The following are the initial impacts of the project (based on the project closure meeting with the client on Sept. 27, 2017):</p> <ol style="list-style-type: none"> a. The project is seen as timely effort for the bureau due to the various possible hazards existing and the relative age of most of the BAI buildings. b. It also increased the awareness of the BAI staff on the condition of the compound and the measures that has to be observed/implemented in case of emergencies. c. The project's output is already being used by the BAI in the inquiry of Sen. Legarda on DRRM in the livestock sector/industry. d. The project's outputs and documents will serve as a basis for the repairs, renovation and construction of new buildings to be sought by the BAI. e. Given that the agriculture sector experiencing a lot of damages due to calamities, the project goes in line with the current efforts of the department in responding to risks and hazards. f. Strengthened linking and networking with DRRM Concerned agencies such as MMDA, BFP, QC-DRRMO, Brgy. Vasra, among others.
Lessons Learned	<p>The following are the lessons learned during the project implementation:</p> <ol style="list-style-type: none"> a. Conduct of regular meeting with the project counterpart is very important. This will immediately address emerging project concerns. b. Clear leveling off on the content of the project deliverables. It is necessary to discuss and identify clear content of the project deliverables at the start of the project to facilitate fast approval and acceptance of the submitted outputs. c. For this particular project, wherein the client shoulders the OPC budget and they were the one who decided on the venues of the workshops, there is a



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	<p>need to clearly agree on the duration of the workshops to be conducted and the appropriate venues, at the start of the project.</p> <p>d. The project closure meeting should be conducted after the issuance of the Certificates for Project deliverables Acceptance and Project Closure to include rating provided by the client as one of the agenda. This will help the project team members improve their services in the future for similar projects.</p>
Planned Activities for the Year (2017)	<p>All the planned activities were conducted. However, some activities were not conducted as planned/schedules due to non-availability of some of the target participants.</p> <p>The project was officially closed with the issuance of the Certificate of Project Closure issued on Sept. 27, 2017.</p>

V. Attachments

- Summary of Evaluation for Course and Resource Person (for training program) – Please see attached
- Certificate of Project Closure (for all completed projects) – Please see attached.

Prepared by:


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Project Manager

Noted:


DOROTHEA C. BOY-NAVARRO
Program Manager

Noted / Approved by:


ALAN S. CAJES
Managing Director

Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data