REPUBLIC OF THE PHILIPPINES

OFFICE OF CIVIL DEFENSE

DEPARTMENT OF NATIONAL DEFENSE

# OCD Operation Manual for Response

In Accordance with Proposed OSSP 2014
(As of February 16, 2015)

**Disclaimer:** This document is subject to continuous validation and updating by the divisions and agencies concerned.

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# Chapter 1: Introduction

## 1.1 The Office of Civil Defense

The Office of the Civil Defense was created under the Letter of Instruction No. 19 pursuant to Presidential Decree No. 1 to the Secretary of the Department of National Defense.

Under Section 13, the functions of the OCD is *"… responsible for coordinating, on the national level, the activities and functions of various agencies and instrumentalities of the National Government and private institutions and civic organizations devoted to public welfare so that the facilities and resources of the entire nation may be utilized to the maximum extent for the protection and preservation of the civilian populace and property during time of war and* ***other national emergencies of equally grave character****."*

The OCD serves as the Executive Arm and Secretariat of the National Disaster Risk Reduction and Management Council (NDRRMC). Under RA 10121, the OCD *"…shall have the primary mission of administering a comprehensive national civil defense and disaster risk reduction and management program by providing leadership in the continuous development of strategic and systematic approaches as well as measures to reduce the vulnerabilities and risks to hazards and manage the consequences of disasters' (Sec. 8)*. Specifically, the OCD functions related to response are:

Section 8, para.d
Develop and ensure the implementation of national standards in carrying out disaster risk reduction programs including preparedness, mitigation, prevention, *response,* and rehabilitation works, from data collection and analysis, planning, implementation, monitoring and evaluation;

Section 8, para.g
Formulate standard operating procedures for the deployment of rapid assessment teams, information sharing among different government agencies and coordination before and after disasters at all levels; and

Section 8, para.h
Establish standard operating procedures on the communication system among provincial, city, municipal and barangay disaster risk reduction and management councils, for purposes of warning and alerting them and for gathering information on disaster areas before, during and after disasters.

### 1.1.1 Vision

The OCD's vision is for "safer, adaptive and disaster-resilient Filipino communities towards sustainable development".

### 1.1.2 Mission

Based on the draft Organizational Structure and Staffing Pattern (OSSP) document, the mission of the OCD is “to administer a comprehensive National Civil Defense and DRRM Program by providing leadership in the continuous development of strategic and systematic approaches as well as measures to reduce the vulnerabilities and risks to hazards and manage the consequences of disasters”.

## 1.2 OCD Operations Manual for Response

### 1.2.1 Objective

The Operations Manual for Response for OCD aims to:

a) Provide guidance and information on the tasks that have to be accomplished for all disaster phases;
b) Identify the specific offices and services units that must accomplish such tasks; and
c) Provide the tools or formats that will be used to facilitate the tasks and document the status of the accomplishment of the tasks.

### 1.2.2 OCD and NDRP

The National Disaster Risk Reduction and Management Plan also identified the need for developing a National Disaster Response Plan that should be headed by the Department of the Social Welfare and Development (DSWD) and the OCD.

Given the mandates provided by the law and the national plan, the OCD prepared the National Disaster Response Plan (NDRP). The OCD is member of all Response Clusters under the NDRP. As Overall Coordinating Agency for the NDRRMC Member Agencies, the OCD needs to prepare the respective Operations Manual for Response for each Response Cluster to ensure that they will efficiently conduct their roles and responsibilities identified in the NDRP.

The specific task of the OCD is to ***facilitate coordination, mobilize resources for response and information management*** including communications during disasters. This Operations Manual is drafted towards providing the different offices and service units of the Office of Civil Defense in pursuing their roles and responsibilities as identified in the NDRP.

The OCD through the Operations Center (OpCen) supports and assists the NDRRMC during disaster response operations. The NDRRMC through the approved National Disaster Response Plan (NDRP) provides guidelineson how the national government will respond to a disaster with a magnitude of Super Typhoon Yolanda (November 8, 2013) and earthquakes (6.5Mw/ Intensity 6) and Tsunami (8Mw).

The OpCen is the conduit for all disaster response operations connecting the different offices and service units under the OCD to support the different agencies that are members of Response Clusters under the NDRRMC. This Operations Manual does not duplicate the NDRRMC Operations Center's Manual of Operations but harmonizes the two documents. The OCD Operations Manual for Response focuses on how the whole of OCD will proceed with its assigned tasks and responsibilities under the existing guidelines and procedures set by the Response Pillar through the approved NDRP.

### 1.2.3 NDRP in Perspective

The NDRP is the Philippine Government's**"Multi-Hazard" Response Plan** geared towards effective emergency management. Emergency management as defined in the NDRRM Act of 2010 (RA10121), is the organization and management of resources to address all aspects or phases of the emergency, mitigation of, preparedness for, response to and recovery from a disaster or emergency.

The Office of Civil Defense (OCD), in consultation with NDRRMC Member Agencies developed the NDRP. It outlines the processes and mechanisms to facilitate a coordinated response by the national and/or at the local level departments/agencies. For their part, local government institutions are responsible for the development and improvement of local response plans relative to their areas of responsibility and underlying risks. The relationship between the NDRP and other plans in national and local levels is shown in Figure1.2.1.

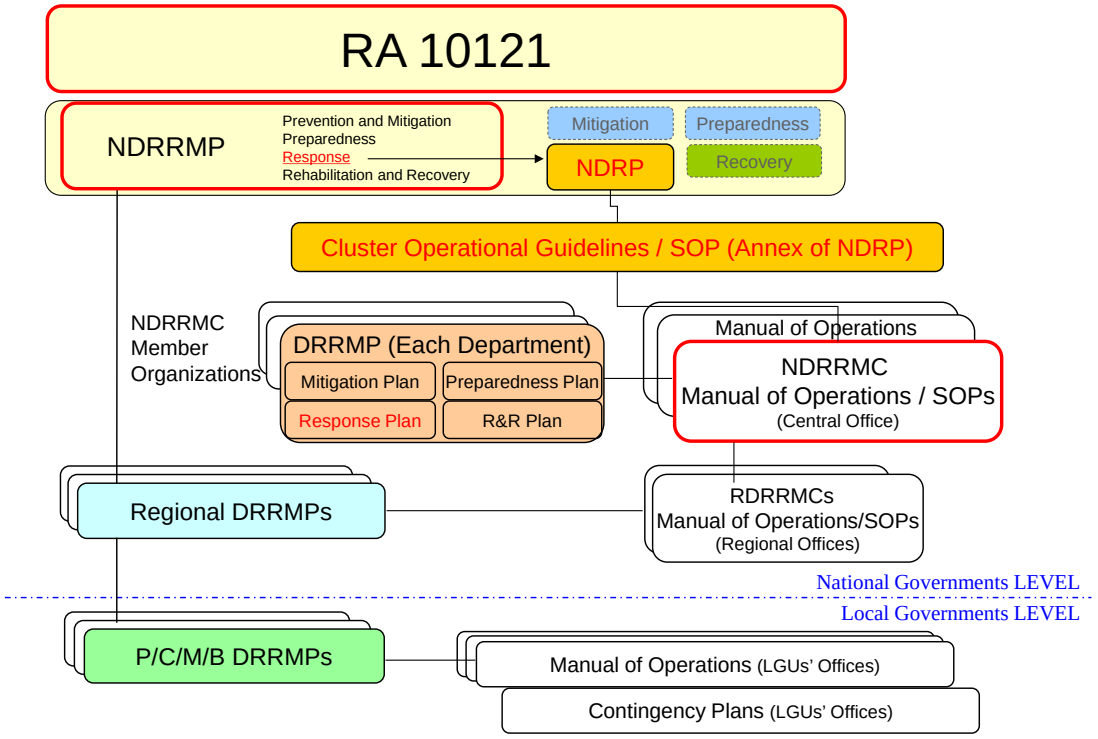



**Figure 1.2.1 NDRP in Perspective**

The NDRP prescribes the relevant activities on how the disaster response shall be conducted as augmentation or assumption of response functions to the LGUs that are affected by disasters. The contents of the NDRP also include identifying roles and responsibilities of organizations/institutions during disaster/emergency phase.

### 1.2.4 Activities under the NDRP

The NDRP should be organized to fully respond to all actions, roles and responsibilities of all agencies related to the **"Response."** Hence, in addition to activities in the term "Response" as defined in RA 10121, advance activities directly related to concerted efforts during or immediately after a disaster, such as early warning activities, preparations for advance evacuation activities, shall be made as a part of "Response".

In fact, the necessity of the NDRP has been described and specified as one of activities of Outcome-10 in Thematic Area 2: DISASTER PREPAREDNESS in the NDRRMP.

The activities under the NDRP for **Hydro-Meteorological Disasters**are divided into disaster phases, namely: **1) Pre-Disaster, 2) During Disaster, and 3) Post Disaster.**

Aside from the three disaster phases, cross-cutting activities were identified. These cross-cutting activities are done by member agencies in coordination with other member agencies. The **cross-cutting activities** are:

a) Early warnings
b) Rapid damage and needs assessment (RDANA)
c) Early recovery
d) Post disaster needs assessment (PDNA), and
e) Mobilization of resources

On the other hand, the activities under the NDRP for **Earthquake and Tsunami** are divided into disaster phases, namely:

a) **During Disaster** – which is defined as the period after the first major earthquake
b) **Post Disaster** – which is defined as the period where the NDRRMC through the Vice-Chairperson for Response (DSWD) will declare the end/waning strong aftershocks hampering response activities. This will involve the start of the Post Disaster Needs Assessment (PDNA).

Aside from the two disaster phases, **Cross-Cutting Activities** were identified. These cross-cutting activities are done by member agencies in coordination with other member agencies. The Cross-Cutting Activities include:

a) Early (continuing) warnings especially for Tsunami disaster
b) RDANA
c) Early recovery

d) PDNA, and
e) Mobilization of resources

The end of the Response Phase will involve the completion of the Post Disaster Needs Assessment (PDNA) Report.

Each Response Cluster will conduct their respective Post Response Operation Evaluation to document the lessons learned and best practices observed. These Evaluation Reports will be submitted to the NDRRMC for policy improvement and organizational development, as well as for the further improvement of this document, the NDRP. The details of the Evaluations will be determined by the respective Response Cluster.

The table below shows the different activities covered in the NDRP for the three disaster phases. It also indicates the trigger points that activate the different Response Clusters.

Table1.2.1 Activities Covered in the NDRP for Hydro-meteorological Disasters (including Tsunami Disaster by a Remote Earthquake)

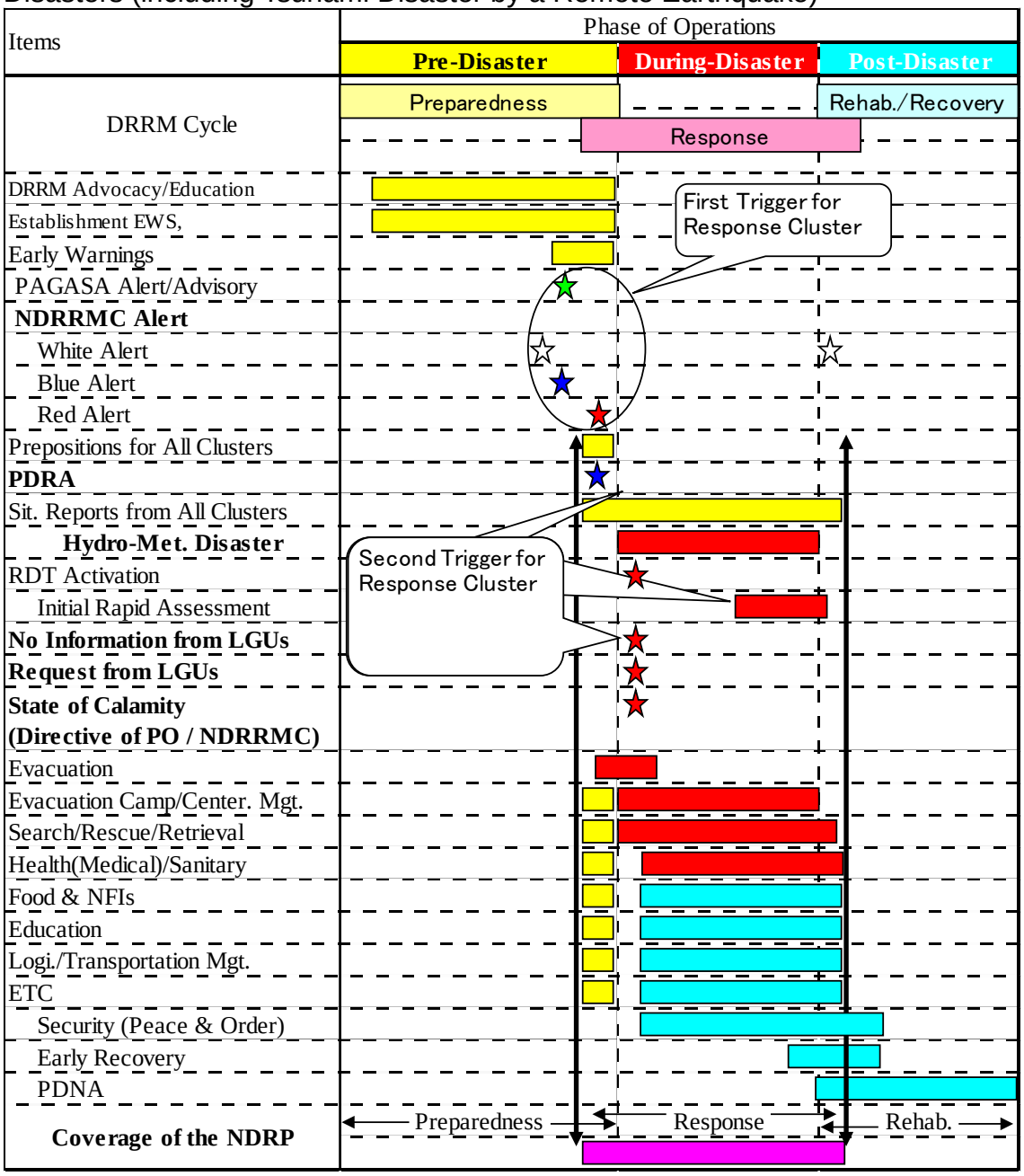
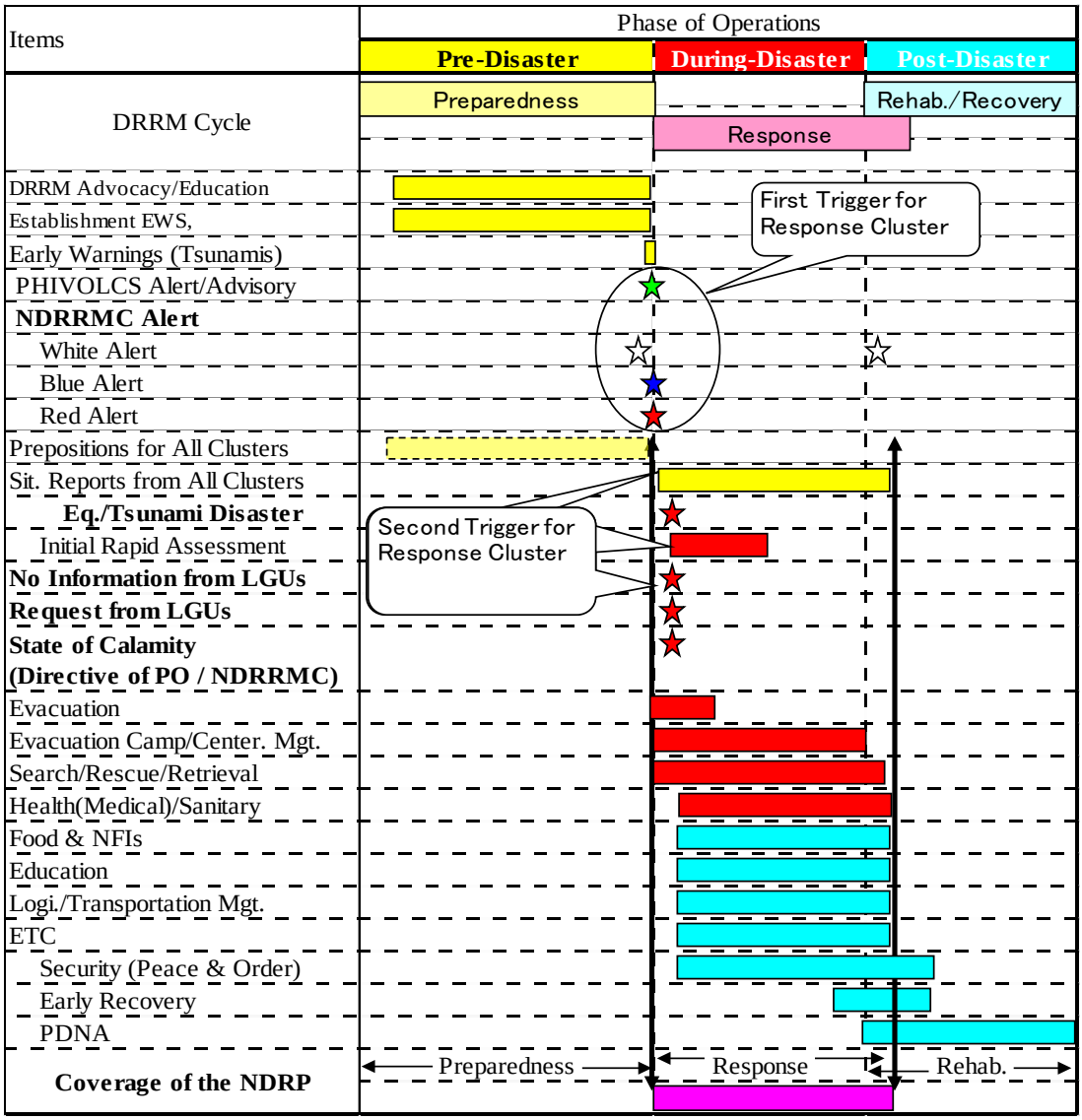


Table1.2.2. Activities Covered in the NDRP for Earthquake and Tsunami Disasters




# 1.3 Basic Approaches for Disaster Response

## 1.3.1 Pre-Disaster Phase

**In case of Hydro-Meteorological Disaster or Tsunami Disaster by a Remote Earthquake**

### 1.3.1.1 Early Warning

The NDRRMC shall issue alert messages to the public in accordance with the warning messages from the designated agencies such as the following:

a) PAGASA for floods, tropical cyclones, storm surges
b) MGB for landslides due to rainfall
c) PHIVOLCS for tsunami and volcanic disasters
d) The DOH for pandemics and/or epidemic

### 1.3.1.2Conduct of Pre-Disaster Risk Assessment (PDRA) and Activation of the Response Clusters

Based on the alerts issued by NDRRMC, related agencies shall commence operations to prevent, control, mitigate and/or manage the damages due to the impending disaster(s). These operations shall include the following activities:

**A. <u>Conduct of Pre-Disaster Risk Assessment (PDRA)</u>**

Pre-Disaster Risk Assessment or PDRA is a process to evaluate a given hazard's characteristics and its possible impacts to the populace.It further determines the appropriate level of response and corresponding actions from concerned agencies, LGUs and other stakeholders. The ultimate objective isto avoid loss of lives, damage to property and securing economic gains.

PDRA shall be commenced at the direction / instruction by:

a. NDRRMC Chairperson and/or Executive Director, or
b. Vice-Chairperson of NDRRMC for Response (DSWD)

The Figure 2.4.1 shown below is typical organizational structure to conduct PDRA.

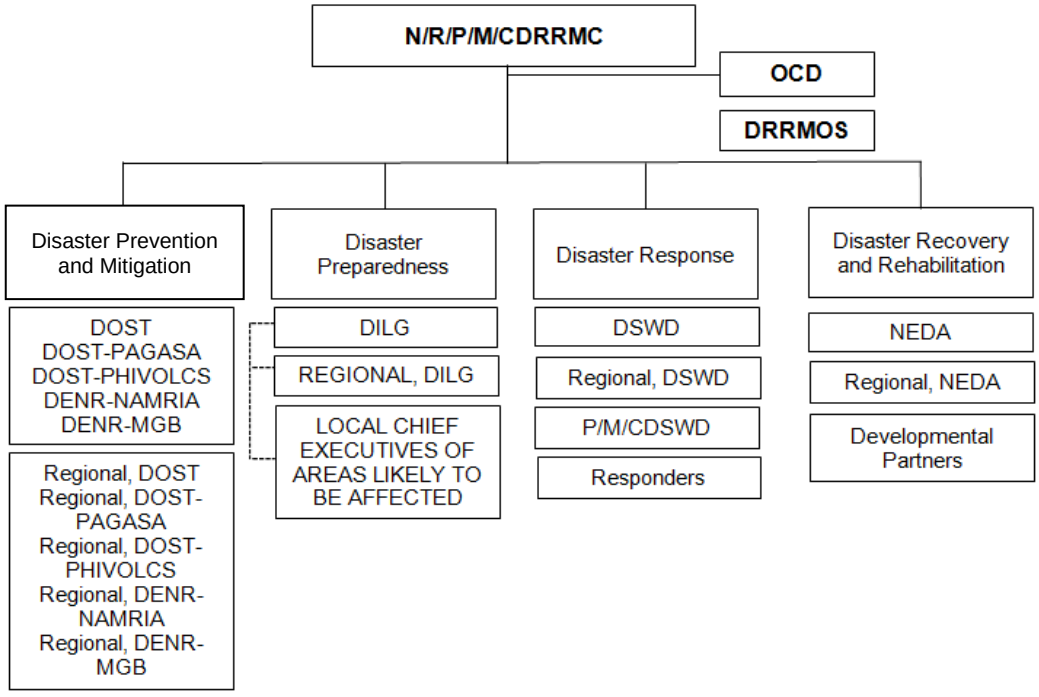



Figure 1.3.1 Typical Organizational Structure to Conduct PDRA

The NDRRMC Chairperson and/or Executive Director, or the Vice-Chairperson of NDRRMC for Response (DSWD) will call for a meeting with the Vice-Chairpersons of the NDRRMC. The discussion shall focus on the potential impacts of the typhoon/s that will landfall in any area of the Philippines. DOST-PAGASA will provide the briefing on the typhoon for the four pillars to determine

the impacts and the preparation that will be done to reduce the impacts of the typhoon.

DOST-PAGASA has established a forecast system of five days before any typhoon enters Philippine soil. The PDRA is conducted three (3) days before landfall of the typhoon to give enough time to issue pre-emptive evacuation to the areas that are forecasted to be along the path of the typhoon. Other preparations made during PDRA are:

1. Identification of 'Twin Regions' that will provide immediate response or assistance to the affected areas;
2. Identification of the best and most secure areas where Rapid Deployment Team/s (RDTs) can be prepositioned. The guidelines of the RDT will be prepared and disseminated to all agencies that will be identified and confirmed by the NDRRMC.
    a. The RDT is composed of OCD, AFP, PNP and members of the FNI, CCCM, Health, SRR and ETC Clusters for first wave of rapid response in the affected areas. The first wave RDT's objective is to conduct rapid assessment and prepare for the installation of a Command Center for full operation within 24 hours
    b. Preparation of Deployment lists for second wave of response that will include:
        i. Logistics
        ii. Augmentation teams of FNI, CCCM, Health and ETC taking into consideration Civil Order as a cross cutting concern,
        iii. Education Cluster
3. Issuance of the activation of the Response Clusters and Team NDRRMC RDT

**B. Activation of the Response Cluster and the Team NDRRMC RDT**

Two (2) days before the landfall of the typhoon in case of Hydro-Meteorological disasters, the NDRRMC through the Executive Director, issues the activation of the Response Clusters together with the Team NDRRMC RDT. The activated Response Clusters will be supported by the Team NDRRMC RDT in coordinating pre-positioning of resources and assets two days before the landfall of the typhoon.

### 1.3.1.3Commencement of Monitoring and Preparation of Resources

Each Response Cluster shall alert all of their Member Agencies and commence with their initial monitoring and reporting of all standby resources already prepositioned. In connection with this, activities regarding early warning as well as Pre-Emptive Evacuation and other preparedness activities are mentioned as part of Pre-Disaster Phase and will be the sole responsibility of the Member Agency/ies to pursue.

All on-going monitoring activities of all Cluster Members are to be transmitted as reports to the Response Cluster Lead. The reports will assist the Cluster Lead and Focal Person that is on-duty at the NDRRMCOperations Center to

determine the available resources on ground for immediate deployment. All Cluster Leads shall provide a consolidated report to the Vice-Chairperson for Response.

#### 1.3.1.4Activation of EOCs at all levels

All LDRRMCs (Provinces, Cities, and Municipalities) and Regional DRRMCs shall activate all their Emergency Operation Centers (EOCs) and prepare for the incoming tropical cyclone, its corresponding storm surges, rain-induced landslides or Tsunamis. The Regional DRRMCs will report the situation on ground to the NDRRMC with reports coming from the LDRRMCs.

### 1.3.2 During Disaster Phase

#### 1.3.2.1 Basic Approaches for Response Operations (Augmentation and Assumption)

In the event of a devastating hydro-meteorological disaster, earthquake or tsunami disaster, the NDRRMC through the Response Clusters will act based on two approaches at the During Disaster Phase:1) **Augmentation** and 2) **Assumption** of response activities.

**Augmentation**
"Augmentation" of resources shall commence at the "during disaster" phase. The results of the rapid needs assessment on the ground by the affected LGU or Region shall be the bases for the request to the NDRRMC for augmentation. Validation will be done by the respective Response Cluster Members with their respective Focal Persons prior to the deployment of resources.

**Assumption**
"Assumption" of response activities shall commence based on one trigger point: a Report derived by Rapid Deployment Team (RDT) through ocular inspection in affected LGU(s). In case the affected LGU(s) has no capacity and capability to provide response operations, the National/Regional DRRMC(s) shall assume responsibility in relation to response operations.

The Chain of Command for Response Operations for LGUs that will be placed under the "Assumption of Response Activities" will be controlled under NDRRMC/RDRRMC in accordance with the determination of the NDRRMC.

#### 1.3.2.2Organizing "Team NDRRMC Rapid Deployment Team (RDT)" and Conducting "Rapid Damage Assessment and Needs Analysis (RDANA)"

Team NDRRMC Rapid Deployment Team is the command and control group of the Response Clusters. Figure 1.3.2 shows the units that will support the operations of the Response Clusters. Similar structures will be deployed on ground given the Triggers presented below. Team NDRRMC will include memberships and systems for international humanitarian assistance and the

coordination with the Multi-National Coordinating Council (MNCC) that handles military to military assistance.

**A. Trigger and Objectives for Deployment of RDT**

In order to determine the approaches for response operations, the NDRRMC will deploy its Team NDRRMC Rapid Deployment Team (RDT) to conduct Rapid Damage Assessment and Needs Analysis (RDANA) to determine which among the affected LGUs has the capacity to operate and sustain Response Operations and those LGUs who are too affected to operate response activities. The member of the NDRRMC RDT shall be designated by DSWD in association with OCD. The deployed RDT will coordinate first with the local RDRRMC in the affected areas before proceeding with the RDANA.

The RDT will be deployed based on the following triggers:

a) **Earthquake and Tsunami**: when there is an earthquake with more than or equal to Magnitude 6.5 of which the epicenter is located within PAR or Intensity (PEIS) 6.0, or when there is no information coming from the impacted areas within 6 hours after occurrence of an earthquake/tsunami.
b) **Tropical Cyclone**: when there is no information coming from and going through to the affected areas within 6-12 hours after landfall of the tropical cyclone. Prepositioned Rapid Deployment Team/s (RDT) will be deployed on the 12th hour of no communication with the affected areas.

**B. Objectives of Team NDRRMC RDT**

Upon deployment, the RDT teams will conduct RDANA and Rapid Aerial Survey. The objective of the Aerial Survey is to determine the extent of the damages in the area and in doing so,it must determine the required and feasible number of and strategic locations to install Operation Center hubs in case “Assumption” Operations by the NDRRMC are needed. These Operation Center(s) must be strategically located near available transport links either through air, sea and land.

Rapid Aerial Survey shall be requested from Vice-Chairperson (DSWD) and/or Executive Director of NDRRMC (CDA of OCD) to AFP. All RDTs will prepare and submit Rapid Aerial Survey Report to the Incident Commander identified by LGUs affected and NDRRMC for immediate mobilization and deployment of resources and manpower which will include the first wave of PNP contingent for peace and order.

Assessment should also determine initial number of resources needed to sustain a 3-5 days of operations for relief and rescue operations. The other RDT Members will start the conduct of RDANA simultaneously with the Rapid Aerial Survey. They will determine the length of time needed to finish the RDANA and inform the identified Incident Commander and the NDRRMC in accordance with Guideline(s) prepared and issued by the NDRRMC.

The NDRRMC upon receipt of the Rapid Aerial Survey Report from the RDT must discuss and resolve the requirements from ground with the different NDRRMC agencies. Upon consultation, the NDRRMC will give directions and

instructions for Approach to be taken ("Augmentation" or "Assumption") to all Response Clusters within 24 hours of receipt of the initial RDANA report by RDT. The Response Clusters are to activate augmentation/assumption teams to replace the RDT Teams on ground.

In case the NDRRMC determines "Assumption" Approach, in order to effectively and efficiently command response operations in affected site(s), the deployed Team NDRRMC Rapid Deployment Team/s (RDT) will prepare and execute a Site Plan for the installation of the following:

- Information and Communication Operations (ETC)
- Public Order (Peace and Order)
- Relief Operations (NFI, CCCM, HEALTH)
- Supply and Storage Areas (LOGICTICS)
- Emergency Power and Fuel Station (LOGISTICS)
- Unified International Humanitarian Assistance Operation

The "Assumption" operations will be continued until the Emergency Operation Center (EOC)of the affected LGU affected is functional.

The Figure 1.3.2 shown below is typical organizational structure of the TEAM NDRRMC RDT.

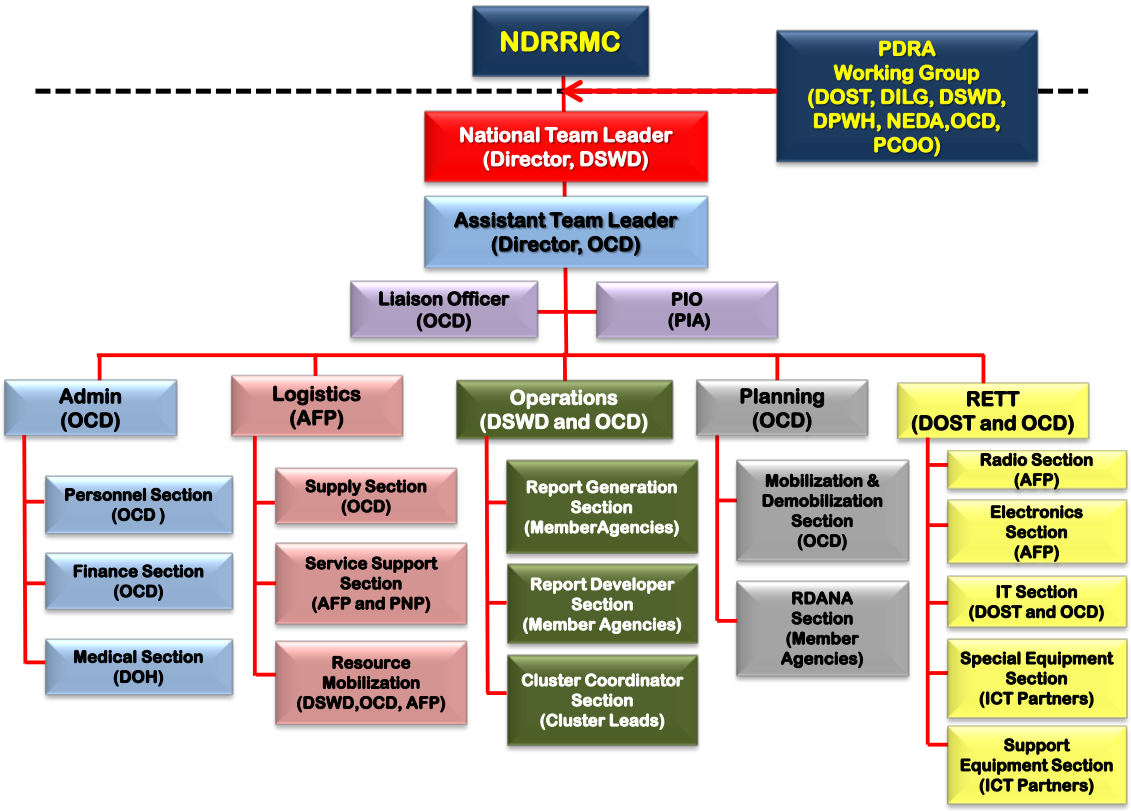



Figure 1.3.2Typical Organizational Structure for Team NDRRMC RDT

**C. Response Operations**

Approval for the deployment of support resources for both approaches will be done through the directive of the following:

a. Cluster Lead
b. NDRRMC Chairperson and/or Executive Director
c. President of the Philippines

Continuous provision of warnings and alerts from the warning agencies shall be given to guide the operations and for the safety of the Response Clusters.

All response activities shall take "Cluster Approach" and be specified in Operational Protocols per response cluster described in Chapter 3 of the NDRP as well as specific Operational Guidelines issued as Memorandum Circulars (MCs) by the NDRRMC (See Annex-B, F, G and J).

### 1.3.3 Post Disaster Phase

Post Disaster phase involves continuing operations that commenced at the "During-Disaster"Phase and includes activities that would lead tothe demobilization of resources of the national government. Demobilization of national government resources will be determined by the affected LGU in coordination with the Cluster Lead.

The NDRRMC will determine the declaration of the end of the During Disaster Phase response and the transition to Post Disaster Phase based on the recommendation of the PAGASA and PHIVOLCS. PHIVOLCS will determine if the aftershocks are low enough for early recovery activities to start. This will also involve the start of the Post Disaster Needs Assessment (PDNA).

All response activities shall take "Cluster Approach" and be specified in Operational Protocols per Response Cluster as described in Chapter 3 of the NDRP as well as specific Operational Guidelines issued as Memorandum Circulars (MCs) by the NDRRMC (See Annex-B, F, G and J).

## 1.4 Cross-cutting Activities under the NDRP

The following are the Cross-Cutting Activities that are pursued by all members of the Response Clusters in coordination with and amongst Cluster Member Agencies and organizations from the different disaster phases.

### 1.4.1 Early Warning

Early warnings and alerts do not only pertain to the initial warnings provided by the warning agencies before the onslaught of the disaster. For earthquake and tsunami this will mean the continuous provisions of warnings to guide the operations and the security or safety of the Response Clusters.

### 1.4.2 Rapid Damage Assessment and Needs Analysis (RDANA)

As far as data on the capacity and capability of LGU(s) affected by disaster are available, it is mandatory for LGU(s) affected to conduct RDANA in accordance with specific guidelines issued as a MC by the NDRRMC (See Annex-D).

The report of the RDANA will be submitted to the next higher level of government for any request of support or assistance.

In case the NDRRMC RDT is deployed to affected site(s) to conduct RDANA, a RDANAwill jointly be done in coordination with the appropriate RDRRMC and the affected LGU(s). Initial assistance to LGUs including determination of national response approach will be based on the RDANA conducted by the NDRRMC RDT. The RDANA by the NDRRMC RDT may be a part of full RDANA prepared by affected LGU(s) when it/theyhave the capacity and capability to conductthe RDANA that will fully determine the extent of damages and amount of assistancerequired within its jurisdiction.

The National Cluster will be activated upon three points taking into consideration the results of RDANA Report prepared by LGU(s):

1. Upon the recommendation of the National Cluster Lead;
2. Upon the directive of the Chairperson of the NDRRMC;
3. Upon the directive of the President.

The results of the RDANA will also determine the need for Humanitarian Assistance/Disaster Response (HA/DR). All humanitarian agencies that have existing involvement in the affected LGUs during the disaster will be allowed to participate in the rapid assessments and may offer their assistance to the affected LGUs but will coordinate all assistance to the Cluster for proper documentation and management of response operations.

### 1.4.3 Post Disaster Needs Assessments (PDNA)

Post Disaster Needs Assessments (PDNA) shall be conducted upon declaration of transition to Post Disaster Phase by the Chairperson of the NDRRMC, the Executive Director of the NDRRMC, and/or the Vice-Chairperson for Response of the NDRRMC. The NDRRMC through the OCD will organize PDNA Teams that will prepare all necessary documents and available data to facilitate a speedy assessment in accordance with guidelines issued by the NDRRMC.

### 1.4.4 Mobilization of Resources

Mobilization of resources will happen in all phases of the disaster under the directive and coordination of the different Response Clusters. Resources initially will come either from the different national and local government agencies, UN organizations, countries with Philippine bilateral agreements and from international organizations. Resources are ‘things” (either living or non-living) that are needed in the provision of assistance to those affected by a disaster.

In the case where there is ***no call*** for "international humanitarian assistance" from the President, ***only those resources available within the country*** will be mobilized and provided by the international organizations and NGOs to the affected areas.

All **humanitarian assistance** coming from the international organizations or local civil society organizations (CSOs) are required to coordinate their activities and requirements with the NDRRMC. In cases where national government assets are to be utilized like transport vehicles for the delivery of food and non-food items, these International NGOs and CSOs shall coordinate with the NDRRMC. This will assist the NDRRMC in managing the overall national government operations for response but as a matter of policy, all available government assets shall prioritize requests coming from the Response Clusters.

In a disaster wherein the Response Clusters will recommend for the President to issue a call for "international humanitarian assistance", the NDRRMC will instruct the International Humanitarian Relations Cluster (IHR) to activate the **OSS (One-Stop-Shop/s)** to facilitate all humanitarian assistance coming from outside of the Philippines. Basically, the OSS(s) shall be managed and coordinated under IHR Cluster.

### 1.4.5 Early Recovery

According to the IRR of RA 10121, "Early Recovery" is a multidimensional process of recovery that begins in a humanitarian setting. It is guided by development principles that seek to build on humanitarian programmes and catalyze sustainable development opportunities. It aims to generate self-sustaining, nationally-owned, resilient processes for post-crisis recovery. It encompasses the restoration of basic services, livelihoods, shelter, governance, security and rule of law, environment and social dimensions, including reintegration of displaced populations.

Taking into consideration the definition in the IRR mentioned above and the definition of "Recovery" described in the Section 3 of the RA 10121, it is deemed that most of the activities of Early Recovery are comprised in the Phase of Rehabilitation and Recovery.

On the other hand, according to the NDRRMP, the implementation of temporary livelihood and/or income generating activities is a part of response activities (Outcome 19: Coordinated, Integrated System for Early Recovery implemented on the national and local levels).

Early Recovery Activities shall be undertaken in each Response Cluster respectively subject to the concurrence of the NDRRMC and/or RDRRMC based on the results of RDANA(s). This *does not* include the activities that will be identified for Rehabilitation and Reconstruction after any disaster. All Response Clusters will pursue their respective Early Recovery Activities that will be required in the affected areas they are involved in and will only be terminated upon determination of the affected LGUs and the Cluster Lead.

# 1.5 Earthquake in Metro Manila

In case of earthquakes in Metro Manila, some special concerns shall be taken. The MMDA together with the different national agencies under theprojectsupported by the Australian Government has determined concepts for response operations integrating the preparations done for the West Valley Fault movement. In this scenario, the following operations protocolswith concepts are to be pursued.

## 1.5.1 Scenario

The premises taken for this scenario are:

- An earthquake with a magnitude or intensity considered in the MMEIRS and RAP studies hitting Metro Manila;
- the NDRRMC will be greatly affected as well as those offices of the member agencies;
- the NDRRMC member agency representatives are affected by the earthquake;
- Operations of the NDRRMC Operations Center will be down as well.

## 1.5.2 Operations

### 1.5.2.1 Actions to be taken by NGAs

Based on the two earthquake studies (MMEIRS and RAP), the worst case scenario for Metro Manila is an earthquake with 7.2 Magnitude. Using this scenario as basis for response the following are the actions to be taken:

- President declares National State of Calamity and requests for International Assistance. The government will deploy all available government and civil aviation assets as well as utilize current technology (i.e drones) immediately for aerial RDANA.

- In the event that the NDRRMC Operations Center is down and unable to function, the following will be done:
    - RDRRMC of Region 3 will automatically act as the ***PRIMARY*** off-site alternate NDRRMC. Its functions are:
        - Act as the main command and control of all response operations for the whole Metro Manila;
        - Receives and analyzes the results of the aerial RDANA;
        - Coordinate and monitor the movements and status of operations of the RDRRMCs (primary) assigned to the four quadrants of Metro Manila;
        - Sets up Operation Center either at Clark Airbase and/or at the Subic Free Port in preparation for the influx of international humanitarian assistance;
        -

- The ***SECONDARY*** off-site alternate NDRRMC will be RDRRMC Region 4.
- The members of the NDRRMC who are able to perform are to convene within the Parade Grounds of Camp Aguinaldo. The NDRRMC members who will converge at the site will decide where to hold their operations. The options are:
  - Region 3:
    - Clark Airbase;
    - Subic Naval Base
  - Region 4:
    - Lipa-Fernando Airbase
    - Batangas Sea Port
- The Chain of Command for the management of the response operations will be:
  - If all are physically able to perform:
    - Chairman
    - Executive Director
    - Vice-Chairperson of Response
    - Vice-Chairperson of any Pillar (DILG, DOST,NEDA)
    - Chief of Staff of the AFP
- Upon the installation and commencement of operations, available Vice-Chairperson (DILG, DOST, NEDA) will take command of alternate off-site alternate Operation Centers within/near greatly affected areas.

#### 1.5.2.2Assistance to the Affected Metro Manila LGUs

The NDRP adopted the Integrated Contingency Plan (ICP) of the Metro Manila Development Authority. The ICP used the same two earthquake studies to determine the actions to be taken. Using the same earthquake contingency plan for Metro Manila, the NDRRMC have assigned the following regions to provide immediate response assistance to the four Quadrants of Metro Manila. The NDRRMC Response Pillar has assigned two regions that will provide the primary response assistance. To ensure that response operations will be fast and sustained, there will be a Primary and Support RDRRMC that will be providing the response assistance. Assigned Primary RDRRMC will immediately be activated and will provide the response assistance. Support RDRRMC will be 'on-standby' mode and will coordinate regularly with the primary for possible augmentation. Both primary and support RDRRMC will have the following responsibilities:

- Command and control of the response operations to be provided to the affected quadrant; Primary and Support RDRRMCs will clarify the division of areas to be covered;
- Deployment of RDT to the assigned quadrant;
  - The deployed RDT will coordinate with the local Incident Commander of the quadrant and conduct RDANA;
  - Assist the IC in providing initial response (SRR, ETC, L&O, etc);
  - Submit RDANA report to the IC and the RDRRMC of origin

- Submit situation report (including the RDANA report) to RDRRMC Region 3.
- Coordinate with the Off-site Alternate NDRRMC (RDRRMC-REG 3) for regular status reporting and requests for augmentation.

Table 1.5 Response Operation System for Huge Earthquake in Metro Manila

| Name of EOC | City to be covered | Assisting RDRRMC |
|---|---|---|
| Northern Quadrant | Valenzuela, Caloocan, Quezon City, San Juan and Mandaluyong | P:Region 1<br>S: Region 7 |
| Eastern Quadrant | Marikina and Pasig | P:Region 2<br>S: Region 11 |
| Southern Quadrant | Makati, Pateros, Taguig, Pasay, Paranaque, Las Pinas and Muntinlupa | P:Region 5<br>S: Region 6 |
| Western Quadrant | Navotas, Malabon and Manila | P: CAR<br>S:Region 10 |

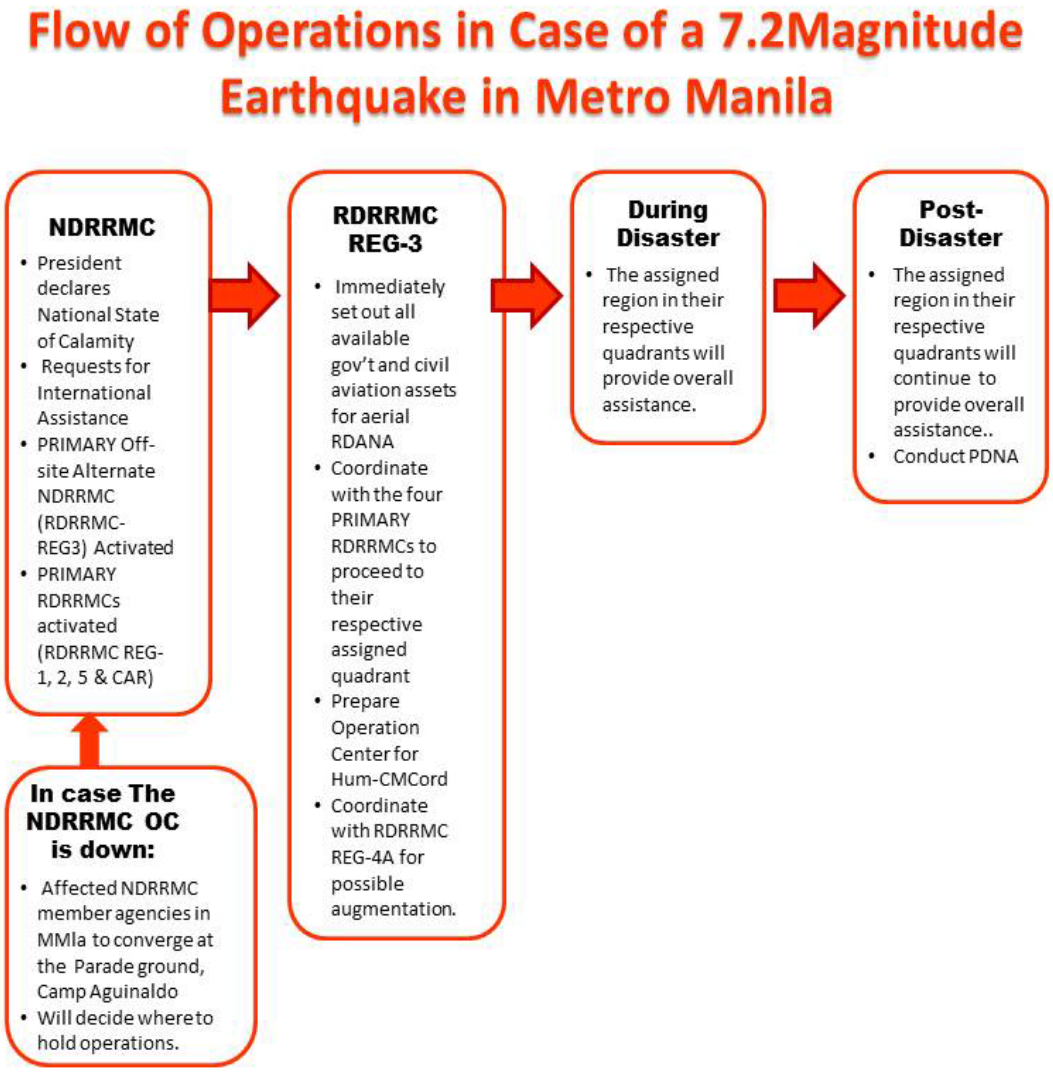



**Figure 1.5.1 Flow of Operations in Case of a Mw7.2 Earthquake in MM**

# 1.6 Response Clusters

## 1.6.1 Premises and Background

The NDRP adopts the Cluster Approach espoused by the then National Disaster Coordinating Council in 2007. NDCC Memorandum Circular (MC) no. 5 series of 2007 (See Annex-F) aimed in harmonizing the efforts of the international humanitarian agencies of the United Nations with the identified agencies of the Philippine National Government in providing assistance to the affected population during disasters. The MC no.12 of 2008 (See Annex-G) identified 8 Clusters that would facilitate all coordination needed in the provision of the humanitarian assistance. Through a series of disasters, the cluster approach was later adopted for response activities of the national agencies for their respective response operations prior to the provision of humanitarian assistance. The revised Response Clusters approach approved by the NDRRMC was adopted in NDRRMC MC No. 23 s. 2014 (See Annex-B and J)

## 1.6.2 Basic Approach

The same Response Cluster Approachhas been adopted during recent disaster response operations. The objective of the adoption is to have a 'seamless' coordination system with the international humanitarian assistance Cluster Groups during disaster response operations. During the course of the planning process, changes and clarifications were made to make the NDRP responsive to the needs of the National Government Agencies during response operations. These changes are:

1. The Clusters of Permanent Shelter and Early Recovery were considered for the fourth thematic area (Recovery and Rehabilitation) and were not considered under the area of Response. Early Recovery, after long deliberations of the NDRRMC Member Agencies, was considered as part of the Recovery and Rehabilitation as the aim of Early Recovery is to bring initial signs of 'normalcy' back to the affected areas. It is deemed thatmost of the activities that will bring back any level of 'normalcy' or back to the pre-disaster state must be under the Recovery and Rehabilitation thematic area. In this connection, any activity related to Early Recovery to be taken during "Response Phase" shall be taken into consideration per each Cluster as a cross-cutting activity.
2. Logistics and Emergency Telecommunications Cluster (ETC) were divided into two separate clusters.
3. The Agriculture Cluster was not activated as the lead Agency as the need for the cluster is still being determined.
4. Two separate clusters for Search, Rescue and Retrieval (SRR) and Management of the Dead and Missing (MDM)were created. The SRR Cluster will hand-over all declared dead (by the Health Cluster) to the MDM Cluster.

5. Additional Response Clusters were also recommended based on the lessons learned from Typhoon Yolanda in 2013 and Typhoon Glenda (2014). These are the Internally Displaced Persons Protection (IDP Protection), the Emergency Livelihood, International Humanitarian Relations (IHR), and the Law and Order.

"Response Clusters" or the National Response Clusters are a group of agencies that gather to work together towards common objectives within a particular sector emergency response. They are created and approved by the NDRRMC as provided in the NDRP and are directly under the Vice-Chairperson for Response (DSWD) (see Fig 1.6.1).

These "Response Clusters" will either augment or assume the response operations given the different trigger points for each disaster phase. The Twelve (12) Response Clusters each have their own Lead Agency that will primarily supervise, coordinate and report all activities of their Cluster Members during disaster.

All operations of the response clusters are based at the NDRRMC Operations Center (NDRRMOC or NDRRM OpCen) where Focal Persons of each Member Agency are assigned in accordance with the NDRRMOC Manual or direction/instruction by the Chairperson, Vice-Chairperson for Response or Executive Director of the NDRRMC. The Focal Persons/Representatives of the agencies that are identified as Cluster Leads are responsible in coordinating all operations with the Cluster Member Agencies and the NDRRMC.

"Augmentation Approach" of resources will commence once the Regional DRRMC submits requests to the NDRRMC and are approved by the Cluster Leads. "Augmentation" may also commence upon the directive of the Chairperson/Vice-chairperson of the NDDRMC or by the President of the Philippines. Updates are expected to come from the affected areas through their respective DRRMCs. In order to provide the most suitable supporting system for response operations, the provincial, city and municipal DRRMOs or BDRRMCs shall not only maintain a database of human resource, equipment, directories, and location of critical infrastructures and their capacities such as hospitals and evacuation centers but to submit as well as the status of the utilization of their resources.

Updates coming from the affected DRRMCs will be the bases for the provision of augmentation by the national response clusters. But in cases where there is no updates submitted by the affected Regional DRRMCs within the period of 0 to 12 hours after the landfall of the major typhoon, major earthquake and tsunami, the NDRRMC will deploy their Rapid Deployment Team (RDT) pre-positioned nearest to the affected Regions to determine the status of the area and assess the amount of resources that will be needed to initially start response operations on ground in accordance with guideline(s) for RDANA.

Belowis the organizational structure of the National Response Clusters.

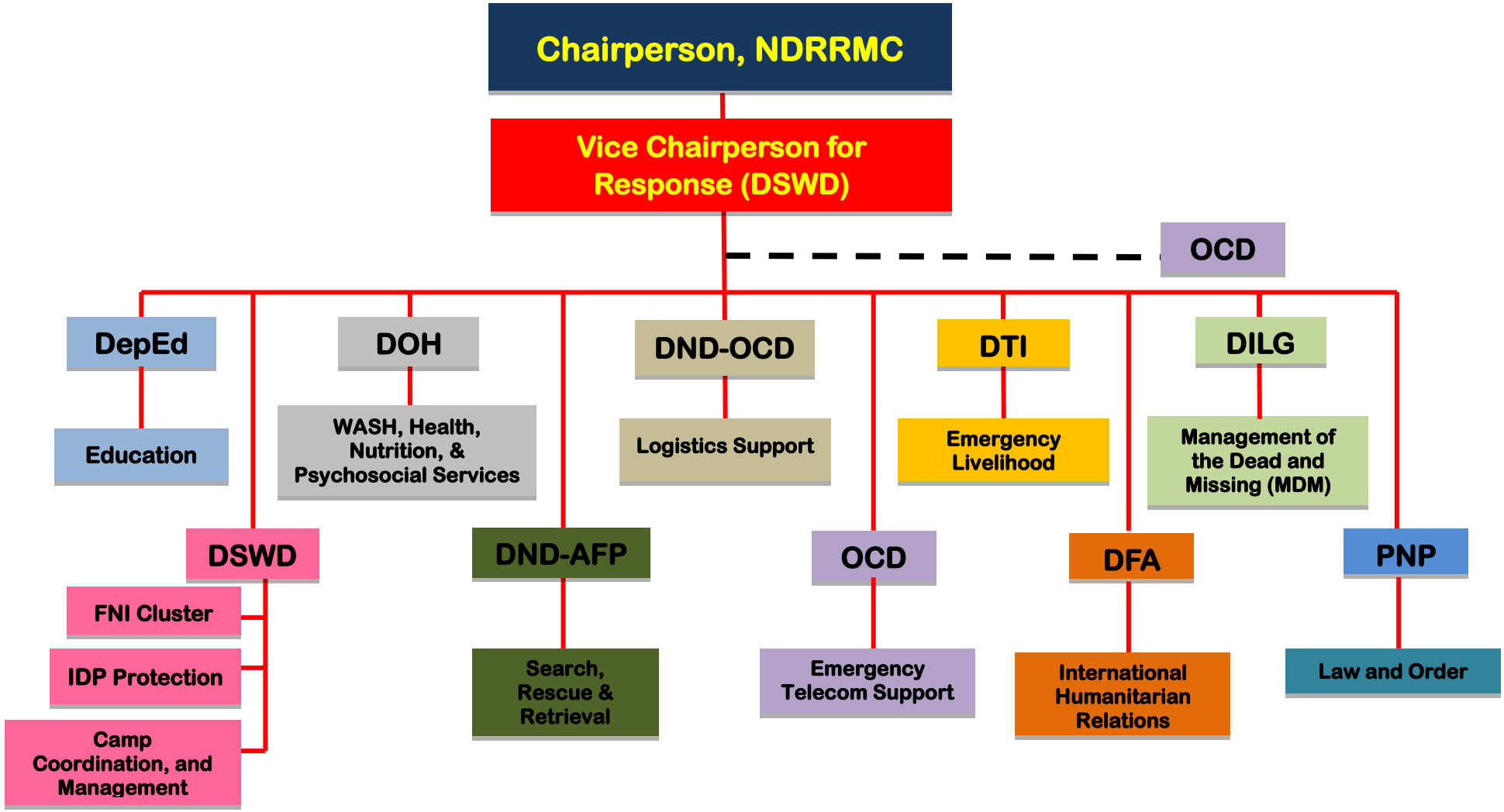



Figure 1.6.1 Organizational Structure of the Response Clusters

## 1.7 Information Management System (IMS)

The first version of the Information Management System (IMS) has been developed by the OCD in an effort to support DRRM activities in OCD and NDRRRMOC. This system consists of Web-GIS Module for real-time situation mapping, System Management Module and Database Management System (DBMS) for managing three main databases '"Emergency Responders Database", #Disaster Incident Database" and "Historical Disaster Database"). This system was designed to be user-friendly and to correspond with existing activities in OCD and NDRRMOC. The several unique features are as follows:

- SUPERIOR SITUATION MAPPING: Enable to show effective and timely information of disaster situation on the Web-GIS,
- USER-FRIENDLY FUNCTIONS & TOOLS: Enable to unify management of existing dispersed file (e.g. Responders' lists, Historical Disaster Records, etc.) by DBMS and to take latest inventories (.XLS, CSV) from Database when necessary, and
- SCALABLE OPEN-SOURCE SYSTEM: Enable to improve and expand all Modules and Database to the requirements from users readily

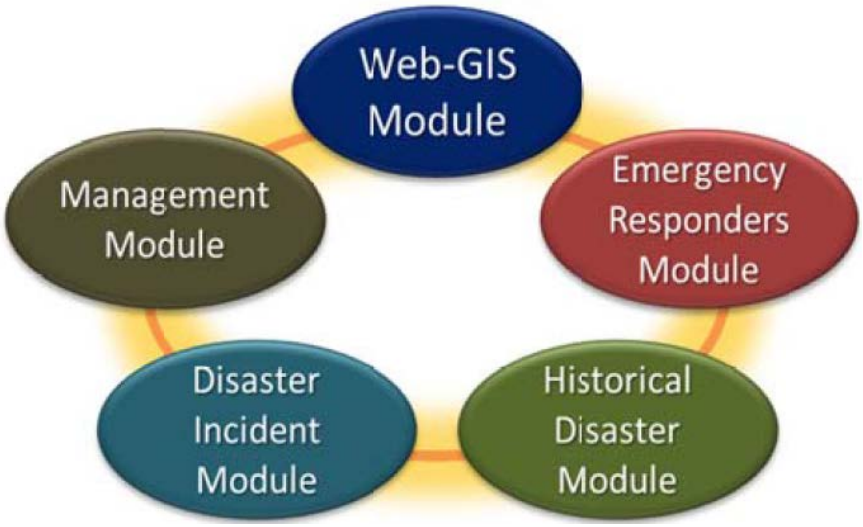



**Figure 1.7.1 Concept of OCD IMS**

In this Operation Manual, roles and responsibilities for each division/unit shall be confirmed to sustain and improve this OCD IMS.

# Chapter 2: The Office of Civil Defense and Response Operation

## 2.1 Alert System

The OCD Operations Manual works on the standing procedure followed by all Member Agencies of the NDRRMC. The OpCen – the main facility that OCD manages with the NDRRMC – maintains and coordinates all Disaster Response Operations and has been using the NDRRMC Operations Center Alert System for all disasters.

This Operations Manual does not duplicate the NDRRMC Operations Center's Manual of Operations but harmonizes the two documents. The OCD Operations Manual for Response focuses on how the whole of OCD will proceed with its assigned tasks and responsibilities under the existing guidelines and procedures set by the Response Pillar through the approved NDRP.

### 2.1.1 Alert Levels

The OCD through the OpCen is guided by the following alert system:

| Alert Level | Operation Level |
|---|---|
| WHITE | • Normal operations<br>• Monitoring, coordination |
| BLUE | • In preparation for a slow-onset disaster<br>• Limited activation of the NDRRMOC. Primary or lead personnel from the OCD, complemented by selected NDRRMC member agencies (e.g. AFP, PNP, PCG, PAGASA) shall render duty at the NDRRMOC on a 24hour basis. |
| RED | • In anticipation of an imminent emergency situation<br>• Requires response agency staffing at the NDRRMOC and immediate inter-agency coordination |

The Chairperson and Executive Director of the NDRRMC shall be responsible for raising the NDRRMOC alert status. The warning agencies (PAGASA, PHIVOLCS) may recommend raising the alert status to the Chairperson and the Executive Director. The Operations Manual will also adhere to the triggers and conditions set for each alert level per type of hazard (See Annex-H and Annex-I. Also See Annex-E for Cross-Reference).

## 2.1.2 Warning Systems

### 2.1.2.1 Hydro-Meteorological Disasters

For Hydro-Meteorological Disasters, the Operations Manual is guided by the PAGASA warning systems. PAGASA uses the Modified Philippine Public Storm Warning Signals and Rainfall Warning (see Annex-H).

### 2.1.2.2 Earthquake and Tsunami

PHIVOLCS is the main agency that will provide the earthquake and tsunami bulletins. The bulletins will contain the magnitude or intensity of the earthquake and the potential tsunami that will come from the quake (See Annex-I).

# 2.2 OCD and the NDRRMC during Disaster Response Operation

## 2.2.1 Personnel Deployment

The OCD **will deploy all personnel (including those for all regional offices)** who will augment the continuing 24-hour response operations of the NDRRMOC and the Response Clusters. OCD Services and their Divisions assigned to support and assist the Response Cluster will deploy personnel that will render 8 hours of duty for a 24-hour daily operation.

The following deployment of staff will be done according to the different phases of Disaster Response:

## I. Pre-Disaster Phase

The Pre-Disaster Phase is basically divided into the following sub-phases:

### A. Pre-Disaster Risk Assessment Phase (PDRA)

The Pre-Disaster Risk Assessment (PDRA) is conducted by the Vice-Chairpersons of the four DRRM pillars together with the Executive Director of the NDRRMC. This is done **three days prior to landfall** of a typhoon on Philippine soil (see Annex-C). The OCD Central Office through the following Services and Divisions will assist in the PDRA by providing the following personnel/staff.

| OCD Central Office | Personnel to be Deployed |
|---|---|
| Office of the CD Executive Officer | Director |
| Office of CDDA for Administration | Director |
| Office of CDDA for Operations | Director |
| Operations Service | Director |

| OCD Central Office | Personnel to be Deployed |
|---|---|
| • Operations Support Division, Staff | Division Chief |
| • Operations Center | Division Chief |
| • DRRM Division | Division Chief |
| ICT Service | Director |
| Logistics Service | Director |
| Regional Office/s | Director |

The above mentioned personnel at the Central Office will attend and assist in the PDRA. The details of their responsibilities are presented below. Regional Offices will also conduct their respective PDRA with the members of the RDRRMC/s.

## B. Response Clusters and Team NDRRMC RDT Activation Phase

### *1. Central Office*

After the NDRRMC has conducted the PDRA, one of the recommendations of the PDRA will be the activation of the Response Clusters. The Executive Director or the DSWD as Vice-Chairperson will issue the activation at least **two days before the disaster hits** the Philippines.

The activation of the Response Clusters signals the ***automatic activation*** of the Team NDRRMC RDT. The Team NDRRMC RDT is the command and control group that supports the operations of the Response Clusters. The following OCD Services and Divisions ***will occupy*** the following positions and provide the personnel to the Team NDRRMC RDT. This is in accordance to the organizational structure of the Team NDRRMC RDT included in the approved NDRP.

| Team NDRRMC RDT Positions | OCD Central Office |
|---|---|
| Assistant Team Leader | Operations Service, Head |
| Liaison Officer | Operations Support Division, Staff |
| Administration | Administrative Services, Staff |
| Personnel Section | HRMDS, Staff |
| Finance Section | FMS, Staff |
| Supply Section | Logistics Service, Staff |
| RETT | ICTS, Head |
| Mobilization and Demobilization Section | Operations Support Division, Head |
| Public Information Office | Public Affairs Office, Head |

***The above mentioned OCD Services and Divisions will provide the required personnel for a 24-hour operation throughout the duration of the Response Operation. During massive response operations, the CDA will instruct the deployment of Augmentation Teams from the nearest or unaffected OCD Regional Office/s.***

***NOTE: The OPERATIONS CENTER will follow their approved Operations Manual and will directly support the NDRRMC activities throughout the duration of the Response Operations.***

### 2. ***Regional Office/s***

The Regional Office/s as Chair of the RDRRMC will activate their Response Clusters and Team RDRRMC RDT to support the operations of the Response Clusters.

## II. During Disaster Phase

### 1. ***Central Office***

The OCD is a member of all 12 Response Clusters. Three Services deployed for the Team NDRRMC RDT **will also act as focal person/s** for the 12 Response Clusters. These OCD Services and Divisions will be augmented with available personnel to sustain the 24/7 operations.

| OCD Central Office | Response Clusters |
|---|---|
| Operations Service<br>Operations Support Division | CCCM, FNI, HEALTH, MDM, IHR, LAW&ORDER, EMERG. LIVELIHOOD, EDUCATION, IDP PROTECTION, SRR |
| Logistics Service | LOGISTICS |
| ICT Service | EMERGENCY TELECOMMUNICATION |

### 2. ***Regional Offices***

The CDA will instruct the OCD Regional Offices that will augment the personnel requirements of the affected OCD Regional Offices. These Augmentation Teams will come from OCD Regional offices that are nearest to the affected areas or those are not affected by the disaster.

## III. Post Disaster Phase

### 1. ***Central Office***

The Services and Divisions deployed in the Pre-Disaster and During Disaster Phases ***will continue*** their support to Post Disaster Phase. Demobilization of OCD personnel will commence upon the instruction of the CDA.

### 2. ***Regional Offices***

Augmentation teams will continue to support the affected Regional Offices until demobilization is issued by the CDA.

## 2.2.2 Tasks and Responsibilities: During Disaster Response Operations

# I. Pre-Disaster Phase

The Pre-Disaster Phase is defined by two major activities or sub-phases:

1) The conduct of the Pre-Disaster Risk Assessment (PDRA) (See Annex-C); and
2) The activation of the Response Clusters and Team NDRRMC RDT.

Below are the tasks and functions of the OCD Services and Divisions.

### A. Pre-Disaster Risk Assessment Phase (PDRA)

The NDRRMC will conduct Pre-Disaster Risk Assessment (PDRA) **three days before the typhoon enters or landfalls** to any part of the Philippine soil. The CDA acting as the Executive Director of the NDRRMC will call for a meeting with the four Vice-Chairpersons of the NDRRMC for the conduct of the PDRA.

The DOST-PAGASA will provide the NDRRMC the most recent forecast and the potential impact of the typhoon. The PDRA will utilize the typhoon path and determine the potential impacts and areas within the typhoon path.

#### *1. Central Office*

##### *a) Office of the Civil Defense Administrator (CDA)*

The CDA performs two duties during disasters:

i. As Administrator of the Office of Civil Defense
ii. As Executive Director of the NDRRMC.

In any given time, he is tasked to perform his duties in providing assistance for any civil disturbance and natural disasters. For the purposes of this Operations Manual for Response during Disaster, the Office of the Civil Defense Administrator will provide instructions to the whole Office of Civil Defense organization system (Central and Regional Offices) to provide assistance to the N/RDRRMC and specifically to the Response Clusters they are considered as a Member Agency.

At the same time, the CDA as Executive Director of the NDRRMC will act as 'Coordinator" for the Chairman (Secretary of the Department of National Defense) for all operations of the NDRRMC and the OCD. He has the Office of the CDDA and the Office of the CDExO to work with him in establishing all operations on ground and at the Central Office.

***Key Areas of Responsibilities (CDA):***

i. The CDA/Executive Director is responsible for providing the Chairperson/Secretary of National Defense with information on the following:
- Preparations being undertaken for the incoming impacts of disaster (hydro-met) and the different scenarios of actions to reduce the vulnerability of projected affected areas/LGUs.
- Status of affected LGUs and assistance coordinated from the National to the affected LGUs through the different Response Clusters.
- Status of early recovery and rehabilitation actions for all affected LGUs.
- Information on the status of implementation, operation and maintenance of Emergency Operations Center/s at designated area/s for affected LGUs of the disaster.

ii. Mobilization and deployment of Rapid Deployment Teams (composite team of the NDRRMC) to assess the impacts of the disasters and determine the amount of response assistance needed at the affected areas.

iii. Establishment of an Emergency Operations Center (EOC) that will coordinate all response operations of all Response Clusters during situation where the NDRRMC has to assume the response activities of the LDRRMC.

iv. Mobilization of OCD for provision of assistance and coordination for all NDRRMC activities (Response Clusters).

**b) Office of the CD Deputy Administrator (for Administration and Operations)**

i. Assists the CDA by coordinating with the OCD Central and Regional Offices for the recommendations/instructions given by the PDRA Working Group.

**c) Office of CD Executive Officer (CDExO)**

i. Prepares the required memorandum/memoranda that the CDA will sign to facilitate immediate processing of assets and resources under the OCD for potential deployment.

**d) Operations Service**

i. Attends the PDRA and takes note of the following:
- Preparations needed for the potential activation of the Team NDRRMC RDT which he/she is the Assistance Team Leader;

- Drafting of the memorandum for the activation of the Response Clusters, as instructed by the Executive Director/CDA;
- Preparation of the floor plan of the Operation Center for the Response Clusters and Team NDRRMC RDT.

The Operations Service is the assigned Lead Office for Response Cluster in Disaster Response Operations in coordination, collaboration, cooperation and communications with the DSWD as the Vice-Chairperson for Response (Memo #587s.2014). The Operations Service will assist the Logistics and ICT Services in performing their tasks. He/She will call a meeting for all OCD concerned offices to prepare all necessary documents, assets and resources to support the Response Cluster operations once activated.

In order to effectively operate response actions to be taken, IMS shall be utilized and updated (See Annex-K). In normal conditions, the Operations Service will collate new and updated responders' data. As team member of RDT, the Operations Service will produce Situation Maps concerning responder data (activated emergency OpCen from Regional OCDs, Evacuation Centers from DSWD, Batallion Units from AFP and others) during emergency conditions.

The Operations Service under the proposed OSSP (as of January 2015) is composed of three Divisions that are responsible in providing the necessary assistance to the Response Clusters in every disaster response or as directed by the Secretary (DND) or the CDA (OCD). The three divisions are:

1) **DRRM Division**
   - Provides secretariat service to the NDRRMC doing the PDRA.
   - Confirms attendance of all members of the PDRA working group (see Figure 1.3.2).

2) **Operations Support Division**
   - Provides the PDRA working group the list of partners that can be tapped for resource mobilization for disaster response assistance.

3) **Operations Support Division**
   - Disseminates the results of the PDRA to all DRRMCs particularly the Regional Offices of the OCD to facilitate pre-emptive and/or forced evacuations, as well as pre-positioning of assets and resources before the typhoon landfalls to the areas within the forecasted typhoon path.

**e) ICT Service**

i. Provides the maps that will support the assessment process of the PDRA particularly to the available responders on ground.

**f) Logistics Service**

i. Provide a list of available assets and resources available on ground under the OCD.
ii. Prepares a list of assets and resources that will be required upon commencement of response operations.

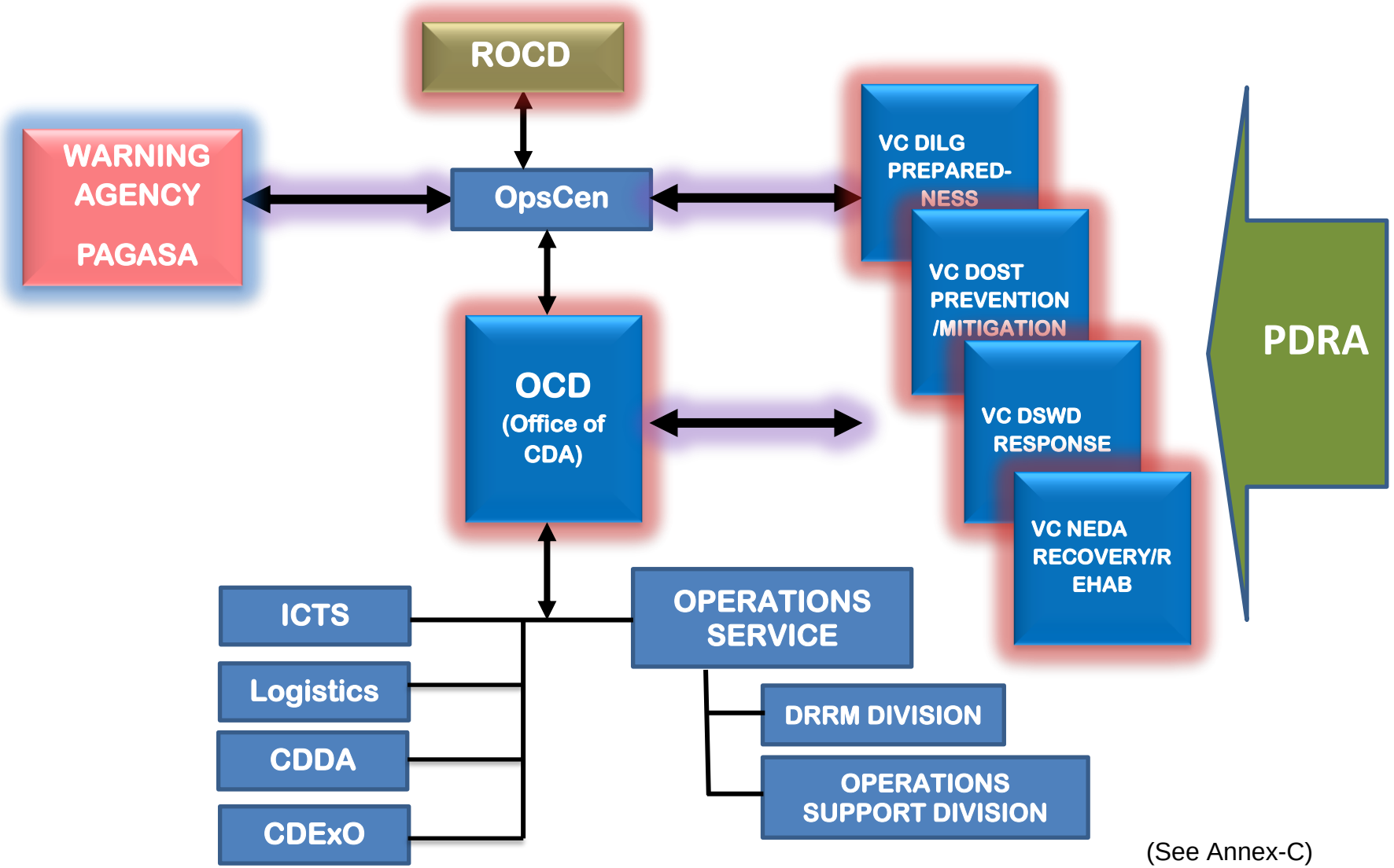
**g) Public Affairs Office**

i. Provides the information and status of the response operations to the media and manages the media during press conferences. The PAO will prepare media briefs and kits to properly inform and educate the public through the media on the impacts of the disaster and the response being provided by the national government.

### *2. OCD Regional Offices*

The OCD Regional Offices act as the Chairman of the Regional Disaster Risk Reduction and Management Councils (RDRRMCs) and is the overall coordinator of response operations at the regional level. Based on this mandate, all preparations and assistance will be provided in pre- disaster response phase.

a. Receives the alert warnings from warning agencies (PAGASA, PHIVOLCS, EMB) and conducts Pre-Disaster Risk Assessment (PDRA).
b. Disseminates the alert warnings received from the warning agencies (PAGASA, PHIVOLCS, EMB) and issue pre-emptive evacuation notices to identified high risk areas based on PDRA.
c. Confirmation of RDRRMC members and media on alert warnings from warning agencies (PAGASA, PHIVOLCS, EMB)
d. Requests all DRRMC Member Agencies to submit reports on prepositioned resources and assets.
e. Activation of Operation Center
f. Facilitates meeting/s of the RDRRMC
g. Conducts simulation exercises to determine the LGUs that will be affected based on the projected path of the typhoon or disaster area provided by the warning agencies.
h. Coordinates with neighboring RDRRMCs for possible augmentation or assumption assistance when needed.




(See Annex-C)

**Figure 2.2.1 Operation flow of OCD (Central and Regional Office) during PDRA PHASE**

## B. NDRRMC RDT Activation Phase

The Team NDRRMC RDT serves as support to the Response Clusters activated by the Executive Director or the DSWD as Vice-Chairperson for Response **two days before the landfall** of the typhoon. Below are the tasks of the following Services and Divisions:

### 1. ***Central Office***

#### *a) Office of the Civil Defense Administrator (CDA)*

i. As Executive Director of the NDRRMC issues memorandum for the activation of the Team NDRRMC RDT.
ii. Coordinates with the DSWD as Vice-Chairperson for Response on the activation of the Operation Center for the Response Cluster.
iii. Conducts a press conference or provides instruction to PAO on issuing bulletins and warnings to the public through the media.

#### *b)* Office of Civil Defense Deputy Administrator (CDDA) for Administration and Operations

i. Coordinates with the Regional Offices for the activation of Team RDRRMC RDT/s and the activation of Response Clusters.
ii. Coordinates with Central Offices regarding administrative matters that must be prepared for immediate processing to facilitate a speedy provision of personnel and funds.

#### *c)* Office of Civil Defense Executive Officer (CDExO)

i. Assists the CDDA for administration on the processing of funds and provision of personnel for a smooth 24/7 operation of the OCD in support to the activated Response Clusters.

#### *d)* Operations Service (Director)

i. Sets up the Operation Center for the Response Clusters and Team NDRRMC RDT.
   1) **Operations Support Division**
      - Assists in the set-up of the Operations Center for Response Clusters.

#### *e)* ICT Service

i. Sets-up communication equipment at the OpCen for Response Clusters.
ii. Setsup area for GIS staff for map generation.

***f)*** **Logistics Service**

i. Provides available computers and office supplies to the OpCen for the Response Clusters.

***g)*** **Public Affairs Office (PAO)**

i. Assists the Response Clusters through the preparation of press releases, briefs and updates of the response operations. The Office will also coordinate and manage the media the entire duration of the response operations particularly when the NDRRMC are convened and pertinent information must be shared with the public.

***h)*** **Administrative Services**

i. Coordinates all manpower and financial requirements of the Response Clusters within the OCD's approved annual budget.

***i)*** **Human Resources Management and Development Service**

i. Provides the needed manpower to sustain the functions of the assigned OCD offices (Central and Regional) involved in the response operations.

***j)*** **Financial and Management Service**

i. Provides the needed funds in a timely manner for the assigned OCD offices (Central and Regional) to sustain their functions in the entire duration of the operations.

***2. OCD Regional Offices***

a. Convene the RDRRMC to provide the required support for personnel and resources to the Operation Center.
b. Activate Team RDRRMC RDT to support the operations of the Response Clusters at the regional level.
c. Disseminate the bulletins provided by the warning agencies.

## C. Response Clusters Activation Phase

The Response Clusters are activated by the Executive Director or by the DSWD as Vice-Chairperson for Response. They are activated **two days before landfall** of the typhoon. The following Services and Divisions will provide the following support to the activated Response Clusters during Pre-Disaster Phase:

***1. Central Office***

***a) Office of the Civil Defense Administrator (CDA)***

i. As Executive Director of the NDRRMC issues memorandum for the activation of the Response Clusters.

ii. Coordinates with the DSWD as Vice-Chairperson for Response on the activation of the Operation Center for the Response Cluster.
iii. Conducts a press conference or provides instruction to PAO on the issuance of bulletins and warnings to the public through the media.

***b) Office of Civil Defense Deputy Administrator (CDDA) for Administration and Operations***

i. Coordinates with the Regional offices for the activation of Response Clusters;
ii. Coordinates with Central Offices regarding administrative matters that must be prepared for immediate processing to facilitate the speedy provision of personnel and funds.

***c) Office of Civil Defense Executive Officer (CDExO)***

i. Assists the CDDA for administration on the processing of funds and provision of personnel for a smooth 24/7 operation of the OCD in support to the activated Response Clusters.

***d) Operations Service***

**1) *Operations Support Division***

The Operations Support Division will provide the following assistance to the Response Clusters as part of the Team NDRRMC RDT:

- Submits to the CDA through the CDExO the needs of the OCD operating units that will be required to support the Response Clusters in every disaster response operations.
- Recommends the activation of the ACDVs (Accredited Community Disaster Volunteers), NSRC (National Service Reserve Corps), and partners in the private sector.
- Informs the NDRRMC on the partners outside of government that can be tapped and mobilized for disaster response operations during the conduct of Pre-Disaster Risk Assessments (PDRA)

**2) *Operations Center***

The Operations Center was merged under the Operations Service and will have two sections. The Operations Center will follow their approved Operations Manual but will provide (as part of the Team NDRRMC RDT) the following assistance to the Response Clusters in every disaster response operations:

- Ensures continuous (24/7) and functional operations at the NDRRMOC as the nerve center for alert and monitoring, multi-agency and multi-level operational coordination, response and resource mobilization and information management.

- Assists the warning agencies in the timely dissemination of warnings and bulletins to facilitate pre-emptive evacuation of vulnerable communities.

Below is a summary of the assistance to be provided by the Operations Service to the ***respective*** Response Clusters.

| OPERATIONS SERVICE: OPERATIONS SUPPORT DIVISION | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUCATION** | **IDPP** | **LAW&ORDER** | **IHR** | **EMER. LIVELIHOOD** |
| **PRE-DISASTER** | 1. Supervises the prepositioning of FNI in identified logistics hubs and OCDRC warehouses.<br>2. Alerts available personnel and resources for activities for supply of rice assistance. | | | | | 1. Monitors and collect situation reports from the LDRRM Operations Center.<br>2. Alerts national SRR groups for possible activation.<br>3. Coordinates the prepositioning of SRR groups in critical area.<br>4. Issuance and dissemination of activation orders | | | | | | 1. Assists in the establishment of available Emergency Livelihood Programs with detailed guidelines and SOPs; and<br>2. Assists in the conclusion of MOUs with cooperative organizations for emergency livelihood programs. |

| OPERATIONS SERVICE: OPERATION CENTER | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUC** | **IDPP** | **L&O** | **IHR** | **EL** |
| **PRE-DISASTER** | 1. Issues alerts to OCDRCs for dissemination to LDRRMCs. | | | | | 1. Monitors and collects situation reports from the LDRRM Operations Center.<br>2. Alerts national SRR groups for possible activation.<br>3. Coordinates the prepositioning of SRR groups in critical area.<br>4. Issues and disseminates activation orders | | | | | | |

### *e) Logistics Service*

The Logistics Service is the lead office for the Logistics Cluster (Memo #587s.2014: Annex-B and Annex-J). The office will provide efficient and effective logistics coordinating structure among the concerned OCD offices, member Clusters and logistics partners that will harmonize the activities of Logistics Cluster. It will coordinate, monitor, identify and deploy transportation resources, warehousing, inventories and tracking of deployed items.

As Lead for the Logistics Cluster, the Logistics Service Head must call for a meeting to initiate preparation upon activation of the Response Clusters. The meeting is to discuss the following:

i. Conduct of inventory of prepositioned assets and resources within OCD and Cluster Member Agencies wherein a report will be prepared by the Logistics Service Head to be submitted to the DSWD and OCD Operations Division;
ii. Identification of Focal Persons that will be deployed at the Operations Center for the duration of the response operations;
iii. Determine the prescribed format for the situational report that the Response Clusters will use;
iv. Preparation of requests for additional manpower and funds to be coordinated with the OCD HR and Finance Divisions; and
v. Provision of OCD Response Checklist to OCD Logistics Focal Persons for documentation and monitoring of accomplishments and status of pending works within OCD.

The Logistics Service will be supported by the OCD Admin, HR and Finance for the deployment of additional personnel and disbursement of Quick Response Fund. Specifically, the Logistics Service shall perform the following in support to the Logistics Cluster during pre-disaster response operations:

| LOGISTICS SERVICE | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUC** | **IDPP** | **L&O** | **IHR** | **EL** |
| **PRE-DISASTER** | 1. Supervise the prepositioning of FNI in identified logistics hubs and OCDRC warehouses | | 1. Secure NFIs to be deployed in disaster-affected areas together with DSWD. | 1. Conduct inventory of resources (local and national) to identify gaps.<br>2. Pre-positioning of assets/resources.<br>3. Identification of private partners (forging of MOA/MOU).<br>4. Confirmation of Traffic Status: Contact and confirm the following status of transport conditions:<br>• DPWH and OCDRCs Concerned: Roads and Bridges Condition/Road Network in the threatened areas.<br>• ATO, Concerned Airline Companies: Domestic Flight Cancellation<br>• NAIA, Concerned Airline Companies: International Flight Cancellation<br>• PCG, Concerned Shipping Companies: Sea Transportation/Voyage Suspension<br>• MRT, LRT, DOTC: Train Services Suspension<br>• PNCC, DOTC: NLEX and SLEX Traffic Flow | | | | | | | | |

### *f) Information and Communication Technology Service (ICTS)*

The ICTS is the lead office for the Emergency Telecommunications Cluster (see Annex-B). Its main function is to assist in the strengthening of Information Communications Technology (ICT) capacities at the national level down to the local levels to prepare for, respond to and recover from the impacts of disasters in coordination with concerned OCD Offices, Member Clusters and other ICT partners. It will provide the other Response Clusters the information needed for all phases of the disaster response operations. During Pre-Disaster Response phase the ICTS will make available any maps requested by the Response Clusters. These maps will be posted all over the OpCen of the Response Clusters for easy access.

In order to effectively operate response actions to be taken, IMS shall be utilized and updated by the ICT Services as follows:

Table 2.2.1 Roles and Responsibilities for IMS by ICT Service

| Condition | System | Roles and Responsibilities |
|---|---|---|
| During Normal Conditions | Whole of IMS | Web-site Management:<br>● Updating of Content and Presentation of Data in IMS (Maps, Tables) including Design of IMS Webpage, Management of Databases created/generated by OCD/NDRRMC and security of Full IMS under OCD<br>Users Management:<br>● Add, Update, Delete User Accounts (especially Regional Accounts)<br>● Assign Roles/ User Group of IMS<br>System Management:<br>● Backup and Restore |

(See Annex-K)

The ICTS will provide the following support to the Emergency Telecommunication Cluster during pre-disaster response phase:

| ICT SERVICE | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUC** | **IDPP** | **L&OR** | **IHR** | **EL** |
| **PRE-DISASTER** | | | | | 1. Pre-programming of all radios to the assigned disaster frequencies on orders.<br>2. Alert established Operations Centers and ETC Rapid Emergency Telecommunications Teams (RETT) of all Cluster Members.<br>3. Act as the single focal point of national and/or local government authorities on behalf of the humanitarian community for all radio, voice and data communications-related matters including frequency allocation, communications network diagrams, and mobilization of ICT resources.<br>4. Provide call sign management and allocation services.<br>5. Provide a platform for directory services containing the contact information of the different ICT key players.<br>6. Provide standards for common ICT equipment and procedures.<br>7. Provide ICT services support for other clusters as needed.<br>8. Support by sending warning advisories to OCDRC/RDRRMC and LGUs, NDRRMC member agencies.<br>9. Collect information regarding the impending disaster and situations of preparedness by LGUs and related agencies and inform/report them to N/RDRRMCs.<br>10. Conduct scenario based pre-deployment planning meeting in a predefined location. | | | | | | | |

### *2. Regional Offices*

a. Convene the RDRRMC to provide support to the Operation Center's required personnel and resources.
b. Activate Response Clusters to support the operations of the Response Clusters at the regional level.
c. Disseminate the bulletins provided by the warning agencies.
d. Prepares Situation Report 1 to the NDRRMC stating the status of preparations made at the Regional and LGU levels.

## II. During Disaster Phase

Below are the particular roles and responsibilities of the identified OCD Services and Divisions:

### *1. Central Office*

#### *a) Office of the Civil Defense Administrator (CDA)*

i. As Executive Director of the NDRRMC, presents status of response operations to the Chairperson of NDRRMC or the President.
ii. Coordinates with the DSWD as Vice-Chairperson for Response on the activation of the Operation Center for the Response Cluster.
iii. Calls for a press conference or provides instruction to PAO on the issuance of bulletins and warnings to the public through the media.
iv. Provides status of response activities to the public through all available means of communication.
v. Drafts a memorandum for the recommendation of a national state of calamity as recommended by the DSWD as Vice-Chairperson for Response.
vi. Recommends in coordination with the DSWD as Vice-Chairperson for Response appropriate actions that will need approval of the Chairperson of NDRRMC.

#### *b) Office of Civil Defense Deputy Administrator (CDDA) for Administration and Operations*

i. Assists affected Regional Offices as per instruction of the CDA.
ii. Act as CDA's Coordinator at the affected areas needing augmentation;
iii. Coordinates with Central Offices regarding administrative matters that must be prepared for immediate processing to facilitate a speedy provision of personnel and funds.

#### *c) Office of Civil Defense Executive Officer (CDExO)*

i. Assists the CDDA for administration on the processing of funds and provision of personnel for a smooth 24/7 operation of the OCD in support to the activated Response Clusters.

#### *d) Operations Service*

i. Coordinate the deployment of OCD operating units with concerned NDRRMC member agencies and other organizations

in the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) and provision of assistance (See Annex-D);

ii. Assist the Response Clusters in analyzing the updates collected from the affected areas and recommend appropriate and possible actions to be taken.

**1) *Operations Center***

- Ensures the continuous (24/7) and functional operations at the NDRRMOC as the nerve center for alert and monitoring, multi-agency and multi-level operational coordination, response and resource mobilization and information management.
- Monitors the situation and collects the updates that will be submitted to the Response Clusters for analysis and recommendation of appropriate actions.
- Assists the warning agencies in the timely dissemination of warnings and bulletins to facilitate pre-emptive evacuation of vulnerable communities.
- Coordinates with available response units of concerned agencies.
- Prepares the disaster situation reports for decision-makers and the general public.
- Ensures proper document management of all communications and records.
- Performs other functions as directed to assist in the response operations.

**2) *DRRM / Operations Support Division***

- The DRRM Division or the former NDDRM Service will assist the Response Clusters (as part of the Team NDRRMC RDT) by providing secretariat support to the Response Clusters particularly the Vice-Chairperson for Response for meetings and press conferences for the duration of the Response Operations.

Below is a matrix showing the different assistance to be provided by the Operations Service to the ***respective*** Response Cluster.

| OPERATIONS SERVICE: OPERATIONS SUPPORT DIVISION | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUCATION** | **IDPP** | **LAW&ORDER** | **IHR** | **EMER. LIVELIHOOD** |
| **DURING DISASTER** | 1. The RDRRMC(s) concerned and the OCD prepares pre-emptive follow-up actions after interpreting the occurring disaster situation(s).<br>2. Processes request for rice assistance and prepare documents required by NFA for approval of the Administrator.<br>3. Submits request for the release of rice to NFA Central Office.<br>Disseminates approved Authority to Withdraw to concerned OCD Regional Directors.<br>4. Commences arrangement of Logistics and transportation supports with concerned agencies.<br>5. Coordinates the conduct of FNI meeting with DSWD.<br>6. Prepares documents for the procurement of requested non-food items (NFIs).<br>7. Refers FNI related donations to the FNI Cluster for clearance prior to acceptance. | 1. Refers health related donations to the Health Cluster for clearance prior to acceptance.<br>2. Refers foreign health teams to the Health Cluster for registration, coordination and deployment except for foreign military teams.<br>3. Copy furnishes Health Cluster with the post mission of the health component of foreign military teams involved in medical missions. | 1. In coordination with the RDRRMCs, identifies the number of evacuees and NFI needs.<br>2. Coordinates the mobilization of rapid assessment teams from the RDRRMCs. | | | 1. Issues and disseminates the deployment orders.<br>2. Deploys SRR augmentation groups in coordination with the DRRMCs and Cluster head.<br>3. Refers SRR offers from local and international groups to the Cluster Lead for clearance prior to acceptance. | | | | 1. Deploys SRU augmentation groups through the SRU Cluster Lead in coordination with the DRRMCs and Cluster Heads. | 1. Assists in the conduct of RDANA as basis of the call for international assistance, if the situation warrants;<br>2. Facilitates the exchange of supply-chain information between donors, the UN, international organizations, NGOs and the commercial sector.<br>3. Secures in advance the names and other personal data of team members and capacity – together with the list/specifications of possible equipment /supplies that their teams may bring, and coordinates with the BI and BOC to facilitate clearance upon their arrival at any international airport;.<br>4. Accredits the foreign disaster relief teams and provide them with their identification cards that will allow immediate entry into the country for humanitarian reasons. | 1. Supports Emergency Livelihood Programs;<br>2. Monitors situation for Emergency Livelihood Programs in the ground based on the report from LDRRMC; and<br>3. Receives Situation Reports periodically in relation to activities for Emergency Livelihood Programs as secretariat of the NDRRMC |

| OPERATIONS SERVICE: OPERATION CENTER | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUC** | **IDPP** | **L&O** | **IHR** | **EL** |
| **DURING DISASTER** | 1. Receives and forwards FNI requirements from OCDRCs for submission to the Response Clusters.<br>2. Copy furnishes all stakeholders for rapid damage assessment. | | 1. Coordinates with Response Cluster member agencies.<br>2. Continuously issues alerts to OCDRCs for dissemination to LDRRMCs. | | | 1. Monitors situation in the ground from RDRRM OpCen.<br>2. Receives request for SRR augmentation. | 1. Monitors situation in the ground from LDRRM OpCen.<br>2. Receives request for MDM augmentation.<br>3. Issues and disseminates deployment orders.<br>4. Deploys MDM augmentation groups in coordination with the DRRMCs and Cluster head. | | | 1. Monitors situation in the ground from LDRRM OpCen.<br>2. Receives request for SRU augmentation.<br>3. Issues and coordinates deployment orders. | 1. Provides office space and basic requirement for operations coordination with the international community at the NDRRMC. | 1. Supports Emergency Livelihood Program.;<br>2. Monitors situation for Emergency Livelihood Programs in the ground based on the report from LDRRMC; and<br>3. Receives Situation Reports periodically in relation to activities for Emergency Livelihood Programs as secretariat of the NDRRMC. |

***e)*** **Logistics Service**

i. The Logistics Service shall perform the following in support to the Logistics Cluster at during-disaster response operations:

| LOGISTICS SERVICE | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUC** | **IDPP** | **L&O** | **IHR** | **EL** |
| **DURING DISASTER** | | 1. Assists Health Cluster in the transport of medical teams and health logistics.<br>2. Provides space in OCD logistics hubs for prepositioning of health logistics. | | 1. Receives and facilitates requests for logistical support.<br>2. Coordinates the transport of assistance with concerned agencies.<br>3. Provides feedback to requesting DRRMCs/organizations.<br>4. Institutes a tracking system of all HA/DR assistance provided including international donations for equipment and coordination.<br>5. Identifies prioritization of aid cargo as "must load".<br>6. Orchestrates information sharing.<br>7. In coordination with member agencies, recommends the transport of food, equipment, and personnel from supply points to destination mode.<br>8. Facilitates the exchange of supply-chain information between donors, the UN, international organizations, NGOs and commercial sector.<br>9. Conducts constant gathering of official reports and significant data.<br>10. Updates assessment of roads, warehouses stocks, transportation capacities to, from and within the affected areas. | | | | Provides logistical assistance to transport education supplies and services. | | | 1. Coordinates the provision of appropriate aircraft or the international search and rescue/disaster relief teams to reach the site of the emergency.<br>2. Institutes a tracking system of all humanitarian assistance including international donations for equipment and coordination. | |

### *f) Information and Communication Technology Service (ICTS)*

i. The ICTS will continue to provide the Response Clusters with the latest maps reflecting the latest status of response operations on ground to facilitate the decision making process for all disaster response operations.

ii. In order to effectively operate response actions to be taken, IMS shall be utilized and updated by the CEIS Services as follows:

Table 2.2.2 Roles and Responsibilities for ETC by ICT Service

| Condition | System | Roles and Responsibilities |
|---|---|---|
| During Emergency Conditions | Incident Monitoring System | Production of Situation Maps concerning communication data and logistics ( telecomm, seaport/airport, power restoration) |

(See Annex-K)

Below are the details of the assistance the Services will provide for the response clusters.

| ICT SERVICE | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUCATION** | **IDPP** | **LAW&ORDER** | **IHR** | **EL** |
| **DURING DISASTER** | | 1. Provides Health Cluster with access to emergency telecommunications facilities. | | | 1. Provides emergency telecommunications coverage around the main operational area for the Command Center and other responders.<br>2. Installs, operates and maintains the ICT requirements of the Emergency Operation Center (EOC) and National Incident Command Post (ICP) in the disaster area/s through the deployment of RETT.<br>3. Publishes and maintains a list of allocated disaster management frequencies for the radios of responder groups, organizations and other key players in the disaster area/s.<br>4. Collates the different Radio Net Diagram of responder groups, organizations and other key players in the disaster area/s.<br>5. Maintains an inventory of augmented communication equipment for proper accounting.<br>6. Installs and maintains internal ICT systems between clusters and individuals independent from national or local public services.<br>7. Establishes a dedicated GSM/LTE mobile network to be used by the cluster workers in the operational area in partnership with the TELCO(s).<br>8. Publishes and maintains a list of GSM providers and availability of 2G/3G/4G/LTE and data services and its availability and reliability in partnership with the TELCO(s).<br>9. Provides a directory services containing the contact information of the different key players in disaster area/s implied in a specific humanitarian mission.<br>10. Conducts repair and maintenance activities as needed.<br>11. Receives and consolidates reports related to ICT resources.<br>12. Dispatches the RETT as per instruction from the NDRRMC and/or CDA, OCD.<br>13. Coordinates with the RETT on ground for updates and operational requirements. | | | | | | | |

### 2. ***Regional Offices***

The Regional Office of Civil Defense serves as the agency responsible for spearheading Response Operations and its Regional Director acting as the Chairperson of the Regional Disaster Risk Reduction and Management Council (RDRRMC). The link between the Central Office and Regional Offices is very crucial in the provision of timely resources and assets to reduce the number of casualties.

Below are the roles and responsibilities of all OCD Regional Offices. In case the OCD Regional offices are severely affected, Augmentation Teams will be provided from the nearest unaffected OCD Regional Offices. In any case below are the specific tasks to be done at the Regional offices whether they are affected or assisting the affected regional office. The following are the specific tasks of the OCD Regional Offices:

a. Prepare Situational Report 2 for submission to the NDRRMC.
b. Determine the sufficiency of affected LGUs' status of resources.
c. Collate all RDANA conducted by the LGUs (See Annex-D).
d. Disseminate alerts and warnings and require feedbacks.
e. Determine the amount of assistance to be given to the affected LGUs.
f. Convene the DRRMC and activate the Response Clusters.
g. Coordinate all assistance deployed to the LGUs.
h. Collate all situational updates on the assistance provided.
i. Request for RDTs from NDRRMC for LGUs with No Report, if needed.
j. Prepare Situational Reports for continuing operations for submission to the NDRRMC.
k. In order to well operation actions described above, IMS shall be utilized and updated by the Regional OCD Offices as follows:

Table 2.2.3 Roles and Responsibilities for IMS by each Regional OCD Office

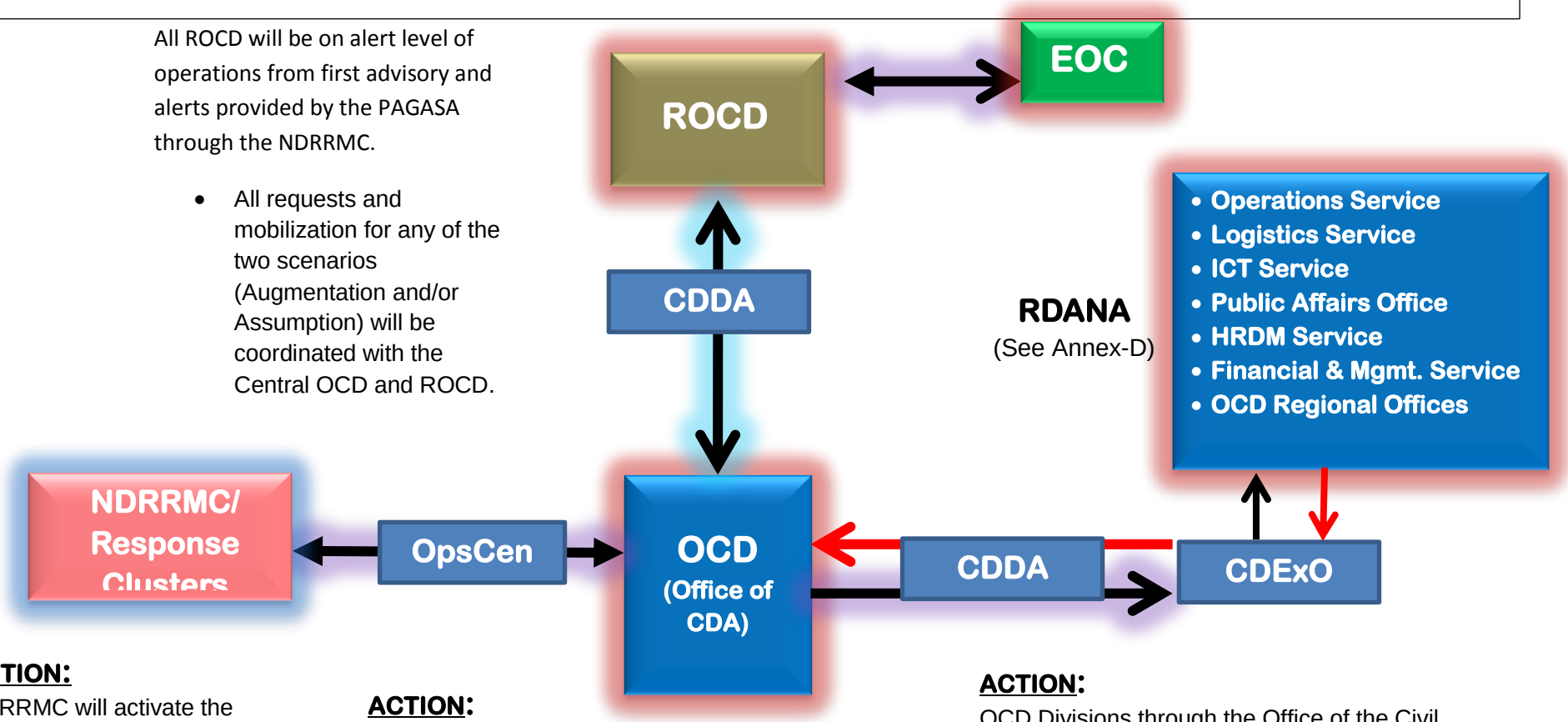
| Condition | System | Roles and Responsibilities |
|---|---|---|
| During Normal Conditions | Responders Database | Forwarding of updated data using IMS or Excel Template for Responders Database. |
| During Emergency Conditions | Incident Monitoring System | Forwarding of updated incident data using SitRep or Excel Template to NDRRMOC |

(See Annex-K)

**Figure 2.2.2 Operation flow of OCD (Central and Regional Office) during DURING DISASTER PHASE**

All ROCD will be on alert level of operations from first advisory and alerts provided by the PAGASA through the NDRRMC.

- All requests and mobilization for any of the two scenarios (Augmentation and/or Assumption) will be coordinated with the Central OCD and ROCD.




**ACTION:**
NDRRMC will activate the Response Clusters for pre-disaster activities and provision of assistance based on REPORTS or NO REPORTS from the affected LGUs and earthquakes with higher than 6.5Mw.

**ACTION:**
OCD through the Office of the Civil Defense Administrator will activate the different OCD Divisions and Regional Offices upon receipt of the advisory/alert from the warning agencies and provide assistance based on the received requests from the Response Clusters activated by the NDRRMC based on

**ACTION:**
OCD Divisions through the Office of the Civil Defense Administrator will provide assistance for pre-positioning activities and any received requests from the Response Clusters activated by the NDRRMC based on REPORTS or NO REPORTS from the affected LGUs

# III. Post Disaster Phase

Post Disaster phase will be declared by the DSWD as Vice-Chairperson for Response upon the recommendation of the Response Clusters. This recommendation is based on the results of the second RDANA. The second RDANA is conducted **within at least three weeks of response operations**. The following Services and Divisions are to provide the following support (See Annex-D):

## *1. Central Office*

The available Services and Divisions deployed after the disasters ***will continue*** their support to Post Disaster Phase. Demobilization of OCD personnel will commence upon the instruction of the CDA. The conduct of the Post Disaster Needs Assessment (PDNA) will be done by the OCD Regional Office upon the instruction of the CDA.

### *a)* Operations Service

i. Coordinates the deployment of OCD operating units with concerned NDRRMC Member Agencies and other organizations in the conduct of second Rapid Damage Assessment and Needs Analysis (RDANA) and provision of assistance (See Annex-D).

ii. Assists the Response Clusters in analyzing the results of the second RDANA collected from the affected areas and recommend appropriate and possible actions to be taken.

iii. Prepares draft memorandum for the demobilization of assets and resources deployed by the Response Clusters at the affected areas. This will include a separate memorandum to be signed by the CDA for OCD assets and resources ONLY.

iv. Coordinates with the DRRM Division Chief for possible conduct of Post Disaster Needs Assessment (PDNA).

#### 1) *Operations Center*

- Ensures continuous (24/7) and functional operations at the NDRRMOC as the nerve center for additional alert and monitoring, multi-agency and multi-level operational coordination, response and resource demobilization and information management.
- Monitors the situation and collects the updates that will be submitted to the Response Clusters for analysis and recommendation of appropriate actions.
- Assists the warning agencies in the timely dissemination of warnings, bulletins and information to facilitate termination of evacuation of vulnerable communities.
- Coordinates with available response units of concerned agencies.

- Prepares the disaster situation reports for decision-makers and general public.
- Ensures proper document management of all communications and records.

- Performs other functions as directed to assist in the response operations.

**2) *DRRM Service and Operations Support Division***

- The DRRM Division or the former NDDRM Service will continue to assist the Response Clusters (as part of the Team NDRRMC RDT) by providing secretariat support to the Response Clusters particularly the Vice-Chairperson for Response for meetings and press conferences for the duration of the Response Operations.
- The DRRM Division will also be responsible in the preparation and conduct of the Post Disaster Needs Assessment (PDNA) upon the instruction of the Chairperson or the Executive Director of the NDRRMC.
- Below is a matrix showing the specific assistance to the ***respective*** Response Cluster.

| OPERATIONS SERVICE: OPERATIONS SUPPORT DIVISION | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUCATION** | **IDPP** | **LAW&ORDER** | **IHR** | **EMER. LIVELIHOOD** |
| **POST DISASTER** | 1. Processes succeeding request for rice assistance to affected areas through the OCDRC.<br>2. Assists the One-Stop-Shop (OSS) in processing international humanitarian assistance with member agencies of IHR.<br>3. Deployment of NFIs to affected OCDRCs.<br>4. Collation of distribution reports of deployed NFIs from OCDRCs. | | | | | | | | Assists in the coordination and monitoring of LGUs with identified CP and GBV cases. | | 1. Facilitate s the exchange of supply-chain information between donors, the UN, international organizations, NGOs and the commercial sector. | |

| OPERATIONS SERVICE: OPERATION CENTER | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUC** | **IDPP** | **L&O** | **IHR** | **EL** |
| **POST DISASTER** | | | | | | 1. Consolidates and prepares report/s for submission. | 1. Consolidates and prepares report for submission.<br>2. Debriefing of MDM groups at the national level in coordination with DOH. | Coordinates the conduct of inter-cluster needs and damage assessment with the Support Division for RDNA: first 48 and 72 hours after disaster event; And the DRRM Division for the PDNA: onsite evacuation and onwards. | | 1. Coordinates all reports prepared and submitted by the L&O Cluster Lead; and<br>2. Assists in debriefing of SRU groups at the national level in coordination with the PNP. | | 1. Continues to support Emergency Livelihood Programs.<br>2. Continues to monitor situation for Emergency Livelihood Programs in the ground based on the report from LDRRMC.<br>3. Receives Situation Reports periodically of activities for Emergency Livelihood Programs as secretariat of the NDRRMC; and<br>4. Consolidates activities of Emergency Livelihood Programs based on Final Sit-Rep provided by DTI |

### *b)* Logistics Service

i. The Logistics Service shall perform the following in support to the Logistics Cluster during post-disaster response operations:
ii. Below are the specific assistances to the ***respective*** Response Cluster.

| LOGISTICS SERVICE | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUC** | **IDPP** | **L&O** | **IHR** | **EL** |
| **POST DISASTER** | | | | 1. Shall coordinate and request to relevant agencies to provide Transportation Support when it is considered necessary and/or requested by local governments of affected areas;<br>2. Shall coordinate the usage of hauling and delivery means for transport of such goods to affected areas based on the direction of N/RDRRMC;<br>3. Shall consolidate reports and prepare cluster report;<br>4. Shall update assessments of roads, warehouses, transport capacities to and from, and available logistic services;<br>5. Deploy additional food and non-food items in disaster affected areas in coordination with OCDRCs and DSWD.<br>6. Shall coordinate with concerned agencies the return of deployed resources (equipment & human resource).<br>7. Shall provide data to PDNA Team when necessary.<br>8. Engage private agencies for transport assistance. | 1. Coordination of the preparation of documentation for ETC requirements, lesson learned, and best practices.<br>2. ETC and/or RETT to deactivate all emergency telecommunication systems as soon as full resumption of the LGU's communication system is achieved.<br>3. Coordinate PDNA activities in case it will be conducted by the National/Regional level.<br>4. Receive and consolidate reports. | | | Provide logistical assistance to transport education supplies and services | | | | |

### *c) Information and Communication Technology Service (ICTS)*

i. The ICTS will continue to provide the Response Clusters the latest maps reflecting the latest status of response operations on ground to facilitate the decision making process for post disaster response operations. Below are the details of the assistance the Services will provide for the response clusters.

ii. In order to effectively operate response actions to be taken, IMS shall be utilized and updated by the CEIS Services as follows:

Table 2.2.4 Roles and Responsibilities for ETC by ICT Service

| Condition | System | Roles and Responsibilities |
|---|---|---|
| During Emergency Conditions | Incident Monitoring System | Production of Situation Maps concerning communication data and logistics ( telecomm, seaport/airport, power restoration) |

(See Annex-K)

iii. Below is a matrix showing the specific assistance to the ***respective*** Response Cluster.

| ICT SERVICE | ASSISTANCE TO BE PROVIDED TO THE RESPONSE CLUSTERS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHASES** | **FNI** | **HEALTH** | **CCCM** | **LOGISTICS** | **ETC** | **SRR** | **MDM** | **EDUC** | **IDPP** | **L&O** | **IHR** | **EMER. LIVELI** |
| **POST DISASTER** | | | | | 1. Collates the documentation for ETC requirements, lesson learned, and best practices.<br>2. ETC and/or RETT to deactivate all emergency telecommunication systems as soon as full resumption of the LGU's communication system is achieved. | | | | | | | |

### 2. ***Regional Offices***

Augmentation teams will continue to support the affected Regional Offices until demobilization is issued by the CDA. The assigned Regional Offices for PDNA will commence preparations.

The OCD Regional Offices severely affected and subsequently augmented by teams provided from the nearest unaffected OCD Regional Offices will continue to perform the tasks below. CDA will issue a memorandum of demobilization upon the recommendation of the Regional Offices. This recommendation will be based on the results of the second RDANA conducted by the affected Regional Offices.

In any case below are the specific tasks they will continue to do at the Regional offices whether they are affected or assisting the affected regional office. Below are the specific tasks that the Regional Offices will do:

a. Convene the DRRMC and determine the level of assistance still needed by the affected LGU.
b. Determine which LGUs have the capacity to assume early recovery activities.
c. Identify augmentation and assumption teams that can be pulled out from the affected areas.
d. Conduct post response operation assessment and identify gaps and best practices.
e. Prepare Terminal Report of Response Operations for submission to the NDRRMC.
f. Prepare for the conduct of PDNA.
g. Conduct of PDNA.

In order to ensure the operation actions described above are utilizing updated data, IMS shall be utilized and updated by the Regional OCD Offices as follows:

Table 2.2.5 Roles and Responsibilities for IMS by each Regional OCD Office

| Condition | System | Roles and Responsibilities |
|---|---|---|
| During Normal Conditions | Responders Database | Forwarding of updated data using IMS or Excel Template for Responders Database. |
| During Emergency Conditions | Incident Monitoring System | Forwarding of updated incident data using SitRep or Excel Template to NDRRMOC |

(See Annex-K)

### 2.2.3 Specific Tasks and Responsibilities during an Earthquake within Metro Manila

## I. Pre-Disaster Phase

## II. During Disaster Phase

In the event of an earthquake with a magnitude of more than 6.5 and above and the whole of Metro Manila is affected including the OCD Central Office, the following are to be done:

#### *1. Central Office*

Once the Central Office is greatly affected, this means that regular operations cannot be sustain either by the personnel or infrastructure support, the following should be complied with the remaining able personnel stationed at any OCD Central office:

i. Conducts a rapid assessment of the status of personnel, facilities and equipment of all OCD Central Offices as soon as it is safe to conduct one.
ii. Documents the assessment and prepare a report for the highest ranking officer available and able within the OCD premises.
iii. Assesses the status of all communication lines outside of the OCD and determine the level of communication access. Include this data in the report.
iv. Sets-up all available communication equipment and establish communication lines outside with the Regional Offices and other NDRRMC member agencies.
v. Sets-up Operations Center at the Grandstand and establish communication lines with the members of the Chairperson, Response Clusters' Member Agencies and Regional Offices.
vi. The highest ranking officer will act as the Incident Commander and establish an Incident Command Center until the NDRRMC or the Response Clusters are convened and take hold of the response operations.
vii. The NDRRMC once convened by the President or the Chairperson will take hold of the response operations and activate the Response Clusters as soon as possible and will hold operations at the Grandstand within the Camp Aguinaldo.
viii. Regular response operations will follow the tasks and responsibilities already identified in the previous parts of this operation manual.

#### *2. Regional Offices*

The NDRP adopted the Integrated Contingency Plan (ICP) of the Metro Manila Development Authority. The ICP used the same two earthquake studies to determine the actions to be taken. Using the same earthquake contingency plan for Metro Manila, the NDRRMC have assigned the following regions to provide immediate

response assistance to the four Quadrants of Metro Manila. The NDRRMC Response Pillar has assigned two regions that will provide the primary response assistance. To ensure that response operations will be fast and sustained, there will be a Primary and Secondary RDRRMC that will be providing the response assistance. Assigned Primary RDRRMC will immediately be activated and will provide the response assistance. Secondary RDRRMC will be 'on-standby' mode and will coordinate regularly with the primary for possible augmentation.

Both primary and secondary RDRRMC will have the following responsibilities:

a. Command and control of the response operations to be provided to the affected quadrant; Primary and Secondary RDRRMCs will clarify the division of areas to be covered;
b. Deployment of RDT to the assigned quadrant;
   - The deployed RDT will coordinate with the local Incident Commander of the quadrant and conduct RDANA;
   - Assist the IC in providing initial response (SRR, ETC, L&O, etc);
   - Submit RDANA report to the IC and the RDRRMC of origin;
c. Submit situation report (including the RDANA report) to RDRRMC Reg-3.
d. Coordinate with the Off-site Alternate NDRRMC (RDRRMC-REG 3) for regular status reporting and requests for augmentation.

Table 2.2.6 Response Operation System for Huge Earthquake in Metro Manila

| Name of EOC | City to be covered | Assisting RDRRMC |
|---|---|---|
| Northern Quadrant | Valenzuela, Caloocan, Quezon City, San Juan and Mandaluyong | P:Region 1<br>A/S: Region 7 |
| Eastern Quadrant | Marikina and Pasig | P:Region 2<br>A/S: Region 11 |
| Southern Quadrant | Makati, Pateros, Taguig, Pasay, Paranaque, Las Pinas and Muntinlupa | P:Region 5<br>A/S: Region 6 |
| Western Quadrant | Navotas, Malabon and Manila | P: CAR<br>A/S: Region 10 |

Given the above mentioned requirements of the NDRP EQ&T for a Metro Manila, the Regional Offices assigned as PRIMARY and SUPPORT for the provision of assistance will immediately respond accordingly.

## III. Post Disaster Phase

### *1. Central Office*

The designated Services and Divisions deployed after the earthquake ***will continue*** their support to Post Disaster Phase. Demobilization of OCD personnel will commence upon the instruction of the CDA. The conduct of the Post Disaster Needs Assessment (PDNA) will basically be done by the OCD NCR Office with designated Regional Office(s) upon the instruction of the CDA.

### 2. ***Regional Offices***

Augmentation Teams from Region 1, 2, 5 and CAR with other Regions directed by the CDA will continue to support the MMDA and OCD NCR offices until demobilization is issued by the CDA. The assigned Regional Offices for PDNA will commence preparations.

When the OCD NCR and Central Office are severely affected and augmented by teams provided from the designated unaffected OCD Regional Offices, said Offices will continue to perform the tasks below. CDA will issue a memorandum of demobilization upon the recommendation of the Regional Offices. This recommendation will be based on the results of the second RDANA conducted by the affected Central Office and OCD NCR with other affected Regional Offices (See Annex-D). Below are the specific tasks that the designated Regional Offices will do:

a. Convenes the DRRMC and determine the level of assistance still needed by the affected LGU;
b. Determines which LGUs has the capacity to assume early recovery activities;
c. Identifies augmentation and assumption teams that can be pulled out from the affected areas;
d. Conducts post response operation assessment and identify gaps and best practices;
e. Prepare Terminal Report of Response Operations for submission to the NDRRMC;
f. Prepare for the conduct of PDNA; and
g. Conduct of PDNA

In order to ensure the operation actions described above are utilizing updated data, IMS shall be utilized and updated by the Regional OCD Offices as follows:

Table 2.2.7 Roles and Responsibilities for IMS by each Regional OCD Office

| Condition | System | Roles and Responsibilities |
|---|---|---|
| During Normal Conditions | Responders Database | Forwarding of updated data using IMS or Excel Template for Responders Database. |
| During Emergency Conditions | Incident Monitoring System | Forwarding of updated incident data using SitRep or Excel Template to NDRRMOC |

(See Annex-K)

# ANNEX-A:
# OCD Checklists

# OCD Checklist

PRE-DISASTER PHASE

**Disaster Phase:** Pre-Disaster **Date:** _____

**Office:** ICTS (CEIS)

| | | Activities | Designation of Assigned Personnel | Status/Actions | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Attends coordination meeting of the NDRRMC after Bullentin No. 1 is disseminated. | | | | |
| ☐ | 2 | Set-up area for GIS staff for map generation.<br>Preparation of base maps of prepositioned resources for NDRRMC coordination meeting. | | | | |
| ☐ | 3 | Ensure the operational readiness of telecomms equipment for efficient deployment | | | | |
| ☐ | 4 | Alert RETT for possible deployment through coordinating with government agencies and private organizations. | | | | |
| ☐ | 5 | Pre-programming of all radios to the assigned disaster frequencies on orders. | | | | |
| ☐ | 6 | Alert all established Operations Centers and ETC Rapid Emergency Telecommunications Teams (RETT) of all Cluster Members. | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| ☐ | 7 | Act as the single focal point of national and/or local government authorities on behalf of the humanitarian community for radio, voice and data communications-related matters including frequency allocation, commuhnications network diagrams, and mobilization of ICT resources. | | | | |
| ☐ | 8 | Provide call sign management and allocation services. | | | | |
| ☐ | 9 | Provide a platform directory services containing the contact information of the different ICT key players. | | | | |
| ☐ | 10 | Provide standards for common ICT equipment and procedures. | | | | |
| ☐ | 11 | Provide ICT services support for other clusters as needed. | | | | |
| ☐ | 12 | Support by sending warning advisories to OCDRC/RDRRMC and LGUs, NDRRMC member agencies. | | | | |
| ☐ | 13 | Collect information regarding the impending disaster and situations of preparedness with focus on telecommunications capacity by LGUs and related agencies and inform/report them to N/RDRRMCs. | | | | |
| ☐ | 14 | Conduct scenario based pre-deployment planning meeting in a predefined location. | | | | |

# OCD Checklist

**Disaster Phase:** During Disaster **Date:** _____

**Office:** ICTS (CEIS)

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Attends coordination meeting of the NDRRMC | | | | |
| ☐ | 2 | Prepare Situation Maps concerning communication data and logistic (telecomm, seaport/airport, power restoration) | | | | |
| ☐ | 3 | Provide emergency telecommunications coverage around the main operational area for the Command Center and other responders. | | | | |
| ☐ | 4 | Install, operate and maintain the ICT requirements of the Emergency Operation Center (EOC) and National Incident Command Post (ICP) in the disaster area/s through the deployment of RETT. | | | | |

DURING DISASTER PHASE

| | | | | | | |
|---|---|---|---|---|---|---|
| ☐ | 5 | Publish and maintain a list of allocated disaster management frequencies for the radios of responder groups, organizations and other key players in the disaster area/s. | | | | |
| ☐ | 6 | Collate the different Radio Net Diagram of responder groups, organizations and other key players in the disaster area/s. | | | | |
| ☐ | 7 | Maintain an inventory of augmented communication equipment for proper accounting. | | | | |
| ☐ | 8 | Install and maintain internal ICT systems between clusters and individuals independent from national or local public services. | | | | |
| ☐ | 9 | Maintain a dedicated GSM/LTE mobile network to be used by the cluster workers in the operational area in partnership with the TELCO(s). | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| ☐ | 10 | Publish and maintain an updated list of GSM providers and availability of 2G/3G/4G/LTE and data services and its availability and reliability in partnership with the TELCO(s). | | | | |
| ☐ | 11 | Provide an updated directory services containing the contact information of the different key players in disaster area/s implied in a specific humanitarian mission. | | | | |
| ☐ | 12 | Conduct repair and maintenance activities as needed. | | | | |
| ☐ | 13 | Receive and consolidate reports related to ICT resources. | | | | |
| ☐ | 14 | Dispatch the RETT as per instruction from the NDRRMC and/or CDA, OCD. | | | | |
| ☐ | 15 | Coordinate with the RETT on ground for updates and operational requirements. | | | | |

## OCD Checklist

**Disaster Phase:** Post Disaster

**Date:** _____

**Office:** ICTS (CEIS)

POST DISASTER PHASE

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Attends coordinatioN meeting of the NDRRMC | | | | |
| ☐ | 2 | Continue to Prepare Situation Maps concerning communication data and logistic (telecomm, seaport/airport, power restoration) | | | | |
| ☐ | 3 | Monitoring of different equipment deployed | | | | |
| ☐ | 4 | Conduct assessment for the deactivation of RETT | | | | |
| ☐ | 5 | Coordinate and processed the deactivation of RETT | | | | |
| ☐ | 6 | Conduct equipment inventory and inspection. | | | | |
| ☐ | 7 | Collates the documentation for ETC requirements, lesson learned, and best practices. | | | | |
| ☐ | 8 | Deactivate all emergency telecommunication systems as soon as full resumtion of the LGU's communication system is achieved. | | | | |

# OCD Action Checklist

**Disaster Phase:** Pre-Disaster **Date:** _____

**Office:** DRRM Division (NDRRMS)

| | | Activities | Designation of Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Provide the NDRRMC with secretariat service for conducting the PDRA. | | | | |
| ☐ | 2 | Confirm attendance of all members of the PDRA working Group. | | | | |
| ☐ | 3 | Conduct of pre disaster coordination meeting of NDRRMC member agencies for the timely early warning dissemination and pre-emptive evacuation of affected communities. | | | | |
| ☐ | 4 | Assist the NDRRMC identify the best areas where Rapid Deployment Team (RDT) can be prepositioned. | | | | |
| ☐ | 5 | Provide the NDRRMC member agencies the list of on-standby rapid response team/s for possible deployment at affected area/s | | | | |
| ☐ | 6 | Collate the deployment list/s of RDT/s from the Response Cluster and furnish the NDRRMC copies of the list that will include:<br>- Logistics<br>- Augmentation teams of NFI, CCCM, Health and ETC taking into consideration Civil Order as a cross cutting concern,<br>- Education Cluster, and<br>- Other Clusters as recommended. | | | | |

PRE-DISASTER PHASE

# OCD Action Checklist

Disaster Phase: During Disaster

Date: _____

Office: DRRM Division (NDRRMS)

DURING DISASTER PHASE

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Facilitate the coordination meeting of National Government Officials and representatives of NGOs | Response and Recovery and rehabilitation Section | | | |
| ☐ | 2 | Facilitate lateral coordination with representatives of member agencies rendering duty to the OPCEN for all incoming requests from affected areas. | | | | |
| ☐ | 3 | Coordination with the concerned Response Cluster to facilitate response, transport of relief goods and SAR equipment in effecting delivery of basic services to the affected areas responders | | | | |
| ☐ | 4 | Continuous monitoring of the effects of the disaster and provide updates to the Response Cluster. | Response Section | | | |
| ☐ | 5 | Collates rapid assessment report/s of the RDT/s for submission to the Response Cluster Lead agencies. | | | | |
| ☐ | 6 | Assist the Response Cluster coordinate deployment of assets and resources through OCDRCs. | | | | |

## OCD Action Checklist

**Disaster Phase:** Post Disaster **Date:** _____

**Office:** DRRM Division (NDRRMS)

POST DISASTER PHASE

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Assist the PAO and OpCen conduct press briefing and press conference for the NDRRMC | | | | |
| ☐ | 2 | Assist in the activities of the Response Clusters to effectively address the requirements of the affected areas | | | | |
| ☐ | 3 | Assist in the coordination of of all Response Clusters' needs | | | | |
| ☐ | 4 | Coordinate the conduct of inter-cluster needs and damage assessment | | | | |
| ☐ | 5 | Receive debriefing of each Cluster Activity | | | | |
| ☐ | 6 | Assist in the conduct of the PDNA | | | | |

# OCD Checklist

**Disaster Phase:** Pre-Disaster

**Date:** _____

**Office:** LOGISTICS

PRE-DISASTER PHASE

| | | Activities | Designation of Assigned Personnel | Status/Actions | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Prepare lists of needs that will be mobilized/required during disaster. | | | | |
| ☐ | 2 | Assess all assets and resources available for deployment. (Identify Gaps) | | | | |
| ☐ | 3 | Submit list of available assets and resources ready for deployment to NDRRMC. | | | | |
| ☐ | 4 | Pre-positioning of assests/ resources. | | | | |
| ☐ | 5 | Call for Logistics Cluster meeting | | | | |
| ☐ | 6 | Supervise the prepositioning of FNIs in identified logistics hubs and OCDRC warehouses. | | | | |
| ☐ | 7 | Prepare list of partners (private and CSO sectors) that has logistic resources available for the response operations. | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| ☐ | 8 | Request DOTC (ATO/ NAIA/ PCG/ MRT/LRT /PNCC and etc.) and DPWH to provide status of transport conditions (roads, airports, seaports). | | | | |
| ☐ | 9 | Coordinate with ICTS (CEIS) for possible logistical support for Emergency Telecommunication Cluster. | | | | |
| ☐ | 10 | Provide available computers and office supplies to the OpCen for the Response Clusters. | | | | |

# OCD Checklist

**Disaster Phase:** During Disaster

**Date:** _____

**Office:** LOGISTICS

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Coordinate with NDDRMC and Logistics Cluster members the deployment of assets and resources as requested. | | | | |
| ☐ | 2 | Deploy all assets and resources requested through the NDRRMC. | | | | |
| ☐ | 3 | Process all logistical requests coming from member agencies and partners during operation. | | | | |
| ☐ | 4 | Assist as member of the RDT deployed in the affected areas. | | | | |
| ☐ | 5 | Assess logistical requirements for augmentation and/or assumption in affected areas whereever deployed. | | | | |
| ☐ | 6 | Coordinate with OCD HR and Finance Divisions for additional funds or emergency procurement to sustain the operations of the Logistics Cluster. | | | | |

DURING DISASTER PHASE

| | | | | | | |
|---|---|---|---|---|---|---|
| ☐ | 7 | Coordinate with the MNCC and IHR Cluster to coordinate request for use of available resources needed to expedite transportation, clearing and warehousing needs for the response operations. | | | | |
| ☐ | 8 | Institute a tracking system of all HA/DR assistance provided including interntional donations for equipment and coordination. | | | | |
| ☐ | 9 | Identify prioritization of aid cargo as 'must load'. | | | | |
| ☐ | 10 | Facilitate the exchange of supply-chain information between donors, the UN, international organizations, NGOs and commercial sector. | | | | |
| ☐ | 11 | Constant gathering of official reports and significant data. Reports must be consolidated into one Cluster Situation Report. | | | | |
| ☐ | 12 | Conduct periodic assessment of roads, warehouse stocks, transportation capacities to and from and within the affected areas. | | | | |
| ☐ | 13 | Support ETC Cluster Activities in OpCen and Command Post on ground. | | | | |

# OCD Checklist

**Disaster Phase:** Post Disaster

**Date:** _____

**Office:** LOGISTICS

POST DISASTER PHASE

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Prepare Cluster Post Disaster Operation report and submit to NDRRMC | | | | |
| ☐ | 2 | Coordinate and request to relevant agencies to provide transportation support when it is considered necessary and/or rrequested by local government untis of affected areas. | | | | |
| ☐ | 3 | Coordinate the usage of hauling and delivery means for transport of such goods to affected areas based on the direction of N/DRRMC. | | | | |
| ☐ | 4 | Consolidate reports and prepare cluster report. | | | | |
| ☐ | 5 | Update assessments of roads, warehouses, transport capacities to and from, and available logistics services. | | | | |
| ☐ | 6 | Coordinate the return of deployed assets and resources with concerned agencies. | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| ☐ | 7 | Coordinate continuing deployment of assets and resources as requested by concerned agency or cluster. | | | | |
| ☐ | 8 | Coordinate with Concerned Agencies the return of deployed resources. | | | | |
| ☐ | 9 | Provide logistical support for the conduct of PDNA | | | | |

# OCD Action Checklist

**Disaster Phase:** Pre-Disaster

**Office:** Operation Center

**Date:** _____

PRE-DISASTER PHASE

| | | Activities | Designation of Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Receives Advisory, Bulletin from Warning Agencies (PAGASA, MGB, PHIVOLCS) | Monitoring & Coordination Section | ☐ by facsimile | upon receipt of bulletin/ advisory | |
| | | | | ☐ by e-mail | | |
| ☐ | 2 | Prepare corresponding Memoradum/Advisory/Update | Report Development Section | | CDA or his representative signs memo, advisory or update | |
| ☐ | 3 | Assist the NDRRMC conduct the Pre-Disaster Risk Assessment | | | | |
| ☐ | 4 | Disseminates MEMO, ADVISORY & UPDATE to NDRRMC Offcials, NDRRMC member agencies, OCD Regional Offices | Monitoring & Coordination Section; Report Development Section | ☐ by facsimile | | |
| | | | | ☐ by e-mail | | |
| | | | | ☐ by social media | | |
| | | | | ☐ by physical delivery | | |
| ☐ | 5 | Recommend the activation of the NDRRMC Emergency Operation Center amd to the RDRRMCs likely to be affected to activate therir respective Disater Disaster Operation Centers | Chief, OPCEN | ☐ by facsimile | | |
| | | | | ☐ by e-mail | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| ☐ | 6 | Forward all alerts and warnings to all government and local government units | | | | |
| ☐ | 7 | Alert all Regional Offices to put on stand-by mode of all available resources for possible deployment. | | | | |
| ☐ | 8 | Disseminates warning advisories to OCDRCs and NDRRMC member agencies as well as Communities through all available resources | | | | |
| ☐ | 9 | Shall update the Alerts / Advisories from designated agencies for the general public through SMS, EBS, Radio and other tools in advance | | | | |
| ☐ | 10 | Shall support in sending warning advisories to OCDRC/RDRRMC and LGUs, NDRRMC member agencies | | | | |
| ☐ | 11 | Shall collect the now-cast information regarding impending disaster and situations of preparedness by LGUs and related agencies and inform/report them to N/RDRRMCs | | | | |
| ☐ | 12 | Monitors the preparedness activities of the Regional DRRMCs and NDRRMC member agencies | Monitoring & Coordination Section | by phone, by facsimile, by sms | | |

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| ☐ | 13 | Daily monitoring of the probable consequence of impending disaster, web, Project Noah and other government warning agencies | Coordination and Monitoring Section | | | |
| ☐ | 14 | Disseminate the results of the PDRA to all DRRMCs particularly the Regional Offices of the OCD to facilitate pre-emptive and/or forced evacuations, pre-positioning of assests and resources before the typhoon landfalls to the areas within the forecasted typhoon path. | | | | |
| ☐ | 15 | Alerts national SRR groups for possible activation. | | | | |
| ☐ | 16 | Coordinates the prepositioning of SRR groups in critical area. | | | | |
| ☐ | 17 | Issuance and dissemination oof Response Cluster / RDT activation orders. | | | | |

# OCD Action Checklist

Disaster Phase: During Disaster

Date: _____

Office: Operation Center

DURING DISASTER PHASE

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Monitors situations in the ground from RDRRMC / LDRRM OpCens | Coordination and monitoring section | | | |
| ☐ | 2 | Receive and Consolidate reports on Response Cluster Requirement from Clusters | Coordination and monitoring section | | | |
| ☐ | 3 | Prepares a continuing Situational Report (SitRep) and damage assessment report for the President, NDRRMC Chairperson and member agencies for decision making | Report Development Section | | | |
| ☐ | 4 | Dissemination of Sitrep to the concerned Officials and concerned NDRRMC member agencies | Coordination and monitoring section | by facsimile, by email, sms & personal delivery | | |
| ☐ | 5 | Receieve bulletins and advisories from warning agencies and continuoulsly issue alerts to OCDRCs for dissemination to LDRRMCs. | Report Development Section / Coordination and monitoring section | | Upon receipt of bulletin/advisory | |
| ☐ | 6 | Issue and Disseminate Deployment Orders for RDT, Clusters and Organizations | Report Development Section / Coordination and monitoring section | | | |

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| ☐ | **13** | Daily monitoring of the probable consequence of impending disaster, web, Project Noah and other government warning agencies | Coordination and Monitoring Section | | | |
| ☐ | **14** | Disseminate the results of the PDRA to all DRRMCs particularly the Regional Offices of the OCD to facilitate pre-emptive and/or forced evacuations, pre-positioning of assests and resources before the typhoon landfalls to the areas within the forecasted typhoon path. | | | | |
| ☐ | **15** | Alerts national SRR groups for possible activation. | | | | |
| ☐ | **16** | Coordinates the prepositioning of SRR groups in critical area. | | | | |
| ☐ | **17** | Issuance and dissemination oof Response Cluster / RDT activation orders. | | | | |

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|---|---|---|---|---|---|---|
| ☐ | 7 | Provide Office space and basic requirement for operations with the international community at the NDRRMC. | | | | |
| ☐ | 8 | Refer each Cluster Lead offers from Local and International groups to them for clearance prior to acceptance by the NDRRMC. | | | | |

# OCD Action Checklist

Disaster Phase: Post Disaster

Date: _____

Office: Operation Center

POST DISASTER PHASE

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Monitors, Prepares and Consolidates continuing Situational Reports (SitRep) and damage assessment for the President, NDRRMC Chairperson and member agencies/clusters for decision making | Report Development Section | | | |
| ☐ | 2 | Dissemination of Sitrep to the concerned Officials and concerned NDRRMC cluster member agencies | Coordination and monitoring section | **by facsimile, by email, sms & personal delivery** | | |
| ☐ | 3 | Coordinate with warning agencies regarding status of typhoons to be disseminated to the Response Clusters, RDRRMCs, media and public. | Coordination and monitoring section | | | |
| ☐ | 4 | Coordinate with warning agencies regarding status of typhoons to be disseminated to the Response Clusters, RDRRMCs, media and public. | | | | |
| ☐ | 5 | Issues and Disseminate the demobilization of Response Activities in accordance with the Direction by CDA or Representatives. | | | | |
| ☐ | 6 | Consolidate acitivities of Response Activities and Issue Final SitRep. | | | | |

# OCD Checklist

**Disaster Phase:** Pre-Disaster

**Date:** _____

**Office:** Operations Sppt. Division

PRE-DISASTER PHASE

| | | Activities | Designation of Assigned Personnel | Status/Actions | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Operations Support Division Head to assist the DSWD as Vice-Chair, lead the Team NDRRMC RDT and set-up the Emergency Operations Center for the activated Response Clusters on ground as needed. | Division Chief, Chief of Operational Planning & Policy Section | | | |
| ☐ | 2 | Provision of list of private partners with MOA/MOU that can provide operational support in disaster response operations to NDRRMC. | Section Chief, Operational Planning & Policy Section | | | |
| ☐ | 3 | Identify possible additional operational requirements/needs of OCDRCs and OCDCO and Submit it to CDA through CDExO. | Section Chief, Coordination & Support Section | | | |
| ☐ | 4 | Recommend and coordinate the prepositioning of emergency resources with OCD Divisions and RCs inluding the activation of the ACDVs, NSRC and partners in the private sector. | CDO, Coordination & Support Section | | | |
| ☐ | 5 | Recommend to CDA to alert and put on standby status the members of the Rapid Deployment Teams (RDTs) for possible deployment in affected areas. | Chief, Operations Division | | | |

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| ☐ | 6 | Inform the NDRRMC the partners outside of the government of the necessity of mobilization of resources for disaster response operations during the conduct of PDRA | Chief, Operations Division | | | |
| ☐ | 7 | Recommend to the NDRRMC the conduct of regular cluster coordination meetings during operations. | Chief, Operations Division | | | |
| ☐ | 8 | Supervise and Coordinate the prepositioning of each Response Cluster in Identified logistic hub(s) together with Logistic Service | | | | |
| ☐ | 7 | Formulate an Emergency Deployment Plan for RDT | Section Chief, Operational Planning & Policy Section | | | |
| ☐ | 8 | Recommend and coordinate with concerned CO Divisions the provision of resources for the possible deployment of the OCD RDT. | Section Chief, Coordination & Support Section | | | |
| ☐ | 9 | Continous monitoring and assessment of events. | Section Chief, Research & Statistics Section | | | |
| ☐ | 10 | Coordination with private partners for possible mobilization | CDO, Operational Planning & Policy Section | | | |
| ☐ | 11 | Alert all OCD Divisions for possible augmentation to NDRRMC Operations Center | Chief, Operations Division | | | |

# OCD Checklist

**Disaster Phase:** During Disaster

**Date:** _____

**Office:** Operations Sppt. Division

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | As Asst. Team Leader of Team NDRRMC RDT, assist DSWD in monitoring the operations of the Response Clusters. | | | | |
| ☐ | 2 | Coordinates with CEIS for all incoming request for telecommunications requirement of the Response Clusters and printing of situation maps. | | | | |
| ☐ | 3 | Assist the OCD Logistics Division in coordinating and facilitating request for transport of emergency resources. | | | | |
| ☐ | 4 | Assist the OCD Logistics Division in the tracking of deployed emergency resources. | | | | |
| ☐ | 5 | Recommend the mobilization of the OCD CO augmentation to NDRRMC Operations Center. | | | | |
| ☐ | 6 | Recommend to CDA the deployment of RDT in affected regions | | | | |

DURING DISASTER PHASE

| | | | | | | |
|---|---|---|---|---|---|---|
| ☐ | 7 | Conduct orientation/briefing for the RDT | | | | |
| ☐ | 8 | Coordinate the deployment of RDT | | | | |
| ☐ | 9 | Recommend the establishment and manning of OCD OSOCC/Coordination Hubs | | | | |
| ☐ | 10 | Monitors the conduct of RDANA by affected LGUs through the DILG. | | | | |
| ☐ | 11 | Collates and consolidates all issues and concerns of the Response Clusters for appropriate actions. | | | | |
| ☐ | 12 | Establish and man the OCD OSOCC/Coordinating Hubs with concerned OCD Divisions and other agencies | | | | |
| ☐ | 13 | Receives and process request for rice assistance from OCDRCs | | | | |
| ☐ | 14 | Analyze disaster information and recommend appropriate interventions | Section Chief, Research & Statistics Section | | | |
| ☐ | 15 | Secure in advance the names and other personal data of team members and capacity together with the list/ specifications of possible equipment. | Chief, Operations Division | | | |

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|---|---|---|---|---|---|---|
| ☐ | 16 | Supplies that their teams may bring, and coordinate with the Bureaus of Immigration and Customs to facilitate clearance upon their arrival at any International Airport. | Chief, Operations Division | | | |
| ☐ | 17 | Accredit the foreign disaster relief teams and provide them with their identification cards that will allow immediate entry into the country for humanitarian reasons: | Chief, Operations Division | | | |
| ☐ | 18 | Provide feedback to donor/requesting agencies | CDO | | | |
| ☐ | 19 | Refer to foreign support/ assiting team to the each cluster lead agency. | CDO | | | |
| ☐ | 20 | Facilitate the exchange of information related to disaster response together with Operation Center and DRRM Division | CDO | | | |
| ☐ | 21 | Coordinates with all Response Clusters for the preparation and submission of their respective Situation Reports according to the prescribed format and submission schedules. | CDO | | | |

# OCD Checklist

**Disaster Phase:** Post Disaster **Date:** _____

**Office:** Operations Sppt. Division

POST DISASTER PHASE

| | | Activities | Assigned Personnel | Status | Date & Time Accomplished | Remarks |
|---|---|---|---|---|---|---|
| ☐ | 1 | Continue to assist the Response Clusters by providing secretariat support to the Response Clusters particularly the Vice-Chairperson for Response Operations | CDO | | | |
| ☐ | 2 | Assist the Logistics Division in coordinating with concerned agencies the return of deployed resources (equipment & human resource) | CDO | | | |
| ☐ | 3 | Assist the Logistics Division in coordinating the delivery of NFIs in affected regions. | CDO | | | |
| ☐ | 4 | Assist in the OSS | CDO | | | |
| ☐ | 5 | Recommend to the CDA the continuation or demobilization of RDT | Chief, Operations Division | | | |
| ☐ | 6 | Conduct / Support RDANA in accordance with Instructions by CDA. | Chief, Operations Division | | | |

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|---|---|---|---|---|---|---|
| ☐ | 7 | Recommend to the CDA the continuation or deactivation of Emergency Operations Center (EOC) augmentation | Chief, Operations Division | | | |
| ☐ | 8 | Assist in the conduct of the PDNA | CDO, Research & Statistics Section | | | |
| ☐ | 9 | Assist in the conduct Post Disaster Operation Evaluation of Central office and established EOCs/OSOC in collaboration with Response Clusters | | | | |

# ANNEX-B:

## OCD Memorandum No.587 of 2014

**OCD Logistics and Emergency Telecommunications Cluster Lead Offices**

REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

OCT 2 0 2014

**MEMORANDUM**
**No. 23, s. 2014**

**TO** : **All Secretaries and Head of NDRRMC Member-Agencies**

**SUBJECT** : **NDRRMC National Disaster Response Plan (NDRP) for Hydro-Meteorological Hazards**

**DATE** : 20 OCT 2014

***Reference:*** *Section 6, item (k) of RA 10121 which states that the NDRRMC has the responsibility to develop vertical and horizontal coordination mechanisms for a more coherent implementation of disaster risk reduction and management policies and programs by sectoral agencies and LGUs*

To effectively carry out the responsibilities and functions, including the identified activities of the NDRRMC member-agencies in preparing for and effectively responding to disasters of national concern, hereby disseminated is the National Disaster Response Plan (NDRP) for hydro-meteorological hazards.

This Plan is the first in the series of a multi-hazards NDRP. It prescribes the relevant activities on how disaster response shall be conducted as augmentation or assumption of response functions to disaster-affected LGUs. It further includes roles and responsibilities of organizations for preparedness and effective response as well as specific roles and functions during disaster and emergency phase.

The Plan further adopts the cluster approach system instituted by then National Disaster Coordinating Council (NDCC) with expansion to include the Management of the Dead and Missing and Search, Rescue and Retrieval (SRR) clusters. Further, the Law and Order as well as International Humanitarian Assistance/Relations will form part as additional clusters pending the finalization of its operational guidelines.

The members of the NDRRMC are directed to implement identified preparedness activities contained herein towards the realization of an effective and responsive disaster and emergency response.

For guidance and compliance.

**VOLTAIRE T. GAZMIN**
Secretary, DND
and
Chairperson, NDRRMC

SECRETARY OF NATIONAL DEFENSE
VTG-146396

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ANNEX-B

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
# OFFICE OF CIVIL DEFENSE
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

**MEMORANDUM**
No. 587 s, 2014

28 AUG 2014

TO : OIC, Operations Division
OIC, Logistics Division
OIC, CEIS Division

SUBJECT : OCD Logistics and Emergency Telecommunications Cluster Lead Offices

In reference to the approval of the National Disaster Response Plan (NDRP) on 11 June 2014 during the full NDRRMC Meeting, all concerned officials are directed to ensure compliance of the following tasks:

**For Operations Division:**

a. Act as the lead office for Response Cluster in disaster response operations in coordination, collaboration, cooperation and communications with the NDRRMS, and DSWD as the Vice-Chairperson for Response.
b. Assist Logistics Division and CEIS Division in the performance of their tasks before, during and after disaster management operations.
c. Perform other tasks as directed.

**For Logistics Division:**

a. Act as the lead office for Logistics Cluster.
b. Provide efficient and effective logistics coordinating structure among the concerned OCD offices, member Clusters and logistics partners that will harmonize the activities of Logistics Cluster.
c. Coordinate, monitor, identify and deploy transportation resources, warehousing, inventories and tracking of deployed items.
d. Perform other tasks as directed.

**For CEIS Division:**

a. Act as the lead office for Emergency Telecommunications Cluster.
b. Assist in the strengthening of Information Communications Technology capacities at the national level down to local levels to prepare for, respond to and recover from the impacts of disasters in coordination with concerned OCD offices, member Cluster, and other ICT partners.

c. Provide a timely, resilient and predictable Information and Communications Technology (ICT) support, in coordination with concerned OCD offices, member Clusters, and other ICT partners, to improve:

- Response and coordination among response organizations
- Decision-making through timely access to critical information
- Common operational areas for disaster response
- Common system standards and operating procedures
- Standards based architecture for DRRM Operations
- System architectures for compliance and interoperability

d. Perform other task as directed.

For guidance and compliance.

**USEC ALEXANDER P PAMA**
Administrator

# ANNEX-C:

## OCD Memorandum July 14, 2014

**Institutionalization of Pre-Disaster Risk Assessment (PDRA)**

REPUBLIC OF THE PHILIPPINES

# NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

ANNEX C

National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

**MEMORANDUM FOR THE SND AND CHAIRPERSON, NDRRMC**

**THRU** : **USEC HONORIO S. AZCUETA**
**Undersecretary of National Defense**

**USEC EDUARDO G. BATAC**
**Undersecretary for Civil, Veterans and Reserve Affairs**

**FROM** : **USEC ALEXANDER P. PAMA**
**Administrator, OCD and Executive Director, NDRRMC**

**SUBJECT** : **Institutionalization of the Pre-Disaster Risk Assessment (PDRA)**

**DATE** : JUL 14 2014

1. References: NDRRMC approval on the Institutionalization of the Pre-Disaster Risk Assessment during the full Council Meeting on June 11, 2014 at the OSND Conference Room, this Camp Pasay City

2. The Pre-Disaster Risk Assessment or PDRA is a process to evaluate a hazard's level of risk given the degree of exposure and vulnerability in a specific area. PDRA presents the possible impacts to the populace and form as a basis to determine the appropriate level of response actions from the national level government agencies down to the local government units.

3. PDRA further plays an important part into policy formulation and decision making for both public and private organizations and other stakeholders in disaster risk reduction. PDRA looks into both historical data and probabilistic scenarios to address risks.

4. Scientific and technical government agencies such as DOST to include PAGASA and PHIVOLCS, DENR to include NAMRIA and MGB existing developed tools to assess risks in specific areas of the country will be utilized in the process. The PDRA will produce a hazard-specific, time-bound and area-focus probable impacts. The calibrated assessment will be officially disseminated to trigger the implementation of action plans and protocols of all concerned organizations/units, at all levels.

5. To date, the core group to conduct PDRA has been identified and informally created and linked through an e-group called PDRA Core Group. The group have met to initially assess the likely effects of TY Florita and currently undertaking the process for TS Glenda.

6. The institutionalization of PDRA will further enhance the DRR mechanism of our country as we move one step ahead of a likely disaster.

7. In view of this, a draft NDRRMC Memorandum Circular is prepared to formally institutionalize the PDRA as one the Council's mechanism to trigger appropriate response action is attached.

8. For the information of the SND/Chairperson, NDRRMC and respectfully requesting approval on item no. 7.

**PAMA**

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REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

MEMORANDUM
No. ___, s. 2014

TO : ALL CONCERNED

SUBJECT : **Institutionalization of the Pre-Disaster Risk Assessment (PDRA)**

DATE :

1. **References: Republic Act 10121**
   1.1. Section 2 , items (k) and (l) to recognize the local risk pattern across the country and strengthen the capacities of communities and LGU for DRR, specifically on mitigating and preparing for, responding to and recovering from the impact of disasters;
   1.2. Section 6, item (j) develop assessment tools on the existing and potential hazards and risks brought about by climate change

2. **Background:**
   The Pre-Disaster Risk Assessment or PDRA is a process to evaluate a hazard's level of risk given the degree of exposure and vulnerability in a specific area. PDRA presents the possible impacts to the populace and form as a basis to determine the appropriate level of response actions from the national level government agencies down to the local government units.

   PDRA further plays an important part into policy formulation and decision making for both public and private organizations and other stakeholders in disaster risk reduction. PDRA looks into both historical data and probabilistic scenarios to address risks.

   In view of the need to step up efforts to reduce disaster risks, the Council has approved the institutionalization of the PDRA during its Full Council Meeting on June 11, 2014.

3. To effect the immediate implementation of the PDRA, scientific and technical government agencies such as DOST to include PAGASA and PHIVOLCS, DENR to include NAMRIA and MGB developed tools to assess risks in specific areas of the country will be utilized in the process. The PDRA will produce a hazard-specific, time-bound and area-focus assessment of probable impacts. The calibrated assessment will be officially disseminated to trigger the implementation of action plans and protocols of organization/unit, at all levels.

4. **Creation of the PDRA Core Group:**
   Hereby created is the PDRA Core Team to be composed of authorized and designated representatives from the following member-agencies:

   Head : Executive Director, NDRRMC
   Members:
   Assistant Secretary, Department of Science and Technology
   Assistant Secretary, Department of Social Welfare and Development
   Deputy Director General, National Economic and Development Authority
   Director, Department of Interior and Local Government

Administrator, PAGASA
Director, PHIVOLCS
Director, NAMRIA
Supervising Science Research Specialist, MGB
Chief, NDRRM Service, Office of Civil Defense

As members of the PDRA Core Team, you are directed to organize and may call on NDRRMC member-agencies and other non-member agencies and organizations to facilitate the immediate execution of needed assessment and dissemination of results, as deemed necessary.

5. **Funding Sources:**

To effectively carry out the activities of PDRA, the quick response fund shall be utilized for this purpose.

6. **Monitoring and Reporting:**

The Executive Director of the NDRRMC shall oversee the execution and sustain the PDRA as often as necessary. Periodic PDRA report shall be submitted to the undersigned, as needed.

For guidance and immediate compliance.

**VOLTAIRE T. GAZMIN**
Secretary, DND
and
Chairperson, NDRRMC

REPUBLIC OF THE PHILIPPINES
# NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

**MEMORANDUM**
**No.__, s. 2014**

| | | |
|---|---|---|
| **FOR** | : | Chairpersons, Regional Disaster Risk Reduction and Management Councils |
| **SUBJECT** | : | Replication of Pre-Disaster Risk Assessment (PDRA) at the Regional DRRM Councils |
| **DATE** | : | 19 JUL 2014 |

The NDRRMC has approved the institutionalization of the Pre-Disaster Risk Assessment (PDRA) process during the Full Council Meeting on June 11, 2014. The PDRA is a process to evaluate hazard's level of risk given the degree of exposure and vulnerability in a specific area. PDRA presents the possible impacts to the populace and form as a basis to determine the appropriate level of response actions from the national level government agencies down to the local government units. Further, PDRA plays an important part into policy formulation and decision-making for both public and private organizations and other stakeholders in disaster risk reduction. PDRA looks into both historical and probabilistic scenarios to address risks. The PDRA Core Group is headed by the Executive Director, NDRRMC with the following members:

Undersecretary, DILG
Deputy Director General, NEDA
Assistant Secretary, DOST
Assistant Secretary, DSWD
Administrator, PAGASA-DOST
Director, PHIVOLCS-DOST
Director, NAMRIA-DENR
Director, MGB-DENR
Chief, NDRRMS and Head Secretariat, OCD

Upon its first implementation, the PDRA has been found to be quite effective but needs replication at the Regional DRRM Councils in order to reduce valuable preparation time and to achieve more hazard specific, time bound and area focused assessments needed for the preparation of Local DRRM Councils for incoming and upon occurrence of hazards.

In view thereof, Chairpersons of the Regional DRRM Councils are hereby directed to replicate the Pre-Disaster Risk Assessment process at the Regional DRRM Councils on 19 July 2014.

For strict compliance.

By Authority of the Chairperson, NDRRMC:

**USEC. ALEXANDER P. PAMA**
**Executive Director**

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REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

**MEMORANDUM**
**No.__, s. 2014**

**TO** : Chairpersons, Regional DRRM Councils, 1, 2, 3, 4A, 4B, 5, 6, 8 & NCR

**SUBJECT** : Pre-Disaster Risk Assessment (PDRA) for TS "HENRY"

**DATE** : 19 JUL 2014

In view of Tropical Storm "HENRY" that is also expected to enhance the southwest monsoon and cause substantial rainfall in your respective regions, you are hereby directed to effect the Pre-Disaster Risk Assessment process immediately.

Ensure that the warning agencies, such as the DOST-PAGASA and MGB, DENR, will present the forecast and likely impacts. Invite also at least the Chairpersons of the Provincial DRRM Councils in order to achieve the desired results. The DILG has assured assistance in informing for their concerned local chief executives to attend.

For strict compliance.

By Authority of the Chairperson, NDRRMC:

**USEC. ALEXANDER P. PAMA**
**Executive Director**

# ANNEX-D:
# SOP of RDANA

REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

NOV 0 4 2014

**Memorandum Circular**
No. 25, s.2014

TO : **All Concerned**

SUBJECT : **GUIDELINES IN THE CONDUCT OF RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS (RDANA)**

---

## 1.0 Rationale

The year 2013 has been manifested by major disasters as the country bore the effect of a monstrous typhoon and deadly earthquake that killed thousands and left billions of pesos in damages. The destructive disasters, both natural and human-induced, have revealed our weaknesses in our post-disaster mechanisms in the country. The unprecedented deployment of assets in support of humanitarian response to natural and human-induced disasters, following an increasing trend over the years, confirmed the need for a Standing Operating Procedure (SOP) for the institutionalization of a Rapid Damage Assessment and Needs Analysis (RDANA).

In the aftermath of a disaster, it is imperative that rapid damage and needs assessment be conducted immediately. A rapid assessment provides general information on priority needs, as well as identifies available resources and services, for immediate emergency measures to preserve and save lives and alleviate the sufferings of the affected population. RDANA results serve as basis for project planning and implementation of humanitarian assistance. The integrated approach of a rapid assessment addresses these needs for assistance in a joint manner and aims to satisfy RDANA in the best way possible through actions that can resolve the assessment simultaneously and not independently by sector.

RDANA is a disaster response tool that is used immediately during the early and critical state of a disaster as soon as the conditions allow disaster survey teams to operate. It aims to determine the immediate relief and response requirements and is dependent upon the type of disaster. It is broad in scope and focuses on overall patterns and trends. It identifies the magnitude of a disaster (without necessarily delivering exact figures) by focusing on the general impact on the society and the people's capacity to cope.

RDANA is composed of the following:

a. Damage Assessment – this depicts the overall picture of the incident/situation by providing a "snapshot" of the disaster's magnitude and impact on population and infrastructure. It answers the question "what has happened?"



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Email: dopcen@ndrrmc.gov.ph Website: www.ndrrmc.gov.ph

b. Needs Analysis – this defines the level and type of immediate assistance required for the affected population. It answers the question "what needs to be done?"

RDANA comprises situation, resource, and needs analysis in the early and critical stage of a disaster and is intended to determine the type of immediate response and relief needed and appropriate follow-on actions. The assessment provides information about the needs, possible intervention strategies and resource requirements, and aims to identify the following:

a. General overview of the damage in terms of:
   - nature of a disaster;
   - extent of damage and the secondary threats;
   - impact to availability of resources and local response capacity; and
   - the level of continuing or emerging threats.

b. Assessment of the situation and recommendation on the ff:
   - most urgent relief needs;
   - potential methods for delivery or priorities for action;
   - utilization of resources for immediate response;
   - options for relief assistance;
   - need for detailed assessment of specific geographical areas or sectors; and
   - need for international assistance.

Recent experiences have highlighted the need to develop guidelines in the conduct of RDANA and the use of cluster approach.

The development of RDANA assessment guidelines and protocols related to the conduct of Joint and Coordinated Rapid Damage Assessment and Needs Analysis (definition) shall be the responsibility of the NDRRMC Technical Working Group (TWG).

The following prescribes the purpose of this guideline:

a. To develop a system for the conduct of RDANA;
b. To define the roles and responsibilities of key actors involved in the conduct of RDANA for improved cooperation and coordination;
c. To efficiently utilize available resources to warrant maximum impact through the identification of priorities for response activities; and
d. To ensure that the situation in the affected areas are rapidly and timely reported to the proper authorities as basis for Humanitarian Assistance/Disaster Response (HA/DR).

## 2.0 Legal Bases and References

This Memorandum Circular (MC) is hereby promulgated based on the following legal provisions:

2.1 Section 9, Powers and Functions of OCD under RA 10121 (Philippine

Disaster Risk Reduction and Management Act of 2010)

*Formulate standard operating procedures for the deployment of rapid assessment teams, information sharing among different government agencies, and coordination before and after disasters at all levels;*

2.2 Section 3, Rule 4 IRR of RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)

*The RDRRMC Chairperson may tap the facilities and resources of other government agencies and private sectors, for the protection of life and properties in pursuit of disaster risk reduction and management.*

2.3 Section 3G, Rule7, IRR of RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)

*OCD shall "formulate standard operating procedures for the deployment of rapid damage assessment and needs analysis (DANA) teams, information sharing among different government agencies, and coordination before and after disasters at all levels."*

2.4 Section 4, Para 21 IRR of RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)

*Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes.*

2.5 Outcome 13 of Thematic Area 3: Disaster Response, National DRRM Plan 2011-2028

*Adequate and prompt assessment of needs and damages at all levels.*

## 3.0 Definition of Terms

*Capacity* – a combination of all strengths and resources available within a community, society or organization that can reduce the level of risk, or effects of a disaster. Capacity may include infrastructure and physical means, institutions, societal coping abilities, as well as human knowledge, skills and collective attributes such as social relationships, leadership and management. Capacity may also be described as capability.

*Cluster* - operationally defined as a group of agencies that gather to work together towards common objectives within a particular sector of emergency response.

*Cluster Approach* – aims to harmonize and strengthen the efforts of the the identified agencies of the Philippine Government in providing assistance to affected population during disasters. These clusters will facilitate all coordination in the delivery of humanitarian and disaster response services.

*Disaster Response* – R.A. 10121 defines that it is the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of people affected. It predominantly focused on immediate and short term needs and is sometimes called disaster relief.

*Disaster* – a serious disruption of the functioning of a 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. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences, Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, Social and economic disruption and environmental degradation.

*Emergency* – as per R.A 10121, it is defined as unforeseen or sudden occurrence, especially danger, demanding immediate action.

*First Responders* – there are two types. The first refers to those who are on the scene of the incident (anybody who is coincidentally on the scene); the second refers to certified responders who are on standby for such occurrence (as mandated). The first responder carries out the immediate and timely response needed in addressing an incident. The first responder's performance covers that point in time when the level of incident shifts either to a higher level or towards elimination of crisis. The first responder also secures the scene of incident and conveys the appropriate communication to respective channels, primarily, to an Incident Commander or to the Local Chief Executive. The definition is derived from the HADR Plan of the AFP.

*Humanitarian Assistance* – the use of capabilities to save lives, alleviate sufferings and maintain and protect human dignity during and in the aftermath of disaster, calamities or any types of emergencies.

*Incident Command System (ICS)* – a standardized, on-scene, all hazard incident management concepts; allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is non-permanent organization and is activated only in response to disasters and emergencies.

*Operations Center* – an operating facility to be established by the NDRRMC, DRRMC and LDRRMCs as required by RA 10121. It shall be operated and staffed on a twenty-four (24) hour basis. During emergencies, the Operations Center shall be activated into an "Emergency Operations Center.

*Private Sector* – in the R.A. 10121, it is the key actor in the realm of the economy where the central social concern and process are the mutually beneficial production and distribution of goods and services to meet the physical needs of

human beings. The private sector comprises private corporations, households and nonprofit institutions serving households.

*Quick Response Fund (QRF)* – stand-by fund for relief and recovery programs in order that situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex emergencies, may be normalized as quickly as possible.

*State of Calamity* - a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard. The definition is derived from the R.A.1012.

*Support to other Agencies* – it is operationally defined as the efforts to provide support for developmental, environmental protection and law enforcement activities in pursuit of disaster risk reduction and management programs of the government.

## 4.0 General Strategies

This guideline is designed to address disaster scenarios in the country. Once approved, RDANA Handbook will be crafted that will extend and broaden the detailed discussions on its operational coordination.

The following guidance and arrangements will apply for the conduct of joint rapid assessment missions in disaster affected areas:

4.1 Rapid damage assessment missions shall be conducted jointly and in coordination with the national and/or regional government agencies, the affected local government(s) using the approved assessment form.
4.2 National/Regional/Local DRRM Councils shall organize, equip, and train RDANA teams.
4.3 RDANA teams shall be mobilized and deployed to affected areas.
4.4 Deploy and utilization of technology through the use of DRONE and satellite imagery shall be implemented, as necessary.
4.5 Collection, collation and analysis of data shall be conducted.
4.6 Preparation and submission of RDANA Report shall be held. Copies of which will be provided to the affected LGUs and responding agencies on the ground.

## 5.0 Operational Guidelines and Procedures

5.1 ***Triggers*** **-** Any one of the following conditions triggers a joint RDANA in the affected area(s):

5.1.1 Declaration of a State of Calamity;
5.1.2 Request for assistance from the Local DRRM Council Chairpersons to the NDRRMC or its member agencies;
5.1.3 Request from a regional agency and from the RDRRMC Chairperson present on the ground.

5.1.4 As directed by the NDRRMC Chairperson or the NDRRMC Executive Director.

5.1.5 No contact in six (6) hours in areas expected and/or suspected to be severely affected.

5.1.6 Devastation as depicted in Pre-Disaster Risk Assessment (PDRA) and as reported by more than one media reports.

### 5.2 *Mobilization and Deployment*

#### 5.2.1 **Pre-mobilization**

5.2.1.1 Upon confirmation and recommendation of the Pre-Disaster Risk Assessment (PDRA) Core Group and/or of any one of the triggers and/or categories, the Chairperson, NDRRMC through the Executive Director calls for an emergency meeting with all concerned NDRRMC member agencies and Response Cluster Leads to discuss and determine the following:

5.2.1.1.1 *Situation* – based on initial information on the disaster or event, initial report of damages, local response and projected developments in the emergency situation, including secondary risks.

5.2.1.1.2 *Mission Objectives* - shall reflect the RDANA Teams' Terms of Reference (TOR) and include the specific objectives of the mission based on the direction by the Chairperson, NDRRMC through the Executive Director the estimate of the evolving emergency situation and LGU support requirements. The mission objectives shall indicate the main focus of the mission, the duration, main activities, areas to be covered, and data collection methodology, and form of daily outputs required.

5.2.1.2 The Executive Director, NDRRMC briefs the Chairperson, NDRRMC on the results of the emergency meeting and recommends appropriate actions to be taken and deployment of the RDANA team based on the PDRA Core Group assessment of the situation.

5.2.1.3 The PDRA will determine the possible area of deployment of the RDANA teams. And provide guidance with the mission objectives, assessment tools, logistics, reporting and any other concerns.

5.2.1.4 The Executive Director, NDRRMC and the PDRA Core Group informs the concerned OCD Regional Office and local DRRMC of the organization, terms of reference and deployment of the RDANA Teams in its operational area and advises the same of the logistical support that needs to be extended to the RDANA Team while on mission within its AOR.

5.2.1.5 The PDRA Core Group through the National Disaster Risk Reduction and Management Service (NDRRMS) recommend areas most likely to be affected by the impact of disaster. Hence, Operations Division shall coordinate with the concerned OCD Regional Directors to determine the possible deployment of the National RDANA Teams. Further, arrange all administrative and logistical arrangements to the team to be deployed.

5.2.1.5.1 Contact persons and details in areas to be visited;

5.2.1.5.2 Maps of mission areas;

5.2.1.5.3 A satellite-based communications kit and one (1) DRONE per team with an operator (should more than one kit be required, the CEIS Division through the NDRRMS should liaise with partners from the Emergency Telecommunications Cluster such as WFP for availability of communications kit and operators);

5.2.1.5.4 Transport arrangements (for missions by land from Manila); and,

5.2.1.5.5 Flight reservations and transport arrangements on ground (for missions requiring air travel and vehicles on the ground).

5.2.1.6 The NDRRMC-led RDANA Teams shall be composed of inter-agency representatives coming from the different Response Clusters represented by national government agency representatives (including regional offices) and if necessary, Cluster partners from the international humanitarian partners and ASEAN.

5.2.1.7 The PDRA Core Group briefs the Chairperson, NDRRMC and its members on the conduct of the assessment, including team composition, organization and deployment.

5.2.1.8 All RDANA Teams shall have one common briefing from the Executive Director, NDRRMC and PDRA Core Group prior to departure which covers, but not limited to, the following:

5.2.1.8.1 Assessment mission and deliverables;

5.2.1.8.2 Duration;

5.2.1.8.3 Communications channels between the RDANA Teams and NDRRM OpCen;

5.2.1.8.4 Key contacts on the ground and at NDRRM OPCEN and mode of communications;

5.2.1.8.5 Reporting and frequency;

5.2.1.8.6 Support to RDANA Teams such as personal provision, personal protective equipment (PPE), maps, communications kit, GPS, vaccination, insurance, transport, contact details of key personalities on the ground, operational and contingency funds;

5.2.1.8.7 Fund disbursement procedures and clearing of expenditures; and,

5.2.1.8.8 Mission termination and debriefing.

5.2.1.9 The NDRRMC Building located at Camp General Emilio Aguinaldo, Quezon City shall be the marshalling area as well as the staging point of all RDANA Teams at the national level mission.

5.2.1.10 The respective Regional and Local Emergency Operations Center (EOC) shall be the marshalling area as well as the staging point of all RDANA Teams at the Regional and Local level mission.

5.2.1.11 At the National and Regional level missions, all costs related to the conduct of these missions for NDRRMC-member agency representatives shall be charged against the OCD Quick Response Funds (QRF).

### 5.2.2 *Mobilization*

RDANA Teams shall be headed by the Office of Civil Defense and shall consist of the following agencies: DRRMCs, DSWD, AFP, ATO, CSOs, DA, DepEd, DPWH, LGUs, PCG, DILG, BFP, PNP, DOST, MGB-DENR, PAGASA-DOST, PHIVOLCS-DOST, DOH and PRC. The composition of the team may vary, depending on the nature of disaster.

5.2.2.1 Once the RDANA Teams are constituted and Team Leaders are designated, the Team Leaders shall develop a Plan of Action (PoA) on how to achieve the mission objectives based on their TORs.

5.2.2.2 Upon arrival in the disaster affected areas, the Team Leader shall report to the local DRRMC Chairperson and discuss the team's TOR, PoA and how best to achieve the team's mission objectives.

5.2.2.3 The RDANA Teams shall submit daily updates to the concerned RDRRMC. It shall likewise consolidate and analyze updates to the Operations Division to be submitted to the Executive Director, NDRRMC copy furnished NDRRM OpCen.

5.2.2.4 Regional and Local Emergency Operations Center (EOC) shall closely monitor their respective RDANA Teams while on mission and consolidate, analyze and evaluate daily reports to the RDRRMC or local DRRMC Chairperson.

5.2.2.5 The RDANA Form 1 for Phase 1 for direct observation and Form # 2 for Phase 2, attached as (Annex A), shall be guide in carrying out the rapid damage assessment and needs analysis mission.

5.2.2.6 Accomplished RDANA Form 1 shall be submitted to the concerned RDRRMC for consolidation and analysis within 72 hours upon deployment and 24 hours thereafter. RDANA Form 2 shall be submitted within 2 weeks after deployment. All forms should be submitted by the RDRRMC co-signed by the RDANA Team Leader to Operations Division, OCD.

### 5.2.3 *Termination*

5.2.3.1 Upon mission termination at the national level, the Executive Director, NDRRMC directs the Operations Division, OCD to facilitate the conduct of a debriefing at the NDRRM OPCEN and submits an After Mission/Debriefing Report to the Chairperson, NDRRMC highlighting what went well

and identified areas for improvement in the conduct of future missions;

5.2.3.2 At the regional level, the Chairperson facilitates the conduct of a debriefing at the Regional OPCEN and submits an After Mission/Debriefing Report to the Chairperson, NDRRMC through the Executive Director, NDRRMC highlighting what went well and identified areas for improvement in the conduct of future missions;

5.2.3.3 At the local level, the Chairperson facilitates the conduct of a debriefing at the local OPCEN and submits an After Mission/Debriefing Report to the RDRRMC Chairperson, highlighting what went well and identified areas for improvement in the conduct of future missions;

5.2.3.4 RDANA Team Leaders shall submit an accounting of all mission-related expenditures during the debriefing session.

## 6.0 Roles and Responsibilities:

6.1 At the national level, the Executive Director, NDRRMC shall ensure the effective and efficient implementation of this guideline.

6.2 At the regional down to the local level, the Chairpersons, RDRRMC and local DRRMC shall ascertain effective and efficient implementation of this guideline.

6.3 Executive Director, NDRRMC shall be responsible for the following:

6.3.1 Operationalize the provisions of this Memorandum Circular and guarantee the smooth conduct of RDANA missions, including extending operational support coordination needed to make all missions productive and successful.

6.3.2 Submit regular progress reports to the undersigned on the implementation of this Memorandum Circular based on feedback from the clusters, mission debriefings, and partners.

6.3.3 Continually enhance conduct of rapid and sectoral needs assessment, and make appropriate changes.

6.3.4 Response Clusters shall maintain a ready pool of personnel for the conduct of rapid and sectoral assessments. OCD shall undertake measures to keep Cluster members equally competent in the conduct of RDANA.

6.3.5 R/P/MDRRMC Chairpersons shall designate principal and alternate regional, provincial, and city/municipal focal points in the conduct of rapid damage assessment and needs analysis missions whose names shall be submitted to the Operations Division, OCD within 30 days upon publication of this Memorandum Circular. The identified Focal Persons shall be trained on how to conduct RDANA by the Education and Training Division, OCD.

## 9.0 Repealing Clause

All existing issuances, which are inconsistent herewith are hereby superseded.

Any future reference with respect to their issuances in relation to the Operational Guidelines for the RDANA during disaster response operations shall be made in reference to this Memorandum Circular.

## 10.0 Dissemination

The OCD and its Regional Directors, NDRRMC and member agencies shall disseminate this Memorandum Circular to all LGUs within their territorial jurisdiction.

## 11.0 Effectivity

This Memorandum shall take effect immediately for information, guidance and widest dissemination.

**VOLTAIRE T GAZMIN**
**Secretary, DND and**
**Chairperson, NDRRMC**

SECRETARY OF NATIONAL DEFENSE

VTG-146677

***Enclosures***:
*Annex A - RDANA Forms*
*Annex B - Mission Kits*
*Annex C - Benefits*

***Distribution***:

| | | |
|---|---|---|
| *DSWD* | *OCD Regional Offices* | *PRC* |
| *DOH* | *OCD Divisions* | *Regional Offices: DSWD, DOH, DA, DepEd, DPWH* |
| *DA* | *AFP/AFPCC* | *RDRRMC, PDRRMC and MDRRMC Chairpersons* |
| *DepEd* | *DND* | |
| *DPWH* | *DND* | |
| *National Response Cluster Leads* | *Private Sector Disaster Management Network (PSDMN)* | |

# RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS
# INITIAL REPORT (C/O OCD)

## I. PROFILE OF THE DISASTER

Site Location/Address :_____
Time of RDANA Team Arrival :_____
Time of RDANA Team Departure :_____
Local authorities/persons interviewed :_____
_____
_____

MODALITY:
GPS Coordinates :_____
Type of Disaster :_____
Date and Time of Occurrence :_____
Summary of Disaster/Incident:

## II. INITIAL EFFECTS

Total Population :_____ ___ children ____ women ____ PWDs
Affected Population :_____ ___ children ____ women ____ PWDs
Displaced Population :_____ ___ children ____ women ____ PWDs
Dead :_____ ___ children ____ women ____ PWDs
Missing :_____ ___ children ____ women ____ PWDs
Injured :_____ ___ children ____ women ____ PWDs

## III. STATUS OF LIFELINES AND CRITICAL FACILITIES

| | |
|---|---|
| Roads and Bridges | |
| Electricity | |
| Communication Network | |
| Hospitals | |
| Schools | |

| | |
|---|---|
| Airports | |
| Sea Ports | |
| Water Supply System | |
| Market | |
| Residential Houses | |
| Others | |

**III. INITIAL NEEDS ASSESSMENT CHECKLIST**

| | **Summary of Damages** | **Priority Needs** |
|---|---|---|
| Health | | |
| Food and Nutrition | | |
| WASH | | |
| Shelter and NFIs | | |
| Protection | | |
| Others | | |

**IV. INITIAL RESPONSE ACTIONS**

Response groups involved :_____
Assets deployed :_____
Number of families served :_____ ___ children ____ women ____ PWDs
Extent of local assistance :_____

References:

NDRRMC Report Development Workshop – Forms I and II
ASEAN-ERAT Daily Assessment Form for ARF DIREX
ASEAN RDANA Manual Quick Reference Guide December 2008
Initial Needs Assessment Checklist (INAC) – Version 06/05/10

# RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS FORM # 2 (RDANA) INTENDED FOR PHASE 2 OF RDANA TEAM MISSION

## Note: This must be submitted not later than 3 weeks after disaster and will answer the questions "What are the gaps and issues?"

| | |
|---|---|
| **Location:** | **Main Event:** |
| **Assessment/Report Date:** | **Date and Time of Event:** |
| **Participating Organizations:** | **GPS Coordinates of area being assessed:** |
| **Affected Municipalities/Cities:** | **Area Assessed:** |

**I. General Situation Before Disaster**

| Total Population | % Women | % Men | Ave No. of persons/family | No. of handicapped or PWDs | Poverty Rate |
|---|---|---|---|---|---|
| | | | | | |

**II. General Situation After Disaster**

| Affected Municipalities | Persons/ families affected | Persons /families displaced | Deaths | Injured | Missing | Children under 5 | Pregnant Women | Seniors (>60) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |

**III. Characteristics of Disaster Zone**

| Urban proportion (estimated %) | Rural Proportion (estimated %) | Economic Activity (agricultural, commercial, industrial, others) | Ethnic Groups (cultural, languages) |
|---|---|---|---|
| | | | |

**Observations:**

**IV. Accessibility to Affected Municipalities and Disaster Zones**

| | By Land/estimated travel time/vehicle type | By Air/estimated travel time/flights available | By Water/estimated travel time/vessel type |
|---|---|---|---|
| To the municipal/city center | | | |
| Routes to affected zones | | | |

**Observations/Recommendations:**

**V. Electricity, Communication and Fuel in Disaster Zones**

| | Operational/Normal | Intermittent | Non-operational | Why? |
|---|---|---|---|---|
| Electricity | | | | |
| Telephone/fax | | | | |
| Mobile phone | | | | |
| Radio Stations | | | | |
| Television | | | | |
| Radio Communication | | | | |

| | | | | |
|---|---|---|---|---|
| **Fuel Distribution** | | | | |

**Observations/Recommendations:**

**VI. Health**

**Availability of Medical Personnel, Medicines and Medical Supplies and Others**

| | Available Provisions (Y/N) | With Extra Provisions (Y/N) | Satisfy the Needs (Y/N) |
|---|---|---|---|
| **Medical Personnel** | | | |
| **Medicines** | | | |
| **Medical Supplies** | | | |
| **Others** | | | |

**Health Establishments in the Disaster Zone**

| Name of Health Facility | Category | Operational (%) | Non-operational | Type of Damage | No. Beds Available | Water (Y/N) | Electricity (Y/N)/Back-up Power (Y/N) |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**Disposal of Corpses**

| | Yes | No |
|---|---|---|
| **Are there any problems for disposal of human corpses?** | | |
| **Are there any problems for disposal of animal corpses?** | | |

**Impact on Health: High ; Medium; Low; None**

**Early Recovery Issues:**

**Observations/Recommendations:**

**VII. WASH**

| | Yes | No | Observation |
|---|---|---|---|
| **Was there water supply before the event?** | | | |

| | Sufficient (%) | Poor (%) | None (%) | Observations |
|---|---|---|---|---|
| **Estimated dwellings/ shelters with water (%)** | | | | |

| | Surface (Y/N) | Subterranean (Y/N) | Observations |
|---|---|---|---|
| **Alternative sources of water supply** | | | |

| Water source | Status before the disaster (working or not) | Damaged | Contaminated | Destroyed |
|---|---|---|---|---|
| **Wells** | | | | |
| **Rivers/streams** | | | | |
| **Storage infrastructure** | | | | |
| **Aqueduct** | | | | |
| **Spring** | | | | |
| **Others** | | | | |

**Impact on water supply: High ; Medium; Low; None**

| Sanitation System | Functional | | No. of Units Damaged | Observations (signs of contamination?) |
|---|---|---|---|---|
| | Yes | No | | |
| **Latrines** | | | | |
| **Sewer System** | | | | |
| **Septic Tanks** | | | | |

| Waste disposal system | Functional | | Observations (signs of contamination?) |
|---|---|---|---|
| | Yes | No | |
| **Solid waste** | | | |
| **Discharge of grey/black liquids** | | | |
| **Rubbish disposal** | | | |

**Main Sanitation Needs**

| Needs | Estimated Quantity | Estimated No. of Families | Observations |
|---|---|---|---|
| | | | |

**Impact on Sanitation: High ; Medium; Low; None**

**Early Recovery Issues:**

**Observations/Recommendations:**

**VIII. Food and Nutrition**

**Food Sources**

| Main source of food for displaced families | Before the disaster | After the disaster | Observations |
|---|---|---|---|
| Self-production | | | |
| Purchase | | | |
| Donations/food aid | | | |
| Exchange/Trade | | | |
| Collection | | | |

**Means for affected families to prepare food**

| | Yes | No | Observations |
|---|---|---|---|
| Water | | | |
| Kitchen | | | |
| Fuel/firewood for cooking | | | |
| Kitchen Utensils | | | |

**Food Reserves**

| | Yes | No | Observations |
|---|---|---|---|
| Do the affected families have food? | | | |
| Do the displaced families have food? | | | |
| How long would the reserves last, if any? | | | |
| Do the affected/displaced families have capacity to access/buy food? | | | |

**Food Interventions**

| Food distribution | Organization | Products distributed | Available inventory | Existing program? | |
|---|---|---|---|---|---|
| | | | | Yes | No |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |

**Main Needs in Food and Nutrition**

| Assessed Needs | Estimated Quantity | Estimated No. of Families | Observations |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Impact on Food and Nutrition: High ; Medium; Low; None**

**Early Recovery Issues:**

**Observations/Recommendations:**

**IX. Shelter**

**Estimated No. of destroyed shelters:**

**Estimated No. of damaged shelters:**

**Estimated No. of families in evacuation centers w/ destroyed shelters:**

**Estimated No. of families staying with host families:**

**Main Needs in Shelters**

| Needs | Estimated Quantity | Estimated No. of Families |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

**Impact on Shelter: High ; Medium; Low; None**

**Early Recovery Issues:**

**Observations/Recommendations:**

**X. LIVELIHOOD**

**Impact on Livelihood Sectors**

| Activity/Sector | Impact | Sectors Mainly Female or | Estimated No. of |
|---|---|---|---|

| | High | Medium | Low | Male | Families Affected |
|---|---|---|---|---|---|
| **Farming** | | | | | |
| **Cattle Raising** | | | | | |
| **Fishing** | | | | | |
| **Industrial** | | | | | |
| **Commerce** | | | | | |
| **Manual Labor** | | | | | |
| **Skilled Labor** | | | | | |
| **Others** | | | | | |

**Main Needs in Livelihood**

| Needs | Estimated Quantity | Estimated No. of Families to Benefit | Observations |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Impact on Livelihood: High ; Medium; Low; None**

**Early Recovery Issues:**

**Observations/Recommendations:**

**XI. Protection**

**Situation of Children**

| | Total Number | Boys | Girls | Identification/ documentation |
|---|---|---|---|---|
| **Orphans** | | | | |
| **Separated from Parents** | | | | |

| | Yes | No | Observations |
|---|---|---|---|
| **Have there been instances, registration or monitoring of mistreatment, rape and sexual abuse?** | | | |
| **Are there organizations that work in psychosocial support?** | | | |
| **Are there organizations that work for the protection of rights?** | | | |

| | Barriers |
|---|---|
| **Main barriers for the fulfillment of basic protection principles and actions** | |

**Main Needs in Protection**

| Needs | Quantity | No. of Families | Observations |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Impact on Protection: High ; Medium; Low; None**

**Early Recovery Issues:**

**Observations/Recommendations:**

**XII. Education**

**Impact on Schools**

| | Total Existing | Total Damaged/ % | Total Destroyed / % |
|---|---|---|---|
| **No. of Classrooms** | | | |
| **Furnishings Affected (est %)** | | | |
| **Materials Affected (est %)** | | | |
| **No of Students Affected** | | | |

**Main Needs in Education**

| Needs | Quantity | No. of Families | Observations |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**Impact on Education: High ; Medium; Low; None**

**Early Recovery Issues:**

**Observations/Recommendations:**

| XIII. Organization and Coordination | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Orgzn** | **Health** | **WASH** | **Shelter** | **Protection** | **Food** | **Livelihood** | **Education** | **Security** | **Others** |
| **Provincial Clusters** | | | | | | | | | |
| **PDCC** | | | | | | | | | |
| **CDCC** | | | | | | | | | |
| **MDCC** | | | | | | | | | |
| **BDCC** | | | | | | | | | |
| **Others** | | | | | | | | | |

**Information Flow (Check if existing and X if not)**

| | **NGOs** | **UN Agencies** | **BDCC** | **MDCC** | **CDCC** | **Provincial Clusters** | **PDCC** |
|---|---|---|---|---|---|---|---|
| **NGOs** | | | | | | | |
| **UN Agencies** | | | | | | | |
| **BDCC** | | | | | | | |
| **MDCC** | | | | | | | |
| **CDCC** | | | | | | | |
| **Provincial Clusters** | | | | | | | |
| **PDCC** | | | | | | | |

**Main Needs in Coordination:**

**Impact on Coordination: High ; Medium; Low; None**

**Early Recovery Issues:**

**Observations/Recommendations:**

# ANNEX-E:

# NDRRMC

## Manual of Operations

### (for Cross-Reference)

# THE NATIONAL DISASTER RISK REDUCTION & MANAGEMENT OPERATIONS CENTER

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## INTRODUCTION

The Office of Civil Defense(OCD), being the Executive Arm of the National Disaster Risk Reduction and Management Council (NDRRMC), is gearing toward the creation of National Disaster Risk Reduction and Management Operations Center (NDRRMOC) and expansion in terms of manpower and responsibilities to achieve its vision as the *"Center for Excellence in Disaster Risk Reduction and Management in 2020"*. With this vision, the following standard operating procedures and guidelines are crafted to be able to improve the existing system and to meet the demands of the provision of RA 10121 during the times of emergency operations.

The NDRRMOC is maintained and operated on a 24/7 basis by the National Disaster Risk Reduction and Management Service (NDRRMS) of the Office of Civil Defense. It is the principal facility responsible for monitoring potential and on-going emergency situations within the country in coordination with respective Operations Center (OpCen) of NDRRMC-Member Agencies and Regional Disaster Risk Reduction and Management Councils (RDRRMCs). It undertakes information management function in the event of on-going disaster situations, being the nerve center of all response coordination at the national level. To a limited extent and as required by the NDRRMC Chairperson and/or the Office of the President (OP), the NDRRMOC also monitors the transition from emergency response and relief to recovery phase.

During normal conditions, the NDRRMOC functions as a regular office with a skeletal duty team during off-office hours, weekends, and holidays. During emergency conditions and other disaster situations brought about by both sudden onset and slow onset disasters, the NDRRMOC activates its Duty Alert System whereby duty personnel work round-the-clock to continuously monitor the evolving situation. It processes information received from various sources and provides an analysis to get a clear picture of the magnitude of the situation as well as identify the gaps and emergency needs in addressing the requirements of the affected population. It also recommends appropriate actions to undertake in order to expedite the decision-making process.

# CHAPTER 1:

# STANDARD OPERATING PROCEDURES (SOPs) OF THE NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT OPERATIONS CENTER (NDRRMOC)

## A. COMMUNICATION FLOW AND WARNING DISSEMINATION

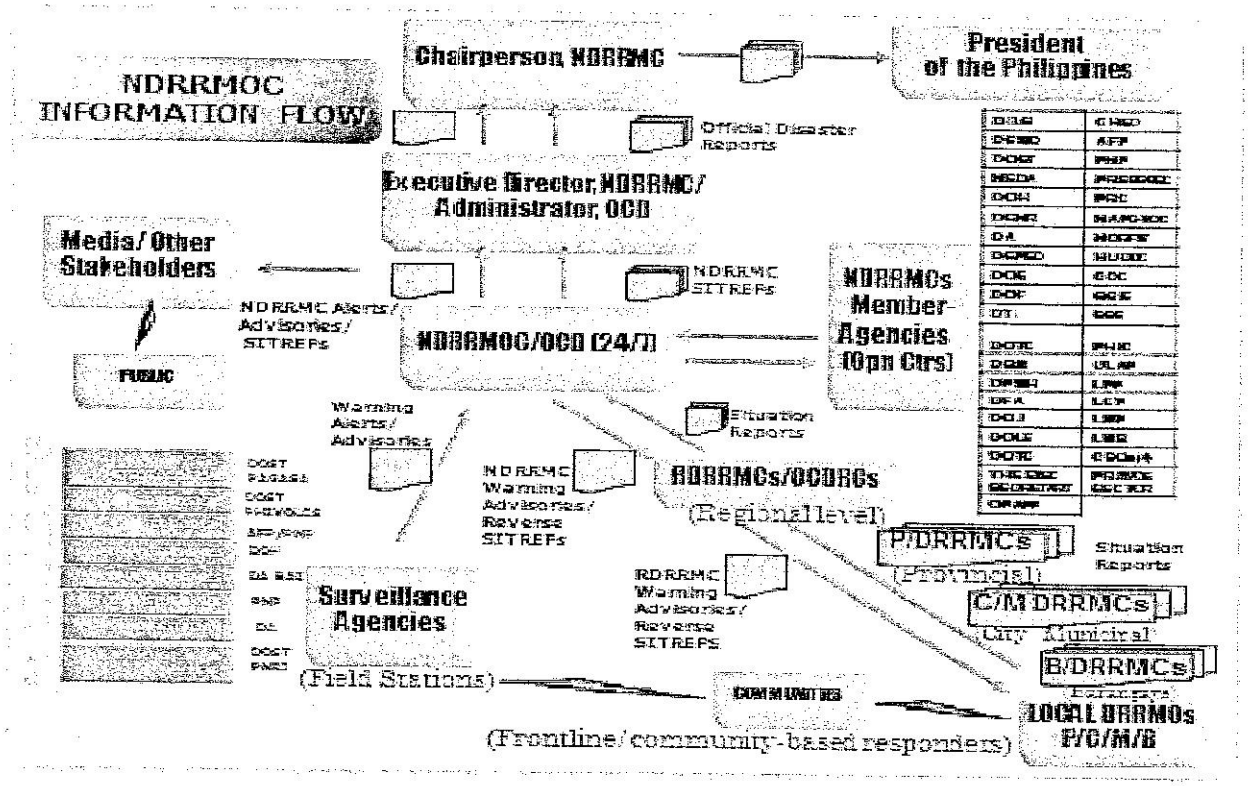


*Figure 1: Schematic Diagram of the Communications/Information Flow*

The NDRRMC information/communication flow shows how bulletins and information from the surveillance agencies are processed and developed into NDRRMC Advisories, Situational Reports, and Official Disaster Reports, providing decision-makers with valuable information and knowledge. The processed information from the NDRRMOC also serves as basis for appropriate response or actions to be taken by the community at risk, local DRRMCs, and other response agencies.

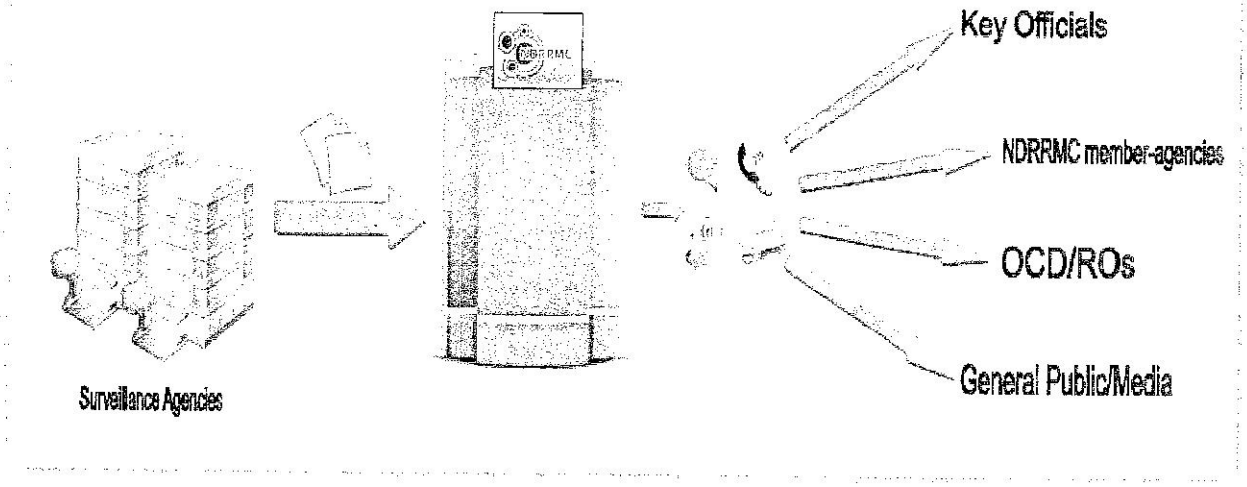


*Figure 2: Warning Dissemination*

The NDRRMOC issues warning advisories to all stakeholders upon receipt of any information from warning/surveillance agencies. Dissemination should be done using all available means of communications. Advisories can be accessed through the NDRRMC website (www.ndrrmc.gov.ph).

## B. THE ALERT SYSTEM

- **SUDDEN ONSET Situation:**
  - Should the emergency occur during at night or weekends during normal duty operations, members of Quick Response Team (QRT) shall immediately report to NDRRMOC upon advice by duty officer. Relieve of QRT will start upon the assumption to duty of the activated alert team

- **SLOW ONSET Situation:**
  - The call for activation of alert status on regular working days shall be 8:00 AM to 8:00 AM the following day. During BLUE (Modified Blue and Blue) and RED conditions, duty alert teams (NDRRMS personnel) shall perform 12-hour / 24-hour duty shift at NDRRMOC for the duration of emergency, regardless of the day of the week. Duty Detailed Staff (SSDO-Team Leader, SDO, Admin Support, Engineering Staff, Driver, Security, Dispatcher/Courier, others) from other divisions shall report to NDRRMOC as augmentation support to the alert teams

| | | |
|---|---|---|
| **WHITE** - **Normal Operations** **Monitoring, Coordination** | **BLUE** - In preparation for a slow onset disaster (12 or 24 hours duty)<br>• Limited activation of the NDRRMOC. Primary or lead personnel from the OCD, complemented by selected NDRRMC member agencies (e.g. AFP, PNP, PCG, PAGASA) shall render duty at the NDRRMOC on a 12-hour or 24-hour basis | **MODIFIED BLUE** (12 hours duty) **Internal Arrangement**<br>**FULL BLUE** (24 hours duty) |
| | **RED** - In anticipation of an imminent emergency situation (24 hours duty)<br>• Requires response agency staffing at the NDRRMOC and immediate inter-agency coordination | |

***Table 1: Operation Level***

### a. NDRRMOC's ALERT STATUS

The Chairperson, NDRRMC and Executive Director of NDRRMC shall be responsible in raising the NDRRMOC alert status.

Other agencies may recommend raising the alert status through the Chief, NDRRMS and/or Chief, NDRRMOC e.g. PAGASA with weather disturbances, PHIVOLCS with volcano and earthquake, response agencies with human-induced hazards. The recommendation shall be forwarded to the ED, NDRRMC for approval. The following are the NDRRMOC's Alert Status vis-à-vis various situations:

| HAZARDS | Table 2: CONDITIONS AND TRIGGERS (Either 1 of the listed triggers/conditions) | | |
|---|---|---|---|
| | WHITE ALERT | BLUE ALERT | RED ALERT |
| **1. Tropical Cyclones (TCs)**<br>1.1 Flooding<br>1.2 Storm Surge<br>1.3 Severe Wind | - **Weather Advisories from PAGASA** | - **Severe Weather Bulletin (SWB) from PAGASA**<br>• Expected to enter PAR within 5 days | - **Severe Weather Bulletin (SWB) from PAGASA**<br>• Location: within PAR<br>• Classification: Tropical Storm, Typhoon<br>• PSWS: #2 & #3 |
| **2. Other Weather Disturbances**<br>2.1 Monsoon Rains<br>2.2 ITCZ<br>2.3 LPA | - **Rainfall Advisory** from PAGASA (**Yellow** Advisory)<br>• 7.5 - 15 mm RAIN observed in 1 hour and expected to continue in the next 2 hours<br>• Flooding is possible | - **Rainfall Advisory** from PAGASA (**ORANGE** Advisory)<br>• 15-30mm RAIN observed in 1 hour and expected to continue in the next 2 hours<br>• Flooding is threatening<br>- Two (2) or more regions are affected | - **Rainfall Advisory** from PAGASA (**RED** Advisory)<br>• More than 30mm RAIN observed in 1 hour and expected to continue in the next 2 hours<br>• Serious flooding expected in low-lying areas<br>- Two (2) or more regions are affected |
| **3. Volcano Alert** | - **Normal**<br>• Quiet<br>• No eruption foreseeable in the future | - **Alert Level Three (3)**<br>- Unrest that could lead to eruption<br>- Increasing likelihood of a hazardous eruption, possibly explosive, probably within 1-7 days | - **Alert Level Four (4)**<br>- Hazardous eruption within 1 - 2 days |
| **4. Earthquake** | - No reported damage<br>- Not expecting aftershocks | **Intensity V**<br>- Has damages and aftershocks | **Intensity VI and above**<br>- Very destructive<br>- Requires immediate response |
| **5. Tsunami (Regional / Distant)** | - **Green Advisory (No Tsunami Threat)**<br>• A large earthquake is generated but either: (1) there is no tsunami generated by this event or (2) a | - **Orange Advisory (Minor Sea Level Disturbance)**<br>• Minor sea level disturbance is expected in some coastal areas with wave heights | - **Red Advisory (Tsunami Warning)**<br>• Destructive tsunami is generated with life threatening wave heights and is expected to arrive to Philippine coastlines with wave heights of |

| | | | |
|---|---|---|---|
| | tsunami was generated but will not reach the Philippines<br>• No evacuation needed<br><br>- **Yellow Advisory (Sea Level Change Monitoring)**<br>• Monitor sea level changes and updates | of less than one (1) meter above the expected ocean tides | greater than one (1) meter above the expected ocean tides |
| **6.Tornado** | | - Declaration of Local State of Calamity | |
| **7. Armed Conflict, Civil Strife** | - Level 1 & 2 Crises (Barangay / City / Municipal / Provincial)<br><br>• Local security forces or law enforces and Crisis Management Committee (CMC) are in control of the situation<br>• Appropriate resources are available and capable at either Municipal or Barangay level<br>• Local security forces or law enforcers at the municipal/city level are unable to resolve the crisis within their capabilities<br>• Brgy / Municipal / City CMC recommends elevation of the crisis level<br>• Incident affects two or more municipalities within the same provinces | - Level 3 Crisis (Regional)<br><br>• Situation requires employment of security forces and utilization of resources of the Provincial/Regional level organizations and beyond<br>• Upon the recommendation of the Provincial CMC or of the C-OPR (EXECOM, NSC/NCMC) of a particular crisis<br>• Incident affects two or more provinces within the same region<br>• Crisis involves foreign national/s, either perpetrators or victims<br>• Crisis affects peace process, national tourism industry, and other major industries | - Level 4 Crisis (National)<br><br>• The crisis (issues and demands) requires major decisions of the principal members of the EXECOM, NSC/NCMC<br>• The President's decision is required<br>• International commitments are at stake<br>• Crisis entails border issues / conflicts<br>• National Security issues are at stake, such as food, water, energy security, critical transportation and communication structure, and environment are threatened<br>• Incident affects two or more regions within the country<br>• The highest terrorist threat level involving mass casualty attacks has been declared |
| **8. Fire, Conflagration** | - Monitoring | - Declaration of Local State of Calamity<br>- At least 200 families or 1,000 persons are affected and / or displaced<br>- At least 50 persons died in the incident with reported injured and missing | |

| | | | |
|---|---|---|---|
| **9. Maritime Incidents / Sea Mishap** (e.g. Oil Spill, Ship Collision, Sunken Vessel) | - Monitoring | - Declaration of Local State of Calamity<br>- At least 50 persons died in the incident with reported injured and missing | - Needs mobilization of national resources for response operations |
| **10. Land / Air Accidents** | - Monitoring | - Declaration of Local State of Calamity<br>At least 50 persons died in the incident with reported injured and missing | - Needs mobilization of national resources for response operations |
| **11. Chemical / Biological / Radiological / Nuclear Explosives** | - Monitoring | - Pronouncement of countries within the Asia-Pacific region on any CBRNE testing/launching which will likely pass through or hit PAR | - Needs mobilization of national resources for response operations |
| **12. Epidemic Outbreak** | - Monitoring | - Level 3 – Outbreak is affecting several municipalities but within a province<br>- Recommendation from DOH | - Level 4 – Outbreak is affecting several provinces but within the region or nationwide |
| **13. Special Events** (e.g. Black Nazarene, Holy Week, Christmas and New Year, and other high profile / high density gatherings) | - Monitoring | - Scheduled special events in NCR or nationwide | |

## b. DOWNGRADING

Downgrading or lowering the NDRRMOC's alert status shall be upon the recommendation of Chief, NDRRMOC/Chief, NDRRMS to Executive Director, NDRRMC. Downgrading from RED to BLUE shall be determined based on the condition of affected areas. Termination of disaster response such as relief operations, search and rescue/retrieval and can be the basis of downgrading the alert status

Downgrading the alert status from BLUE to WHITE / upon recommendation of the C, NDRRMOC.

## c. ACTIONS OF NDRRMOC re: ALERT SYSTEM

### WHITE Alert

- Monitors incidents from the OCDROs
- Prepare Memo for C, NDRRMC on incidents reported
- Act on all matters related to operations
- Translate advisories from warning agencies into NDRRMC Advisory and disseminates the same to concerned RDRRMOCs, NDRRMC member agencies and the general public through all means of communication
- Finalization of Situation Reports

### BLUE Alert

- Alert teams of NDRRMOC and concerned NDRRMC member agencies shall render duty on a 24/7 basis
- Gather reports from OCDROs and NDRRMC member agencies including initiatives on preparedness actions such as pre-emptive evacuation, prepositioning of resources, etc.
- Consolidate, process and analyze submitted and gathered validated reports from OCDRCs and other member-agencies; (i.e. number of evacuees - DSWD, number of casualties- DOH, damages in agriculture - DA, etc.)
- Prepare Memo for C, NDRRMC on the preparedness measures of the NDRRMC member-agencies and RDRRMOCs
- Prepare updates/executive summary for and briefings on current situation
- Prepare relevant maps and other materials for meetings, briefings or press conferences
- Uploads Situational Reports to the official website of NDRRMC and linked to social media for the information of general public upon the approval of the ED, NDRRMC

- C,NDRRMS and/or Executive Director, NDRRMC shall convene the NDRRMC TWG on agency's preparedness measures and actions taken

**RED Alert**

- **NDRRMC Member-Agencies** shall render duty at NDRRMOC on a 24/7 basis and perform the following:
  - Coordinate with their respective offices re clarifications or concerns raised by the NDRRMOC duty personnel
  - Provide reports and other related requirements pursuant to their mandates
  - Attend and/or answer queries during meetings
  - Monitor actions taken by their respective field units
- OCD-led duty team at NDRRMOC shall analyze and consolidate information from RDRRMOC and validate/cross check information/data with the Detailed Duty Officer/s (DDO/s)
- Facilitate effective public information and accurate alerts and warnings to the public
- Ensure that the status of on-going disaster operations and the evolving situations in the affected areas are properly monitored and reflected in the situational report:
  - Affected Population – DSWD (including IDPs served inside and outside the evacuation centers)
  - Casualties – DOH
  - Damages to Infrastructure – DPWH
  - Damages to Agriculture – DA (such as crops, fisheries, livestocks, and other agricultural equipment)
  - Damaged Houses – DSWD
  - Cost of Assistance Extended – DSWD, DOH, NGOs, LGUs, etc.
  - Other matrices/template
- Provide RDRRMOCs with NDRRMC's draft SitRep for further validation and confirmation
- Provide the President, and C, NDRRMC and member agencies with regular reports on the prevailing situation
- Prepare updates/executive summary for briefings on current situation
- Prepared relevant maps and other materials for meetings, briefings or press conferences
- The duty personnel shall upload Situational Reports to NDRRMC website and linked to social media for the information of general public upon the approval of the ED, NDRRMC
- Prepare a complete documentation of the major disasters managed (effects, HA/DR, assistance per cluster)

- Chairperson, NDRRMC or ED, NDRRMC shall conduct regular briefings on the situation among DDOs
- Deploy organized multi-agency team from the national or regional agencies for the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) when necessary

**Normal Situation (OPCEN work and on Response Section and Recovery and Rehabilitation Section)**

- Coordinates with RDRRMOCs concerned for the submission of final reports on the effects after transition period from emergency to early recovery
- Prepares the final report for submission to the C,NDRRMC
- National PDNA Team shall conduct PDNA when 2 or more regions are affected or when requested by the RDRRMC or when ordered by the C,NDRRMC; submit report to NDRRMC for subsequent submission
- C, NDRRMOC shall conduct debriefing and initiate actions for improvement

## C. GUIDELINES IN OPERATING THE NDRRMOC

**The NDRRMOC shall:**

### a. IMPLEMENTATION OF ALERT SYSTEM

- Send alert notices to all NDRRMOC personnel and NDRRMC member agencies' representatives from PAGASA, DSWD,DOH, DPWH, DepEd, DA,DILG, BFP, PNP, AFP, PCG, PRC, NGCP and other bureaus as needed

### b. PREPAREDNESS ACTIVITIES

- Monitor the preparedness activities of the local DRRMCs through the OCD Regional Offices (OCDROs); preparations/actions of NDRRMC member-agencies; and the disaster requirements in the disaster-stricken areas
- Direct all Response Agencies to immediately report their available assets for immediate deployment to the threatened areas upon receipt of the initial Weather Advisory. Further, concerned National Agencies shall evaluate their existing resources and reinforce its local/regional counterparts if needed, and direct them to preposition bulk of their respective assets within accessible and safe distance to the areas that are likely to be stricken/affected
- Maintain a close coordination with private transport companies (sea, air, and land) for the free-of-charge transport of relief goods/equipment to ease transport cost and further augment the land, air, and sea assets of response agencies to

fast track the immediate delivery and distribution of much needed supplies and equipment in the threatened/disaster–stricken areas

**c. DURING DISASTER PHASE**

- Process bulletins / warnings / advisories / information issued by surveillance agencies for dissemination to all stakeholders
- Ensure that the Situation Report in the form of Memorandum for the Chairperson, NDRRMC shall be translated into an NDRRMC Update, uploaded at the NDRRMC website and linked to social media
- Prepare Situational Reports and RDANA Report for the President, NDRRMC Chairperson and member-agencies
- Coordinate with implementing agencies to maximize mobilization of resources to the disaster-stricken areas
- Monitor the member-agencies' relief and recovery efforts and document various activities of DRRMCs concerned and the active participation of local agencies in the emergency operations
- Recommend the declaration of National State of Calamity if needed
- Facilitate a meeting among NDRRMC member-agencies to effectively address the requirements in the affected regions
- Ensure that the requirements of affected regions in terms of Search and Rescue/Retrieval (SAR) resources, logistics, relief and medical supplies, and other basic services are immediately referred to appropriate agencies on duty at NDRRMOC
- In coordination with OCDROs, ensure that the status of on-going disaster operations and the evolving situations in the affected areas are properly monitored and reflected in the progressive situation report:
  - Affected Population-DSWD (including IDPs served inside and outside the Evacuation Centers)
  - Casualties – DOH
  - Damages to Infrastructure- DPWH
  - Damages to Agriculture- DA (such as crops, fisheries, livestock, and other agricultural equipment)
  - Damaged Houses –DSWD
  - Cost of Assistance Extended–DSWD, DOH, NGOs, LGUs, etc.

**d. REPORTING INCIDENTS**

- Immediately disseminate information to all stakeholders through SMS / facsimile
- Prepare Memorandum for the Chairperson, NDRRMC, NDRRMC Update which shall include national actions in terms of dissemination and coordination made at NDRRMOC and actions taken locally. Only Chief, NDRRMS and Chief, NDRRMOC shall have the authority to sign for the ED,NDRRMC

- Send the Memorandum and Advisory to respective concerned agencies through fax and email
- With the approval of Chief, NDRRMS / Chief, NDRRMOC / ED, NDRRMC, upload the NDRRMC Update to the NDRRMC website and link to social media for information and reference of the media and general public
- Monitor possible effects and actions taken by local DRRMCs through RDRRMCs and NDRRMC member agencies for inclusion in the next report
- Process Situational Report to indicate any significant changes

## e. REPORTING ADVISORIES

- Immediately disseminate information to all stakeholders through SMS / facsimile
- Prepare Memorandum for the Chairperson, NDRRMC; NDRRMC Advisory, and NDRRMC Update which shall include national actions in terms of dissemination and coordination made at NDRRMOC and actions taken locally
- Send the Memorandum and Advisory to respective concerned agencies through fax and email
- Upload the NDRRMC Update to the NDRRMC website and link to social media for information and reference of the media and general public
- Indicate in the Staff Duty Officer (SDO) Report the specific actions made per report received (Example: Prepared NDRRMC Memo and disseminated the same to OP and NDRRMC Member Agencies concerned)

## f. GUIDELINES DURING ACTIVATION PERIOD

- The NDRRMOC shall immediately disseminate thru SMS the initial information of an emerging disaster and shall prioritize the Office of the President (OP), NDRRMC Chairperson, NDRRMC Executive Director, OCD Central Office Officials, and OCD Regional Directors
- Disseminate alert notices to the NDRRMC Member Agencies' Detailed Duty Officers: PAGASA, PHIVOLCS, DSWD, DILG, DOH, DPWH, DepEd, DA, BFP, PNP, AFP, PCG, NGCP, and other Bureaus, as needed, to render duty at the National Disaster Risk Reduction and Management Operations Center (NDRRMOC) to facilitate easy coordination with their respective Offices for the needed requirements in the affected regions
- Immediately implement the cluster approach coordination mechanism and the NDRRM Secretariat Services shall facilitate the conduct of emergency meetings presided by government cluster leads to effectively address the requirements in the affected regions:

| Cluster | Government Lead |
|---|---|
| Education | DepEd |

| | |
|---|---|
| Health (WASH, Medical, Nutrition and Psychosocial Services) | DOH |
| Logistic Support Coordination | DND-OCD |
| Emergency Livelihood | DTI |
| Management of the Dead and Missing (MDM) | DILG |
| Law and Order | DILG |
| International Humanitarian Relations | DFA |
| Food and Non-Food Items | DSWD |
| CCCM (Camp Coordination and Camp Management) | DSWD |
| IDP Protection | DSWD |
| Search, Rescue & Retrieval | DND-AFP |
| Emergency Telecom Support Coordination | DOST |

- Refer to the DDOs on duty at NDRRMOC the immediate needs / requirements of affected regions in terms of transportation, SAR equipment, logistics, relief supplies (Food and Non-Food Items, drugs and medicines, and medical supplies) and other basic services
- Coordinate the airlift / transport of relief goods and SAR equipment, and delivery of basic services to the disaster-stricken areas with the AFP to facilitate immediate delivery of basic services
- Monitor the status of the prevailing disaster operations and the evolving situations in the affected areas documented in the progressive situation report
- Submit the final documentation of every major disaster to NDRRMOC within two (2) weeks after the termination of the disaster operations

**g. DOCUMENTS TRACKING SYSTEM (Incoming/Outgoing Communications, and Disaster Reports/Warning Information Dissemination)**

- Duty team shall maintain a **desktop computer** solely for tracking of communications and disaster reports of the day to ensure the whereabouts of said documents in case of further verifications. Record will include the following:
  - All incoming reports from the OCD Regional Offices and/or agencies concerned related to major disasters shall be encoded in the document tracking system

- All other incident reports not related to the prevailing disaster such as: vehicular accidents, fire incidents, epidemic outbreak, etc., with significant effects, shall be documented and be reported as **incidents monitored for the day in a form of Memorandum for the SND**. This shall be disseminated to concerned NDRRMC-OCD Key Officials: CDA, CDDA, CDEXO, ACDEXO, Chief, NDRRMS, C, NDRRMOC, MPAU, and RDRRMO/OCD Regional Offices concerned thru SMS and NDRRMC website
- Regardless of situation, non-disaster related communications such as: request for data, notice of meetings, request for assistance, attendance to workshops, donations and vetting from PMS received during tour of duty, shall be forwarded to the one in-charge of the document tracking for recording and then to the team leader and C, NDRRMS / C, NDRRMOC for notation and/or decision-making (for white/blue/red?)

- Ensures that all pertinent information from field and agencies' reports received by NDRRMOC shall be properly analyzed and validated and are reflected in the situational reports of the day
- Ensures that all situation reports of the day shall be monitored from end-to-end, from the preparation phase to dissemination phase either through email, SMS, facsimile and social media
- Duty team shall prioritize the President of the Republic of the Philippines, C, NDRRMC, and the higher officials of DND in the dissemination of situation reports through the fastest possible means either through, email, SMS and facsimile

## h. COORDINATION AND FEEDBACK MECHANISMS

- Duty personnel shall follow the schematic diagram of the communications/information flow (table 1) in the performance of their activity during their tour of duty
- Duty team shall ensure that all coordination made by concerned personnel as assigned by the Officers-in-command shall have results and feedback that shall be recorded and reported at once for inclusion in the situational report
- Assigned coordinators shall coordinate directly to the Officials concerned to immediately obtain positive result
- Duty team shall maintain a journal of activities on coordination made related to the ongoing disaster situations in a log book during their tour of duty
- Duty team shall turn the log book over to the incoming team for continuity

## i. HIERARCHY OF COMMAND

- During the team's tour of duty, NDRRMOC staff shall observe the chain of command: **CDA → Chief, NDRRMS, Chief, NDRRMOC → Designated Supervisors → Team leaders and → Executive Support Staff during the team's tour of duty**

- In the absence of the CDA, the Chief, NDRRMS shall take-over the command of the Center and the Chief, NDRRMOC, and/or who ever the CDA may designate, shall take over in the absence of Chief, NDRRMS
- Strictly follow / comply to all instructions from the Highest/Higher Officer-in-Command of the day to effectively address all concerns of the NDRRMOC

## j. TOUR OF DUTY / DUTY RELIEF SYSTEM

- Team members shall report for duty 30 minutes before the time stipulated at 7:30 AM to ensure proper turn-over of command by the outgoing team to the incoming team
- Each member of the team shall personally endorse / turn-over any unfinished business before leaving the post to ensure continuity of the work assigned
- The duty alert team member shall prioritize his / her duty at NDRRMOC in case the duty alert team member/s is/are required by other Offices (outside) and OCD Division to attend meetings and participate to activities
- Duty alert team member/s shall immediately inform the team leader if he/she cannot report for duty in the event of an emergency and the team leader shall subsequently inform the Chief, NDRRMOC
- Duty personnel from other Divisions (**SDO and Admin Support Staff)** shall observe the following guidance if they are on official travel due to trainings/seminars and other fortuitous events:
  - All duty staff shall look for replacement ahead of time at least two (2) days before his/her scheduled duty. **A written agreement shall likewise be submitted to the Chief, NDRRMOC**
  - The next-in-line in the duty schedule shall take-over in case the duty staff is on official travel. **The Admin Division / Personnel Section shall issue guidelines on this matter**
  - Duty staff shall advise the Chief, NDRRMOC of any commitment and or official travel for the Office. **Prior to the preparation of a Travel Order, the Personnel Section shall seek the approval of the Division Chief first**
- During weekends and holidays, outgoing duty personnel shall not leave their posts until the incoming duty personnel arrive and shall observe proper turn-over. The incoming duty shall immediately inform the personnel on duty at 5:00PM on weekdays (Off-office hours); 8:00AM on weekends/holidays; and 8:00PM on weekends/holidays if they cannot come on time so as not to hamper the activities being attended to at the NDRRMOC. Repetitive acts of tardiness shall be subject to corresponding disciplinary action as determined by the Personnel Section
- **All duty personnel shall stay at the NDRRMOC during their entire tour of duty and shall refrain from doing other unofficial business outside the NDRRMC Building.** In case of emergency, senior officials should be informed prior to leaving the office premises. Repetitive acts of such shall be subject to corresponding disciplinary action as determined by the Personnel Section or Chief, NDRRMS / NDRRM OpCen

- Duty driver and a corresponding vehicle shall be dedicated for NDRRMOC during blue and red alert mode and shall not be used for other purposes. All trips shall be with the consent of the Chief, NDRRMSS/Chief, NDRRMOC

## k. ATTIRE DECORUM

- NDRRMOC Staff shall wear appropriate attire during office hours: Polo Shirt with collar and slacks for males and complete uniforms for females prescribed by the office. During alert activation, duty personnel shall wear the prescribed duty alert uniform for the day (assigned color of uniform) (during white or red/blue alert?)
- Personnel who attend meetings at OSND, OUSCVRA or at any office within the DND and messengers who deliver reports and communications to these offices shall wear appropriate dress code
- Always wear the required proper uniform (which is?) on Mondays during the flag-raising ceremony (Gala Uniform: Female – Monday Uniform / Male – White Barong and slacks)
- Wearing of shorts and slippers at the NDRRMOC during office hours is prohibited at all times

## l. ENTITLEMENT TO COMPULSARY TIME - OFFS (CTOs) and MEALS PROVISIONS

- All staff who render duty at NDRRMOC for 24 hours straight shall be entitled to a 2-day compulsory time-offs (CTOs) in lieu of monetary allowances/overtime pay and shall be provided with food during their tour of duty
- All staff who render duty and do not avail the CTOs shall be entitled to overtime pay subject to recommendation of Chief, NDRRMOC and approval of Executive Director, NDRRMC

## m. TELEPHONE COURTESY

- All duty personnel shall observe telephone courtesy at all times, regardless of who the callers are
- There are two (2) hotline numbers installed at the NDRRMOC solely for SND's call to CDA:

  5659 located at the Office of the Chief, NDRRMS

  912-0984 located at the SDO Desk

- The Presidential Situation Room (PSR) monitor of the Office of the President (OP) installed at the NDRRMOC shall be monitored at all times when activated. The CEITD personnel who were trained by the Office of the President and the National Security Council shall brief and train new NDRRMOC personnel on how to operate the equipment

## n. ATTENDANCE TO FLAG CEREMONY

- Duty alert team members who render duty from 8:00AM Sunday to 8:00AM Monday shall be automatically excused from attending the flag-raising ceremony
- Incoming alert team for 8:00 AM Monday duty are likewise excused from attending the flag-raising ceremony
- Duty Alert Team shall wear the prescribed uniform (assigned color of uniform)

## D. NDRRMOC MANNING

### a. DUTIES AND RESPONSIBILITIES OF DUTY PERSONNEL MANNING THE NDRRMOC

- **REGULAR DUTY**

1. Outgoing Duty Personnel shall turn-over the responsibilities to incoming Duty Personnel
2. Incoming Duty Personnel shall record the attendance and time of arrival in the Duty Personnel Journal/Logbook
3. Shall receive all calls and other information through all means of communications available
4. Stay at the NDRRMOC during the entire tour of duty
5. Observe proper turn-over of duties, documentation, and other concerns to incoming replacement
6. Detailed Activities of Duty Personnel:

| CONSTITUTION/ COMPOSITION | RESPONSIBILITIES | EXPECTED OUTPUT |
|---|---|---|
| Staff Duty Officer (SDO) | ▫ Notifies the CDA and Chief, NDRRMOC as incoming SDO thru text<br>▫ Receives the documents/information for turn-over, service vehicle keys, official cellphone, and cash for the meal allowance from the outgoing SDO/Duty Staff<br>▫ Checks and documents the attendance of all personnel on duty<br>▫ Conducts briefing to all duty personnel emphasizing their roles, duties and responsibilities, and delegates duties/assignment to Duty Staff<br>▫ Counter checks the following reports / information prepared by duty staff. | ▫ SDO Report<br>▫ PowerPoint Presentation (if necessery)<br>▫ Turn-over of command to the incoming SDO |

| | | |
|---|---|---|
| | - 24-Hour Public Weather Forecast, General Flood Advisory, Gale Warning, and other weather information / bulletin / alert / advisories<br>- Earthquake, Tsunami Alert, Volcano, and other geophysical information/bulletin/alert/Advisories<br>- Reports from RDRRMC/OCD Regional Offices (Incidents Monitored)<br>- Reports from stakeholders and other sources<br>- SDO Report (cc: CDA, CDDA, CDEXO)<br>▪ Counter checks all the information / messages prepared by duty staff for dissemination to OCD Key Officials and other Stakeholders thru SMS, emails, website, and other communication channels<br>▪ Signs all communications / reports<br>▪ Ensures that all office equipment, including vehicles, (operational and non-operational) are all accounted for and used according to its purpose<br>▪ Secures that all office equipment, utilities, and facilities, are shut-off when not in use (doors, windows, computer, television, printer, lights, air conditioner, etc.)<br>▪ Attends to all immediate requests and visits of senior officers<br>▪ Conducts debriefing of all duty personnel on the result of tour of duty<br>▪ Ensures that endorsement of duties and responsibilities, documentation, and other concerns to incoming SDO/Staff are properly observed<br>▪ Monitors information via radio and television | |
| NDRRMS Staff | ▪ Reports to the SDO upon arrival<br>▪ Prepares and translates the following information into official report:<br>- 24-Hour Public Weather Forecast, General Flood Advisory, Gale Warning, and other weather information/bulletin/alert/advisories<br>- Earthquake, Tsunami Alert, Volcano, and other geophysical information/bulletin/alert/Advisories<br>- Reports from RDRRMC/OCD Regional Offices (Incidents Monitored)<br>- SDO Report (cc: CDA, CDDA, CDEXO)<br>- Other reports from stakeholders and other sources<br>Note: all reports prepared must be presented to the SDO for counter checking and approval prior to dissemination<br>▪ Observes proper turn-over of duties. | ▪ Memorandum for the SND and Chairperson, NDRRMC<br>▪ NDRRMC Update / Advisory<br>▪ |

| | | |
|---|---|---|
| | documentation, and other concerns to the incoming NDRRMOC Duty Staff<br>▪ Ensures that supplies and materials are available | |
| Administrative Support Staff | ▪ Reports to the SDO upon arrival<br>▪ Receives and attends to all phone calls<br>▪ Receives and logs all correspondence/reports from OCDROs and other sources<br>▪ Informs the SDO of all the calls and information/reports and what actions they have undertaken<br>▪ Coordinates with RDRRMOs/OCD Centers/, Member Agencies, Offices on issues/concerns requiring immediate action<br>▪ Validates with the OCDROs all the information/report gathered by the SDO in all forms of media<br>▪ Facilitates the provision of meals to duty personnel and secures liquidating instruments and other pertinent documents<br>▪ Observes proper turn-over of duties, documentation, and other concerns to incoming Administrative Support Duty Staff | ▪ Draft SDO report to be submitted to the SDO for counter-checking and signing |
| IT Support Staff | ▪ Reports to the SDO upon arrival<br>▪ Drafts/Prepares and disseminates information / messages, letter of response and other communications to NDRRMC/OCD Key Officials and other Stakeholders through SMS, email, website, social media, and other communication channels<br>Note:<br>1. Information/messages must be presented to the SDO for counter checking and approval prior to dissemination<br>2. Ensures that all reports are delivered and disseminated to NDRRMC Key Officials, Member Agencies, RDRRMOs/OCD Centers, and other Stakeholders (Memorandum, NDRRMC Update, NDRRMC<br>▪ Uploads official reports to NDRRMC Website and files the same to designated folders<br>▪ Prepares PowerPoint presentation for management use<br>▪ Checks and maintains the InfoBoard, email, NDRRMC Website, and other | ▪ SMS<br>▪ Email<br>▪ Social Media<br>▪ Upload the following reports to NDRRMC Website:<br>- NDRRMC Update / Advisory<br>- Incidents Monitored Report<br>▪ PowerPoint Presentation (if necessary) |

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| | communications, electronics, internet, and other equipment<br>▪ Observes proper turn-over of duties, documentation, and other concerns to incoming IT Support Staff |
| Driver | ▪ Reports to the SDO upon arrival<br>▪ Endorses vehicle keys to the SDO with an acknowledgement receipt form / report indicating corresponding keys<br>▪ Provides transport services to employees<br>▪ Informs the SDO of any existing official vehicle requests<br>▪ Together with utility personnel, picks-up food ordered for duty personnel<br>▪ Ensures that petroleum, oil, and lubricants for the vehicle are available<br>▪ Observes proper turn-over of duties, documentation, and other concerns to incoming Duty Driver |
| Security | ▪ Reports to the SDO upon arrival<br>▪ Ensures that the electrical facilities are shut-off in the Administrative Building and NDRRMOC when not in use<br>▪ Ensures whether front and rear areas of both buildings are properly illuminated at night<br>▪ Reports unauthorized use of equipment, facilities, and properties at both buildings including OCD Service Vehicles<br>▪ Conducts inspection at the vicinity of both buildings on regular basis<br>▪ Maintains logbook of visitors during tour of duty<br>▪ Observes proper turn-over of duties, documentation, and other concerns to incoming Security Staff |
| Utility | ▪ Reports to the SDO upon arrival<br>▪ Serves and distributes food including beverages to duty personnel<br>▪ Ensures the cleanliness of all areas in the NDRRMOC (working areas, conference rooms, toilets, pantry, etc.)<br>▪ Ensures that all trash bins are empty and clean<br>▪ Reports leaks, malfunction, unserviceable |

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| | comfort/showers rooms and lavatory<br>▪ Secures that doors and windows is closed/locked at all times<br>▪ Switches off air conditioning units at the lobby after office hours<br>▪ Observes proper turn-over of duties, documentation, and other concerns to incoming Duty Utility |

- **ALERT TEAMS**

1. Outgoing Alert Team shall turn-over the responsibilities to incoming Alert Team
2. Personnel from NDRRMS who are divided into several teams shall render duty 24 hours on rotation basis
3. The composition of the alert teams and the individual functions of each team member are as follows:

| CONSTITUTION/ COMPOSITION | RESPONSIBILITIES | EXPECTED OUTPUT |
|---|---|---|
| Senior Staff Duty Officer (SSDO) – Admin | ▪ Over-all Team Leader<br>▪ Assigns task to duty augmentation team from other division<br>▪ Collaborate with Duty NDRRMC Member Agencies or DDOs<br>▪ Reviews the Situational Report/s of the day to ensure accuracy and correctness of the report prior to submission to the CDA / Chief, NDRRMS / Chief, NDRRMOC for approval/signature<br>▪ Reviews the PowerPoint Presentation prepared by the NDRRMS Alert Team<br>▪ Shall sign the Situational Report on behalf of the CDA (if not around / and as per directive of the CDA)<br>▪ Reviews the SDO Report prepared by the SDO | ▪ Final Situational Report<br>▪ Final PowerPoint Presentation<br>▪ SDO Report (including other incidents not related to the on-going disaster incident) |
| Staff Duty officer (SDO) – Admin | ▪ Assistant Team Leader<br>▪ Shall perform assigned tasks stipulated in the duties and | ▪ SDO Report (including other incidents not related |

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| | responsibilities of personnel manning the NDRRMOC (regular duty) | to the on-going disaster incident) |
| Team Leader (NDRRMS) | ▪ Prepares briefing materials / Executive Summary / PowerPoint presentation for the CDA, SND, and the President of the Philippines<br>▪ Assigns task to NDRRMS Duty Alert Team members<br>▪ Collects the accomplished templates from the member agencies<br>▪ Highlights significant information in the raw reports received from the regions and provide copy to the report developer for inclusion in the Situational Reports<br>▪ Checks the Situational Report/s of the day to ensure accuracy and correctness of figures reflected on the matrices prior to the submission to the SSDO<br>▪ Prepares notes and endorse all unfinished business to the incoming Team Leader<br>▪ Prepares other matrices (as necessary) | ▪ Briefing material / Executive Summary / PowerPoint presentation<br>▪ Agencies' inputs to the Situational Reports<br>▪ Compiled Situational Reports within 24 Hours:<br><br>Blue Alert<br>▪ 1st 3 days – 4 x a day<br>▪ 4th day to 2nd week – 2 x a day<br>▪ After 2 weeks – once a day<br><br>Red Alert<br>▪ 1st 3 days – 4 x a day<br>▪ 4th day to 2nd week – 2 x a day<br>▪ After 2 weeks – once a day<br>- Support from other division<br>- Turn-over of Command to the incoming Team Leader |
| Work Station 1 (Report Developer) | ▪ Prepares Situational Report for SND/Chairperson, NDRRMC on the effects based on the matrices and response operations undertaken by local emergency providers and member agencies' (national and local) responders on the emergency situation (e.g. Search and Rescue Operation, Evacuation, Early Recovery and Relief Operation)<br>▪ Prepares matrices on:<br>✓ Preparedness Measure / Actions Taken / Emergency Response<br>✓ Status of Strandees<br>✓ Declarations of State of Calamity | ▪ Narrative Situational Report with corresponding matrices during the team's tour of duty<br>▪ Incoming raw reports analyzed |

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| Work Station 2 | ▪ Prepare matrices on:<br>✓ Casualties<br>✓ Damage to Properties (Agriculture, Infrastructure, lifelines, and private properties) | ▪ Duly accomplished matrices |
| Work Station 3 | ▪ Prepare matrices on:<br>✓ Affected Population<br>✓ Damaged Houses | ▪ Duly accomplished matrices |
| Work Station 4 | ▪ Prepare advisories on weather<br>▪ bulletins, flood bulletins, gale warnings, and volcanic activities<br>▪ Prepare matrices on:<br>✓ Weather Bulletin Matrix<br>✓ Assets deployed | ▪ Duly accomplished advisories and matrices |
| Work Station 5 | ▪ Prepare matrices on:<br>✓ Cost of Assistance<br>✓ Status of Rivers and Dams<br>✓ Status of Lifelines<br>✓ Flooded Areas | ▪ Duly accomplished matrices |
| Work Station 6 | ▪ Prepare and update PowerPoint presentation for the CDA, SND, and President of the Philippines<br>▪ Operate and update images / presentations shown on the NDRRMC monitors<br>▪ Prepare matrices on:<br>✓ Cancellation of Flights<br>✓ Suspension of Classes | ▪ Duly accomplished Other Incidents Report, PowerPoint Presentation, and matrices<br>▪ Updated images / presentations on the NDRRMC monitors |
| Work Station 7 (IT) | ▪ Send Information through SMS<br>▪ Send outgoing communications and other letter of response to the requesting parties through Email<br>▪ Upload all NDRRMC Updates of Situational Reports, weather / | ▪ Folder of copies of raw reports sent thru SMS<br>▪ Folder of communications emailed and logbook of sent emails, twitted messages, and posted messages on Facebook |

| | | |
|---|---|---|
| | flood advisories, and outgoing communications at the NDRRMC website<br>▪ Check NDRRMC Email, Twitter, and Facebook<br>▪ File all Situational Reports, weather/flood advisories, and Incidents Monitored during the team's tour of duty | within the team's tour of duty |
| Tele Fax Brigade / Coordinator | ▪ Receive incoming reports from the regions and other sources sent thru fax<br>▪ Send outgoing communications and situational reports to concerned agencies thru fax<br>▪ Gather information and coordinate with Regional Centers and Agencies concerned thru phone/fax | ▪ Journal of incoming and outgoing official phone calls and fax messages<br>▪ Logbook of messages and/or reports sent and received thru phone/fax |
| Special Disbursing Officer (SDO) from NDRRMB | ▪ Coordinate/purchase food provisions for the day<br>▪ Submit liquidation instruments to COA / Budget<br>▪ Prepare meal attendance | ▪ Record of food purchases and official receipts for disbursement/reimbursement<br>▪ Names of those provided with food and snacks |
| Other Personnel *(Assigned per Team's tour of duty)*<br>- Engineering<br>- Dispatcher / courier<br>- Driver with assigned vehicle<br>- Security<br>- Utility | ▪ Engineering personnel shall ensure that all electrical/electronic equipment and generator set are functional and running<br>▪ Dispatcher/Courier shall ensure complete-staff-work in the delivery of all documents/items<br>▪ Driver, Security, and Utility shall perform assigned task as stipulated in his duties and responsibilities<br><br>*All personnel shall serve as augmentation / surge capacity to Duty Alert Team and shall perform assigned tasks stipulated in the duties and responsibilities of personnel manning the NDRRMOC* | ▪ SDO Report (including other incidents not related to the on-going disaster incident) |

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| | *(regular duty)* | |
| **Administrative Support Staff 1** | ▪ Reports to the SDO upon arrival<br>▪ Prepares and translates the following information into official report:<br>- 24-Hour Public Weather Forecast, General Flood Advisory, Gale Warning, and other weather information / bulletin / alert / advisories<br>- Earthquake, Tsunami Alert, Volcano, and other geophysical information / bulletin / alert / Advisories<br>- Reports from RDRRMC/OCD Regional Offices (Incidents Monitored)<br>- SDO Report (cc: CDA, CDDA, CDEXO)<br>- Other reports from stakeholders and other sources<br>Note: all reports prepared must be presented to the SDO for counter checking and approval prior to dissemination<br>▪ Ensures that supplies and materials are available<br>- Observes proper turn-over of duties, documentation, and other concerns to the incoming NDRRMOC Duty Staff | |
| **Administrative Support Staff 2** | ▪ Reports to the SDO upon arrival<br>▪ Receives and attends to all phone calls<br>▪ Receives and logs all correspondence/reports from OCDROs and other sources<br>▪ Informs the SDO of all the calls and information/reports and what actions they have undertaken<br>▪ Coordinates with RDRRMOs/OCD Centers/, Member Agencies, Offices on issues/concerns requiring immediate action<br>▪ Validates with the OCDROs all the information/report gathered by the SDO in all forms of media | |

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| | ▪ Facilitates the provision of meals to duty personnel and secures<br>▪ Observes proper turn-over of duties, documentation, and other concerns to the incoming NDRRMOC Duty Staff | |
| **Driver**<br>Security<br>Utility | ▪ Shall perform assigned tasks stipulated in the duties and responsibilities of personnel manning the NDRRMOC (regular duty)<br>▪ Shall serve as augmentation / surge capacity to Duty Alert Team | |

4. Shall receive all calls and other information through all means of communications available
5. Stays at the NDRRMOC during tour of duty
6. Observe proper turn-over of duties, documentation, and other concerns to incoming duty alert team

# CHAPTER 2:

# REPORTING

The Office of Civil Defense (OCD), being the secretariat of the Council, continues to improve systems/operations and coordination in the NDRRM Operations Center (NDRRMOC) and is able to provide services on DRRM through highly professional and competent workforce to effectively manage the consequences of all types of emergencies/disasters in the country.

Reporting is required to ensure proper monitoring, and documentation of disaster occurrences and their effects on the population, properties, and the environment.

**Objectives:**

1. To process information received from various sources and provide an analysis so that stakeholders get a clear picture of the magnitude of the situation as well as identify the gaps and emergency needs in addressing the requirements of the affected population
2. To reduce the risks and effectively manage the consequences of disasters, the OCD shall institute measures to guide the DRRM Operations Centers at all levels in addressing "near real-time reporting"
3. To recommend appropriate actions to be undertaken in order to expedite the decision-making process

## A. GUIDELINES IN REPORTING DISASTER INCIDENTS

### a. POLICIES/GUIDELINES IN REPORTING:

1. The DRRMCs from the regional down to the local level shall ensure that all major and minor incidents, both natural and human-induced are:

   1.1. **Monitored**
   1.2. **Recorded**
   1.3. **Documented**
   1.4. **Reported**

2. The Office of Civil Defense Regional Offices (OCDRCs) shall:

   - Automatically determine if incidents are worth reporting.If so, ensure that they are reported on a near real-time basis for the immediate information of:

     - **C, NDRRMOC**
     - **OCD Administrator (cc: CDDA, CDEXO)**

3. Incidents which require decision-making by higher authorities shall be reported through the fastest means of communications:

   3.1. Short Messaging System (SMS)
   3.2. Facsimile
   3.3. Telephone
   3.4. Email

4. All planned events/observance which have the potential for an emergency situation shall be:

   4.1. Closely monitored
   4.2. Documented
   4.3. Reported by concerned DRRM Operations Centers

**b. CRITERIA IN REPORTING INCIDENTS**

1. Major incident category with any of the following conditions:

   1.1 At least 5 persons died in the incident, with or without report of injuries and missing
   1.2 At least 10 injured and/or 10 missing without report of deaths
   1.3 When there is a need for declaration of affected areas under a State of Calamity either by the Local Sanggunian or by the President of the Republic of the Philippines
   1.4 At least 10 families or 50 persons are affected and/or displaced
   1.5 At least more than PhP5,000,000.00 worth of damage to the means of livelihood, shelter, critical infrastructures, major roads and bridges, agricultural production, as well as disruption to lifelines (water, electricity, transport, and communication systems) which cannot be restored within 24 hours

2. When there is a call for assistance for disaster operations by LGU to RDRRMC
3. When there is a need for the declaration of affected areas under a State of Calamity either by the Local Sanggunian or by the President of the Republic of the Philippines
4. An incident of suspected case of communicable diseases which can possibly cause an outbreak shall fall under the major incident category when there is clustering of cases in a given area or among specific group of people over a particular period of time, regardless of the number of deaths or hospitalized persons as validated by the Department of Health
5. A slow-onset condition such as drought affecting at least 40% of the agricultural productive area, or as confirmed by the Department of Agriculture, severely affecting low-income farmers as certified by RDANA team conducting socio-economic indices in an entire province

6. Volcanic activity, earthquake incidents, tsunami, severe weather bulletin of tropical cyclones with or without effects (casualty or damages incurred),shall automatically fall under major incidents and reported to the Civil Defense Administrator(CDA)and SND/C, NDRRMC through fastest means of communications (SMS)
7. Reports on minor incidents which have no significant effect shall be submitted to NDRRMOC for SMS to CDA and other OCD key Officials. These reports shall be included in the daily monitored incidents and subsequently in the Monthly Monitoring Sheet of the Report Development Section (RDS) for database purposes. Other incidents which have the potential to escalate or involve more deaths, injuries or evacuation, and civil strife that may cause death, injuries and evacuation shall likewise be reported
8. All reports on major incidents submitted by OCDROs to NDRRMOC shall be reported to SND in the form of Memorandum to be signed by the Administrator, OCD / Executive Director, NDRRMC or any Senior Officials authorized by the latter thru facsimile and e-mail (dopcenbackup@gmail.com and opcen@ndrrmc.gov.ph)
9. Updates of an incident report **should be submitted** to NDRRMOC.

**c. REPORTORIAL REQUIREMENTS**

OCDRO shall submit the following reports to NDRRMOC:

1. **Initial Report** is submitted within 2 hours to confirm whether the incident has actually occurred. It includes information on what, when, where, why and how the incident happened; and what steps are initially taken

2. **Situation Report Form (SitRep)** shall be submitted by RDRRMOC to NDRRMOC whenever there are updates. It shall indicate the prevailing situation, consolidated effects; emergency response, issues and concerns with corresponding recommendations. Subsequently, NDRRMC SitRep shall be submitted to the SND at the prescribed coverage and time of releases as indicated in the periodic submission and release of reports

3. **Final Report** –summary of previous reports with lessons learned two (2) weeks after the termination of disaster operations. (Level of Alert) Situational indicators that are decided by the council transitioning to early recovery but not limited to the following:

   3.1. Majority of severely affected areas in bunkhouses (60%)

   3.2. Initial resumption of business activity

   3.3. Partial restoration of electricity, power and water (at least 10%)

   3.4. There is predictability and manageability of the situation

4. **Complete documentation(e.g. multi-media and narrative reports)** of damages and/or disaster operation activities in disaster-stricken areas for record purposes or future references

## d. REPORTING CASUALTIES, AFFECTED POPULATION AND DAMAGES

Report on casualties, affected and/or displaced population and damages shall be submitted per municipality supported with brief description and analysis:

1. Casualties (dead, injured, missing with identity)

   1.1. Identity and number of death casualties have to be tallied, validated and confirmed from the DOH Regional Office before reporting to NDRRMOC.

   1.2. The number of unidentified dead casualties can be reported subject to confirmation by the DOH Regional Office.

2. Population affected and/or displaced shall be:

   2.1. Validated and confirmed by the Regional DSWD

   2.2. Subsequently, cross-checked by the NDRRMOC and DSWD-Disaster Response Operations Monitoring and Information Center (DROMIC) report

3. Cost of damages submitted by local DRRMCs shall be:

   3.1. Tallied with the local engineering office/DPWH, DA, DepEd, and DILG before reporting to NDRRMOC

   3.2. Damages shall be categorized as follows:

- **LevelI** - no significant damage
- **LevelII** - only minor damage is noted which needs minimal repair
- **Level III** - major damage is noted which requires Extensive repair
- **Level IV** - total loss / destruction which needs reconstruction / rehabilitation

## e. PROCEDURES FOR REPORTING INCIDENTS

1. Based on the initial assessment result conducted by the LDRRMC, the concerned Local Chief Executive(LCE) shall submit a report to the concerned RDRRMOC

2. RDRRMOC shall submit a report to the CDA and NDRRMOC through SMS, fax and email
3. NDRRMOC shall:
    - Report all incidents immediately to Administrator, OCD / Executive Director, NDRRMC and NDRRMC/OCD Key Officials via SMS
    - Prepare a Situational Report in the form of a Memorandum for SND/C,NDRRMC for the signature of the CDA or any Senior Official as designated by the CDA
    - Send the Memorandum to respective concerned agencies through fax and email
    - Upload the NDRRMC Update to the NDRRMC website and link to social media for information and reference of the media and general public
4. Subsequent periodic reports shall be submitted:
    - **Every 6 hours within the first week of disaster response operations (6:00 AM, 12:00 NN, 6:00 PM, 12:00 MN)**
    - **Every 12 hours after a week (6:00 AM, 6:00 PM)**
    - **Once a day thereafter until such time that the disaster operations is terminated (6:00 AM)**

## B. REPORTING TEMPLATE

a. INITIAL REPORT

*LETTER HEAD*
Office of Civil Defense - Region _____
Regional Disaster Risk Reduction and Management Council

**MEMORANDUM FOR EXECUTIVE DIRECTOR, NDRRMC and ADMINISTRATOR OCD**

**FROM** : CHAIRPERSON, RDRRMC

**SUBJECT** : INITIAL REPORT re _____

**DATE/TIME** : MONTH XX, XXXX, TIME

***Source*:**

### I. SITUATION OVERVIEW:

WHAT : (Type of disaster)
WHEN : (Date and Time of occurrence)
WHERE : (Exact locations)
WHY : (Probable cause of incident)
WHO : (Affected population)

### II. INITIAL ACTIONS:

Situation report to follow.

Prepared by:_____
Received by: _____
Date:_____
Time:_____

Draft as of 28 November 2014

NDRRMC LETTER HEAD*

**MEMORANDUM FOR THE SND and CHAIRPERSON, NDRRMC**

**THRU** : **USND**
**USCVRA**

**FROM** : **Executive Director, NDRRMC and Administrator, OCD**

**SUBJECT** : **Incident Monitored Covering the Period XXXXXXH – XXXXXXH MonthYear**

**DATE** : **XX Month Year**

*Sources:*

## 1. INITIAL REPORT RE XXXXX

**Overview:**

- What, When, Where, Why
- Who
- Other details

**Actions Taken:**

- XXXXXX

## 2. BELATED REPORT RE XXXXX

**Overview:**

- What, When, Where, Why
- Who
- Other details

**Actions Taken:**

- XXXXXX

**For the information of the SND and Chairperson, NDRRMC.**

**P A M A**

cc: OES, OpCen-DND, AFP Command Center, DILG, PNP, BFP, DOH-HEMS, DSWD-Dromic, DPWH, DA, PRC, DOTC Action Center, DepEd, PCG Action Center, PPA, LTFRB, NEA, NGCP, RDRRMC/OCD Regional Centers

b. SITUATIONAL REPORT

*LETTER HEAD*
Office of Civil Defense-Region _____
Regional Disaster Risk Reduction and Management Council

**MEMORANDUM FOR EXECUTIVE DIRECTOR, NDRRMC and ADMINISTRATOR, OCD**

**FROM** : CHAIRPERSON, RDRRMC

**SUBJECT** : SitRep No.1 re _____

**DATE** : XX MONTH XXXX, TIME

*Source:*

## I. SITUATION OVERVIEW

**Paragraph Form (What, Where, When, Who, Why)**

## II. EFFECTS:

### A. INCIDENTS MONITORED

- As of 00 January 0000, 0:00 AM, eight (8) incidents were monitored:five (5) of which were landslide incidents, one (1) flashflood incident, and two (2) maritime incidents

| AREA | TIME/DATE OF OCCURRENCE | DESCRIPTION | REMARK/S |
|---|---|---|---|
| **TOTAL INCIDENTS MONITORED** | | | 8 |
| **LANDSLIDE INCIDENTS - 5** | | | |
| **Region A** | | | **5** |
| **Province I** | | | 2 |
| On or about 00:00 AM, two (2) landslide incidents transpired in Brgy. Bravo, Municipality of Charlie | 00 January 0000, 00:00 AM | A total of 00 families / 000 persons were evacuated | Clearing of debris |
| **Province II** | | | 3 |
| On or about 00:00 AM, three (3) landslide incidents transpired in Brgy. Delta, Municipality of Echo | 00 January 0000, 00:00 AM | A total of 00 families / 000 persons were evacuated | Clearing of debris |
| **FLASHFLOOD INCIDENT - 1** | | | |
| **Region A** | | | **1** |

| | | | |
|---|---|---|---|
| **Province I** | | | 1 |
| On or about 00:00 AM, one (1) flashflood incident transpired in Brgy. Bravo, Municipality of Charlie | 00 January 0000, 00:00 AM | A total of 00 families / 000 persons were evacuated | |
| **MARITIME INCIDENTS - 2** | | | |
| **Region A** | | | **2** |
| **Province I** | | | 1 |
| On or about 00:00 AM, one (1) maritime incident transpired in Brgy. Bravo, Municipality of Charlie | 00 January 0000, 00:00 AM | Two (2) fisherfolks were reported missing | SAR is being conducted |
| **Province II** | | | 1 |
| On or about 00:00 AM, one (1) maritime incident transpired in Brgy. Bravo, Municipality of Charlie | 00 January 0000, 00:00 AM | No casualties reported | |

## B. AFFECTED POPULATION

- As of00 January 0000, 0:00 AM, the total number of population affected in 00 Barangays / 00municipalities /00 cities in 00 provinces in **Regions A, B, C, D, E and F.**
- The total number of population currently served inside and outside the evacuation centers increased/decreasedto0000 families / 0000persons.

| Region / Province / Mun / City | AFFECTED | | | No. of ECs | Inside Evacuation Centers | | Outside Evacuation Centers | | TOTAL SERVED - CURRENT (Inside + Outside) | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Brgys | Families | Persons | | Families | Persons | Families | Persons | Families | Persons |
| GRAND TOTAL | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

## C. CASUALTIES

- As of 00 January 0000, 0:00 AM, 000 were reported dead and 000 were injured while 000 are still missing.

| REGION/PROVINCE/ MUNICIPALITY/BARANGAY | | Name | Age | Address | Cause / Date / Remarks |
|---|---|---|---|---|---|
| GRAND TOTAL | 00 | DEAD | | | |
| | | | | | |
| | | | | | |

## D. STATUS OF STRANDEES

- As of00 January 0000, 0:00 AM, a total of000 stranded passengers, 000 rolling cargoes, 00vessels and 00motorbancas were stranded in ports of 0000.

| PORT | PSGRS | ROLLING CARGOES | VESSELS | MBANCA |
|---|---|---|---|---|
| GRAND TOTAL | 00 | 00 | 00 | 00 |
| | | | | |
| | | | | |
| | | | | |

## E. STATUS OF LIFELINES

- 000 (00) bridges and 000 (00) roads are not passable.
- 000 (00) municipalities and cities experiencing power interruption.
- 000 (00) areas are experiencing interruption in water supply.

| MUNICIPALITY | LIFELINES | AREA | STATUS |
|---|---|---|---|
| Region A | | | |
| | | | |

## F. STATUS OF RIVERS AND DAMS

- As of00 January 0000, 0:00 AM, water level of Alpha Damincreased/decreased from0000 to XXXX
- The water level in XXXX river increased/decreased fromXXXX to XXXX

## G. DAMAGED HOUSES

- As of00 January 0000, 0:00 AM,a total of 000 damaged houses were reported in municipality/province. Of which 000 were partially damaged while 000 were totally damaged

| REGION | Province/Municipality | DAMAGED HOUSES | |
|---|---|---|---|
| | | TOTALLY | PARTIALLY |
| GRAND TOTAL | | 000 | |
| | | 000 | 000 |
| Region | *Sub-Total* | 00 | 00 |
| | | 00 | 00 |

## H. COST OF DAMAGES

- As of00 January 0000, 0:00 AM, the estimated cost of damages to properties isPhP0000: infrastructure (PhP0000); agriculture (PhP0000) private properties (PhP0000)

| Region / Province / City / Municipality | INFRASTRUCTURE | | | | AGRICULTURE | | | | | | Private Property | TOTAL COST (Infrastructure + Agriculture) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | CROPS (Rice and Corn) | | LIVESTOCKS | HVCC (Coconut, Vegetables, Coffee, Rubber, Cacao, Cardava, Cavendish, Banana) | FISHERIES | | | |
| | ROADS / BRIDGES / OTHER STRUCTURES | SCHOOLS | HEALTH FACILITIES (INFRASTRUCTURES +EQUIPMENT) | FLOOD CONTROL | Type of Crops | Estimated Peso Value | Estimated Peso Value | | Type of Project/ Species | Estimated Peso Value | | |
| GRAND TOTAL | | | | | | | | | | | | |

## I. COST OF ASSISTANCE

- As of00 January 0000, 0:00 AM,atotal of PhP0000 cost of assistance: PhP0000 from DSWD and PhP0000from LGUs while PhP0000 from NGOs/other GOs

| Region/Province/ Mun/City | NDRRMC | DSWD | LGUs | DOH | NGOs/ Other Gos | TOTAL |
|---|---|---|---|---|---|---|
| GRAND TOTAL | | | | | | |
| | | | | | | |
| | | | | | | |

## J. FLOODED AREAS

- As of00 January 0000, 0:00 AM, areas in Region A and F remained to be flooded while floodings in Region B, C, D and E has subsided

| Province / City/ Municipality | No. of Brgys | Depth of Flood (Meters, Feet, Inches) |
|---|---|---|
| GRAND TOTAL | | |
| | | |

## K. ASSETS DEPLOYED (Tab J)

- As of00 January 0000, 0:00 AM, a total of 0000 personnel, 0000 vehicles, and 0000sea crafts were deployed in various areas in Region A, B, C, D, E, and F

| | NO. OF PERSONNEL | Loc | TYPES OF VEHICLE | Loc | Misc |
|---|---|---|---|---|---|
| AGENCY: AFP | | | | | |
| | | | | | |

## L. SUSPENSION OF CLASSES

- As of00 January 0000, 0:00 AM,classes in all levels in 000 City were suspended

| AREAS | NAME OF SCHOOL | LEVEL OF SUSPENSION | DATE OF SUSPENSION | DATE OF RESUMPTION |
|---|---|---|---|---|
| | | Elementary | | |
| | | HighSchool | | |
| | | | | |

## M. CANCELLED FLIGHTS

- As of00 January 0000, 0:00 AM a total of 000 (00) domestic flights were cancelled

| AIRLINE | FROM | TO | DATE OF CANCELLATION | DATE OF RESUMPTION |
|---|---|---|---|---|
| | | | | |
| | | | | |

## N. DECLARATION OF STATE OF CALAMITY

- As of00 January 0000, 0:00 AM,a total of 000 (00) provinces, municipalities and citiesin0000 declared under the state of calamity

| AREAS | DATE | RESOLUTION NUMBER |
|---|---|---|
| | | |
| | | High School |
| | | |

## III. ACTIONS TAKEN

### A. EMERGENCY RESPONSE MANAGEMENT

a. **Meetings Conducted**
b. **Rapid Damage Assessment and Needs Analysis**

c. **Search and Rescue (SAR) and Evacuation Operations**
d. **Relief and Recovery Operations**
   i. Food and Non-Food Items
   ii. PCCM (Protection Camp Coordination and Mgmt)
   iii. Health (WASH, Medical, Nutrition and Medical Health Psychosocial Services)
   iv. Search, Rescue & Retrieval Education
   v. Logistics
   vi. Emergency Telecoms
   vii. Management of the Dead and Missing (MDM)
   viii. Education

e. **Early Recovery and Rehabilitation**

SitRepNo. __ to follow.

**REGIONALDIRECTOR**

Prepared by: _____

Received by: _____
Date: _____
Time: _____

Draft as of 28 November 2014

*NDRRMC LETTER HEAD*

**MEMORANDUM FOR THE SND and CHAIRPERSON, NDRRMC**

**THRU** : **USND**
**USCVRA**

**FROM** : **Executive Director, NDRRMC and Administrator, OCD**

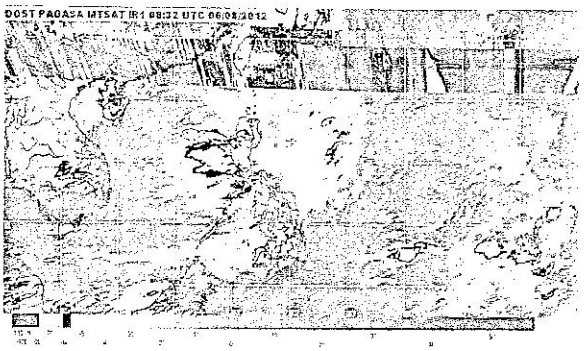
**SUBJECT** : SitRep No. 00re Effects of Typhoon Alpha
**DATE** : **XX Month Year**

*Sources:*

## I. WEATHER SITUATION:

**Synopsis:**0000

**Forecast:**0000



## II. SITUATION OVERVIEW

**EFFECTS:**

### A. INCIDENTS MONITORED (Tab A)

- As of00 January 0000, 0:00 AM,a total of 000 incidents occurred in various regions of the country

### B. AFFECTED POPULATION (Tab B)

- As of00 January 0000, 0:00 AM,the total number of population affected in**000 Barangays/ 000 municipalities / 000 cities** in the **000 provinces** of **Regions A, B, C, D, E and F**is: **0000 families / 0000 persons**
- Total number of population currently served inside and outside evacuation centers is **0000 families / 0000 persons**

| | |
|---|---|
| INSIDE 000 Evacuation Centers (ECs) | 0000 families / 0000 persons |
| OUTSIDE ECs (relatives/friends) | 0000 families / 0000 persons |

- There is an increase/decrease in the number of affected families/persons and families/persons being served outside ECs. Moreover, there is also an increase/decrease in the number of evacuation centers and in the number of families/persons inside the evacuation centers.

## C. CASUALTIES (Tab C)

- As of00 January 0000, 0:00 AM, 000 were reported dead and 000 were injuredwhile000 are still missing.

## D. STATUS OF STRANDEES (Tab D)

- As of00 January 0000, 0:00 AM, a total of000 stranded passengers, 000 rolling cargoes, 000vessels and 000motorbancas were stranded in ports of 000.

## E. STATUS OF LIFELINES (Tab E)

- 000 (000) bridges and 000 (00) roads are not passable.
- 000 (000) municipalities and cities experiencing power interruption.
- 000 (000) areas are experiencing interruption in water supply.

## F. STATUS OF RIVERS AND DAMS

- As of00 January 0000, 0:00 AM, water level of Alpha Damincreased/decreased from0000 to 0000
- The water level in BravoRiver increased/decreased from000 to 0000

## G. DAMAGED HOUSES (Tab F)

- As of00 January 0000, 0:00 AM,a total of 000 damaged houses were reported in Regions A, B, C, D, E and F. Of which 000 were partially damaged while 000 were totally damaged.

## H. COST OF DAMAGES (Tab G)

- As of00 January 0000, 0:00 AM, the estimated cost of damages to properties isPhP0000: infrastructure (PhP0000); agriculture (PhP0000) private properties (PhP0000)

## I. COST OF ASSISTANCE (Tab H)

- As of00 January 0000, 0:00 AM,atotal of PhP000 cost of assistance: PhP000 from DSWD and PhP000from LGUs while Php000 from NGOs/other GOs

## J. FLOODED AREAS (Tab I)

- As of00 January 0000, 0:00 AM, areas in Region A, B, C, and D remained to be flooded while floodings in Region E and F has subsided

### K. ASSETS DEPLOYED (Tab J)

- As of00 January 0000, 0:00 AM, a total of 0000 personnel, 0000 vehicles, and 0000 seacrafts were deployed in various areas in Region A, B, C, D and E

### L. SUSPENSION OF CLASSES

- As of00 January 0000, 0:00 AM,classes in all levels in 000 City were suspended

### M. CANCELLED FLIGHTS

- As of00 January 0000, 0:00 AM a total of 000 (00) domestic flights were cancelled

### N. DECLARATION OF STATE OF CALAMITY

- As of00 January 0000, 0:00 AM,a total of 000 (00) provinces, municipalities and citiesin Regions A, B, C and D declared under the state of calamity

## III. PREPAREDNESS MEASURES

### NATIONAL PREPAREDNESS

### A. NDRRMC

- Disseminated NDRRMC Advisories on Weather Advisory to all regions affected through SMS and facsimile, uploaded the same at the NDRRMC Website, Facebook, and Twitter accounts for further dissemination to their respective Local Disaster Risk Reduction and Management Councils (LDRRMCs) from the provincial down to the municipal levels
- Directed RDRRMCs concerned through the OCD Regional Centers to undertake precautionary measures in their respective areas of responsibility (AOR) and subsequently advised local DRRMCs to initiate pre-emptive evacuation of families in low-lying and mountainous areas if situation warrants

### B. MEMBER AGENCIES

- **DOH**
- **DepEd**
- **DTI**
- **DPWH**
- **AFP**
- **PNP**
- **PRC**

### REGIONAL PREPAREDNESS:

- **RDRRMCs A, B, C, D and E**disseminated weather and flood bulletins and gale warnings to all concerned local DRRMCs, RDRRMC member agencies, the tri media thru facsimile and SMS, and to several fishermen associations

- **RDRRMCs XXXX** are closely monitoring the AOR and closely coordinating with P/MDRRMCs regarding effects of TS XXXX.
- **RDRRMC I**
- **RDRRMC II**
- **RDRRMC III**
- **RDRRMC IV-A**
- **RDRRMC IV-B**
- **RDRRMC V**
- **RDRRMC VI**
- **RDRRMC VII**
- **RDRRMC VIII**
- **RDRRMC IX**
- **RDRRMC X**
- **RDRRMC XI**
- **RDRRMC XII**
- **RDRRMC CAR**
- **RDRRMC CARAGA**
- **RDRRMC NCR**

## V. ACTIONS TAKEN

### A. EMERGENCY RESPONSE MANAGEMENT

**a. Meetings Conducted**
**b. Rapid Damage Assessment and Needs Analysis**
**c. Search and Rescue (SAR) and Evacuation Operations**
**d. Relief and Recovery Operations**

i. Food and Non-Food Items
ii. PCCM (Protection Camp Coordination and Mgmt)
iii. Health (WASH, Medical, Nutrition and Medical Health Psychosocial Services)
iv. Search, Rescue & Retrieval Education
v. Logistics
vi. Emergency Telecoms
vii. Management of the Dead and Missing (MDM)
viii. Education

**e. Early Recovery and Rehabilitation**

**For the information of the SND and Chairperson, NDRRMC.**

**P A M A**

cc: OES, OpCen-DND, AFP Command Center, DILG, PNP, BFP, DOH-HEMS, DSWD-Dromic, DPWH, DA, PRC, DOTC Action Center, DepEd, PCG Action Center, PPA, LTFRB, NEA, NGCP, RDRRMC/OCD Regional Centers

Draft as of 28 November 2014

c. FINAL REPORT

*NDRRMC LETTER HEAD*

**MEMORANDUM FOR THE SND and CHAIRPERSON, NDRRMC**

**THRU** : **USND**
**USCVRA**

**FROM** : **Executive Director, NDRRMC and Administrator, OCD**

**SUBJECT** : **Final Report re Effects of Typhoon Alpha00January 0000**

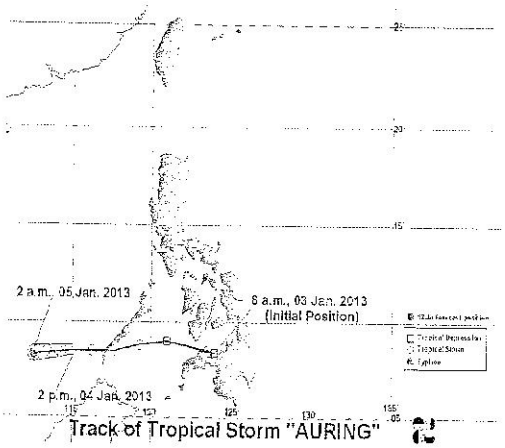
**DATE** : **00February 0000**

*Sources:*

## I. SITUATION OVERVIEW:

### A. Chronology and Typhoon Track

### B. Brief Analysis



Track of Tropical Storm "AURING"

## II. EFFECTS:

### A. INCIDENTS MONITORED (Tab A)

- As of00 January 0000, 0:00 AM,a total of 000 incidents occurred in various regions of the country

### B. AFFECTED POPULATION (Tab B)

- As of00 January 0000, 0:00 AM,the total number of population affected in**0000 Barangays/ 0000 municipalities / 0000 cities** in the **0000 provinces** of **Regions A, B, C, D, E, and F**is: **0000 families / 0000 persons**
- Total number of population currently served inside and outside evacuation centers is **0000 families / 0000 persons**

  INSIDE 0000 Evacuation Centers (ECs)0000 families / 0000 persons
  OUTSIDE ECs (relatives/friends) 0000 families / 0000 persons

- There is an increase/decrease in the number of affected families/persons

and families/persons being served outside ECs. Moreover, there is also an increase/decrease in the number of evacuation centers and in the number of families/persons inside the evacuation centers

## C. CASUALTIES (Tab C)

- As of00 January 0000, 0:00 AM, 000 were reported dead and 000 were injuredwhile000 are still missing

## D. STATUS OF STRANDEES (Tab D)

- As of00 January 0000, 0:00 AM, a total of000 stranded passengers, 000 rolling cargoes, 000vessels and 00motorbancas were stranded in ports of 0000

## E. STATUS OF LIFELINES (Tab E)

- 000 (000) bridges and 000 (00) roads are not passable
- 000 (00) municipalities and cities experiencing power interruption
- 000 (00) areas are experiencing interruption in water supply

## F. STATUS OF RIVERS AND DAMS

- As of 00 January 0000, 0:00 AM, water level of 000 dam increased/decreased from 0000 to 0000
- The water level in 000 river increased/decreased from 0000 to 0000

## G. DAMAGED HOUSES (Tab F)

- As of00 January 0000, 0:00 AM,a total of 000 damaged houses were reported in 0000. Of which 000 were partially damaged while 000 were totally damaged

## H. COST OF DAMAGES (Tab G)

- As of00 January 0000, 0:00 AM, the estimated cost of damages to properties isPhP0000: infrastructure (PhP0000); agriculture (PhP0000) private properties (PhP0000)

## I. COST OF ASSISTANCE (Tab H)

- As of00 January 0000, 0:00 AM, a total of PhP000 cost of assistance: PhP000 from DSWD and PhP000 from LGUs while Php000 from NGOs/other GOs

## J. FLOODED AREAS (Tab I)

- As of00 January 0000, 0:00 AM, areas in Regions A, B and Cremained to be flooded while floodings in Region D, E, and F has subsided

## K. ASSETS DEPLOYED (Tab J)

- As of 00 January 0000, 0:00 AM, a total of 0000 personnel, 0000 vehicles, and 0000 sea crafts were deployed in various areas in Region A, B, C, D, E and F

## L. DECLARATION OF STATE OF CALAMITY

- As of 00 January 0000, 0:00 AM, a total of 000 (00) provinces, municipalities and cities in Regions A, B, C and D declared under the state of calamity

# III. EMERGENCY PREPAREDNESS AND RESPONSE

## A. NATIONAL

### NDRRMC

NDRRMC Operations Center was raised to Red Alert Status; continuously disseminated advisories on Severe Weather Bulletin to all regions affected through SMS and facsimile; uploaded the same at the NDRRMC Website, Facebook, and Twitter accounts for further dissemination to their respective Local Disaster Risk Reduction and Management Councils (LDRRMCs) from the provincial down to the municipal levels; directed RDRRMCs concerned through the OCD Regional Centers to undertake precautionary measures in their respective areas of responsibility (AOR); and subsequently advised local DRRMCs to initiate pre-emptive evacuation of families in low-lying and mountainous areas if situation warrants.

### MEMBER AGENCIES

**DOH**
**DepEd**
**DTI**
**DPWH**
**AFP**
**PNP**
**PRC**

## B. REGIONAL

**RDRRMCs XXXX** disseminated weather and flood bulletins and gale warnings to all concerned local DRRMCs, RDRRMC member agencies, the tri media thru facsimile and SMS, and to several fishermen associations.
**RDRRMCs XXXX** are closely monitoring the AOR and closely coordinating with P/MDRRMCs regarding effects of TS XXXX.

**RDRRMC I**
**RDRRMC II**
**RDRRMC III**
**RDRRMC IV-A**

Draft as of 28 November 2014

RDRRMC IV-B
RDRRMC V
RDRRMC VI
RDRRMC VII
RDRRMC VIII
RDRRMC IX
RDRRMC X
RDRRMC XI
RDRRMC XII
RDRRMC CAR
RDRRMC CARAGA
RDRRMC NCR

For the information of the SND and Chairperson, NDRRMC.

P A M A

cc: OES, OpCen-DND, AFP Command Center, DILG, PNP, BFP, DOH-HEMS, DSWD-Dromic, DPWH, DA, PRC, DOTC Action Center, DepEd, PCG Action Center, PPA, LTFRB, NEA, NGCP, RDRRMC/OCD Regional Centers

# CHAPTER 3:

# FOR NDRRMC MEMBER AGENCIES DETAILED DUTY OFFICERS (DDOs)

## A. DESIGNATION OF A DETAILED DUTY OFFICERS (DDOs)

- Upon notification of alert status from White to Blue, NDRRMC member-agencies shall immediately deploy at least two (2) DDOs (Officer and Non-Officer Level) at NDRRMOC during Emergency Status to render 24-hour duty on a rotational basis. These DDOs shall provide information and other related requirements to NDRRMOC. Said DDOs shall inform their respective agencies to send at least a Director Level (civilian) or Colonel (AFP/PNP/PCG/BFP) to attend emergency council meetings / press conferences at the NDRRMC as the need arises. Likewise, inform respective Department Secretaries/Head of Agencies on relevant matters taken up during the meeting
- Upon notification, each member agency shall submit to NDRRMOC the weekly duty schedule of DDOs which includes the following information: Name, Designation / Position, Office / Division, and Contact Numbers (mobile numbers and landline)
- Implement their respective Pre-Emergency Action Plans pursuant to RA 10121/ NDRRM Plan and submit report on the status of Preparedness Measures/Activities and the implementation of their respective preparedness plans thru email or facsimile, or hand-carried by DDOs, for consolidation of the NDRRMOC

**DDOs shall perform the following activities during their tour of duty:**

- Report to NDRRMOC wearing appropriate office uniform / ID; log their name in along with the date and time of arrival
- Coordinate with the Team Leader on duty for their agency's inputs in the preparation of Situational Reports (SitRep)
- Obtain a copy of the latest SitRep for information
- Coordinate with the appropriate office(s) of their agency regarding any matters or actions being undertaken pertaining to the prevailing disaster. This includes communication with their regional or field offices
- Fill-up the ***SitRep Input Template*** (Tab A) to be consolidated by the Team Leader. This template should be submitted at least two (2) hours before the release of a SitRep
- Keep a ***logbook or journal*** of all actions done and accomplishments achieved during the tour of duty
- DDOs shall stay at the NDRRMOC during their entire tour of duty and shall refrain from doing other unofficial business outside the NDRRMC Building. In case of emergency, senior officials should be informed prior to leaving the office premises
- Outgoing DDOs shall not leave the NDRRMOC until incoming personnel have reported for duty. Incoming and outgoing duty personnel shall observe proper turn-over of assignment/ responsibility

**Tab A**

# SITREP INPUT TEMPLATE OF NDRRMC MEMBER AGENCIES

**Name of Detailed Duty Officer:** _____
**Department/Agency/Office:** _____
**Date:** _____
**Type of Emergency/Disaster:**
_____

**For NDRRMC Sitrep No.** _____ **Date of issue** _____

## A. Disaster Preparedness Initiatives/Measures:

1. **Issuance of Warning Information**
   a) **PAGASA** - weather bulletin; advisories on LPAs, SW Monsoon, TECF; flood advisories; gale warnings; weather forecasts; and status of dams, river basins and waterways
   b) **PHIVOLCS** - earthquake information/bulletins, tsunami warning
   c) **DOH** - diseases outbreak
   d) **AFP and PNP** –information concerning security matters armed conflict , civil strife, complex emergency
   e) **DA** – animal diseases outbreak, drought /dry spell

2. **Issuance of directives re activation of respective OPCENs (national, regional, local level) and dissemination of alert notices, warnings and advisories to local offices– All agencies**

3. **Prepositioning of resources in strategic areas for possible response:**
   a) **AFP, PNP, PCG and BFP** – Search and Rescue assets (manpower, equipment and logistics)
   b) **DSWD** - Relief supplies (food and Non-food items) and standby funds
   c) **DOH** - Drugs and medicines medical supplies and medical teams
   d) **DPWH** - Clearing equipment and engineering team
   e) **DSWD, DepEd, LGUs and local DRRMCs** - Identification of schools and other structures as evacuation centers

4. **Conduct of Pre–Emptive Evacuation**
   a) **DILG, LGUs local DRRMCs** - conduct of pre-emptive evacuation in low-lying and flood-prone areas

## B. Disaster Response Management

1. **Monitoring on the status of lifelines:**

a) **DOTC, PCG, PPA, ATO, NAIA and Bus companies** -transportation (sea, air, and land) and communication lines
b) **NGCP, NEA , NPC and MERALCO** - Power Interruptions and restoration
c) **MWSS** - water interruptions/restorations
d) **DPWH, LGUs and local DRRMCs** - Roads and bridges emergency repairs, clearing operations and restoration of damaged flood control projects (national, provincial, municipal, barangay )
e) **PCG and NAIA and Bus Companies** - Stranded passengers and transportation (sea land and air)
f) **DepEd , LGUs and local DRRMCs** - Suspension and resumption of classes

2. **Conduct of Search and Rescue Operations**
   a) **AFP, PNP, PCG, BFP**
      - Assets deployed /dispatched in terms of manpower, logistics and supplies
      - Agencies/units involved in the operations
      - Areas of deployment
      - Number of persons/families rescued, bodies recovered dead, and families/persons evacuated

3. **Conduct of Clearing Operations**
   a) **AFP, DPWH, LGUs** - areas cleared , units involved , time of deployment

4. **Conduct of Rapid Damage Assessment and Needs Analysis**
   a) **DOH , LGUs and Local DRRMCs** - Casualties (Dead, Injured, Missing) hospitals and other health facilities
   b) **DSWD and LGUs, Local DRRMCs** -Affected/evacuated population; damaged houses (totally and partially)
   c) **DPWH and local DRRMCs** -Infrastructure - roads and bridges ,flood control projects and other government structures
   d) **Dep Ed, DILG and local DRRMCs** - School buildings, government buildings
   e) **DA, LGUs and local DRRMCs** – Agricultural productions ( livestock, fisheries, crops) and farm implement

5. **Conduct of Relief and Recovery Operations. Implement the cluster approach mechanism in addressing the needs of the affected population.**

6. **Coordination and validations of critical information from all sources - All agencies.**

7. **Monitoring of emergency incidents as a consequences/secondary effects of the prevailing disaster**
   a) **RDRRMC/LDRRMCs, LGUs, DILG** - Natural - flood, tornado, landsides, storm surge
   b) **RDRRMC/LDRRMCs, LGUs, DILG** - Human induced - explosion , fire, road mishaps
   c) **ATO** - Air mishaps
   d) **PCG and PPA** - Maritime Incidents
   e) **DOH** - Diseases outbreak
   f) **PNRI** - Radioactive Fall outs/ chemical related incidents

g) **PHIVOLCS -** Tsunamis, earthquakes and volcanic eruptions
h) **AFP, PNP, LGUs** - Armed Conflict/ complex emergency, civil strife

B. <u>Rehabilitation Programs /Projects</u>

1. **All Agencies - Final Report - 2 weeks after deactivation and upon termination of disaster operations**
2. **All Agencies - Rehabilitation program per agency (if there is any)**

**Prepared by:** _____
**Detailed Duty Officer**

# ANNEX-F:

## NDCC MC. No.5 of 2007

REPUBLIC OF THE PHILIPPINES

**NATIONAL DISASTER COORDINATING COUNCIL**

National Disaster Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

OCT 06 2008

**MEMORANDUM**
**No. 12 s. 2008**

**Subject : Amendment to the NDCC Circular Nos. 5, s. 2007 and 4, s. 2008 re the Institutionalization of the Cluster Approach in the Philippine Disaster Management System, Designation of Cluster Leads and their Terms of Reference at the National, Regional and Provincial Levels**

Pursuant to the pronouncements/directives of the President during the September 19, 2008 meeting of the Task Force on Humanitarian Assistance on IDPs in Mindanao, the NDCC Circular Nos. 4, s. 2008 and 5, s.2007 are hereby amended merging several clusters and to designate government leads, as follows:

| CLUSTER | GOVERNMENT LEAD |
|---|---|
| Food and NFIs | Department of Social Welfare and Development (DSWD) |
| Camp/IDP Management, Emergency Shelter and Protection | -do- |
| Permanent Shelter and Livelihood | -do- |
| WASH, Health, Nutrition and Psychosocial Services | Department of Health (DOH) |
| Logistics and Emergency Telecommunications | Office of Civil Defense/NDCC Operations Center |
| Education | Department of Education |
| Agriculture | Department of Agriculture |
| Early Recovery | Office of Civil Defense |

Other provisions/stipulations of the above NDCC Circulars remain the same.

These amendments shall take effect immediately.

GILBERTO C. TEODORO, JR.
Secretary of National Defense and
Chairman, NDCC

SECRETARY OF NATIONAL DEFENSE

GCT-083114

Telephone: (+632) 911-5061-64, 912-5668
Fax: 911-1406, 912-2424,
E-Mail: info@ndcc.gov.ph Website: www.ndcc.gov.ph

# ANNEX-G:

## NDCC MC. No.12 of 2008

REPUBLIC OF THE PHILIPPINES

ANNEX-G

# NATIONAL DISASTER COORDINATING COUNCIL

National Disaster Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

MAY 10 2007

**NDCC Circular**
No. 05, s-2007

**Subject: Institutionalization of the Cluster Approach in the Philippine Disaster Management System, Designation of Cluster Leads and their Terms of Reference at the National, Regional and Provincial Level**

## I. Introduction:

Lessons learned from previous international responses to humanitarian emergencies around the world indicated that some sectors have benefited from having clearly mandated lead agencies while others have not. This has repeatedly led to ad hoc, unpredictable humanitarian responses, with inevitable capacity and response gaps in some areas. Recognizing this, in September 2005 the Inter-Agency Standing Committee (IASC)[1] agreed to designate global "cluster leads" – specifically for humanitarian emergencies – in nine sectors or areas of activity. In December 2005, the IASC welcomed the "Cluster Approach" as a mechanism that can help address identified gaps in response and enhance the quality of humanitarian action. It is part of a wider reform process aimed at improving the effectiveness of humanitarian response by ensuring greater predictability and accountability, while at the same time strengthening partnerships between NGOs, international organizations, the International Red Cross and Red Crescent Movement and UN agencies.

A "cluster" is essentially a "sectoral group" and there should be no differentiation between the two in terms of their objectives and activities. – i.e. filling gaps and ensuring adequate preparedness and response. The Cluster Approach operates at two levels. At the global level, the aim is to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies by designating global Cluster Leads and ensuring that there is predictable leadership and accountability in all the main sectors or areas of activity. At the country level, the aim is to ensure a more coherent and effective response by mobilizing groups of agencies, organizations and NGOs to respond in a strategic manner across all key sectors or areas of activity, each sector having a clearly designated lead, **in support of existing government coordination structure and emergency response mechanisms.**

On December 3, 2006, the government requested for international assistance following the massive destruction caused by Typhoon Reming in South Eastern Luzon where mudslides buried several villages along the periphery of the Mayon Volcano. In responding rapidly to the government's request, the UN Country Team applied the cluster approach to address the

[1] The Inter-Agency Standing Committee (IASC) is a unique inter-agency forum for coordination, policy development and decision-making involving the key UN and non-UN humanitarian partners established in June 1992 in response to United Nations General Assembly Resolution 46/182 on the strengthening of humanitarian assistance. General Assembly Resolution 48/57 affirmed its role as the primary mechanism for inter-agency coordination of humanitarian assistance. Under the leadership of the UN Emergency Relief Coordinator, the IASC develops humanitarian policies, agrees on a clear division of responsibility for the various aspects of humanitarian assistance, identifies and addresses gaps in response, and advocates for effective application of humanitarian principles.

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emergency needs of the affected areas in close coordination with government counterparts and other humanitarian partners. In a coordination meeting with the NDCC Technical Working Group on January 29, 2007, the Cluster Leads presented the Cluster Approach with the objective of ensuring that the application of the cluster approach perfectly fits into existing government coordination structures and response mechanisms. This will ensure operational synergy and optimization of deliverable benefits to the affected areas. It was agreed during the said meeting that government counterparts in the clusters will be designated to clearly draw the lines of leadership responsibilities on the government side.

## II. Aim and Scope:

The derivable benefits in institutionalizing the cluster approach and its principles of predictability, accountability, inclusivity and partnership in all sectors or areas of activity in the Philippine Disaster Management System are immense. For one, this will clearly define leadership roles among government cluster leads that are expected to craft cluster operational strategies covering phases before, during and after disasters. These operational strategies will offer cluster partners and other stakeholders a clear picture of how to fit in and contribute to the overall cluster efforts. These arrangements will all redound to more benefits that are timely delivered and wider areas covered.

The aims of this Circular are to designate government cluster leads that will serve as main interlocutors for the different clusters, define their roles and responsibilities, and identify deliverables at the regional and provincial level.

## III. Roles and Responsibilities:

The principal roles of cluster leads are: to craft cluster operational strategies covering the pre- and post-event phases of a disaster that will provide a clear direction for cluster partners on how, what, when and where to contribute; facilitate a process aimed at ensuring well-coordinated and effective humanitarian responses in the sector or area of activity concerned; and, ensure continuous improvement in the implementation of the Cluster Approach in the country by identifying best practices and carrying out lessons learned activities either individually or in collaboration with other clusters.

The following Departments/Agency are hereby designated as cluster leads in conjunction with agency mandates:

| Cluster | Government Lead | IASC Country Team Counterpart |
|---|---|---|
| Nutrition | Department of Health (DOH) | United Nations Children's Fund (UNICEF) |
| Water, Sanitation and Hygiene (WASH) | Department of Health (DOH) | United Nations Children's Fund (UNICEF) |
| Health | Department of Health (DOH) | World Health Organization (WHO) |
| Emergency Shelter | Department of Social Welfare and Development (DSWD) | International Federation of the Red Cross (IFRC) / UN Habitat |

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| | | |
|---|---|---|
| Camp Coordination & Management[2] | Office of Civil Defense – Provincial Disaster Coordinating Council (OCD-PDCC) | International Organization for Migration (IOM) |
| Protection | Department of Social Welfare and Development (DSWD) | United Nations Children's Fund (UNICEF) |
| Early Recovery[3] | Office of Civil Defense (OCD) | United Nations Development Programme (UNDP) |
| Logistics | Office of Civil Defense (OCD) | World Food Programme (WFP) |
| Food | Department of Social Welfare and Development (DSWD) | World Food Programme (WFP) |
| Agriculture[4] | Department of Agriculture (DA) | Food and Agriculture Organization (FAO) |
| Livelihood[5] | Department of Social Welfare and Development (DSWD) | International Labor Organization (ILO) |

## 1. National Level

Cluster leads at the national level shall have the following roles and responsibilities:

**a. Inclusion of humanitarian partners in the cluster taking stock of their mandates and programme priorities**

**b. Establishment and maintenance of appropriate humanitarian coordination mechanisms at the national level**

- Secure commitments from cluster partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the cluster, with clearly defined focal points for specific issues where necessary
- Ensure the complementarity of efforts of different cluster partners
- Promote emergency response actions while at the same time consider the need for early recovery planning as well as mitigation and risk reduction interventions
- Ensure effective links with other clusters
- Represent the interests of the cluster in discussions at the national level on prioritization, resource mobilization and advocacy

[2] OCD Regional Offices are responsible for the dissemination of standards and in monitoring the application of these standards on cross-cutting issues in Camp Coordination & Management

[3] Activation of the Early Recovery Cluster is not encouraged however the designated lead should ensure that early recovery planning is integrated into the work of all clusters. Where there are early recovery gaps not covered by other clusters, *ad hoc* groups could be set up to address these where necessary.

[4] Includes agriculture-based livelihood

[5] Focuses on non-agriculture/non-green livelihood issues

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**c. Attention to priority cross-cutting issues**

- Ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights)
- Facilitate the development of appropriate cluster strategies to address these issues

**d. Needs assessment and analysis**

- Direct the timely conduct of an effective and coherent sectoral needs assessment and analysis, involving all relevant partners

**e. Emergency preparedness**

- Ensure that adequate cluster contingency plans are in place in preparation for future emergencies

**f. Planning and strategy development**

- Ensure predictable action within the cluster for the following:
  - ✓ Identification of gaps
  - ✓ Developing/updating agreed cluster operational strategies and response plans and ensuring that these are adequately reflected in the government's National Response Plan
  - ✓ Drawing lessons from past activities and revising strategies accordingly
  - ✓ Developing a cluster transition strategy as operations shift focus from emergency relief to early recovery and longer term recovery.

**g. Application of standards**

- Ensure that cluster partners are aware of existing government policy guidelines as well as international standards and guiding principles for humanitarian interventions
- Ensure that these policy guidelines and international standards are cascaded and fully disseminated to the regional and provincial cluster focal points

**h. Monitoring and reporting**

- Ensure that adequate monitoring mechanisms are in place to review impact of cluster operations and progress against operational strategies and response plans
- Ensure adequate reporting (format to be disseminated by NDCC OPCEN) and effective information sharing (through the NDCC Secretariat who shall regularly come up with consolidated cluster reports), with due regard for age and sex disaggregation

**i. Advocacy and resource mobilization**

- Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the NDCC and the government as a whole
- Work closely with IASC Country Team counterparts in advocating for donor support in funding urgent cluster interventions, while at the same time encouraging cluster partners to mobilize resources for their activities through their usual channels

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**j. Training and capacity building**

- Promote staff capacity building at the national and regional level
- Support efforts to strengthen the capacity of the provincial level focal points

**The NDCC Executive Officer and Administrator, OCD shall function as Chair of all Cluster Leads and may call a meeting of all Cluster Leads at the national level as maybe necessary. Furthermore, the NDCC Executive Officer and Administrator shall represent the Government during the Inter-Agency Standing Committee (IASC) Country Team Cluster Leads' Meeting.**

The regular NDCC TMG Meetings can also serve the purpose of a Cluster Leads' Meeting where cross-cluster issues are raised, discussed and resolved.

**2. Regional Level**

Cluster focal points at the regional level, as units of national government agencies, should be ready to carry out the roles and responsibilities of the national cluster leads enumerated above. While much of the basic government functions have been devolved to the local government units, disasters could easily overwhelm local resources. As such, the first line of support to disaster-stricken provinces – technical or operational - should come from the regional level offices. This support should reflect the roles and responsibilities of the national level cluster leads and ensure that regional level cluster focal points add value to the process of swiftly delivering well-coordinated humanitarian response during emergencies. Cluster operational strategies should reflect the processes by which regional cluster focal points should add value to the delivery of emergency humanitarian assistance to the affected areas.

The OCD Regional Office, as the principal coordinating body at the regional level, should chair a regular cluster focal points meeting at the regional level to discuss operational strategies and response plans based on guidance from the national level cluster leads. Regional Contingency Plans shall also be developed based on the cluster arrangements. Timeframe for this undertaking shall be determined upon finalization of the agreed Contingency Plan template. Regional cluster focal points shall extend support to provincial clusters where necessary. This includes technical assistance in the development of provincial contingency plans.

**3. Provincial Level**

The national level cluster leads should serve as a guide to Provincial Disaster Coordinating Council (PDCC) Chairpersons on how to organize provincial clusters and manage an impending or potential disaster situation. Should the PDCC declare a provincial State of Calamity and local resources are overwhelmed by the impact of a disaster, the clusters serve as ready coordination mechanisms by which assistance will be channeled through. However, PDCCs should develop baseline databases of provincial demography, sectoral data and other basic information to facilitate rapid needs assessments of affected areas, timely mobilization of needed resources, and delivery of urgent assistance to the right beneficiaries through the clusters. In line with this, PDCCs shall ensure that arrangements are in place with DPWH Engineering Districts, AFP Engineering Battalions and private construction companies which can be tapped to undertake road clearing operations within 24 hours after a disaster strikes.

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PDCC Chairpersons shall chair a regular provincial cluster focal points meeting which can be jived with the regular PDCC meeting to discuss cluster operational strategies. PDCCs shall submit, within 30 days upon publication of this Circular, the names of provincial cluster focal points and contact numbers to the concerned OCD Regional Office for consolidation and dissemination to regional cluster focal points.

Cluster leads at all levels are responsible for determining, together with cluster partners, the frequency and types of meetings needed. Cluster leads should ensure that they do not make excessive demands for meetings, particularly where this concerns small organizations which have limited capacities to attend large numbers of individual cluster meetings. Cluster leads are responsible for ensuring that cluster meetings are well managed and productive. In some cases, different clusters may decide to meet collectively.

**IV. Effectivity:** This Circular shall take effect immediately for information, guidance and widest dissemination.

**HERMOGENES E. EBDANE, JR**
Secretary, DND and
Chairman, NDCC

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Distribution:

| | | | |
|---|---|---|---|
| DSWD | UNIO, DFA | UNICEF | ILO |
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| DPWH | DND | FAO | IFRC |
| PDCC Chairpersons | Regional Offices – DSWD, DOH, DA, DepEd, DPWH | Office of the UN Resident Coordinator | PNRC |

# ANNEX-H:

## Modified Philippine PSWS and Rainfall Warning

| No. | Illustration | Meteorological Conditions | Impact of the Winds |
|---|---|---|---|
| PSWS #1 | | ● A tropical cyclone will affect the locality.<br>● Winds of 30–60 kph may be expected in at least 36 hours or intermittent rains may be expected within 36 hours. (When the tropical cyclone develops very close to the locality a shorter lead time of the occurrence of the winds will be specified in the warning bulletin.) | ● Twigs and branches of small trees may be broken.<br>● Some banana plants may be tilted or downed.<br>● Some houses of very light materials (nipa and cogon) may be partially unroofed.<br>● Unless this warning signal is upgraded during the entire existence of the tropical cyclone, only very light or no damage at all may be sustained by the exposed communities.<br>● Rice crop, however, may suffer significant damage when it is in its flowering stage. |
| PSWS #2 | | ● A tropical cyclone will affect the the locality.<br>● Winds of greater than 60 kph and up to 100 kph may be expected in at least 24 hours. | ● Some coconut trees may be tilted with few others broken.<br>● Few big trees may be uprooted.<br>● Many banana plants may be downed.<br>● Rice and corn may be adversely affected.<br>● Large number of nipa and cogon houses may be partially or totally unroofed.<br>● Some old galvanized iron roofings may be peeled off.<br>● In general, the winds may bring light to moderate damage to the exposed communities. |
| PSWS #3 | | ● A tropical cyclone will affect the locality.<br>● Winds of greater than 100 kph up to 185 kph may be expected in at least 18 hours. | ● Many coconut trees may be broken or destroyed. ● Almost all banana plants may be downed and a large number of trees may be uprooted.<br>● Rice and corn crops may suffer heavy losses. ● Majority of all nipa and cogon houses may be unroofed or destroyed and there may be considerable damage to structures of light to medium construction. ● There may be widespread disruption of electrical power and communication services.<br>● In general, moderate to heavy damage may be experienced, particularly in the agricultural and industrial sectors. |
| PSWS #4 | | ● A very intense typhoon will affect the locality.<br>● Very strong winds of more than 185 kph may be expected in at least 12 hours. | ● Coconut plantation may suffer extensive damage.<br>● Many large trees may be uprooted.<br>● Rice and corn plantation may suffer severe losses.<br>● Most residential and institutional buildings of mixed construction may be severely damaged.<br>● Electrical power distribution and communication services may be severely disrupted.<br>● In the overall, damage to affected communities can be very heavy. |

Source : The Moified Philippine Public Storm Warning Signals (PAGASA) (http://kidlat.pagasa.dost.gov.ph/genmet/psws.html)

ANNEX-H

| No. | Illustration | Precautionary Measures |
|---|---|---|
| PSWS #1 | | ● When the tropical cyclone is strong or is intensifying and is moving closer, this signal may be upgraded to the next higher level.<br>● The waves on coastal waters may gradually develop and become bigger and higher.<br>● The people are advised to listen to the latest severe weather bulletin issued by PAGASA every six hours. In the meantime, business may be carried out as usual except when flood occur.<br>● Disaster preparedness is activated to alert status. |
| PSWS #2 | | ● The sea and coastal waters are dangerous to small seacrafts<br>● Special attention should be given to the latest position, the direction and speed of movement and the intensity of the storm as it may intensify and move towards the locality.<br>● The general public especially people travelling by sea and air are cautioned to avoid unnecessary risks.<br>● Outdoor activities of children should be postponed.<br>● Secure properties before the signal is upgraded.<br>● Disaster preparedness agencies / organizations are in action to alert their communities. |
| PSWS #3 | | ● The disturbance is dangerous to the communities threatened/affected.<br>● The sea and coastal waters will be very dangerous to all seacrafts.<br>● Travel is very risky especially by sea and air.<br>● People are advised to seek shelter in strong buildings, evacuate low-lying areas and to stay away from the coasts and river banks.<br>● Watch out for the passage of the "eye" of the typhoon indicated by a sudden occurrence of fair weather immediately after very bad weather with very strong winds coming gnerally from the north.<br>● When the "eye" of the typhoon hit the community do not venture away from the safe shelter because after one to two hours the worst weather will resume with the very strong winds coming from the south.<br>● Classes in all levels should be suspended and children should stay in the safety of strong buildings.<br>● Disaster preparedness and response agencies/organizations are in action with appropriate response to actual emergency. |
| PSWS #4 | | ● The situation is potentially very destructive to the community.<br>● All travels and outdoor activities should be cancelled.<br>● Evacuation to safer shelters should have been completed since it may be too late under this situation.<br>● With PSWS #4, the locality is very likely to be hit directly by the eye of the typhoon. As the eye of the typhoon approaches, the weather will continuously worsen with the winds increasing to its strongest coming generally from the north. Then a sudden improvement of the weather with light winds (a lull) will be experienced. This means that the eye of the typhoon is over the locality. This improved weather may last for one to two hours depending on the diameter of the eye and the speed of movement. As the eye moves out of the locality, the worst weather experienced before the lull will suddenly commence. This time the very strong winds will come generally from the south.<br>● The disaster coordinating councils concerned and other disaster response organizations are now fully responding to emergencies and in full readiness to immediately respond to possible calamity. |

Source : The Moified Philippine Public Storm Warning Signals (PAGASA) (http://kidlat.pagasa.dost.gov.ph/genmet/psws.html)

**Footnotes of PSWS**

Important to note that when any Public Storm Warning Signal Number is hoisted or put in effect for the first time, the corresponding meteorological conditions are not yet prevailing over the locality.
This is because the purpose of the signal is to warn the impending occurrence of the given meteorological conditions.
It must be noted also that the approximate lead time to expect the range of the wind speeds given for each signal number is valid only when the signal number is put in effect for the first time.
Thus, the associated meteorological conditions are still expected in at least 36 hours when PSWS #1 is put in effect initially; in at least 24 hours with PSWS #2; in at least 18 hours with PSWS #3; and in at least 12 hours with PSWS #4.
The lead time shortens correspondingly in the subsequent issues of the warning bulletin when the signal number remains in effect as the tropical cyclone comes closer.

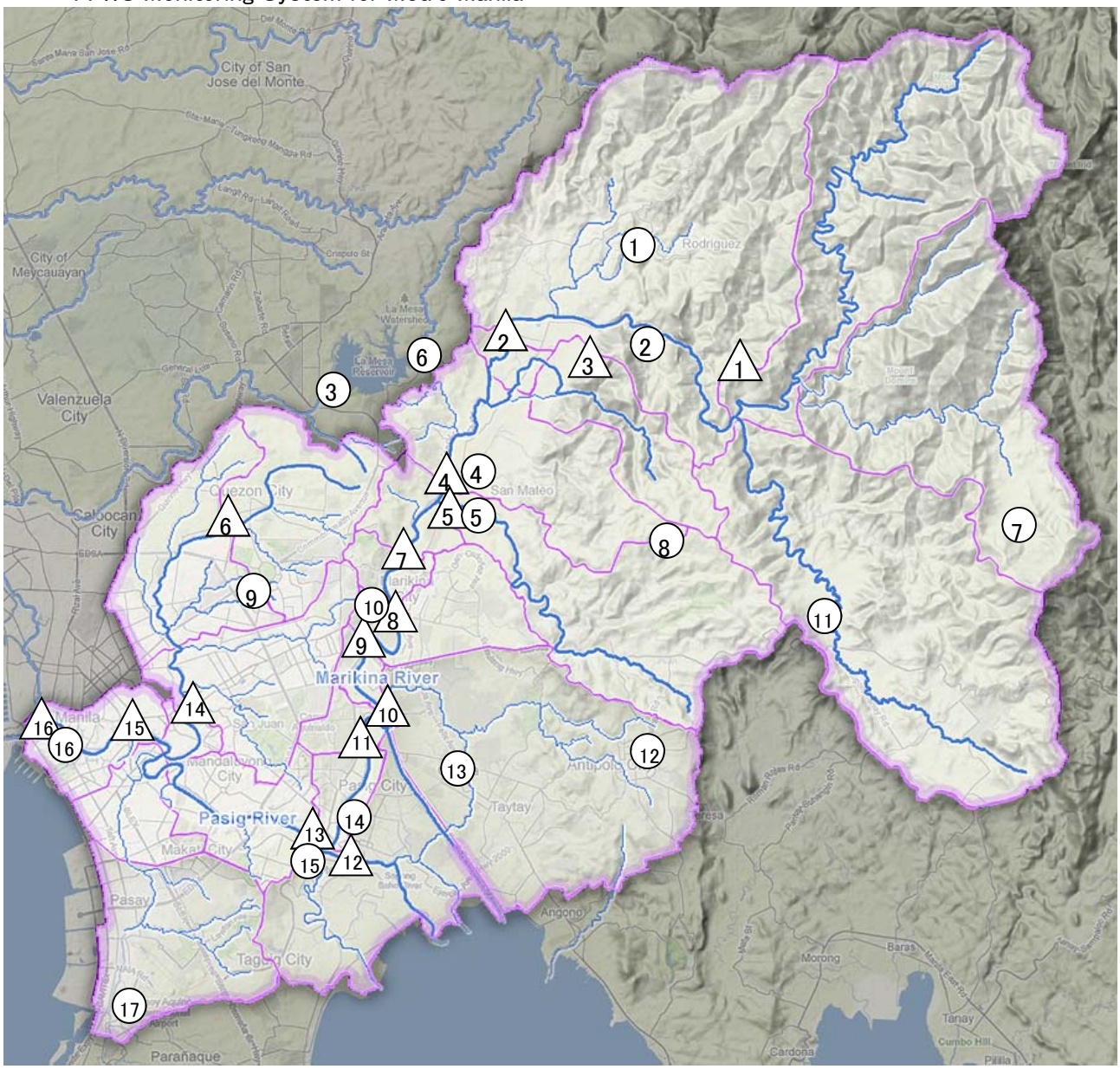
It is also important to remember that tropical cyclones are constantly in motion; generally towards the Philippines when PAGASA is issuing the warning.
Therefore, the Public Storm Warning Signal Number over a threatened/ affected locality may be sequentially upgraded or downgraded.
This means that PSWS #1 may be be upgraded to PSWS #2, then to PSWS #3 and to PSWS #4 as necessary when a very intense typhoon is approaching or downgraded when the typhoon is moving away.
However, in case of rapid improvement of the weather condition due to the considerable weakening or acceleration of speed of movement of the tropical cyclone moving away from the country, the downgrading of signal may jump one signal level.
For example, PSWS #3 may be downgraded to PSWS #1 or all signals from PSWS #2 may be lowered.

The delineation of areas for a given signal number is based on the intensity, size of circulation and the forecast direction and speed of movement of the tropical storm or typhoon at the time of issue of the warning bulletin.
The change in intensity, size of circulation or movement of the tropical cyclone also determines the change in the PSWS number over a given locality.

Source : The Moified Philippine Public Storm Warning Signals (PAGASA) (http://kidlat.pagasa.dost.gov.ph/genmet/psws.html)

## Flood Forecasts

FFWS Monitoring System for Metro Manila




Water Level△

| No. | Name of Station | River |
|---|---|---|
| 1 | Wawa Dam | Wawa |
| 2 | Montalban | Marikina |
| 3 | Burgos | Burgos |
| 4 | San Mateo-1 | Marikina |
| 5 | Nangka | Nangka |
| 6 | Mindanao | San Juan |
| 7 | Tumana Bridge | Marikina |
| 8 | Sto Nino | Marikina |
| 9 | Marcos Highway | Marikina |
| 10 | Rosario JS | Marikina |
| 11 | Rosario LS | Marikina |
| 12 | Napindan-1 | Napindan |
| 13 | Napindan-2 | Pasig |
| 14 | San Juan School | San Juan |
| 15 | Pandacan | Pasig |
| 16 | Fort Santiago | Pasig |

Precipitation (Rainfall)○

| No. | Name of Station | Agency |
|---|---|---|
| 1 | Mt. Oro | MMDA |
| 2 | Eastwood Rodriguez | MMDA |
| 3 | La Mesa Dam | PAGASA |
| 4 | San Mateo-2 | PAGASA |
| 5 | Nangka | MMDA |
| 6 | Guadanoville | PAGASA |
| 7 | Mt. Campana | MMDA |
| 8 | Mt. Aries | MMDA |
| 9 | PAGASA Science | PAGASA |
| 10 | Marikina (Youth Camp) | PAGASA |
| 11 | Boso Boso | MMDA |
| 12 | Antipolo | PAGASA |
| 13 | Cainta | PAGASA |
| 14 | Pasig City Hall | PAGASA |
| 15 | Napindan-2 | PAGASA |
| 16 | Fort Area Synop | PAGASA |
| 17 | Airport (PAGASA) | PAGASA |

Source: PAGASA (http://121.58.193.221:8080/html/rf/rf_map.html)

# ANNEX-I:

## PHIVOLCS Earthquake Intensity Scale (PEIS)

| Intensity Scale | Description |
|---|---|
| I | **Scarcely Perceptible** - Perceptible to people under favorable circumstances. Delicately balanced objects are disturbed slightly. Still Water in containers oscillates slowly. |
| II | **Slightly Felt** - Felt by few individuals at rest indoors. Hanging objects swing slightly. Still Water in containers oscillates noticeably. |
| III | **Weak** - Felt by many people indoors especially in upper floors of buildings. Vibration is felt like one passing of a light truck. Dizziness and nausea are experienced by some people. Hanging objects swing moderately. Still water in containers oscillates moderately. |
| IV | **Moderately Strong** - Felt generally by people indoors and by some people outdoors. Light sleepers are awakened. Vibration is felt like a passing of heavy truck. Hanging objectsswing considerably. Dinner, plates, glasses, windows and doors rattle. Floors and walls of wood framed buildings creak. Standing motor cars may rock slightly. Liquids in containers are slightly disturbed. Water in containers oscillate strongly. Rumbling sound may sometimes be heard. |
| V | **Strong** - Generally felt by most people indoors and outdoors. Many sleeping people are awakened. Some are frightened, some run outdoors. Strong shaking and rocking felt throughout building. Hanging objects swing violently. Dining utensils clatter and clink; some are broken. Small, light and unstable objects may fall or overturn. Liquids spill from filled open containers. Standing vehicles rock noticeably. Shaking of leaves and twigs of trees are noticeable. |
| VI | **Very Strong** - Many people are frightened; many run outdoors. Some people lose their balance. motorists feel like driving in flat tires. Heavy objects or |

Source:
http://www.phivolcs.dost.gov.ph/index.php?option=com_content&view=article&id=45:phivolcs-earthquake-intensity-scale-peis&catid=56

| | |
|---|---|
| | furniture move or may be shifted. Small church bells may ring. Wall plaster may crack. Very old or poorly built houses and man-made structures are slightly damaged though well-built structures are not affected. Limited rockfalls and rolling boulders occur in hilly to mountainous areas and escarpments. Trees are noticeably shaken. |
| **VII** | **Destructive** - Most people are frightened and run outdoors. People find it difficult to stand in upper floors. Heavy objects and furniture overturn or topple. Big church bells may ring. Old or poorly-built structures suffer considerably damage. Some well-built structures are slightly damaged. Some cracks may appear on dikes, fish ponds, road surface, or concrete hollow block walls. Limited liquefaction, lateral spreading and landslides are observed. Trees are shaken strongly. (Liquefaction is a process by which loose saturated sand lose strength during an earthquake and behave like liquid). |
| **VIII** | **Very Destructive** - People panicky. People find it difficult to stand even outdoors. Many well-built buildings are considerably damaged. Concrete dikes and foundation of bridges are destroyed by ground settling or toppling. Railway tracks are bent or broken. Tombstones may be displaced, twisted or overturned. Utility posts, towers and monuments mat tilt or topple. Water and sewer pipes may be bent, twisted or broken. Liquefaction and lateral spreading cause man- made structure to sink, tilt or topple. Numerous landslides and rockfalls occur in mountainous and hilly areas. Boulders are thrown out from their positions particularly near the epicenter. Fissures and faults rapture may be observed. Trees are violently shaken. Water splash or stop over dikes or banks of rivers. |
| **IX** | **Devastating** - People are forcibly thrown to ground. Many cry and shake with fear. Most buildings are totally damaged. bridges and elevated concrete structures are toppled or destroyed. Numerous utility posts, towers and monument are tilted, toppled or broken. Water sewer pipes are bent, twisted or broken. Landslides and liquefaction with lateral spreadings and sandboils are widespread. the ground is distorted into undulations. Trees are shaken very violently with some toppled or broken. Boulders are commonly thrown |

Source:
http://www.phivolcs.dost.gov.ph/index.php?option=com_content&view=article&id=45:phivolcs-earthquake-intensity-scale-peis&catid=56

| | |
|---|---|
| | out. River water splashes violently on slops over dikes and banks. |
| X | **Completely Devastating** - Practically all man-made structures are destroyed. Massive landslides and liquefaction, large scale subsidence and uplifting of land forms and many ground fissures are observed. Changes in river courses and destructive seiches in large lakes occur. Many trees are toppled, broken and uprooted. |

Source:
http://www.phivolcs.dost.gov.ph/index.php?option=com_content&view=article&id=45:phivolcs-earthquake-intensity-scale-peis&catid=56

# ANNEX-J:

## NDRRMC MC No.23-2014 (Oct.20, 2014)

## (NDRP and Cluster Approach)