

## Request for DRRM Training & Refresher Course for MDRRMO Personnel

This service caters the request in ensuring the situational awareness and effectiveness of its personnel in managing and responding to disasters and emergencies. Through this service, citizens are ensured that MDRRMO personnel are fully equipped with the updated knowledge, skills and techniques for effective disaster response.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Call the Hotline Number provided by the Municipal Disaster Risk Reduction and Management Office (MDRRMO) Social Media Account (facebook name: Municipal Disaster Risk Reduction and Management Office (MDRRMO) Tagoloan Misor)	Answer the call and ask the following information to be reflected in the dispatch form: ✓Nature of Emergency or Incident ✓Location of Emergency ✓Basic Information of the Victim(s)/ Patient(s)	None	2 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i>  Municipal Disaster Risk Reduction and Management Office

	√Name of the Requestor for walk-in			
	1.2 Emergency Medical Dispatcher (EMD) assesses the emergency (medical, trauma or other disaster related incidents)	None	1 minute	<i>Local Disaster Risk Reduction &amp; Management Officer</i>  Municipal Disaster Risk Reduction and Management Office
	1.3 Verification of availability of resources	None	1 minute	<i>Local Disaster Risk Reduction &amp; Management Officer</i>  Municipal Disaster Risk Reduction and Management Office
	1.4 Alert appropriate responder to be dispatched	None	1 minute	<i>Local Disaster Risk Reduction &amp; Management Officer</i>  Municipal Disaster Risk Reduction and Management Office
	1.5 Emergency responders proceed to the scene	None	20 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office

	1.6 Arrival at the scene of Emergency Responders and provide emergency measures	None	5 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i>  Municipal Disaster Risk Reduction and Management Office
	1.7 If patient is unstable, he/she must be transported to the nearest hospital.  If patient is stable, he/ she must be transport to his/her discretion of hospital.  Note: If the patient refuses to be transported to the nearest hospital, he/ she must sign the refusal section on the patient profile care report.	None	20 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
2. Accomplish Client Satisfaction Survey (CSS) via link	2.1 Request Client to accomplish the client's satisfaction via link  2.2 Request Client to accomplish the client's complaint form via link	None	5 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
<b>TOTAL:</b>		None	50 minutes	