National Disaster Response Plan (NDRP)

Consequence Management for Terrorism-related Incidents

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"In disaster response management operations, we abide by the formula:
P + P + P = O as our mathematical binding principle, anchored on
the whole-of-nation approach which purports that Public + Private +
People is equal to Zero Casualty."

LTC EDWIN C SADANG, GSC (SC) PA
SMA for Operations, OCD

This chapter provides a general background of the NDRP, including the terminologies and acronyms used in this document. It covers the Rationale and Objectives of the NDRP, and the Bases of Actions.

BACKGROUND

It is a known fact that the Philippines is prone to natural hazards such as typhoons, earthquakes, volcanic eruptions, landslides and tsunamis. Given our disaster risk profile, Republic Act (RA) 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010", was enacted on 27 May 2010. This law paved the way for the institutionalization of the proactive Disaster Risk Reduction and Management or "DRRM" approach, which is the "systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster."

However, apart from natural hazards, human-induced hazards such as crimes and terrorism further threaten the lives of the communities. Moreover, the circumstances regarding emergencies became even more complex with the phenomenon of the "new normal", characterized by the increasing frequency, magnitude and scope of disasters, as well as the blurring of division between the disasters caused by natural and human-induced hazards.

Presently, terrorism, also a human-induced hazard, continues to become a global concern. As described by Republic Act 9372, terrorism is an act that causes widespread and extraordinary fear and panic among the populace. With the growing threat of terrorism in the Philippines, the National Disaster Risk Reduction and Management Council (NDRRMC) has to be on guard and prepare for the possible consequences that may arise. Hence, the National Disaster Response Plan (NDRP) for managing consequences related to terrorism has been prepared.

NDRP is a strategic plan that provides general directions for all the agencies and networks involved in disaster risk reduction and management (DRRM).

The Disaster Risk Reduction and Management Act of 2010 strengthens the Philippines' implementation of actions and measures for direction and mitigation in catastrophes and is a very important step towards achievement of an enhanced response program for disaster risk reduction. Based on the provisions "the *participation of civil society organizations (CSOs), the private sector and volunteers in*

the government's disaster risk reduction programs towards complementation of resources and effective delivery of services to the citizenry", the government can direct other groups in the country to join resources towards the domain of disaster risk and reduction management programs.   This opens up institutional capacity to bolster good relationships among response operations key players that may result to institutional interoperability.

As such, the Philippine Government, through the National Disaster Risk Reduction Management Council (NDRRMC) has formulated several memorandums, guidelines, and protocols that call for a more efficient and effective mitigation of, preparedness for, response to, and recovery from Hydro-Meteorologocial induced disasters.

Objectives of the NDRP

The NDRP is the National Government's strategic action in providing response assistance for managing the consequences of terrorism related incidents. It aims to ensure the timely, effective and coordinated response by the National Government including its instrumentalities by providing support assistance to the areas that will be affected by terrorist acts. The NDRP acknowledges and supports the principles of the Local Government Code (RA 7160) wherein all LGUs are mandated to prepare and render response for all eventualities of disaster within their boundaries.

The NDRP embraces all conceivable contingencies, making use of all available resources from the government, non-government organizations, private sectors, volunteer groups and other response operations key actors. It promotes self-reliance and mutual-help, with the full utilization of available resources before seeking assistance from neighboring or higher entities. Since emergency response is a joint responsibility of the national and local governments, its effectiveness will depend largely on the level of preparedness done by the different levels of the local government units (Province, City and Municipality) as well as that of the field offices and attached agencies of the different national government agencies. The manner of response that will be provided by the National Government through this NDRP heavily relies on the **capacities and capabilities** of the different levels of the local government. It is important that the LGUs are well-versed on Disaster Preparedness Plan as a foundation for effective response operations.

NDRP in Perspective

The NDRP is the Government of the Philippines' **"multi-hazard" response plan**. 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 Department of Social Welfare and Development (DSWD) with Office of Civil Defense (OCD), in consultation with NDRRMC member agencies developed/formulated the NDRP. It outlines the processes and mechanisms to facilitate a coordinated response by the national and/or at the local level departments/agencies. 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 Figure 1.
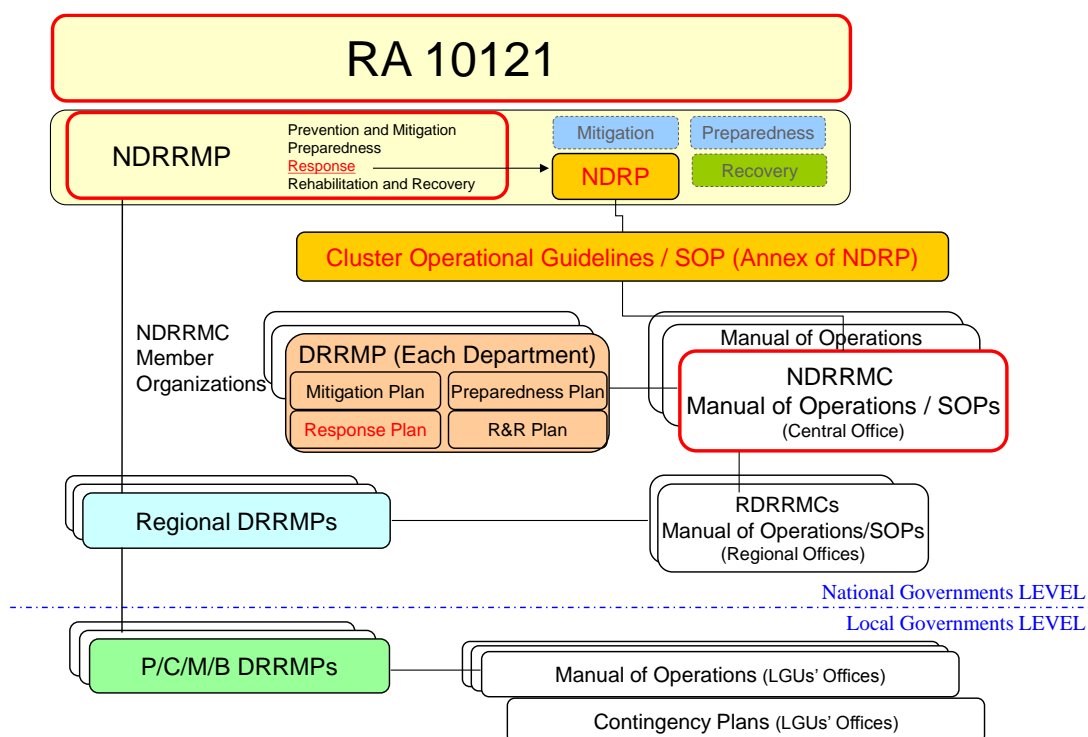

Figure 1 NDRP in Perspective

The NDRP prescribes the relevant activities on how the disaster response shall be conducted as augmentation or assumption of response functions to the disaster affected LGUs as a result of terrorist attacks. The contents of the NDRP also include identifying roles and responsibilities of organizations/institutions during disaster/emergency phase as leads and members of the Response Cluster. The details of the actions or procedures are further discussed in the "Operations Protocol" provided in Chapter 3.

Necessity of the NDRP

As stipulated in the NDRRM Act, amongst the tasks of the NDRRMC is the development of coordination mechanisms and the identification of activities to achieve coherence in the implementation of DRRM policies. OCD is mandated to develop and ensure the implementation of national standards in coordination with the concerned government offices in carrying out disaster risk reduction programs. It includes preparedness, response and rehabilitation works, from data collection and analysis, planning, implementation, monitoring and evaluation together with the DSWD as Vice-Chairperson for Disaster Response. The specific task of the NDRRMC through OCD is to ***facilitate coordination, mobilize resources for response and information management*** including communications.

The NDRP contains the following contents:
- ✓ The Level of Actions at the different levels of command;
- ✓ Triggers for Response Actions;
- ✓ The eleven (11) Response Clusters that were created to have a focused response operations on the field as well as be able to directly and efficiently

coordinate with the existing Humanitarian Clusters of the International Humanitarian Country Teams;
- ✓ Roles and Responsibilities of each Lead and Member Cluster to take quick and proper actions are clarified when the disaster occurs;
- ✓ Predictable leadership and participation to ensure coordination - cluster leadership, and participation roles of member organizations/agencies are clarified in each activity per disaster phase;
- ✓ Operation Protocols of Response Clusters are prepared to guide the coordination that must be done, and coming from the National Government to the affected LGUs needing the augmentation or assumption support;
- ✓ The NDRP has both national and regional components which provide the framework for effective interphase of response efforts through vertical and horizontal coordination; and
- ✓ The NDRP does not replace event specific, departmental or agency plans but is used as reference to achieve complementation.

Bases of Actions Plan

Scenario Based

The NDRP is formulated under the premise of a "worst-case scenario" for each type of terrorist attacks that leads to disaster or calamity. The DSWD as Vice-Chairperson for Response together with the eleven (11) Response Clusters agreed on this approach as they believe that these hazards may lead to major disaster or emergency that can cause mass casualties, massive destruction of public/private properties and livelihoods, and disruption of normal life saving-support systems. under a "worst-case scenario", the different national government agencies including their regional offices, and local government units will be best prepared to respond according to their respective capacity and capability.

Tiered Response

The type of response for consequence management that the NDRP is providing is at the level of the National Government and has two approaches to consider: 1) for augmentation to the operations of the affected LGUs and, 2) for assumption of functions of the LGUs in providing response assistance to their affected population. Both approaches take into consideration the level of capacity and capability of the affected LGU to determine the amount of assistance that will be released and deployed.

The first approach which is that of **"augmentation"**, the response assistance from the national government will be based on the requests coming from the Regional DRRMCs that have determined their diminishing levels of capacity and capability to provide adequate assistance to their respective provinces, cities and municipalities affected by disaster. The second approach which is that of **"assumption"** of response activities will commence based on the identified trigger point of which there is confirmation of information coming from the concerned government agencies and/or institutions that the massive impacts are terrorism related incidents.

In that time, national government agencies shall activate their own response team taking initiative for disaster response, such as immediate deployment of Rapid Deployment Team/s (RDT) to conduct disaster operations and RDANA Teams plus

aerial surveys. This may result to the activation of the Response Cluster and the establishment of a National Incident Management Team (NIMT) or its counterpart in the different levels of DRRM network as necessary.

N/R/LDRRMCs will abide with the Section 15 of the RA 10121 to take the lead in preparing for, responding to, and recovering from the impacts of disasters based on the following criteria:

a. Barangay Development Committee (BDC) if a barangay is affected;
b. Municipal/City DRRMC, if two (2) or more barangays are affected;
c. Provincial DRRMC, if two (2) or more municipalities/cities are affected;
d. Regional DRRMC, if two (2) or more provinces are affected; and
e. National DRRMC, if two (2) or more regions are affected.

The NDRRMC and intermediary LDRRMCs shall always act as support to LGUs which have the primary responsibility as first disaster responders. Private sectors, civil society organizations and other volunteer groups shall work in accordance with the coordination mechanisms and policies set by the NDRRMC and concerned LDRRMCs.

Systems and mechanisms should be put in place before a disaster or an emergency shall be activated including the response cluster coordination system, emergency operations center (EOC) and the incident command system (ICS). This is in line with the provisions of RA 10121 acknowledging the jurisdictions of the different levels of the local government system and the mandates provided in the Local Government Code.

The tiered response adheres to the capacity and capability of the LGUs in responding to the needs of their constituents during times of disaster and thus promotes a system of accountability through command control.

The NDRP is also built on the following understanding:

a. All government agencies and instrumentalities have their own respective Disaster Preparedness Plans for Terrorism related incidents;

b. All Local Government Units (LGUs) have prepared their Contingency Plans for Terrorism related incidents and implemented their Local Disaster Risk Reduction and Management Plans (LDRRMPs) within the DRRM Framework of Prevention/Mitigation, Preparedness, programs and activities that are directly connected to response like prepositioning of key assets and resources; and

c. The Cluster Approach System and Incident Command System in response operations have been cascaded to all levels of government both national and local.

COMMON TERMINOLOGIES

Anti-Terrorism -the defensive stance used to reduce the vulnerability of individuals and property to terrorist acts. It includes limited response and containment by local military/ police forces.

Capacity is 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.

Collaboration - as mentioned by Denise in his article Collaboration vs. 3Cs, he said that "Michael Schrage puts it in his book, Shared Minds: ... collaboration is the process of shared creation: two or more individuals with complementary skills interacting to create a shared understanding that none had previously possessed or could have come to on their own. Collaboration creates a shared meaning about a process, a product, or an event. In this sense, there is nothing routine about it. Something is there that wasn't there before.

Command and Control -exercise of authority and direction by the Incident Commander over resources checked-in to accomplish the objectives.

Communications Interoperability - in this study, this is operationally defined as "the capability of communications equipment to talk to any similar communications equipment operating in the same electromagnetic spectrum."

Cooperation as defined operationally by Denise (n.d.) is now a hallmark for not every corporate behavior, but corporate culture. The message is clear: get with the group. (p.2)

Coordination, like communication, begins with an assumption of differences. Different persons, different units, different units create overlap, redundancy and/or separation without coordination. (Denise, n.d., p.2)

Counter-terrorism -an offensive measure taken to prevent, deter, and respond to terrorist acts.

Crisis -also known as emergency;a threatening condition that requires urgent action or response. – *National Crisis Management Core Manual*

Crisis Management (CM) - involves plans and institutional arrangement to engage and guide the efforts of government, non-government, voluntary and private agencies in comprehensive and coordinated ways to respond to the entire spectrum of crisis needs.

Demobilization -the release and return of resources that are no longer required for the support of an incident/event.

Disaster is 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.

Disaster Response as defined in the RA 10121, is the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduces health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief".

Disaster Risk is describe by RA 10121, as the potential disaster losses in lives, health status, livelihood, assets and services, which could occur to a particular community or a society over some specified future time period.

Disaster Risk Reduction and Management(DRRM) – the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies, and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Prospective disaster risk reduction and management refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not put in place. The definition is taken from RA 10121, p.7

Disaster Risk Reduction and Management Council (DRRMC) **-** organized body of government agencies, to include the civil society organizations and private sector, mandated to undertake DRRM functions from the national to local levels. The composition, powers and functions of the DRRMC are defined in RA 10121.

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

Emergency Operations Center (EOC) – the facility mandated by RA 10121 to be established in every DRRMC that shall be operated and staffed on a twenty-four (24) hour basis for coordination work on DRRM.

Hazard – a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury, or other health impacts, property damage, loss of livelihood and services, social and economic disruption, or environmental damage. – *NDRRMOC SOP and Guidelines 2016 Edition*

Human-Induced Hazard -human-induced significant incidents resulting in acts of terrorism, destabilization, criminal activities, and disruption of normal day-to-day economic activities that require prompt intervention to contain the incident, mitigate the effects, and normalize the situation.

Incident -an occurrence or event, natural or human-induced, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Commander (IC) -the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command System (ICS)– as defined in the Memo Circular 04, s. 2012, it is 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.

Information Communications Technology (ICT) is defined operationally as "the umbrella term that includes any communication device or application, encompassing: radio, television, cellular phones, computer and network hardware and software, satellite systems and so on, as well as the various services and applications associated with them, such as videoconferencing and distance learning". The meaning is taken from http://searchcio-midmarket.techtarget.com/definition/ICT

Incident Management Team (IMT) - a team composed of Command Staff and General Staff who will take the lead in ICS implementation.

Information Sharing as defined by http://www.techopedia.com /definition/24839/ information-sharing is the exchange of data between various organizations, people and technologies. It has several types; Information shared by individuals, shared by organizations and shared between firmware/hardware.

Key Players (actors, players, responders, enablers). This term is generally used in this paper as an organization, agency, individual, government, private or business that is involved in a HADR with other key players.

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.

Operational Protocol is operationally defined in this document as a procedural process on how to systematically carry out disaster management operations. It is the standard rules that govern all disaster management operators.

Rapid Damage Assessment and Needs Analysis (RDANA) -a disaster response mechanism that is used immediately in the early emergency phase to determine the extent of impacts and assess the priority needs of the communities.

Resources - machineries, manpower, methodology, materials, and monetary assets that can be drawn on by an organization in order to function effectively.

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

Risk Assessment - a methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihood and the environment on which they depend

Response Clusters - Response Clusters are part of the NDRRMC's strategic action on providing humanitarian assistance and disaster response services. These are organized groups of government agencies that are designated to undertake coordination functions at the strategic level to provide resource support for tactical response.

Responsible Official (RO) - the overall in charge of an agency, organization or institution who has the full authority for making decisions and providing directions to manage an incident or planned event within his/her jurisdiction. The RO is usually the Chairperson of the DRRMC, the Crisis Manager of the Crisis Management Committee, the head of an agency or organization, or any individual vested with authority as mandated by law according to his/her respective jurisdiction.

State of Calamity - a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads, communications, and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard.

Terrorism - an act punishable under any of the following provisions of the Revised Penal Code: Article 122 (Piracy in General and Mutiny in the High Seas or in the Philippines Waters; Article 134 (Rebellion or Insurrection); Article 134a (Coup d'état); including acts committed by private persons; Article 248 (Murder) thereby sowing and creating a condition of widespread and extraordinary fear and panic among the populace, in order to coerce the government to give in to an unlawful demand shall be guilty of the crime of terrorism and shall suffer the penalty of forty (40) years imprisonment, without the benefit of parole as provided for under Act No. 4103, otherwise as the Indeterminate Sentence Law as amended. (Source RA9372 – Human Security Act of 2007)

Terrorist - is an individual or a group who uses violence, terror, and intimidation to achieve political results.

Terrorist Acts - are criminal acts intended or calculated to provoke a state of terror in the general public by a particular person or group of persons for political purposes

Threat - an indication of something undesirable coming; a person or thing as a likely cause of harm; refers to people, phenomena, situations and trends in the environment that can adversely affect the welfare and well-being of the people.

Triggering Factors - factors that could trigger the unfolding of an event.

Twinning Concept – is a model that is operationally defined as the pairing and union of OCD Regional Centers to address the multi-level operational coordination in disaster affected areas.

Vulnerability - the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. Vulnerability may arise from various physical, social, economic, and environmental factors such as poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official recognition of risks and preparedness measures, and disregard for wise environmental management.

ACRONYMS

AFP	Armed Forces of the Philippines
ATC	Anti-Terrorism Council
BFP	Bureau of Fire Protection
CAS	Cluster Approach System
CBRN	Chemical, Biological, Radiological, Nuclear
CCCM	Camp Coordination and Camp Management
CMCC	Civil Military Coordination Center
CHED	Commission on Higher Education
DA	Department of Agriculture
DRRM	Disaster Risk Reduction and Management
DSWD	Department of Social Welfare and Development
DBM	Department of Budget and Management
DENR	Department of Environment and Natural Resources
DepEd	Department of Education
DFA	Department of Foreign Affairs
DILG	Department of the Interior and Local Government
DND	Department of National Defense
DOE	Department of Energy
DOH	Department of Health
DOJ	Department of Justice
DOLE	Department of Labor and Employment
DOST	Department of Science and Technology
DOT	Department of Tourism
DOTC	Department of Transportation and Communications
DPWH	Department of Public Works and Highways
DSWD	Department of Social Welfare and Development
DTI	Department of Trade and Industry
EOC	Emergency Operations Center
ERIC	Emergency Response Integration Center
ERP	Emergency Response Preparedness
ETC	Emergency Telecommunication Cluster
FNI	Food and Non-Food Items
HADR	Humanitarian Assistance and Disaster Response
HAZMAT	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ICT	Information, Communication, and Technology
IDP	Internally Displaced Person
IMT	Incident Management Team
IMT-TWG	Incident Management Team – Technical Working Group

LAO	Law and Order Cluster
LCE	Local Chief Executive
LDRRMC	Local Disaster Risk Reduction and Management Council
LGU	Local Government Unit
LOO	Line of Operations
NBI	National Bureau of Investigation
N/R/P/C/M/B DDRMC	National/Regional/Provincial/City/Municipal/Barangay Disaster Risk Reduction and Management Council
NDRRMC	National Disaster Risk Reduction and Management Council
NDRRMOC	National Disaster Risk Reduction and Management Operations Center
NDRP	National Disaster Response Plan
NICA	National Intelligence Coordinating Agency
NSC	National Security Council
OCD	Office of Civil Defense
OCDROs	Office of Civil Defense Regional Offices
OSS	One-Stop-Shop
PCG	Philippine Coast Guard
PAGASA	Philippine Atmospheric, Geophysical and Astronomical Services Administration
PDRA-APP	Pre-Disaster Risk Assessment – Action, Programs, and Protocol
PDRRMC	Provincial Disaster Risk Reduction and Management Council
PDNA	Post-Disaster Needs Assessment
PIHAC	Philippine International Humanitarian Assistance Cluster
PNP	Philippine National Police
PRC	Philippine Red Cross
RA	Republic Act
RC	Response Cluster
RDANA	Rapid Damage Assessment and Needs Analysis
RDRRMC	Regional Disaster Risk Reduction and Management Council
RDT	Rapid Deployment Team
RETT	Rapid Emergency Telecommunications Team
RO	Responsible Official
SRR	Search, Rescue, and Retrieval

CHAPTER II

"In disaster response management operations, we abide by the formula:

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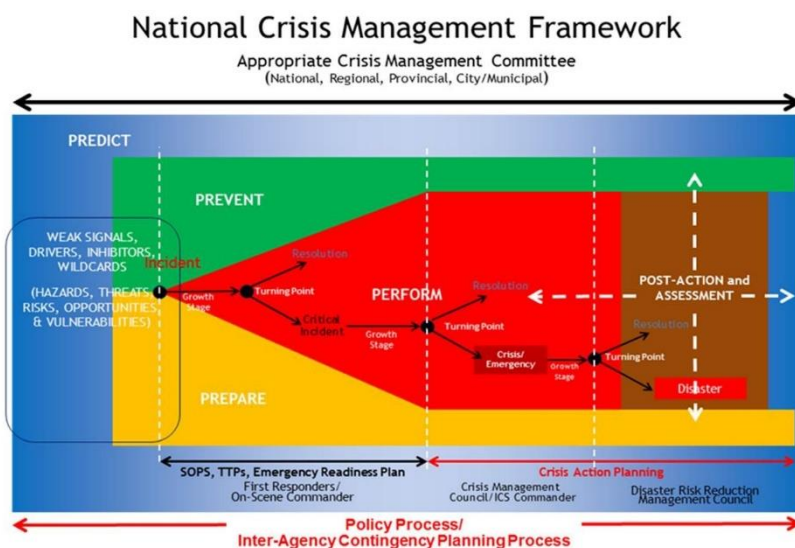**SMA for Operations, OCD**

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National Crisis Management 101

National Crisis Management (NCM) Framework

The NCM Framework (NCMF) provides for a comprehensive approach in responding to and managing emerging and current human-induced crises, as stipulated in Executive Order No. 82. Human-induced crises include threats from terrorism, threats to maritime borders, threats concerning OFWs, threats to national security, threats to public health, threats to the economy, and threats to energy supply. As such, consequence management for human-induced incidents will require appropriate government responses at the national, regional, provincial, municipal, and barangay levels, through the crisis management committees at the local level.

The NCM Framework adopts the concepts of 5Ps in crisis management, as follows: Predict, Prevent, Prepare, Perform, and Post-action and assessment (see Figure).

The concept of Predict involves the conduct of horizon scanning for emerging threats and conveying warnings at the strategic, operational and strategic levels. The Prevent concept involves the preparation of intra- and inter-agency contingency and action plans. The Prepare concept encompasses capability building activities such as equipage, training, inter-agency organization and coordination, including information sharing.

The concept of Perform includes determination of the appropriate level of response, based on needs assessment and availability of resources. The Post action and assessment concept involves submission of evaluation reports to the NCM EXECOM, necessary for the early return to normal situation.

Executive Committee and Sub-Committees

The National Crisis Management Committee Executive Committee for terrorism shall be composed of : (1) the Executive Secretary, who shall be the chairperson, (2) the Secretary of Justice, who shall be its Vice Chairperson; (3) the National Intelligence Coordinating Agency (NICA) shall be the Secretariat of the Council and (4) the Secretary of Foreign Affairs; (5) the Secretary of National Defense; (6) the Secretary of the Interior and Local Government; (7) the Secretary of Finance; (8) Secretary of Transportation; (9) Secretary of Communications; (10) Department of Health; (11) the National Security Advisor, as the other members.

The National Bureau of Investigation, the Bureau of Immigration, the Office of Civil Defense, the Intelligence Service of the Armed Forces of the Philippines, the Anti-Money Laundering Council, the Philippine Center on Transnational Crime, Philippine Coast Guard, National Telecommunications Commission, Bureau of Quarantine, Health Emergency Management Bureau, National Center for Disease and Prevention and Control and the Philippine National Police shall serve as support agencies for the EXECOM.

Role and Mandate of Anti-Terrorism Council (ATC)

The Anti-Terrorism Council (ATC), a body created by virtue of Republic Act 9372 otherwise known as the Human Security Act (HSA) 2007, is responsible for the proper and effective implementation of the anti-terrorism policy of the country. The ATC formulates and adopts comprehensive, adequate, efficient, and effective anti-terrorism plans, programs, and counter measures to suppress and eradicate terrorism in the country and to protect the people from acts of terrorism.

ATC's Core Functions

As stipulated in Section 54 of HSA 2007, the ATC's eight (8) core functions are as follows:

1. Formulates and adopts plans, programs and counter-measures against terrorists and acts of terrorism in the country;

2. Coordinates all national efforts to suppress and eradicate acts of terrorism in the country and mobilizes the entire nation against terrorism prescribed in RA 9372;

3. Directs the speedy investigation and prosecution of all persons accused or detained for the crime of terrorism or conspiracy to commit terrorism and other offenses punishable by RA 9372, and monitors the progress of their cases;

4. Establishes and maintains comprehensive data-base information system on terrorism, terrorist activities, and counter-terrorism operations;

5. Freezes the funds property, bank deposits, placements, trust accounts, assets and records belonging to a person suspected of or charged with the crime of terrorism or conspiracy to commit terrorism, pursuant to Republic Act No. 9160, otherwise known as the Anti-Money Laundering Act of 2001, as amended;

6. Grants monetary rewards and other incentives to informers who give vital information leading to the apprehension, arrest, detention, prosecution, and conviction of person or persons who are liable for the crime of terrorism or conspiracy to commit terrorism;

7. Establishes and maintains coordination with and the cooperation and assistance of other nations in the struggle against international terrorism; and,

8. Requests the Supreme Court to designate specific divisions of the Court of Appeals and Regional Trial Courts in Manila, Cebu City and Cagayan de Oro City, as the case may be, to handle all cases involving the crime of terrorism or conspiracy to commit terrorism and all matters incident to said crimes.

Composition of the Council

The ATC members are: 1) the Executive Secretary, who serve as chairperson; 2) the Secretary of Justice, as the vice chairperson; and (3) the Secretary of Foreign Affairs; (4) the Secretary of National Defense; (5) the Secretary of the Interior and Local Government; (6) the Secretary of Finance; and (7) the National Security Advisor. The National Intelligence Coordinating Agency serves as the Council's Secretariat. (HSA 2007, Section 53)

Other ATC's support agencies are: 1) the National Bureau of Investigation (NBI), 2) the Bureau of Immigration (BI), 3) the Office of Civil Defense, 4) the Intelligence Service of the Armed Forces of the Philippines (ISAFP), 5) the Anti-Money Laundering Council (AMLC), the Philippine Center on Transnational Crime (PCTC), and the Philippine National Police (PNP) intelligence and investigative elements.

The ATC adopted three (3) resolutions, namely 32 (2010), 33 and 34 (2011). Specifically, Resolution 32 prescribes the Anti-Terrorism Focus Programs such as: 1) National Terrorism Prevention, 2) Capacity Building, 3) Operational Readiness and Assessment Monitoring, and 4) Legal and International Affairs. Meanwhile, Resolutions 33 and 34 created the **Anti-Terrorism Council-Program Management Center (ATC-PMC)**, which oversees the four (4) focus programs; and, mandated the **PNP-Sanglahi-Alpha** as primary agency responsible for counter-terrorism, respectively.

National Anti-Terrorism Strategy

Based on the National Anti-Terrorism Strategy (2009) otherwise known as **PEACE or Protect-Enforce-Advocate-Collaborate-Exercise**, the ATC's strategic goal is to counter terrorism and achieve a psychologically and physically secure environment for Filipinos that is conducive to peace, progress and development.[1]

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[1] For the purpose of the NDRP, the National Anti-Terrorism Strategy (PEACE) of 2009 is adopted in view of the pending approval of the revised strategy known as the National Strategy Against Terrorism of 2016.

Under the **Protect** component of the National Strategy, it is the duty of the state to: **"strengthen the defenses of communities and key targets, by reducing their vulnerability to attack and/or the resulting impact of an attack."**

While certain government agencies have the primary responsibility for improving the protection of key targets, the interdependency of border security, transport and other cross-border infrastructures requires effective coordinative effort of the ATC.

- o Effective border control operations would necessitate the establishment of more rigid interventions at points of entry into the country, as well as the stringent monitoring and regulation of the movement of goods and people across the country.
- o Raising the standards in transport security, particularly in airports and seaports, would deter terrorist attacks and address the vulnerabilities in domestic transport operations. It is equally important to increase road and rail security.
- o Reducing the vulnerability of vital installations or critical infrastructure to physical and electronic attack is essential. Existing measures to protect vital installations need periodic review to determine their effectiveness.
- o Collective and cooperative efforts must continually be undertaken to identify methodologies for protecting crowded places and other soft targets from possible terrorist attacks.
- o Internationally, there is need to intensify work with partners and international organizations for timely information exchange, particularly with regard to transport security and movement of CBRNE materials, as well as seek technical assistance for capacity building.

The **Protect** component emphasizes coordination and cooperation between and among the ATC and its member and support agencies, particularly with respect to coordination of their policies, information-sharing about responses developed at national level, determining good practices, and working together to develop workable plans and programs. All concerned stakeholders are able to coordinate their policies, share information about responses developed at national level, determine good practices, and work together to develop workable plans and programs. Local government units serve as the critical link in the identification of community safety priorities for their neighborhoods and they are able to work with the key agencies at local level to ensure that plans and programs are implemented responsibly and effectively.

Protect involves the integration of good intelligence work, effective border control operations, strong diplomacy and community relations.

In **Enforce** component, the government must further strengthen and implement its commitments to disrupt terrorist activity and pursue terrorists across borders. Its objectives are to impede terrorists' planning, disrupt their networks and the activities of recruiters to terrorism, cut off terrorists' funding and access to CBRNE materials, and bring them to justice, while continuing to respect human rights and international law.

Enforce includes depriving terrorists their means to mount attacks - whether directly (e.g. weapons and explosives) or indirectly (e.g. false documentation to enable undetected travel and residence), and their ability to communicate.

Under the **Advocate** component, the government has to promote understanding of the citizenry in the prevention, deterrence and suppression of terrorism and prevent people from turning to terrorism by addressing the factors that can lead to radicalization and recruitment, as well as rehabilitation of persons who had been involved in terrorism. Advocacy includes a media and communication strategy to expand awareness, understanding and support for the government's anti-terrorism policies and counter radicalization.

In the **Collaborate** component, the government has to enhance the anti-terrorism drive by communicating and coordinating efforts among domestic and foreign agencies and stakeholders, including the United Nations. The ATC through its Secretariat will sustain efforts to ensure overall coordination and coherence of plans and programs of different government agencies involved in countering terrorism.

Under **Exercise** component, the government must be able to deal with terrorist attacks when they occur. The response to a crisis or an emergency incident will often be similar, whether that event is caused by nature, technology or man-made; hence, the response systems in place to manage the consequences of natural disasters may also be used to alleviate the impact on the citizenry of a terrorist attack. The response to any such event should therefore make full use of existing structures.

The ability of the ATC to take consistent or collective action with regards to terrorist-related incidents will be essential to an effective and efficient response. Thus, the development of crisis coordination and response arrangements, supported by the necessary operational procedures and logistical resources, must be given priority and development.

Developing a risk based approach to capability assessment – focusing on preparing for those events which are judged most likely to occur and which would have the greatest impact – will enable the ATC to assist member and support agencies to develop their capabilities to respond in the event of an emergency. The development of a shared database listing of the resources and assets which concerned agencies have will be able to contribute to dealing with such events.

Equally important is the need to periodically practice and test counter-terrorism response arrangements through exercises, not only will regular exercises improve readiness by increasing familiarity with counter-terrorism systems and arrangements but also identify lessons and incorporate actions to strengthen the response arrangements.

CMC and Response Cluster Inter-Operability

The National Crisis Management Committee (NCMC) shall be the governing body tasked to take decision actions to resolve crises or emergencies, to include consequence management arising from human-induced incidents, such as, but not limited to terrorist acts. It is also mandated with the formulation of crisis management policies, integration and implementation of government and public efforts towards the control of crises or incidents.

Further, the NCMC, whose members may be both elected and appointed public officials, shall be responsible for the safeguard of society from the negative consequences of human-induced incidents. It has five (5) critical tasks of: **sense making, decision**

making, meaning making, terminating and learning. Sense making may be considered as the classical assessment step in decision making. Decision making, on the other hand, is both the act of coming to a decision and the implementation of that decision. Meaning making refers to crisis management as a political communication. Terminating a crisis is only possible if the committee, through its Chairperson, correctly handles the accountability question. Learning refers to the actual learning from a crisis. It is limited, but it should be noted that a crisis often opens a window of opportunity for reform - for better or for worse.

Ideally, a CMC must comprise of a **Chairperson and Point-Persons for medical, legal, logistics, community relations, public safety and social services, as well as technical advisers, as needed**. Members of the CMC shall establish procedures for producing timely direction and guideline, coordinate and implement responses to crisis in an integrated manner from national to local levels (in cases involving OFWs, with the Ambassadors), ensure that the perspective of government agencies and other stakeholders are integrated into the overall government response. Other functions of the CMCs are:

a. Provide and mobilize available resources through an established inter-agency resource sharing protocol;

b. Coordinate inter-agency crisis management efforts;

c. Ensure that operational demands during crisis are met and all actions are coordinated and complementary; and

d. Establish accessible communication lines so that reliable and timely information are received and disseminated to appropriate levels.

Thus, and specifically during the Perform phase of the NCMF, the CMC, upon the activation of the Incident Command System (ICS) shall endeavor to harmonize any and all activities, with the end in view of ensuring inter-operability, with the National Disaster Risk Reduction Management Council (NDRRMC), through the NDRRMC Operations Center, in the performance of all relevant activities, consistent with the ICS framework and employing the Cluster approach.

Along this line, Chairperson of the CMC shall undertake the following action points:

a. Identify the appropriate Contingency Plan(CONPLAN) that will be implemented in anticipation of an emerging or current threat.
b. If the emerging or current threat was not addressed by the CONPLAN, which resulted to an incident developing into a crisis:

   o Activate the Crisis Management Committee and initially conducts all source situation awareness on the incident.
   o Declare the level of crisis, depending on the situation and the prevailing procedures of the concerned agency/ department or unit.
   o Activate the Incident Command System (ICS) and calls on the pre-designated Incident Commander (IC).
   o Issues decisions and guidance to the IC including the Rules of Engagement (for Media, Incident Commanders, Crowd/ External Public, etc.).
   o Designates a Public Information Officer (PIO).
   o Coordinates with higher level authority or other agencies, whether local or international, for support, if necessary.

- o Allocates and dispatches resources to the IC.
- o Select, and, if possible, affix signature on the selected ODA.
- o Exercise general supervision over the actions of the IC.
- o Provides expert advice to the next higher CMC or to the President and the EXECOM/ NCMC.
- o Informs the Department of Foreign Affairs (DFA) if the incident involves foreign nationals (whether as offender/s or as victim/s).
- o Be prepared to receive guidance from higher authorities.

CHAPTER III

"There's no harm in hoping for the best, as long as you have prepared for the worst."
Stephen King

> This chapter provides facets of NDRP specific to Consequence Management of Terrorism-related incidents. Chapter III stipulates when and how the NDRP is activated, the triggers for action, the alert and response levels, as well as the key players in the operations.

NDRP for Consequence Management of Terrorism-Related Incidents

What is NDRP?

As described earlier, the National Disaster Response Plan (NDPR) for Consequence Management of Terrorism-related incidents is the Government of the Philippines' human-induced hazard response plan. It includes acts that sow or create condition of widespread and extra ordinary fear and panic among the populace. It outlines the concept, processes, and mechanisms to facilitate a coordinated response from the national agencies down to local agencies.

As a national plan, it is strategic in nature and speaks of motherhood statements that provide general direction (Strategic Plan). Strategic plans are stated in a general manner that is nonspecific and less-detailed. Nevertheless, the strategic plan is able to direct people in the organization to reflect general direction intended in the organization's operations. Higher-level managers develop strategic plans. The major reason for this is the complexities involved in making plans designed to meet the organization's broad-based goals.

National Government Agencies (NGAs), Response Clusters Leads and Members, and regional agencies are required to prepare Operational Plans (OPLANs)

While, the National Government Agencies (NGAs), Response Clusters Leads and Members, and regional agencies are required to prepare Operational Plans (OPLANs). Operational plans give fine details on how tasks should be carried out on a day-to-day basis. Operational plans have short-range objectives, which they meet in one year or less. Middle- and lower-level managers develop operational plans. Operational planning is the process of linking strategic goals and objectives to tactical goals and objectives. It describes milestones, conditions for success and explains how, or what portion of, a strategic plan will be put into operation during a given operational period, in the case of commercial application, a fiscal year or another given budgetary term. An operational plan is the basis for, and justification of an annual operating budget request. Operational plans should be prepared by the people who will be involved in implementation. There is often a need for significant cross-departmental dialogue as plans created by one part of the organization inevitably have implications for other parts.

On the other hand, local government institutions (provincial, city, and municipal) are responsible for the development and continuous improvement of Contingency Plans (CONPLANs). In the absence of a Contingency Plan, an Action Plan (APs) is used relative to the risk profiles of their respective areas of responsibility and underlying risks. The CONPLANs and APs are hazard and/or risk specific, area-focused, and time bound. The Figure 2 depicts the development phases of DRRM Plans from national level down to the local level.

To realize the country's goal of having a safer, adaptive, and more resilient Filipino communities, each of the four (4) Thematic Areas of *Prevention/Mitigation, Preparedness, Response, and Recovery & Rehabilitation* that need to come up with a Strategic Plan, OPLAN, CONPLAN and AP from all its national agencies down to the local government institutions.
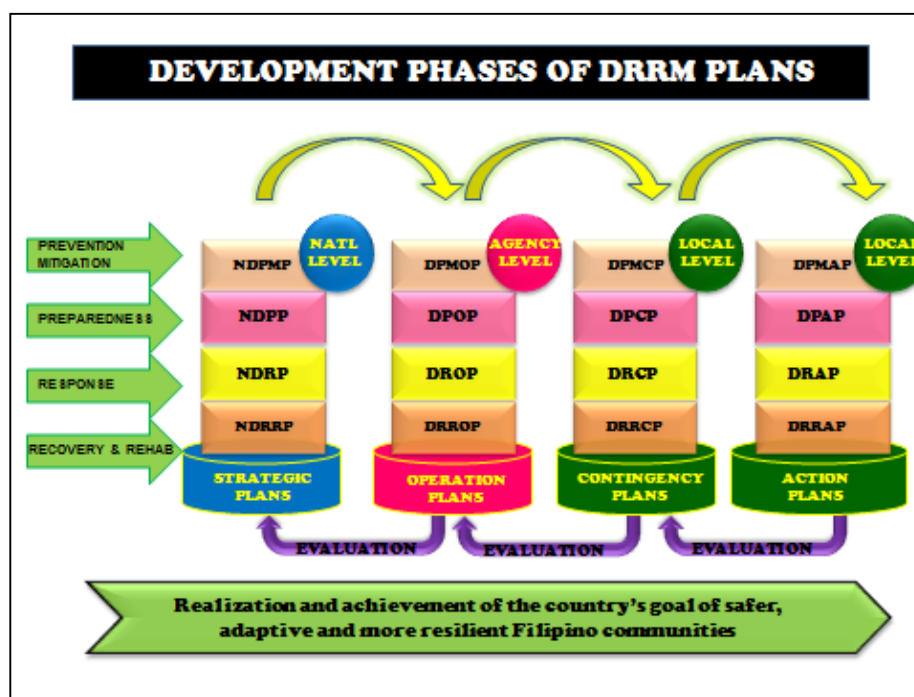

Figure 2.   Development Phases of DRRM Plans

Where is NDRP applicable?

Disasters come in various forms. As such, the National Disaster Risk Reduction Management Council (NDRRMC) through its Response Pillar, headed by the Department of Social Welfare and Development (DSWD), together with the Office of Civil Defense (OCD) endeavors to prepare a response plan for each possible and perceived disaster. At present, there are NDRP for;

a. Hydro-Meteorological Hazards;
b. Earthquake and Tsunami;
c. Consequence Management for Terrorism-Related Incidents.

The NDRP through its Response Cluster and National IMT usually operates at the Emergency Operations Centers (EOC) from national down to provincial levels.   The NDRRMC Operations Center located at the Camp General Emilio Aguinaldo, Quezon City is the national EOC.

The NDRRMC Operations Center (OpCen) maintained by the OCD, serves as the main Command Center for all National Response Clusters. The Operations Center houses the focal persons assigned by the NDRRMC member agencies. These focal persons seating or "on-duty" at the on-set of the disaster are responsible for comprehensive coordination needed to be done to commence the operations of each Response Cluster.

> **The NDRP through its Response Cluster and National IMT usually operates at the Emergency Operations Centers (EOC) from national down to provincial levels.**

At the regional level, usually the OCD Regional Centers are converted into EOCs during disaster response operations. However, in the event of a surge activity of the regions, big spaces such as hotels' activity areas, classrooms, and or similar areas are used for this purpose.

At the provincial level, the Provincial Capitol building usually operates as the EOC of the province. While at the City and Municipal Level, respective Municipal Hall becomes the EOCs of these LGUs. Also, they are encouraged to look for the provisions of their respective Alternate EOCs as the need arises.

All LDRRMCs (Provinces, Cities, and Municipalities) and Regional DRRMCs shall activate all their Emergency Operation Centers (EOCs) and prepare for any incident. The Regional DRRMCs will report the situation on ground to the NDRRMC with reports coming from the LDRRMCs.

When is NDRP activated?

The NDRP is used by the Vice-Chairperson for Response as a reference and guide whenever a hazard is detected. Like in the Hydro-Met setting, there are three (3) phases of actions, in the consequence management for terrorism-related incidents: PRE, DURING, and POST disasters. Figure 3 depicts the strategic concept of operations by the Response Cluster on how it works.

Figure 3.   Strategic Concept of Operations of the Response Cluster

As mentioned in Chapter II, the National Crisis Management Framework (NCMF) speaks of 5Ps, namely Predict, Prevent, Prepare, Perform, and Post Action. The Emergency Response Operations starts in the Perform Phase. Everything before that is the domain of the National Crisis Management Committee (NCMC). Considering that human induced-hazards usually begin as ordinary police incident, it would take some time to connect bits and pieces of incidents to be declared as a terrorism-related incident.

The Emergency Response Operations maybe activated once the NCMC-NIMT is activated.

NCCM Manual, p15

Figure 4.   National Crisis Management Framework

- In a **Pre-Disaster Setting**, the activation of the NDRP starts with an ADVISORY from the NCMC or NDRRMC. This happens when a critical incident has grown into a crisis or emergency with the possibility of becoming a full-blown disaster. During this stage, the NDRRMC and leaders of the Response Pillar continuously conduct Emergency Response Preparedness (PDRA), such as horizon scanning (identification of threats, hazards, and risks) and does strategic forecasting (guidance for response, minimum preparedness action, prepositioning of resources, contingency planning, activation of Response Clusters and IMT, and the like.)

- During **Disaster Phase** or immediately after impact, the REPORTS, including the results of Rapid Damage and Needs Assessment (RDNA), requests from the affected Local Government Unit (LGU), or advice from the NCMC-NIMT may be considered as basis for the activation of the Response Cluster using the NDRP. Two scenarios will be used for the During Disaster Phase: 1) Augmentation and 2) Assumption of Response Activities.

Augmentation of resources will commence at the "disaster phase". However, best practices dictate that even before the disaster strikes, prepositioning of resources are implemented by Clusters concerned. The results of the rapid damage assessment and needs analysis (RDANA) on the ground by the affected LGU/s or Region/s and/or requests or instructions from the NCMC-NIMT shall be the bases for the request to the NDRRMC for augmentation. Validation will be done by the respective Response Cluster Leads and Members with their respective focal persons prior to the deployment of resources.

> **The Emergency Response Operations starts in the Perform Phase of the National Crisis Management Framework (NCMF).**
>
> **Everything before that is the domain of the National Crisis Management Committee (NCMC).**

Assumption of response activities will commence based on identified trigger points:

- Declaration of a State of Calamity;
- Request for assistance from the R/P/C/MDRRMC Chairpersons to the NDRRMC or its member agencies;
- Request from a regional agency, the RDRRMC Chairperson present on the ground; and
- As directed by the Chairperson, NDRRMC or the Executive Director, NDRRMC.

The RDT should also propose and prepare a site plan based from the Contingency Plans of the LGUs for the installation of the following:

- EOCs (must be strategically located near available transport links either through air, land, and sea)
- Information and Communication Facilities for ETC;
- Initial Response Operations Facilities for FNFI, CCM, and HEALTH Clusters;
- Areas for the Supply and Storage Facilities for Logistics Cluster;
- Emergency Power and Fuel Station; and
- Areas for Co-Location of Local and International Humanitarian Assistance Operation

> **Post Disaster Needs Assessment (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 (Response) of the NDRRMC.**

All RDTs will prepare and submit Initial Survey Report to the Responsible Officer and/or NDRRMC for immediate mobilization and deployment of resources and manpower which will include the initial number of resources needed to sustain a 3-7 days of operations for relief and rescue operations, first wave of Law and Order Cluster contingent for peace and order, among others. The other RDT members will supervise the conduct of RDANA. The NDRRMC upon receipt of the RDANA Report from the RDT must discuss and resolve the requirements from the ground with the different NDRRMC agencies using the Cluster Approach System and Incident Command System. Upon consultation, the NDRRMC through the Vice-Chairperson for Response will give directions and instructions to all National Response Clusters and NIMT based on the report within 24 hours. The Response Clusters and IMTs are to

activate augmentation teams to replace the RDT Teams on ground after 7 days of operations.

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

- Cluster Leads;
- Vice-Chairperson for Response;
- Chairperson and/or Executive Director NDRRMC; and/or
- President of the Philippines

Continuous provision of warnings and alerts/messages from the NCMC-NIMTshall be given to guide the operations and the safety of the Response Clusters and IMTs.

▪ In a **Post-Disaster Scenario**, the request for assistance from the affected LGUs may become basis for NDRP activation through the Response Cluster and IMT deployment, or continuing response operations. This phase is defined as the period where the NDRRMC through the Vice-Chairperson for Response (DSWD) will declare the waning or resolution of crisis. This will involve the start of the Post Disaster Needs Assessment (PDNA). Each Response Cluster will conduct their respective post response operation evaluation to document the lessons learned and best practices. These evaluation reports will be submitted to the NDRRMC for continuing policy improvement and organizational development including the updating of this document, NDRP. The details of the evaluation will be determined by the respective Response Cluster Leads in collaboration with its Member Clusters.

Post Disaster Needs Assessment (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 (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.

Moreover, on orders of the Chairperson, NDRRMC or as per recommendation from the Executive Director, NDRRMC, specific Response Cluster maybe activated for corresponding response operations. The Concept of Operations, Agency Membership, Roles and Responsibilities, and Operational Workflow of these Response Clusters are stipulated in their respective Operations Protocol. (see Annex).

The participation of the International Humanitarian Community is requested through the issuance of the Request for International Humanitarian Assistance (RFIHA) by the Government of the Philippines with the approval of the President through the NDRRMC, and facilitated by the Philippine International Humanitarian Assistance Cluster (PIHAC). The same Cluster facilitates all requests from various clusters and offers from responding nations or international organizations.

Triggers for Activation

Any one (1) of the following may trigger the use of NDRP through the activation of the Response Cluster and National Incident Management Team (NIMT):

a. Activation of NCMC-NIMT
b. Advice from NCMC;
c. Result of ERP (PDRA-APP);
d. Red Alert Status and Level 2 Response Action;
e. Result of RDANA; and
f. As directed by the Chairperson, NDRRMC

> The National Response Cluster is being activated by the Vice-Chairperson for Response, DSWD while the National IMT is being activated by the Executive Director, NDRRMC as necessary.

The National Response Cluster is being activated by the Vice-Chairperson for Response, DSWD while the National IMT is being activated by the Executive Director, NDRRMC as necessary.

At the Regional Level, the Regional Response Cluster is being activated by the Vice-Chairperson for Response, DSWD while the Regional IMT is being activated by the Chairperson, RDRRMC as necessary.

At the Provincial Level, the Provincial Response Cluster counterparts and Provincial IMT is being activated by the governor as the Chairperson, PDRRMC and Responsible Officer respectively.

While at the City and Municipal Level, Response Cluster counterparts and the IMT is being activated by the mayor as the Chairperson, C/MDRRMC and Responsible Officer respectively.

Alert Levels

Alert level may or may not trigger the activation of the National Response Cluster and NIMT based from the NDRP. It is raised according to the level of readiness to take on an activity or response mission. It is to be raised prudently to provide enough time to those concerned to prepare without burdening undue stress.

Figure 5. Alert Levels with Indicators and Response Level utilize by the Response Cluster

At the national level, the approved NDRRMC Operations Center SOP provides the clear indicators of alert level.   Alert Levels are defined in a three (3) step color code: WHITE, BLUE, and RED as depicted in Figure 5.

▪ *WHITE*: Refers to regular or normal operations, monitoring and reporting;

▪ *BLUE:* Pertains to a condition of stand-by readiness in preparation for a full scale response operation. This is commonly done in situations of slow-onset disasters. In this condition, at

least 50% of human and material resources are made available for duty or deployment. The detection, tracking, monitoring, and result of pre-disaster risk assessment triggers this status; and

- **RED**: Signifies the highest level of readiness in anticipation of an imminent emergency situation, or in response to a sudden onset of disaster. In this condition, all human and material resources are made available for duty and deployment. This may result to the activation of the Response Cluster and NIMT including the escalation of the highest level of response. As such, inter-cluster action planning is done during this status.

Response Levels

Activation of response operations must be calibrated prudently to uphold timely and effective response while, at the same time utilizing efficiently material and human resources. Levels of Response are categorized in three (3) levels: *AGENCY, SPECIFIC CLUSTER, and INTER-CLUSTER.* The Levels of Response used as basis of the Response Cluster and Incident Management Teams is illustrated in Figure 6 below.
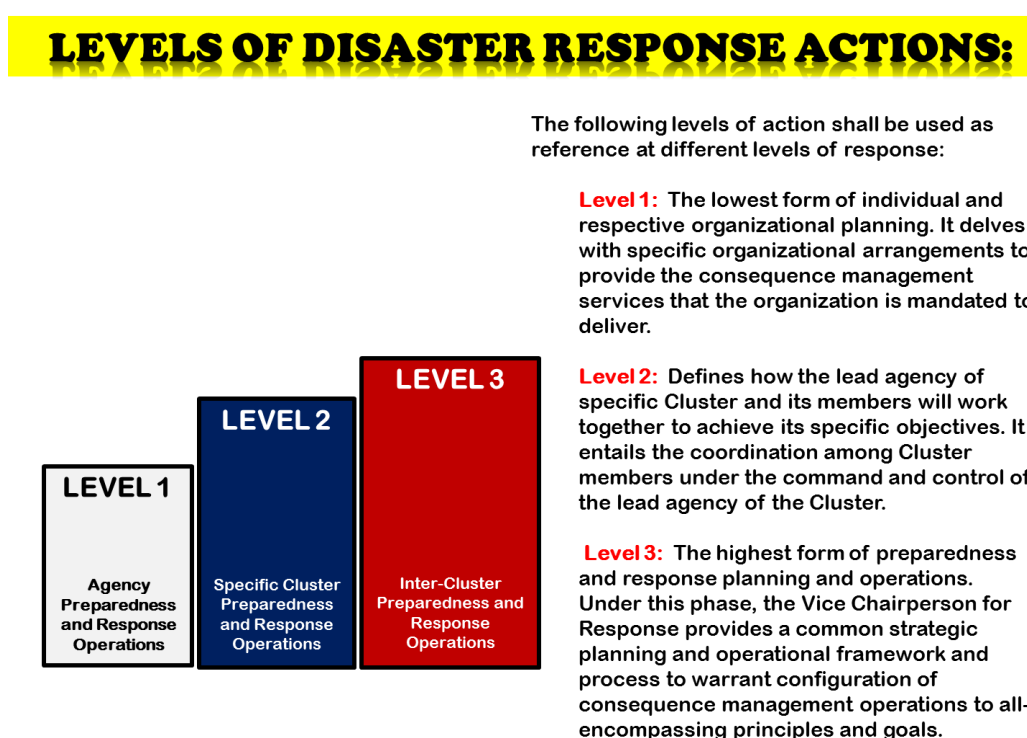
LEVELS OF DISASTER RESPONSE ACTIONS:

The following levels of action shall be used as reference at different levels of response:

Level 1: The lowest form of individual and respective organizational planning. It delves with specific organizational arrangements to provide the consequence management services that the organization is mandated to deliver.

Level 2: Defines how the lead agency of specific Cluster and its members will work together to achieve its specific objectives. It entails the coordination among Cluster members under the command and control of the lead agency of the Cluster.

Level 3: The highest form of preparedness and response planning and operations. Under this phase, the Vice Chairperson for Response provides a common strategic planning and operational framework and process to warrant configuration of consequence management operations to all-encompassing principles and goals.

LEVEL 1 — Agency Preparedness and Response Operations

LEVEL 2 — Specific Cluster Preparedness and Response Operations

LEVEL 3 — Inter-Cluster Preparedness and Response Operations

Figure 6. Level of Disaster Response Actions

AGENCY RESPONSE pertains to situations where response mobilizations are carried out within the bounds of a concerned agency only. This is Level 1 Response.

CLUSTER RESPONSE refers to situations that require inter-agency response within a concerned Response Cluster. This is Level 2 Response.

INTER-CLUSTER RESPONSE is a situation that calls for inter-cluster response. This may entail either a group of Response Clusters or the entire Response Pillar. This is Level 3 Response.

Who are the Key Players?

This section of the NDRP identifies and describes the different stakeholders who have significant interest, influences, and roles in the implementation of this plan. The analysis also presents their respective issues and concerns in the realization of this strategic plan. Shown in Table 1 to Table 3 are the summaries of disaster response management stakeholders' relative to NDRP operations.

The tables will show us the two important key elements of the human resources for NDRP; the internal stakeholders with principal and secondary stakeholders and the external stakeholders.

As shown in Table 1 and 2, the NDRRMC will be the main proponent, while the Response Pillar through the Vice-Chairperson for Response is the lead agency in the implementation of this plan. The NDRRMC, as the main agency tasked to respond and manage all disaster operations has the ultimate responsibility for any decision and action affecting the difference between saving and losing more lives in the aftermath of any disaster. Thus the responsibility of orchestrating a national response either for augmentation or assumption of disaster response activities requires an educated decision and action, based on sound data and analyses.

> The NDRRMC, as the main agency tasked to respond and manage all disaster operations has the ultimate responsibility for any decision and action affecting the difference between saving or losing more lives in the aftermath of any disaster.

To pursue this, all members of the NDRRMC and those who will be assigned to be a part of the NDRRMC will be oriented to the tenets of this plan and the systems installed in support of this plan.

The NDRRMC as a collegiate body and through the leadership of the Chairperson and Vice-Chairpersons or the Executive Director (upon the instruction of the Chairperson) will take the helm of the operations and will provide all decisions and instructions for a timely and appropriate assistance to the affected population.

The Emergency Response Preparedness (ERP, otherwise known as PDRA-APP) Core Group which is composed of the Executive Director of NDRRMC and the four (4) pillars of Prevention and Mitigation, Preparedness, Response and Recovery & Rehabilitation provide risk analysis and constant monitoring. These actions are supported by the Technical Specialist Group from PAGASA, Project NOAH, and MGB that render scientific information and converting them into knowledge management related to the impending hazards. All output data, information, and knowledge are used by the Response Cluster Lead Agencies and Members including the National IMT for their minimum and advance preparedness action planning leading to the contingency planning for response.

Stakeholders	Roles	Interests	Issues/Concerns
A. NDRRMC	-Main Proponent, Command & Control	-Effective and efficient disaster response platforms & systems	-Collaboration and cooperation among members and players
B. Response Pillar through the VC, Response and IMT of NDRRMC	-Lead Agency, Project Policy Maker, Oversight	-Implement, monitor, supervise NCIEMP	-Support ERP (PDRA) Core and Technical Specialist Group including Lead and Members of the Clusters
C. Emergency Response Planning (ERP -PDRA) Core Group and Technical Specialist Group	-Adviser for Response Clusters and IMT for emergency response	-Seamless planning and controlling of the risk analysis and monitoring	-Cooperation from leadership and implementing group
D. Response Cluster Leads and Members Including IMT	-Implementing group	-Adequate response and prompt actions of NDRP	-Commitment and unity of efforts from the participants
E. Assisting Regional DRRMC's	-Provide response operations assistance to designated quadrants	-Accurate coordinating actions with assisted quadrants	-Good working relationships among key players

Table 1. The internal principal stakeholders of the NDRP

In the supporting but equally carrying important roles are the different leaders of national government agencies, the public, private, and volunteer groups including the policy-makers that have always an essential point of presence in the national, regional, and provincial levels. These internal stakeholders will provide effective and efficient disaster response management operations platforms and systems, an organized structure of NDRP, and the formulation of new laws and regulations related to the sphere of response operations.

Stakeholders	Roles	Interests	Issues/Concerns
A. Disaster Response Management Leaders of Government Agencies	- Actors and Implementers	- Appropriate preparedness and prompt response	- Coordination, cooperation, collaboration, and commitment among players
B. Senators and Congressmen	- Policymaker	- Formulate new law, policy and budget	- Implementation of disaster response policies & laws
C. Public, Private, and Volunteer responders	- Responders and Rescuers	- Organized activities of response of the government - Accurate data and seamless operations	- Synchronize actions from public, private, and volunteer groups of responders and rescuers

Table 2. The internal secondary stakeholders of NDRP

In Table 3, shown is the significant external stakeholders that will complement in the success of the implementation of the NDRP.   It is important to note that the IHC, Foreign Militaries, and Public, Private, including Volunteer Organizations have almost similar roles to play – as donors

and responders. While the media and telecommunications companies have their distinct responsibility to perform, that is; as information providers, reporters and communicators respectively, their issues and concerns are directed to the domain of NDRRMC through the Response Cluster and IMT. And the Filipino people, as the actual beneficiaries of NDRP, must experience the appropriate preparedness and prompt response services from the government. They also need accurate information for early warning, preparedness actions of the government and local officials, response activities, and recovery and rehabilitation programs, plans, and actions.

Stakeholders	Roles	Interests	Issues/Concerns
A. International Humanitarian Community (IHC)	- Responders, Donors & Facilitators	- Delivery of donations and services for victims of disasters in affected areas	- Identification & contacts to central agency for disaster response operations. - Security in the affected areas.
B. Foreign Militaries	- Responders	- Assist in the HADR operations of affected areas	- Coordination the Response Cluster and IMT through the NDRRMC.
C. Media Organizations	- Reporters and Facilitators of Donations	- Accurate data for News Reporting from disaster affected areas and disaster responders	- Slow transfer of accurate and official information from disaster areas
D. Public / Private / Volunteer Organization	- Donors and Responders	- Central agency for the delivery of donations - Coordinated response operations	- Delayed delivery of services to disaster victims.
E. Telecommunication Companies	- Communicators	- Effective and efficient ICT Infrastructures	- Damaged ICT infrastructures in the disaster areas.
F. Filipino People (Disaster Victims)	- Beneficiaries	- Prompt response services and resources from the government	- Accurate information from the government through good ICT system.

Table 3. The significant external stakeholders of NDRP

Therefore, on the wider scope, we may say that the broad national security and disaster response management challenges in a strategic environment presents not purely governmental and military problem, but rather all are national problems requiring the full application of all the instruments of our national power – the fostering of the spirit of "Bayanihan" in the concept of unity and cooperation of all stakeholders.

How NDRP works?

The NDRP consists of triggers for action, actions by, and outputs of key players that progress across operational period between Emergency Preparedness and Emergency Response and Recovery and Rehabilitation. It uses the disaster preparedness and response management operational spectrum as its guiding determinant in the attainment of its end-goal of an effective and efficient response operation.

The disaster preparedness and response management operational spectrum discusses the whole dimension of the activities of the Response Cluster and Incident Management Teams as the two (2) main operational components of the NDRRMC during emergencies as shown in Figure 7. The entire breadth of response operations are canopied by the different bridging mechanisms of Cluster Approach System, Incident Command System, Humanitarian Civil-Military Coordination System, and the Co-Location Strategy.
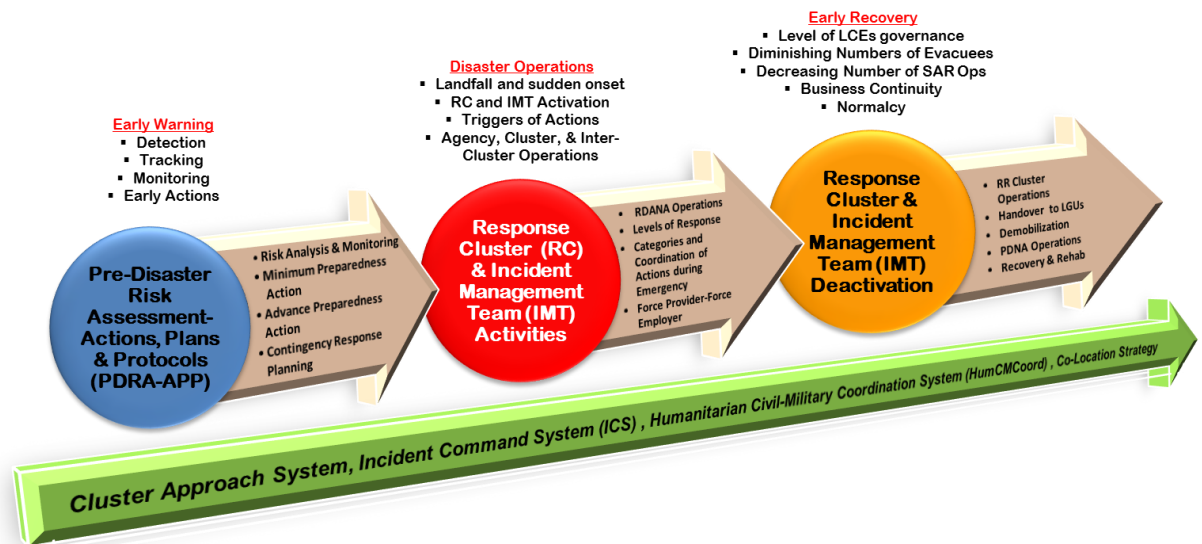
Figure 7. Dimension of Disaster Preparedness & Response Management Operational Spectrum

It is composed of three (3) key mission-essential activities; the Pre-Disaster Risk Assessment – Actions, Plans, Protocols (PDRA-APP) which also known as the Emergency Response Preparedness (ERP), the Response Cluster and Incident Management Teams Activities, and the Response Cluster and Incident Management Team Deactivation.

Emergency Response Preparedness (ERP) also known as Pre-Disaster Risk Assessment – Actions, Plans, and Protocols, (PDRA-APP)

The ERP (PDRA-APP) centers on conditions in which the level of possible disaster or emergency warrants the unified efforts of the Response Cluster and Incident Management Teams including other key players of disaster response operators. The primary aim of this mechanism is to optimize the promptness of action and appropriateness of response actions delivered immediately after the onset of disaster or emergency. PDRA-APP meeting may be called by the Executive Director, NDRRMC and/or by the two (2) Vice-Chairpersons for Preparedness and Response as necessary.

PDRA-APP meeting may be called by the Executive Director, NDRRMC and/or by the two (2) Vice-Chairpersons for Preparedness and Response as necessary.

There are several elements of ERP (PDRA-APP). These are risk analysis and monitoring, minimum preparedness action, advance preparedness action, and contingency planning for response activities. Its process involves the principle of hazard specific, area focused, and time bound.

In a Consequence Management setting where a potential disaster sets in slowly, action transitions between Emergency Preparedness and Emergency Response Phase. Even as RA 10121 delineated surgically the four (4) Thematic Areas, in practice the transition between Preparedness and Response overlaps in a specific area that is internationally known as **Emergency Response Preparedness (ERP)**, and locally called **Pre-Disaster Risk Assessment (PDRA)**. Critical decision point of its commencement is when hazard is detected, tracked, monitored, and early action is required.

While action, also transitions between Response and Recovery and Rehabilitation Phase in what is called **Early Recovery (ER)**. These actions are manifested when there are diminishing

number of evacuees, decreasing number of search and rescue assistance, normalcy is being felt such as markets, banks, stores, gas stations are starting to function. 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 programs 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.

> **In practice the transition between Preparedness and Response overlaps in a specific area that is internationally known as Emergency Response Preparedness (ERP), and locally called Pre-Disaster Risk Assessment (PDRA).**

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).

The Early Recovery shall be undertaken in each Response Cluster respectively, subject to the concurrence of the NDRRMC and/or RDRRMC based on the results of RDANA. 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 Cluster Lead.

In Figure 7, shown is the two (2) indicators of overlaps and/or transition points of activities among the Preparedness, Response, Recovery and Rehabilitation Thematic Areas. The first of which is the *PDRA-APP* and the other is the *Early Recovery Phase*.
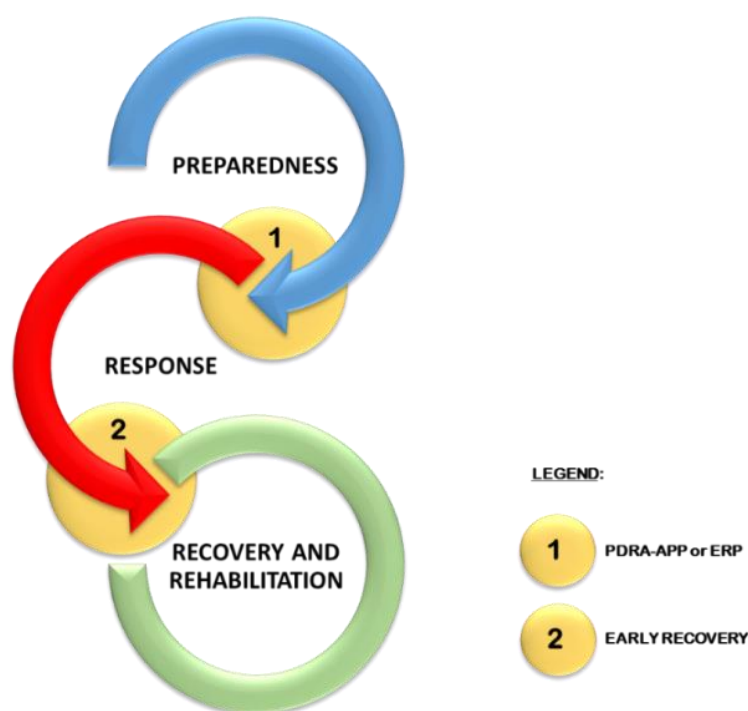

Figure 7.   Transition points of Preparedness, Response, and Recovery & Rehabilitation Thematic Areas

Response Cluster (RC) and Incident Management Team (IMT) Activities

Activities within this phase includes response operations of RC as the "force provider" and IMT as the "force employer", and Rapid Damage Assessment and Needs Analysis (RDANA).

The RC and IMT are the two (2) main operating arm of the Response Pillar. Its activities start with its official activation through a Memorandum Order approved and signed by the Vice-Chairperson for Response and the Executive Director, NDRRMC respectively. Its activations are based from the result of PDRA-APP including the elevation of alert status from BLUE ALERT to RED ALERT and/or as directed by the appropriate authorities. Activities within this phase includes response operations of RC as the "resource provider" and IMT as the "resource employer", and Rapid Damage Assessment and Needs Analysis (RDANA).

Response Cluster (RC) and Incident Management Team (IMT) Demobilization and Deactivation

The demobilization and deactivation of RC and IMT at the national level starts when early recovery phase is being observed. Return to normalcy is an indicator of early recovery and a signal of hand-over from Emergency Response to Recovery and Rehabilitation Phase. This is further gauged by decreasing requests for assistance by the affected community, governance of Local Chief Executive has gone back to normal, power and communication and other basic services are beginning to be restored, and economic activities have resumed. Moreover, as mentioned before, these actions are further manifested when there is a diminishing number of evacuees, decreasing number of search and rescue assistance, and normalcy is noticeable such as;markets, banks, stores, gasoline stations are starting to function. After the hand-over to Recovery and Rehabilitation Pillar, NDRP will then be deactivated and Response Operations (RC and IMT) shall be demobilized.

In this phase, the Vice-Chairperson for Recovery and Rehabilitation Thematic Area officially sets-off utilizing its own CLUSTER.

CHAPTER IV

*"We can't solve problems by using the same kind of thinking
we used when we created them."*

Albert Einstein

This chapter discusses the bridging mechanisms among actors and agencies. These are developed in the recent years and have positively proven to enhance coordination and efficiency in the response operations.

NDRP BRIDGING AND COORDINATING MECHANISMS

Philippine Response Cluster System

The cluster system is the aggregation of responding government agencies, humanitarian organizations, faith-based organizations, private and civil society organizations, including volunteers according to their specific line of services or expertise during emergency response. It defines the roles and responsibilities of each cluster towards a more systematic delivery of response and services. There are three (3) most important values of the Cluster-Approach System, these are; leadership, predictability, and accountability.   Under the system, government agencies are organized into clusters that work together towards agreed common humanitarian objectives.

> **There are three (3) most important values of the Cluster-Approach System, these are; leadership, predictability, and accountability. Under the system, government agencies are organized into clusters that work together towards agreed common humanitarian objectives.**

The cluster approach was first adopted by the Philippine Government in 2007 through the NDCC Memorandum Circular No.5.   In August 2008, then NDCC used the Response Cluster System to address the concerns of internally displaced population (IDP) in Mindanao. In the aftermath of Typhoon Ondoy, (international name Ketsana) in 2009, the government requested for international humanitarian assistance utilizing the Response Cluster System.   Continuing refinement in the clustering of agencies happened in the succeeding years, the Response Cluster System was used in various disaster response operations across the country such as Typhoon Pablo, Bohol Earthquake, Zamboanga Siege, Typhoon Ruby, and Typhoon Lawin. Livelihood was taken out from the Response Cluster (RC) because it was deemed fit to be included in the Recovery and Rehabilitation Phase.

Currently, the Philippine Government recognizes the following eleven (11) Emergency Response Clusters, and their respective lead agencies:

- **SRR** : Search Rescue and Retrieval *(AFP)*
- **HEALTH:** with Sub-Clusters on: Medical and Public Health Services, Water-Sanitation-Hygiene (WASH), Mental Health and Psycho-Social Support Services (MHPSS), and Nutrition *(DOH)*
- **IDPP:** Internally Displaced Persons Protection *(DSWD)*
- **CCCM:** Camp Coordination and Camp Management *(DSWD)*
- **FNFI**: Food and Non-Food Items   *(DSWD)*
- **LOG:** Logistics with Sub-Clusters on: Warehousing, Transportation, & Services *(OCD)*

- **LAO**: Law and Order (*PNP)*
- **ET**: Emergency Telecommunications *(OCD)*
- **EDU**: Education *(DepEd)*
- **PIHA:** Philippine International Humanitarian Assistance *(DFA)*
- **MDM**: Management of the Dead and Missing *(DILG)*

Incident Command System (ICS)

It is a **standard**, **on-scene**, **all-hazard** incident management concept that can be used by all DRRMC member agencies and response groups. The purpose of the ICS is to help ensure:

- Safety of responders
- Achievement of tactical objectives
- Efficient use of resources

> ICS is a standard, on- scene, all-hazard incident management concept that can be used by all DRRMC member agencies and response groups.

As a management system, it meets the needs of incidents of any kind or size. It allows personnel from a variety of agencies to meld rapidly into a common management structure using plain language. It maximizes effective logistical and administrative support to operational staff by avoiding duplication of efforts and providing accountability and a planning process.

Legal Basis of Incident Command System

1. Republic Act 10121
   - Section 9 (g): The Office of Civil Defense (OCD) shall formulate standard operating procedures for coordination.
   - Rule 7 (h), Implementing Rules and Regulations: The OCD shall establish ICS as part of the Philippines' on- scene disaster response system.

2. NDRRMC Memorandum Circular No. 4, s2012
   Signed on March 28, 2012, this provides the implementing guidelines on the use of the ICS under the Philippine DRRM System.

3. Executive Order No. 82, s2012
   Signed on September 4, 2012, this mandates the activation of the ICS for human-induced crises.

4. NDRRMC Memorandum Circular No. 43, s2016
   Signed on August 18, 2016, this provides the guidelines on the interoperability of the Incident Management Teams and Response Clusters.

5. NDRRMC Memorandum Order No. 44, s2016
   Also signed on August 18, 2016, this provides the guidelines on the mobilization of Incident Management Teams

6. NDRRMC-NSC Joint Memorandum Circular No. 1, s2016
   Approved on 30 August 2016, this JMC requires the use of ICS as an integral component of contingency plan for both natural and human-induced hazards.

Incident Management Team (IMT)

The organization of the IMT is composed of the **Incident Commander** and appropriate **Command and General Staff** assigned to an incident or planned event as shown in Figure 8 below.
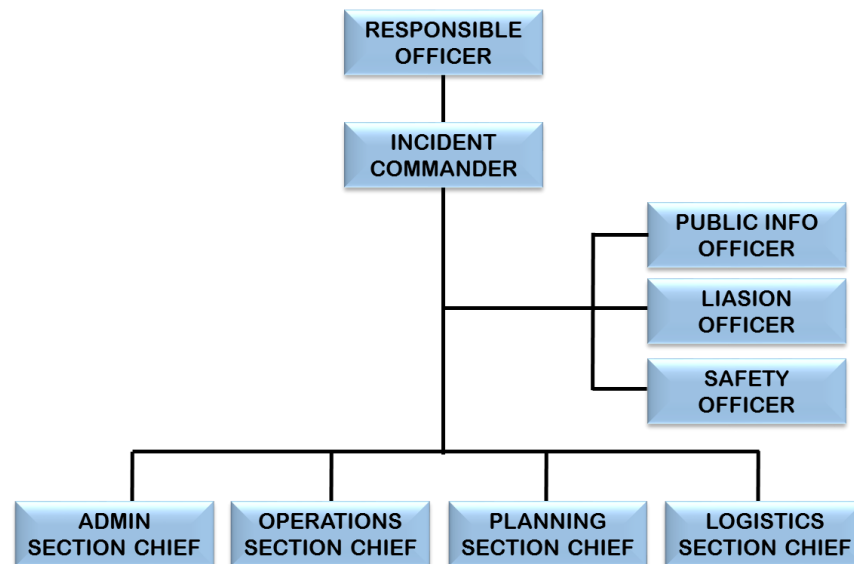

Figure 8. Basic Organization of IMT

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. The IC receives directive from the Responsible Official who is the overall in charge of an agency, organization or institution who has the full authority for making decisions and providing directions to manage an incident or planned event within his/her jurisdiction.

Command Staff: the Command Staff typically includes a Public Information Officer (PIO), a Safety Officer, and a Liaison Officer, who report directly to the IC and may have assistants as necessary.

General Staff: a group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs.

Interoperability of Response Clusters and IMT

The Response Clusters acts as the resource provider, and the IMT acts as the resource employer, and is linked by the DRRMC-EOC. The RO and the principals from other agencies undertake coordination by:

- Making policy decisions;
- Establishing priorities;

> **Response Cluster provides personnel and other material resources to the Incident Management Team, through the NDRRMC. These resources shall be placed under the Operational Control of the IMT, but remains to be under the Administrative Control of the RC.**

- Resolving critical resource issues;
- Mobilizing and tracking resources; and
- Collecting, analyzing, and disseminating situation report/information

As shown in Figure 9, the Response Cluster provides resources to the Incident Management Team following the check-in procedure under the Resource Unit of the Planning Section. These resources shall be placed under the Operational Control of the IMT, but remains to be under the Administrative Control of the RC Teams.

At the tactical level on the ground, RC Teams with their respective resources shall operate as units under the Operations and Plans Sections. The RC Teams shall abide by the principles of the ICS upon check-in, while performing their specific mandates, SOPs and technical expertise. The IMT will manage them tactically for proper placement and efficiency.
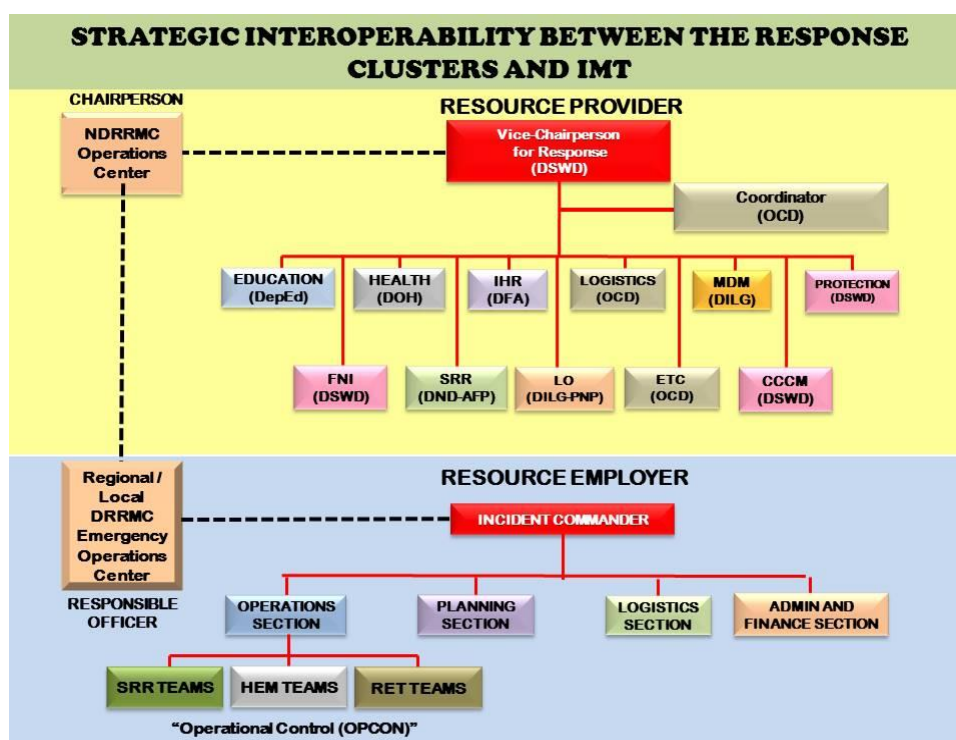

Figure 9. The strategic interoperability between the Response Clusters and IMT

Co-Location Strategy

With the lessons learned and immense challenges identified, various humanitarian partners and key players of disaster risk reduction and management, both local and international, came together to plan, execute, and evaluate the coordination mechanisms for disaster relief operations. These actions reviewed the existing humanitarian civil-military coordination mechanisms in the country. Moreover, it evaluated the usefulness of the current global, regional, and in-country guidelines in supporting humanitarian priorities in the hardest-hit areas and in supporting national and local authorities.

The civil-military coordination that was set up in Roxas City during the disaster response management operations that

> The purpose of co-locating humanitarian civil-military actors is to ensure faster communication, coordination, cooperation, collaboration, and to guarantee commitment (5cs). It will also envision attaining effective operational planning, efficient task division, and comprehensive information sharing.

followed in the wake of Super Typhoon YOLANDA is worth remembering. The interaction between the government, humanitarian actors, and the foreign military forces was cited as an effective model of humanitarian civil-military coordination.

The purpose of co-locating humanitarian civil-military actors is to ensure faster communication, coordination, cooperation, collaboration, and to guarantee commitment (5Cs). It will also envision attaining effective operational planning, efficient task division, and comprehensive information sharing.

The specific objectives of the co-location strategy for humanitarian civil-military coordination are as follows, to:

a. Recognize priorities based on humanitarian needs through transparent sharing of information;
b. Build up humanitarian civil-military coordination effectiveness and efficiency;
c. Develop measureable and common understanding for operational planning;
d. Ensure rapid coordination, cooperation, and decision-making based on needs;
e. Maximize communication and the sharing of information to all stakeholders, actors, and key players from the national and local government levels, the foreign and local NGOs, and Foreign and Local Military Units; and
f. Optimize the utilization of unique resources (i.e. military aircraft) in order to develop sustainment concept in disaster management operations.

The co-location of local and international humanitarian organizations, military forces, and the domestic disaster management authority improves the establishment of a common situational picture, facilitates unity of efforts, and allows the pooling of resources for the affected areas during disaster management operations. The use of various bridging mechanisms such as the Cluster System, Incident Command System (ICS), and other methods provide overarching actions that cuts across the different levels of command.

Coordination with the Militaries – Armed Forces of the Philippines (AFP)

During disaster response operations, the Armed Forces have available units with wide span of expertise and enormous resources ready for deployment.

In the Philippines, the Armed Forces is mandated by the National Disaster Risk Reduction and Management Council under Republic Act 10121 to act as the Lead Agency for Search, Rescue & Retrieval (SRR) Cluster and as a significant member of Logistics (LOG), Law and Order (LAO), Emergency Telecommunications (ET), Health, and Philippine International Humanitarian Assistance Clusters (PIHAC) and AFP focal person to the following Response Clusters:

> In the event of Level 3 Response Operations, when Request for International Humanitarian Assistance have been approved by the President of the Philippines through the recommendation of the leadership of the NDRRMC, the AFP acts as the conduit of Foreign Militaries and establish close coordination with the NDRRMC through the PIHAC.

- Deputy Chief of Staff for Opns, J3 – LAO Cluster
- Deputy Chief of Staff for Logistics, J4 – Logistics Cluster
- Deputy Chief of Staff for Plans and Programs, J5 – PIHAC (MNCC)
- Deputy Chief of Staff for C4S, J6 – Emergency Telecommunications Cluster
- Deputy Chief of Staff for CMO, J7 – PIHAC (CMCC)
- Office of the Surgeon General (OTSG) / Office of the Chief Nurse (OTCN) / Office of the Chief Dental (OTCD) – Health Cluster

Upon approval of the President of the Philippines of the request for International Humanitarian Assistance through the recommendation of the Chairperson of the NDRRMC, the AFP acts as the conduit of Foreign Militaries and shall establish close coordination with the NDRRMC through the PIHAC. To better maximize the capabilities and services of foreign militaries, the following coordination mechanisms have been created over the years and continuously being enhanced in every HADR operations:

Civil-Military Coordination (CMCoord)

The Civil- Military Coordination (CMCoord) is an essential dialogue and interaction between civilian and military actors in humanitarian emergencies necessary to protect and promote humanitarian principles, avoid competition, minimize inconsistency, and pursue common goals.

It is a framework that enhances a broad understanding of humanitarian action and guides political and military actors on how best to support that action. It helps develop specific policy based on internationally agreed guidelines, and it establishes humanitarian civil-military coordination structures. The MNCC and CMCC support NDRRMC HADR Operations through CMCoord.

Multi-National Coordination Center (MNCC)

It is a military to military coordination mechanism. The AFP through the Assistant Deputy Chief of Staff for Plans (AJ5), shall take the lead in coordinating collective efforts. An MNCC is a multinational coordination center that facilitates coordination and cooperation of foreign military forces with the Armed Forces of the Philippines to support humanitarian assistance and disaster relief (HADR) missions. The Philippine Government determines the priorities for support and articulates those priorities to the MNCC for support. The MNCC does not exercise command over forces; rather, it provides a process and a conduit for multinational coordination and planning to facilitate selection, coordination, and integration of effort among the participating nations' militaries for effective mission accomplishment.

Civilian-Military Coordination Center (CMCC)

It is a civilian to military coordination mechanism. The AFP through the Assistant Deputy Chief of Staff for Civil Military Operations(AJ7), shall take the lead in coordinating collective efforts. The CMCC will provide liaising and coordination between the AFP capabilities and other agencies both local and foreign organizations during HADR Operations.

Coordination with International Humanitarian Communities

One of the key players during disaster response operations in the Philippines is the International Humanitarian Community. In coordination with the government, this group supports humanitarian operations, participates in major relief actions, and engages with the government's disaster risk reduction and management council.

Based from the ASEAN Joint Disaster Response Plan, to date, there are three coordinating bodies working in ASEAN region that receives the mandates from the Member States in coordinating the humanitarian response. These are the AHA Centre, the United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA), and the International Federation of Red Cross and Red Crescent Societies. The collaboration of these agencies is playing a key role in coordinating international humanitarian assistance to support the disaster-affected Member State. However, it is imperative to have a sense of understanding of the national systems on disaster response operations of member states in need.

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

In the coordination with the Assisting ASEAN Member States, the SASOP guides the actions of ASEAN Member States and the AHA Centre in coordinating joint disaster relief and emergency response operations. Within the SASOP, there are procedures and forms to be used for the assisting entity to offer and/or render assistance to a receiving or a requesting Party (ASEAN Member State) in cases of a disaster emergency.

UN OCHA plays a critical role in coordinating international humanitarian assistance. UN OCHA provides support at the regional and country level to coordinate humanitarian action, advocate for the rights of people in need, develop humanitarian policy and analysis, manage humanitarian information systems and oversees humanitarian pooled funds (UN OCHA, 2014).

In the NDRP for Earthquake and Tsunami Version 1, 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, and 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. This was based from the NDRP for HydroMet v.1, Chapter 2.3.4.4, paragraph II, p.19

The assistance coming from the international humanitarian community will be coordinated by the NDRRMC through the Philippine International Humanitarian Assistance (PIHAC) Cluster.

The PIHAC shall require the Philippine Response Clusters to submit an itemized list of possible humanitarian civil-military assistance requirements, i.e., donations in kind, foreign medical teams, search and rescue teams, among others. This information will be collated and conveyed to foreign embassies, UN and international organizations in the form of an advisory. This will also guide the international community on the Philippines' post disaster needs requirement.

To establish and sustain an efficient and effective coordination of all international assistance, the NDRRMC through the Vice-Chairperson for Response assisted by the activated Response Clusters will pursue in its operations the following:

1. Establishment of a humanitarian civil-military coordination mechanism at the national level. This will guide all assistance (civil, military, and humanitarian) that will be provided from local and international organizations;
2. Adopt a co-location strategy (as appropriate) for humanitarian civil-military coordination. This strategy will expedite an organized and seamless flow of operations on ground; and
3. Establish a simple transparent tracking system. This will be pursued with the assistance of the PIHA Cluster Lead and member agencies.

CHAPTER V

"In the world of disaster response operations, we need to deliver appropriate and prompt response, anytime, anywhere, anyhow. To be able to do this, treat the possible victims as kings and queens ... think of them as your own father, mother, sister, brother, your children ... your own loved ones."

LTC EDWIN C. SADANG, GSC (SC) PA
SMA for Operations, OCD

This chapter presents the activities, tools, and services developed over the recent years and are found to be helpful enhancement of emergency response operations.

ACTIVITIES, COMMON TOOLS AND SERVICES

Rapid Damage Assessment and Needs Analysis (RDANA)

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. The tools to be used for its operations are Form No. 1 that requires visual and initial reports of damage and needs and the Form No. 2 that requires a more detailed damage assessment and needs analysis that serves as the initial baseline data for Post Disaster Needs Assessment (PDNA). 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?"

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 following:**
   - 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

Legal Bases and References

a. **Section 9, Powers and Functions of OCD under RA 10121:** 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;

b. **Section 3, Rule 4 IRR of RA 10121:** 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; and

c. **NDRRMC Memorandum Circular No. 25, s. 2014,** Subject: Guidelines in the Conduct of Rapid Damage Assessment and Needs Analysis (RDANA)

Common and Fundamental Operational Datasets (CAFOD) and Information Management Technical Working Group (IM-TWG)

Having a common operating picture among decision makers, responders, and affected population is a categorical imperative in any disaster response operations. It is founded on having a common knowledge and understanding of objects, called Common Operational Dataset and its attributes called the Fundamental Operational Dataset.

- **Common Operational Dataset (COD)** is the object, like a *municipal hall, school, church, or hospital; and*
- **Fundamental Operational Dataset (FOD)** is the attribute of the object, like in the case of the hospital: *services or specializations offered number of beds, doctors, and nurses*.

> **Having a common operating picture among decision makers, responders, and affected population is a categorical imperative in any disaster response operations.**

Legal Basis

Having appreciated the value of such common baseline data, the Chairperson of NDRRMC issued Memorandum Circular No. 1, s2016, creating the Information Management- Technical Working Group (IM-TWG) to facilitate the QUALITY, ACCESSIBILITY, and INTER-OPERABILITY of various datasets of different agencies involved in DRRM.

On 20 October 2016, Memorandum Circular No. 66, s. 2016 was issued for all NDRRMC TMG Member Agencies, other governmental, and partner agencies including all institutions in the country directing them of the following instructions;

a. Implement the guidelines, standards, protocols, and templates developed and agreed upon by the IM-TWG. This is to ensure data compatibility and system interoperability across all emergency cycle, sectors, and levels;

b. Provide access to your respective CODs and FODs in compliance with agreed templates; and

c. Use the following CODs and FODs for reporting and monitoring during any forthcoming disaster events:
   - The indicative Philippine Standard Geographic Code (PSGC) as the official registry for administrative divisions in the country;
   - The indicative barangay boundary layer prepared by the IM-TWG based on the barangay layer developed by PSA in the context of the 2015 Population census; and
   - Any other CODs and FODs that will have been cleared by the IM-TWG and made available for download to the nominated IM-TWG contact focal persons.
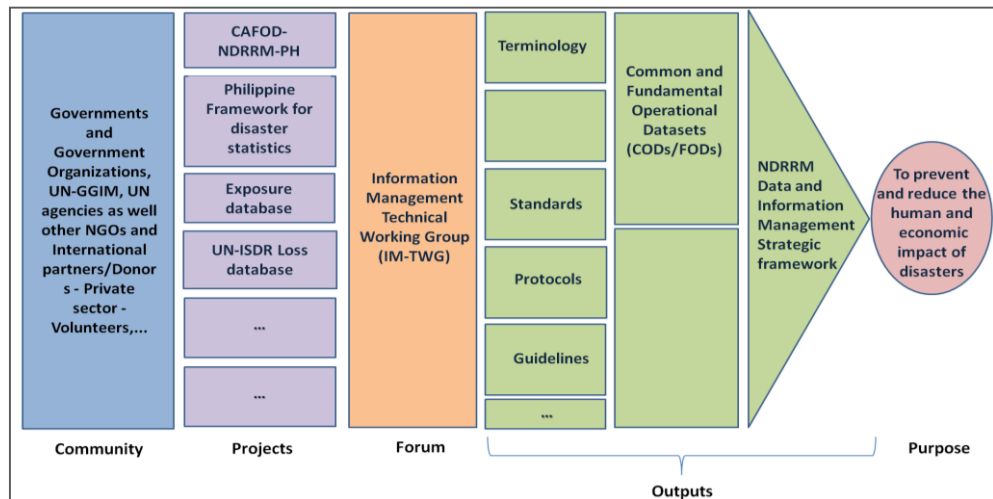
Figure 10. Framework of the IM-TWG activities, structure and expected outputs

Following the structure in Figure 10, the IM-TWG acts as the umbrella and technical advisory body for the implementation of any data and information management project, as well as a facilitator information system interoperability projects. As such, it serves as a building block for establishing an Emergency Management Information System (EMIS).

As a facilitator, the IM-TWG does not collect, nor keep data or information physically. Rather it ascertains that data curated by member agencies are of Qulaity (updated, catalogued, etc), Accessible to all stakeholders (standing permisions for quick access during emergencies), and Inter-operable to one another (use of common key).

All data remains in the holdings and safe-keeping of each agency. Only the sets of data needed in a given operation is accessed and shared to the network as part of the common operating picture.

In each of the operation, new data and information are added into the existing sets. These updates are fed back into the curator-agency to enrich and nourish their library and upgrade the collective capacity of the NDRRMC and the country. This vision is best illustrated in Figure 11 below.
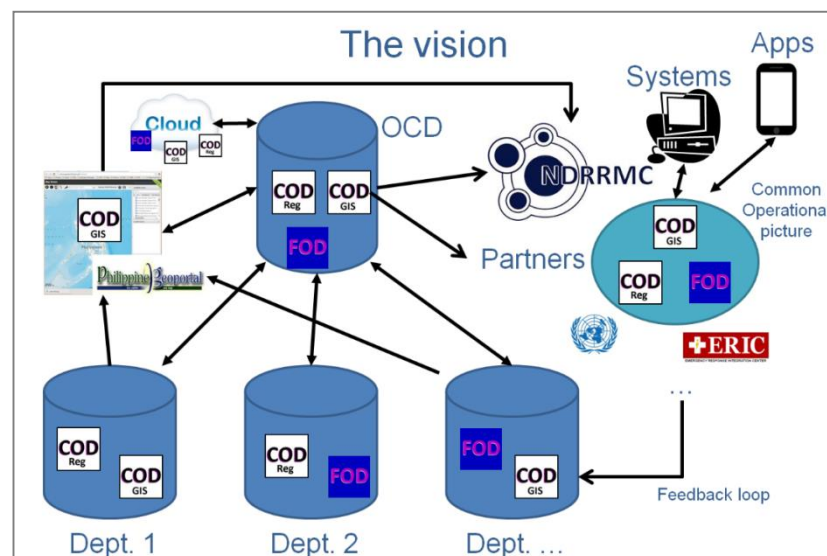

Figure 11. The vision of the IM-TWG including COD and FOD framework

Response Cluster's Information Management System

Data and Information is the life line of any operation. The Response Cluster Information Management System (RCIMS) is an ecosystem that gathers and categorizes bits and pieces of data coming from all possible sources during Response Operations and transforms them into actionable information for the use of DRRM Managers, decision makers, response operatives, potential volunteers and donors, as well as the affected population themselves.

RCIMS, as of this writing, consists of three platforms, the INCIDENT MONITORING SYSTEM (IMS), the SITREP System (SRS), and the collaboration website called ResponseOps.PH.

> **"If we cannot communicate, we cannot operate."**

The INCIDENT MONITORING SYSTEM (IMS) is an on-line ticketing system that tags every single call (request for help, complaint, inquiry, etc.) received by the Response Cluster Operations Center. These calls are documented and routed to concerned Cluster Leads who then mobilizes specific agency or organization for appropriate response. Such response action is feedback to the original caller to ensure the incident is attended to by the *bayanihan* efforts of government, uniformed service, private groups, NGOs, faith-based groups, and individual volunteers who care about their well-being. The famous mantra in IMS is "leave no caller behind." (www.info-aid.net/ims)

The incidents gathered in IMS together with the needs assessment, actions taken, and gaps analyses by the responding organizations are logged into the Situation Report System (SRS). It is an online system that records analyses and actions by each responding agency and groups them into respective Response Cluster for a systematic and effective response. The SitRep is collated by the Response Cluster Secretariat according to specific periods and presented regularly to the Response Cluster Monitoring Meetings and NDRRMC Operations Center. (www.info-aid.net/sitrep)

All the data and information gathered in the course of operations, including the official advisories of the Philippine Government through the concerned agencies are published in the online collaboration platform that is named ResponseOps.PH. It serves as an electronic bulletin board for the official information of the Response Operations. It includes all Situation Reports, Operational Maps, reported needs and actions taken by various agencies and organizations. It also serves as a platform for advance coordination between international organizations or foreign governments and the Philippine International Humanitarian Assistance Center (PIHAC) to know the situation on the ground and the assistance officially requested by the Philippine Government. It can be accessed by logging to www.ResponseOps.Ph.

While the RCIMS is an online platform that runs through constant internet and power outside the disaster zone, data and information collected from the affected area are transmitted to the Response Pillar Operations Center through the hybrid of human and technological network of the Rapid Emergency Telecoms Team (RETT) and digital volunteers. For purposes of network security and data integrity, a username and password are needed to access these platforms. These are usually given to agencies and organizations during training long before disaster comes. Should this be not the case, the Response Cluster Secretariat may be contacted at any given time during operations.

Once again, the mission of the RCIMS is to gather and systematize data into actionable information to aid DRRM managers, decision makers, response operatives, potential volunteers and donors, as well as the affected population themselves.

ANNEX I

Incident Management Team

Duties and Responsibilities

It is the primary responsibility of the Incident Management Team (IMT) to:

- As the overall in-charge of on-scene response decisions;
- Manage all resources checked-in;
- Receive and implement the directives of the RO;
- Ensure the safety of all personnel and other resources deployed for operations;
- Manages the provision of logistical requirements to support the conduct of the operations;
- Documents and reports all situation updates and actions taken to the RO through the EOC;
- Requests for additional resources from the RO through the EOC; and
- Facilitates the complete process on demobilization of resources.

Qualifications of an IMT Member

- Must come from a government agency/office, local government unit, civil society organization or private sector, or a private individual with authorization to operate in the area;
- Preferably must have completed the ICS training requirements and standards set by the OCD; and
- Must be allowed by the sending agency/ office/ unit/ organization to be deployed as an IMT member immediately even on short notice from the RO.

Selection of IMT Members

- The RO shall select the IC through Delegation of Authority;
- The IC shall select the appropriate members of the Command and General Staff to compose the whole IMT; and
- All selected IMT members shall temporarily be relieved from their regular office duties and responsibilities to perform in full-time the expected functions of their respective IMT positions.

ANNEX II

Operational Guidelines of the Response Clusters

SRR – Search, Rescue, and Retrieval *(AFP)*

ETC – Emergency Telecommunications *(OCD)*

HEALTH – with Sub-Clusters on: Medical, Water-Sanitation-Hygiene (WASH), Psycho-Social Integration (PSI), and Nutrition *(DOH)*

LAO – Law and Order (***PNP)***

CCCM - Camp Coordination and Camp Management (***DSWD)***

IDP PROTECTION – Internally Displaced Person *(DSWD)*

FNFI – Food and Non-Food Items   *(DSWD)*

LOG – Logistics *(OCD)*

EDU – Education *(DepEd)*

MDM – Management of the Dead and Missing *(DILG)*

PIHAC – Philippine International Humanitarian Assistance *(DFA)*

Search, Rescue, and Retrieval Cluster Operations Protocol
(NDRP for Consequence Management in Relation to Terrorism)

Copy Number: _____ of _____
Issuing Agency: National Disaster Risk Reduction and Management Council
Place of Issue: Camp General Emilio Aguinaldo, Quezon City
Date of Issue:
Integrated Plan: National Disaster Response Plan

I. RATIONALE

Search, Rescue and Retrieval (SRR) operations is a paramount task to achieve the objective of saving lives and minimizing the possible casualties or victims in an event of terrorism-related incidents. It is also inherent for the responders to prioritize always their safety after undergoing response operations in an area affected by hazardous Chemical, Biological, Radiological and Nuclear (CBRN) components thru decontamination. It is also expected that all victims rescued and/or retrieved from a hot zone are decontaminated before they are turned-over to proper authorities for proper disposition or management.

The efficiency of SRR operations will depend on the coordinated, timely, organized and systematic deployment of SRR Teams. Hence, the SRR Cluster was organized as one response group under the National Response Cluster. The cluster structure allows the member agencies to coordinate and collaborate in order to establish awareness and achieve common understanding and common operational picture of respective roles and functions, capabilities, operational procedures, systems and protocols in responding to terrorism-related incidents or human-induced disasters.

The SRR cluster capabilities comprises of capacities to effectively respond to victims of bomb explosions, hazardous materials/ (CBRN) and fire search and rescue.

II. OBJECTIVES

GENERAL

A. Capacitate the SRR Cluster to effectively respond to terrorism-related or human-induced disasters; and
B. Integrate efforts in the prediction, prevention, preparation and actual consequence management operations;

SPECIFIC

A. To develop, organize, equip and train SRR units for terrorism-related response operations;
B. Conduct inter-operability training among the SRR cluster member agencies;
C. Conduct Information Operations and establish intelligence fusion for among the SRR cluster and other support agencies; and
D. Conduct effective, timely, organized and systematic search, rescue and retrieval operations.

IV. CONCEPT OF OPERATIONS

A. SRR units will be deployed for incident response operations to support the Regional and Local Consequence Management Teams (CMTs) or Incident Management Teams (IMTs).
B. Security Task Forces shall be deployed to support the SRR operations (mission security).
C. Decisive in the SRR operations is the security and safety of the responders and the capability of the security units to secure the incident area.
D. Critical to the SRR operations is the ability of the terrorists/perpetrators to simultaneously create a multiple target for terrorism.
E. Significant to SRR operations is the ability of the response cluster to effectively, timely and systematically conduct the operations.
F. After the SRR operations, the following end states are expected:

1. The victims are properly rescued and dead bodies are properly recovered and handed-over to concerned or proper authorities;

2. Cleared area is handed-over to the proper authority in coordination with the Environmental Management Bureau (EMB), DENR; PNRI, DOST (radio-nuclear); and

3. The responders have properly turned-over the SRR responsibilities to the proper authorities and supported the affected LGUs in the early recovery and rehabilitation.

The following are the key players and actors in the implementation of this concept.

Lead Agency

A. **DEPARTMENT OF NATIONAL DEFENSE (DND) through the ARMED FORCES OF THE PHILIPPINES (AFP)**

1. **Pre-Incident: Preparation Phase**

Establish coordination with other concerned agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent and enhance preparedness for terrorism-related or human-induced disasters;

a. Test and validate Contingency Plan for terrorism-related disaster through scenario-based TTX;
b. Conduct inventory of resources and other capabilities;
c. Conduct inter-agency target hardening operations and other terrorism prevention measures;
d. Institutionalize inter-operability with other agencies thru scenario-driven or scenario-based drills/exercises; and
e. Upon receipt of NDRRMC Warning Order (WARNO) or alert warnings, SRR units and other security forces shall be alerted. In this situation, the Preparation Phase ends and transitions to Response Phase.

2. During-Incident: Response Operations Phase

a. Conduct SRR operations;
b. Establish Emergency Operation Center for the Command and Control;
c. Assist the SRR units of the Bureau of Fire and Protection (BFP) in the decontamination of responders and victims;
d. Conduct CBRNE response operations in support of the BFP, PNP, DOH, PNRI and DENR;
e. Deploy security forces to support the SRR operations;
f. Turn-over the rescued victims and the recovered remains/bodies to concerned or proper authorities; and
g. Turn-over the SRR responsibility to proper authorities and support the affected LGUs in early recovery and rehabilitation.

This phase transitions from response operations to early recovery phase.

3. Post-Incident: Early Recovery Phase.

a. Hand-over cleared area in coordination with EMB, DENR; PNRI, DOST (radio-nuclear);
b. Consolidate and reorganize forces/units;
c. Demobilize forces/units; and
d. Conduct inter-agency after SRR and security operations review.

Member Agencies

A. PHILIPPINE COAST GUARD (PCG)

1. **Pre-Incident: Preparation Phase**.
a. Establish coordination with other agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent and prepare for terrorism-related disasters;
b. Test and validate Contingency Plan for terrorism-related disasters through scenario-based TTX;
c. Conduct inventory of resources;
d. Conduct inter-agency target hardening operations and other terrorism prevention measures;
e. Institutionalize inter-operability with other agencies thru scenario-driven or scenario-based drills/exercises; and
f. Alert SRR units upon receipt of NDRRMC Warning Order (WARNO) or alert status (transition phase).

2. **During-Incident: Response Operations Phase.**
a. Implement Vessel Deployment Plan;
b. Deploy Units from Coast Guard District and Deployable Response Group (DRG) Units for SRR operations; and
c. Turn-over rescued victims and recovered remains/bodies (transition phase).

3. **Post-Incident: Early Recovery Phase.**
   a. Hand-over cleared area in coordination with EMB, DENR; PNRI, DOST;
   b. Consolidate and reorganize forces/units;
   c. Demobilize forces/units; and
   d. Conduct inter-agency after SRR operations review.

B. BUREAU OF FIRE PROTECTION (BFP)

1. **Pre-Incident: Preparation Phase**.
   a. Establish coordination with other agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent and prepare for terrorism-related disasters;
   b. Test and validate Contingency Plan for terrorism-related disasters through scenario-based TTX;
   c. Conduct inventory of resources;
   d. Institutionalize inter-operability with other agencies thru scenario-driven or scenario-based drills/exercises; and
   e. Alert SRR units upon receipt of NDRRMC Warning Order (WARNO) or alert status (transition phase).

2. **During-Incident: Response Operations Phase.**
   a. Deploy Units for SRR operations;
   b. Conduct Hazardous Material (HAZMAT)/CBRN response operations with the support of the PNP, AFP, DOH, PNRI and DENR;
   c. Conduct fire-fighting operations;
   d. Provide emergency medical services;
   e. Conduct decontamination of responders and victims; and
   f. Turn-over rescued victims and recovered remains/bodies to proper authorities (transition phase).

3. **Post-Incident: Early Recovery Phase.**
   a. Hand-over cleared area in coordination with EMB, DENR; PNRI, DOST;
   b. Consolidate and reorganize forces/units;
   c. Demobilize forces/units; and
   d. Conduct inter-agency after SRR operations review.

C. PHILIPPINE NATIONAL POLICE- (Maneuver Forces; SAF, RPSB, PPSC)

1. **Pre-Incident: Preparation Phase**
   a. Establish coordination with other agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent and prepare for terrorism-related disasters;
   b. Test and validate Contingency Plan for terrorism-related disasters through scenario-based TTX;
   c. Conduct inventory of resources;
   d. Conduct inter-agency target hardening operations and other terrorism prevention measures;
   e. Institutionalize inter-operability with other agencies thru scenario-driven or scenario-based drills/exercises; and
   f. Alert SRR units upon receipt of NDRRMC Warning Order (WARNO) or alert status (transition phase).

g. In coordination with BFP, AFP, PNRI and DOH, conduct detection operations using pooled resources.

2. **During-Incident: Response Operations Phase**
   a. Deploy Units for SRR operations;
   b. Conduct CBRNE response operations in coordination and in support of other agencies (BFP, PNRI, DOH, AFP and DENR);
   c. Support DOH Operations on Contact Tracing of victims;
   d. Provide emergency medical services;
   e. Conduct decontamination of responders and victims; and
   f. Turn-over rescued victims and recovered remains/bodies (transition phase).

3. **Post-Incident: Early Recovery Phase**
   a. Hand-over cleared area in coordination with EMB, DENR; and PNRI, DOST;
   b. Consolidate and reorganize forces/units;
   c. Demobilize forces/units; and
   d. Conduct inter-agency after SRR operations review.

D. **DEPARTMENT OF HEALTH (Health Emergency Management Bureau):**

1. **Pre-Incident: Preparation Phase**
   a. Review policies, guidelines, protocols and standards regarding CBRNE;
   b. Provide technical assistance to the members of the clusters, LGUs and other stakeholders with regards to health emergency management of CBRNE-related incidents;
   c. Monitor all reportable health events and notify the health cluster members accordingly;
   d. Establish coordination and enhance information sharing among health cluster members;
   e. Establish resource mapping among health cluster members and preposition resources;
   f. Identify health response teams and their respective capabilities
   g. Enhance health facilities to manage CBRNE-related disaster;
   h. Review policies, guidelines and protocols for health consequence management for terrorism-related disasters;
   i. Test and validate health emergency management plan through scenario based TTX;
   j. Provide quad cluster health services as necessary;
   k. Establish close coordination with the health cluster members, stakeholders and with NDRRMC; and
   l. Raise code alert as necessary (transition phase).

2. **During-Incident: Response Operations Phase**
   a. Conduct emergency medical response operations;
   b. Continuous monitoring, coordination and reporting among health cluster members at all levels and with NDRRMC;
   c. Health facilities (DOH retained hospitals, LGU hospitals) shall render appropriate medical care to victims; and

d. The DOH and its concerned regional offices will monitor and provide resource augmentation as necessary.

3. Post-Incident: Early Recovery Phase
a. Conduct Rapid Health Assessment;
b. Conduct Surveillance of Post Extreme Emergencies and Disaster (SPEED);
c. Generate health situational reports;
d. Provide hospital services and referral as necessary;
e. Medical team deployment with appropriate PPEs;
f. Provide technical experts in the field of toxicology and biological/infectious agents; and
g. Mental health and psychological services shall be provided to the victims and responders.

E. METRO MANILA DEVELOPMENT AUTHORITY (MMDA)

1. Pre-Incident: Preparation Phase
a. Establish coordination with other agencies for situational awareness and information sharing to predict, prevent and prepare for terrorism-related disasters;
b. Test and validate Contingency Plan for terrorism-related disasters through scenario-based TTX;
c. Conduct inventory of resources;
d. Conduct inter-agency target hardening operations and other terrorism prevention measures;
e. Institutionalize inter-operability with other agencies thru scenario-driven or scenario-based drills/exercises; and
f. Alert SRR units upon receipt of NDRRMC Warning Order (WARNO) or alert status (transition phase).

2. During-Incident: Response Operations Phase
a. Deploy Units for SRR operations in coordination with the AFP;
b. Conduct Hazardous Materials (HAZMAT) response operations in coordination and in support of other agencies (BFP, PNRI, DOH, AFP and DENR);
c. Provide emergency medical services in support of DOH; and
d. Turn-over rescued victims and recovered remains/bodies (transition phase).

3. Post-Incident: Early Recovery Phase
a. Consolidate and reorganize SRR Teams after operations;
b. Demobilize Teams; and
c. Conduct inter-agency after SRR operations review.

F. PHILIPPINE NUCLEAR RESEARCH INSTITUTE (PNRI) and DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST)

1. **Pre-Incident: Preparation Phase**
   a. Establish coordination with other concerned agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent and enhance preparedness for terrorism-related or human-induced disasters;
   b. Test and validate Contingency Plan for terrorism-related disaster through scenario-based TTX;
   c. Conduct inventory of resources and other capabilities;
   d. Conduct inter-agency target hardening operations and other nuclear terrorism-related preventive measures;
   e. Institutionalize inter-operability with other agencies thru scenario-driven or scenario-based drills/exercises; and
   f. Upon receipt of NDRRMC Warning Order (WARNO) or alert warnings, response units shall be alerted. In this situation, the Preparation Phase ends and transitions to Response Phase.

2. **During-Incident: Response Operations Phase**
   a. Conduct radio-nuclear response and rescue operations in support to other SSR cluster members;
   b. Establish Emergency Operation Center for the Command and Control;
   c. Assist the SRR units of the Bureau of Fire and Protection (BFP) in the decontamination of responders and victims; and
   d. Turn-over the rescued victims and the recovered remains/bodies to concerned or proper authorities.

This phase transitions from response operations to early recovery phase.

3. **Post-Incident: Early Recovery Phase**
   a. Undertake the disposal of radioactive waste materials including radioactive source and contaminated foodstuff in coordination with EMB, DENR;
   b. Consolidate and reorganize units;
   c. Demobilize units; and
   d. Conduct inter-agency after SRR and security operations review.

G. PHILIPPINE RED CROSS (PRC)

1. **Pre-Incident: Preparation Phase.**
   a. Alert SRR teams for possible deployment for SRR operations in all its branches.
   b. Submit to the Cluster Lead its initial deployment plan that includes the list of available SRR Teams and logistical equipment
   c. Coordinate with partner agencies at the national level such as NDRRMC, PAGASA, DOH, DSWD, etc.

   2. **During-Incident: Response Operations Phase.**
      a. Provide required teams in disaster operations such as Emergency Response Unit (ERU), Body Retrieval, Water Search and Rescue (WASAR), DSP, etc for deployment in the affected areas in coordination with the National SRR Cluster Lead

   3. **Post-Incident: Early Recovery Phase.**
      a. Conduct post-disaster needs assessment

V. CONCEPT OF SUSTAINMENT

A. All SRR Teams will provide their own logistical requirements;

B. The DND as Cluster Lead will coordinate all support and requirements of response committee in their activities to augment the requirements at the affected areas during disasters.; and

C. Concerned government agencies and their subordinate offices shall utilize their respective internal personnel. Additional personnel requirements shall be coordinated through the NDRRMC in collaboration with all Council members.

VI. COMMAND AND CONTROL

A. **Emergency/Incident Operations Center (EOC)** shall be established to provide Command and Control facility.

B. **Succession of Command:** AFP SRR Team Leader to Asst. Team Leader to the BFP Team Leader and PNP Team Leader in that order.

C. **Coordinating Instructions:**

   1. SRR cluster shall be established at the National, Regional and LGUs levels through the DRRMCs. SRR operations shall be planned, executed, and monitored at the DRRMC levels for better coordination and inter-operability;

   2. The SRR cluster at the National, Regional and LGUs levels shall earmark their respective capabilities (units and equipment) for operational planning considerations;

   3. The safety and security of responders shall always be the priority objective in the incident response operation;

   4. All SRR Cluster member agencies shall register their capabilities for operational planning and shall be placed under operational control (OPCON) of the AFP as cluster-lead during the response operations;

   5. The Search, Rescue and Retrieval (SRR) operations must be conducted under the concept, functions and structure of the Incident Command System (ICS) and the National Disaster Response Plan (NDRP) cluster approach system. Under the concept and structure of the ICS, the Search and Rescue (SAR) Team forms part of the several Response Teams organized to address specific or functional areas such as search and rescue, medical, HAZMAT/CBRNE

response, among others during terrorism-related incident response operations;

6. Coordination for SRR operations among the cluster member agencies at the national shall be established through respective Operation Centers (OPCENs);

7. Medical response capabilities shall be inherent to all SRR member agencies in support to SRR operations;

8. When **Blue Alert status** is declared by NDRRMC, all SRR Cluster-member agencies shall ensure that the detailed personnel of respective working desks are stationed at NDRRMC Operation Center. They shall establish coordination with other member agencies and ensure that SRR Teams/Units are earmarked for incident response operations;

9. Initial support requirement during response operations shall be provided by the concerned agencies. However, sustainment for logistical support shall be provided by the Office of the Civil Defense (OCD) as the Logistics Cluster lead;

10. Communication requirements shall be provided by the concerned agencies. However, coordination and sustainment of communication support shall be provided by the Office of the Civil Defense (OCD) as the Emergency Telecoms Cluster lead;

11. Personnel replacement during response operations shall be the respective concern of the member agencies;

12. Deployment of all foreign military SRR Teams including military Medical Teams shall be coordinated thru the DFA-PIHAC; and

13. Termination of the SRR operations and demobilization of forces/units shall be coordinated by the SRR Team Leader and approved by the Incident Commander and further approved by the Responsible Officer; and

14. Hand-over cleared area in coordination with EMB, DENR; PNRI, DOST (radio-nuclear).

Emergency Telecommunications Cluster Operations Protocol
(NDRP for Consequence Management in Relation to Terrorism)

Copy Number: _____ of _____
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I. RATIONALE

Terrorism Related Incidents are unpredictable and can cause catastrophic effects on the environment, economy and human lives. The country is not exempted from any terroristic attacks. It is no longer a question of "what if such attacks?" There is a big possibility that it may happen. This may result in the unavailability of communications and other system to support information gathering and disseminations. Disrupting power supplies and disabling of vital information needed by the NDRRMC for emergency and disaster response. The questions are "where and when", and when they happen, the importance of timely and reliable information through effective and uninterrupted communications support and linkages will help NDRRMC cope with such emergencies.

When man-made disasters such as terrorism occur, the need to communicate with the various agencies of the government, especially the NDRRMC is paramount. Among various aspects of Crisis and Disaster Management, "reliable communications system linkages and support" is one of the most critical requirements. The greatest challenge for the Emergency Telecommunications Cluster (ETC) is how to immediately establish communications support and linkages in any terrorism related incidents. Responsive communications linkages and support give leaders and decision makers' real time information before, during and after any emergency.

In such cases, ETC shall install, operate and maintain and protect a system of communication that will reconnect isolated LGUs' Emergency Operations Centers to the NDRRMC's Operation Center. Moreover, the ETC will respond when directed by the NDRRMC and/or the Civil Defense Administrator, Office of the Civil Defense (OCD), requested by other cluster Leads and where the scale of the emergency is beyond the capacity of local government units.

II. OBJECTIVE

This plan will provide ETC member agencies a common understanding on the operational guidelines and synchronize efforts for an effective ETC operation for consequence management of terrorism-related incidents in order to provide the following:

A. Uninterrupted, effective, reliable and timely emergency telecommunications support to other clusters in carrying out their respective mandates safely and efficiently; and,

B. Timely, reliable and uninterrupted Information and Communications Technology (ICT) support for decision making, response and for coordination among response clusters.

III. CONCEPT OF OPERATIONS

The OCD as Cluster Lead will coordinate the dispatch of the Rapid Emergency Telecommunications Teams (RETT) and will handle all its needs to support its operation at the affected area.

All members of the cluster acting on request from the OCD will make available necessary and operational telecommunication equipment at the disposal of the RETT at the affected area.

Concerned government agencies and their subordinate offices shall utilize their respective personnel. Additional personnel requirements shall be coordinated through the NDRRMC in collaboration with all Council members.

The following are the key players and actors in the implementation of this concept.

A. **Composition**: The Emergency Telecom Cluster shall be composed of the following agencies:

Lead Agency: Office of Civil Defense (OCD)

Support Agencies:

Department of Social Welfare and Development (DSWD)
National Telecommunications Commission (NTC)
Armed Forces of the Philippines (AFP)
Philippine National Police (PNP)
Bureau of Fire Protection (BFP)
Philippine Coast Guard (PCG)

Lead Agency: **OFFICE OF CIVIL DEFENSE (OCD)**

1. **Pre-Incident: Preparation Phase.**
   a. 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 capabilities including frequency allocation, communications network diagrams, and mobilization of ICT resources.
   b. Alert and organize the RETT and conduct immediate inventory of their ICT equipment on-hand.
   c. Pre-program all radios to the assigned disaster frequencies and ensure communications interoperability.
   d. Provide radio nets, call signs and manage the frequencies allocated by NTC.
   e. Provide a platform directory services containing the contact information of the different ICT key players.
   f. In coordination with Logistics Cluster, make available mobility assets, protective suits/gears, shelters/Tents, basic provisions and other essential needs of the RETT for the establishment of On-site EOCs.
   g. Provide standards for common ICT equipment and procedures.
   h. Provide ICT services support for other clusters as needed;
   i. Support by sending warning advisories to OCDRC/RDRRMC and LGUs, NDRRMC member agencies;
   j. Collect information regarding the impending disaster and corresponding situations of preparedness by LGUs and related agencies and inform/report them to N/RDRRMCs.
   k. Conduct scenario based pre-deployment planning meeting in a predefined location/s.
   l. Collect and record all activities of the RETT members for review and documentations

2. **During-Incident: Response Operations Phase**

   a. Provide basic telecommunications coverage around the main operational area for the Command Center and other responders.
   b. Establish and maintain On-Site Command Operations Coordinating Center (OSOCC) in disaster area/s through the deployment of RETT.
   c. Programming of radios or other equipment belonging to individual responders, organizations and other key players in disaster areas for interoperability.
   d. Install and maintain internal ICT systems between clusters and individuals independent from national or local public services.
   e. Establish a dedicated GSM/LTE mobile network to be used by the cluster workers in the operational area in partnership with TELCO(s).
   f. Publish and maintain a list of GSM providers and availability of 2G/3G/4G/LTE and data services and its availability and reliability on partnership with TELCO(s).
   g. Provide and update a directory services containing the contact information of the different key players in disaster areas implied in a specific humanitarian mission.
   h. Conduct repair and maintenance activities as needed.
   i. Receive and consolidate reports related to ICT resources.
   j. Dispatch the RETT as per instruction from the NDRRMC and/or CDA, OCD.
   k. Coordinate with the RETT on ground for updates and operational requirements.

3. **Post-Incident: Early Recovery Phase**

   a. Coordinate the preparation of documentation for ETC requirements, lesson learned, and best practices.
   b. ETC and/or RETT to deactivate all emergency telecommunication systems as soon as full resumption of the LGU's communication system is achieved.
   c. Coordinate PDNA activities in case it will be conducted by the National/Regional level.
   d. Receive and consolidate reports.
   e. Consolidate records of all events and activity conducted by each member of RETT.
   f. Conduct debriefing to all ETC-RETT members.

Member Agencies

1. **Pre-Incident: Preparation Phase.**

   a. Check and organize personnel and equipment to be deployed;
   b. Conduct communication simulation exercises between and among ETC and shall ensure the operational readiness of equipment and personnel;
   c. Conduct refresher training on the proper installation and operation of available ICT equipment;
   d. Identify and Preposition Key People and Resources for Disaster Response (work with ETC cluster members for easy transport and facilitation).
   e. Network Resiliency Check for both wired and wireless
   f. Ensure that all alert/monitoring systems running on network are available (Infoboard, Social Media assets, NOAH, Weather alerts)

2. During-Incident: Response Operations Phase.

a. Establish and maintain communications connectivity between the disaster site, DRRMCs, and other agencies involve during the operation;
b. Provide 24x7 secured and redundant voice, data, video communications system in support to command and control of DRRMC-response;
c. Provide personnel/technical and equipment assistance for communication connectivity between disaster site and DRRMCs to ensure interoperability; and
d. Ensure the recording and documentation, i.e. chronology of events and actions taken during the incident/disaster for review and future reference.
e. Provide Information and Alerting during the disaster operation
f. Deployment of Quick Communications Solution (Thuraya SatSleeves for Iphone, BGAN)
g. Social Media and other Emerging Technologies (Crisis mapping, Big data analytics, Mobile apps)

3. Post-Incident: Early Recovery Phase.

a. Submit recorded events/documentations to OCD-CEIS for their review and incorporation for their future plans;
b. Conduct post-activity review to capture lessons learned and best practices and submit to OCD-CEISS;
c. Conduct debriefing among members;
d. Update action plans, and protocols; and
e. Conduct retraining of technical personnel and refurbish ICT equipment to ensure operational readiness status.
f. Network Audit for Fixed and Wireless to consider 'adaptation' strategies.
g. Ensure that all alert/monitoring systems running on network are available (Infoboard, Social Media assets, NOAH, Weather alerts)

IV. COMMAND AND CONTROL

A. Emergency/Incident Operations Center shall be established to provide Command and Control facility.

B. Succession of Command: OCD RETT Team Leader to Asst. Team Leader to the DWSD Team Leader and AFP Team Leader in that order.

C. Coordinating instructions:

1. OCD will coordinate all support and requirements of RETT in their activities to augment the needs at the affected areas during disasters.

2. Concerned government agencies and their subordinate offices shall utilize their respective internal personnel. Additional RETT Units shall be coordinated through the Lead, ETC.

3. Deployment of RETT Units will have internal rotations of individual/s every six (6) hours and replacements of every ten (10) days applicable to all responders and commanders.

4. All RETT Units will be self-sustaining during the duration of the deployment.

5. Arriving RETT Units will have to check-in to the designated Check-In Desks at the EOCs, ICPs and other strategic locations identified by the Response Officer in disaster affected areas.

6. The OCD, as Lead Coordinator of RETT will maintain a nominal list of CEIS equipment from its members.

7. Regular joint training of RETT members will be the responsibility of the OCD as the ETC in collaboration with the Vice-Chairperson for Response.

8. Funding for the operational and incidental requirements of RETT Units will be by agency.

HEALTH CLUSTER [Health [Public Health and Medical], Water, Sanitation and Hygiene (WASH), Nutrition, Mental Health and Psychosocial Support (MHPSS)]
(NDRP for Consequence Management in Relation to Terrorism)

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I. RATIONALE

In emergencies and disasters, the delivery of appropriate and timely public health and medical interventions is critical in order to save lives and decrease preventable mortalities, morbidities, injuries and disabilities. The Health Cluster is headed by the Department of Health through its Health Emergency Management Bureau (HEMB) in collaboration with local government units and key stakeholders which is tasked to lead four (4) key sub-clusters:

   A.   Health (Medical and Public Health);
   B.   Water, Sanitation and Hygiene (WASH);
   C.   Nutrition; and
   D.   Mental Health and Psychosocial Support (MHPSS)

Each of the said sub-clusters answers defined outcomes and objectives in the response plan working harmoniously with one another and with other clusters in large scale disaster response in the country.

II. OBJECTIVE

GENERAL

To provide immediate, appropriate, adequate medical supplies, materials, equipment and other logistics required for health and health related response operations activities in the management of terrorist related consequences

SPECIFIC

A. Health (Medical and Public Health)

   1. To provide First Aid/Basic life Support, manage injuries, mental health concerns, acute medical conditions , patient transport and hospital care .
   2. To provide Maternal and Child Health services
   3. To provide Minimum Initial Service Package for Sexual and Reproductive Health
   4. To prevent and control spread of communicable and non-communicable diseases (such as but not limited to disease surveillance, vector control, etc)
   5. To ensure functionality of the Health Referral system

B. WASH

1. To assess WASH conditions in the evacuation centers and provide the requirements in the area
2. To identify sources of water and provide safe drinking and domestic water.
3. To conduct water quality surveillance, disinfection and treatment
4. To ensure provision of sanitation facilities (Toilets/portalets, bathing, hand washing, laundry, etc) excreta disposal and solid waste management

C. Nutrition

1. To conduct Rapid Nutrition Assessment
2. To support infant and child feeding
3. To manage acute malnutrition cases
4. To promote proper nutrition in emergencies and disasters

D. Mental Health and Psychosocial Support

1. To provide Psychological First Aid to the general population
2. To refer Psychiatric cases to appropriate Mental Health Facilities
3. To protect and promote well-being of responders
4. To provide psychological interventions to survivors of sexual violence and vulnerable groups (OPs, PWDs, PWSNs, etc), and responders

III. CONCEPT OF OPERATIONS

A. The Department of Health, as mandated, shall provide and ensure the provision of health services at all times. As lead agency of the Health Cluster, together with the members of the sub-clusters (health (public and medical services), WASH, Nutrition, and Mental Health) will respond with all available resources to save lives, prevent further injuries, disabilities, morbidity and disease outbreaks.

B. The health cluster will observe three (3) different phases of operation: pre-incident, incident and post-incident. At each distinct phase, specific activities and interventions will be carried out.

C. During the pre-incident phase, intra-cluster coordination, planning, and information sharing will be strengthened. These will be accomplished through regular meetings, workshops and other joint activities led by the DOH.

D. The incident phase shall commence upon activation of the Response Cluster of the NDRRMC. The Health Cluster will readily convene and initiate appropriate and necessary interventions. The DOH will notify its attached agencies, Regional Offices and Retained Hospitals to provide needed health services as part of consequence management. Health Cluster members will be provided with updated situational reports and will be consulted accordingly in the implementation of their assigned task.

E. In response to the consequence management affecting health resulting from terrorism, the DOH shall be the office of primary responsibility. As such, it shall activate their Emergency Operation Center. Moreover, the Health Cluster will deliver the broad spectrum of health interventions aligned under the 4 sub-clusters (Medical and Public Health, WASH, Nutrition and MHPSS) led by the DOH. Such will be done through mobilization of response teams and provision of logistics. During operation, teams deployed by the Health Cluster will be placed under the supervision of the Operations Section Chief of existing Incident Management Team in-charge of the incident or disaster

on site. Concurrently, the DOH will represent the Health Cluster at the Emergency Operation Center to provide additional support if necessary.

F. Termination of operation will be upon the instructions of the NDRRMC Chairperson or of the Response Pillar. Health Cluster Response Teams under IMT will be demobilized as stated in their deployment mission order and responsible office specific requirements.

Lead Agency:

The **Health Cluster,** in which the **DOH** is the **Lead Agency,** is the second of eleven clusters.

Member Agencies:

A. Food and Non-Food Items Cluster – DSWD
B. Health Cluster - DOH
C. Protection Camp Coordination and Management Cluster - DSWD
D. Logistics Cluster – OCD
E. Emergency Telecommunications Cluster – OCD
F. Education Cluster - DepEd
G. Search Rescue and Retrieval Cluster – DND
H. Management of the Dead and Missing Cluster – DILG
I. Internally Displaced Cluster -DSWD
J. Philippine International Humanitarian Assistance Cluster -DFA
K. Law and Order – PNP

Lead Agency

A. DEPARTMENT OF HEALTH (DOH)

1. Pre-Disaster Phase (Health-Public Health and Medical), WASH, Nutrition, and MHPSS)
   a. Release alert memo to all Regional Offices and hospitals;
   b. Activate SMART Infoboard;
   c. Activate command system in affected areas;
   d. Activate Operation Centers;
   e. Activate the health emergency response plan;
   f. Raise code alert in Regional Offices and hospitals as appropriate;
   g. Develop RDANA standards to be used by Regional Level
   h. Conduct inventory of logistics (both CO and ROs);
   i. Preposition logistics in ROs;
   j. Organize Stand-by Response Teams;
   k. Conduct continuous monitoring and dissemination of information updates;
   l. Organize, attend and send representatives to cluster and other coordination meetings (e.g. PDRA)

2. During Disaster Phase (Health-Public Health and Medical)
   a. Deploy teams to conduct Rapid Health Assessment (RHA);
   b. Deploy teams to evacuation centers and priority communities in affected areas;
   c. Augment logistics;
   d. Provide field treatment, first aid and pre-hospital care;
   e. Provide health services (e.g general consultation and treatment, immunization, reproductive health services, chemoprophylaxis, health education, promotion

and advocate including basic sanitation, nutrition and psychosocial support, etc);

   f. Activate referral system;

   g. Perform patient referral/conduction to health facilities;

   h. Provide hospital services;

   i. Activate surveillance and reporting systems;

   j. Conduct health facility assessment, immediate cleaning/clearing activities and repair to restore functionality;

   k. Provide continuous monitoring;

   l. Organize, attend and send representatives to cluster and other coordination meetings (e.g. PDNA/DANA/DALA, etc. /or)

During Disaster Phase (WASH)

   a. Conduct Rapid WASH Assessment;

   b. Augment WASH logistics (e.g. water containers, water disinfectants, hygiene kits, water testing reagents fund/supplies for toilet construction, and other WASH commodities);

   c. Ensure the provision of safe drinking water through the mobilization of water treatment units, water distribution tanks, and water storage tanks;

   d. Coordinate and / or provide toilet facilities (construction/ installation) ; repair/restoration of water facilities; hygiene promotion from WASH Cluster members and partners;

   e. Provide technical assistance in the installation and construction of toilet facilities; waste management; and vector control;

   f. Assist in continuous water quality monitoring;

   g. Continuous monitoring and reporting of WASH activities and services;

   h. Organize, attend and send representatives to cluster and other coordination meetings (e.g. PDNA/DANA/DALA,etc)

During Disaster Phase (Nutrition)

   a. Conduct Rapid Nutrition Assessment

   b. Augment nutrition logistics (e.g. Vitamin A, multiple micro-nutrient packs, ferrous sulfate and folic acid, MUAC tapes, weighing scale, weight-for-height reference table, height board, breast-feeding kit)

   c. Coordinate the following with cluster members/partners: provision of ready-to-use supplementary and therapeutic food (RUTF/RUSF); human milk banking

   d. Assist in the conduct of general and blanket supplementary feeding

   e. Coordinate the mobilization of nutrition assessment teams, infant feeding, and breast-feeding support groups

   f. Assist in the referral of severely malnourished patients to appropriate facilities

   g. Continuous monitoring and reporting of malnutrition cases and interventions

   h. Organize, attend and send representatives to cluster and other coordination meetings (e.g. PDNA/DANA/DALA,etc)

During Disaster Phase (MHPSS)

   a. Conduct Rapid MHPSS Assessment

   b. Augment psychotropic medications

   c. Coordinate the mobilization of MHPSS teams

   d. Assist in the following: provision of psychological first aid; activation of community and family support systems; and provision of other specialized MHPSS services

   e. Assist in the referral of cases to higher level of care

   f. Continuous monitoring and reporting of MHPSS cases and interventions

   g. Organize, attend and send representatives to cluster and other coordination meetings (e.g. PDNA/DANA/DALA,etc)

3. **Post-Disaster Phase (Health – Public Health and Medical, WASH, Nutrition, and MHPSS)**
   a. Continue deployment of teams as necessary
   b. Continue logistics provision as necessary
   c. Continue provision of health, WASH, nutrition and MHPSS services
   d. Continue monitoring of health conditions
   e. Repair and rehabilitate damaged health facilities
   f. Conduct post-incident evaluation
   g. Document lessons learned and good practices
   h. Generate necessary reports

NOTE: When ever needed, In the event of a large scale terrorist related event, the DOH shall do the following:
   a. DOH CO or other non-affected RO assumes command and control of the cluster on site;
   b. Mobilize all resources of the DOH to the affected regions;
   c. Prioritize response over regular activities by all DOH offices and attached agencies.

Member Agencies
   These are the other agencies needed to support the DOH in its role as the Lead Agency for the Health Cluster. The following are the respective roles of the different agencies in support of the Cluster:

A. DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)

1. Assist in the provision of medical and health emergency services to the affected population in coordination with the Health Cluster Lead or the head of the deployed emergency health teams
2. Ensure the provision of facilities within the evacuation centers that would be conducive to good health outcomes (e.g. breastfeeding corner, space for pregnant and lactating mothers, gender sensitive toilet and bathing facilities, medical consultation area, priority lane for vulnerable population, etc.)
3. Take the lead in the provision of MHPSS services in evacuation centers and refer to the Health Cluster patients needing specialized care
4. Coordinate with the Health Cluster regarding milk donations

B. OFFICE OF THE CIVIL DEFENSE (OCD)

1. Assist Health Cluster in the transport of medical teams and health logistics
2. Provide space at OCD logistics hubs for prepositioning of health logistics
3. Refer health related donations to the Health Cluster for clearance prior to acceptance
4. Refer foreign health teams to the Health Cluster for registration, coordination and deployment except for foreign military teams
5. Copy furnish Health Cluster with the post mission of the health component of foreign military teams involved in medical missions
6. Provide Health Cluster access to emergency telecommunications facilities

C. DEPARTMENT OF NATIONAL DEFENSE (DND) THROUGH AFP (OTSG)

1. Be prepared to provide Medical Teams with/or without Ambulances in support of the DOH for Health Emergency and Management Service mission;
2. Be prepared to provide transportation support for the DOH-led medical teams during deployment;
3. Be prepared to provide security personnel for the DOH-led medical teams deployed in disaster-affected areas;
4. Participate in Health Cluster meetings;
5. Coordinate with other foreign military medical team augmentation through the Multi-National Coordinating Center (MNCC) for their deployment and security;
6. Coordinate with the DOH medical team for the hand-over of rescued victims;
7. Be prepared to provide Mental Health and Psychosocial Support (MHPSS) team and trauma team in support of DOH;
8. Take the lead in the provision of MHPSS services for military personnel and families and refer to the Health Cluster patients needing specialized care
9. Be prepared to provide the Health Cluster access to the use of military health facilities/station hospitals
10. Provide Health Cluster reports on medical missions conducted
11. As disaster first responders, provide/ share rapid medical/ health assessment information to the Health Custer hierarchy

D. DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)

1. Facilitate coordination of DOH with LCE for Health Cluster Operations
2. Assist the Health Response Teams in coordinating with the LCEs

E. PHILIPPINE NATIONAL POLICE (PNP) through the Health Service and Women and Children Protection Center.

1. Provide security for health teams and logistics in disaster areas
2. Provide transport for Health Cluster personnel and logistics, if available
3. Coordinate with Health Cluster on the movement and activities of their health personnel
4. Refer to the Health Cluster victims of violence and patients needing specialized care
5. Provide Health Cluster access to use of police health facilities
6. Provide Health Cluster reports on medical missions conducted

F. BUREAU OF FIRE PROTECTION (BFP)

1. Coordinate with Health Cluster in the augmentation and mobilization of their health personnel
2. Assist in the distribution of water supply, and cleaning/ clearing of health facilities
3. Provide Health Cluster reports on medical missions conducted

G. DEPARTMENT OF EDUCATION (DEPED)

1. Ensure the provision of facilities within schools used as evacuation centers that would be conducive to good health outcomes (e.g. breastfeeding corner, space for pregnant and lactating mothers, gender sensitive toilet and bathing facilities, medical consultation area, etc.)
2. Take the lead in the provision of MHPSS services in schools and refer to the Health Cluster patients needing specialized care
3. Assist in school-based surveillance and immunization activities upon Health Cluster request.

H. DEPARTMENT OF TRANSPORTATION AND COMMUNICATION (DOTC) THROUGH THE PHILIPPINE COAST GUARD (PCG)

1. Provide security for health teams and logistics during sea travel in high risk areas.
2. Provide transport for Health Cluster personnel and logistics.
3. Provide access to use of air and sea assets for emergency medical evacuation.
4. Coordinate with the Health Cluster on the movement and activities of their health personnel.
5. Provide the Health Cluster with access to use of PCG health facilities and vessels.
6. Provide the Health Cluster with reports on medical missions conducted.

I. DEPARTMENT OF FOREIGN AFFAIRS (DFA)

1. Assists the Health Cluster with regard to the entry, processing, and deployment of Foreign Medical Teams (FMT) and other health related teams.
2. Coordinate with the Health Cluster regarding foreign donations.

J. DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST)

1. Provide the Health Cluster with regular updates on weather changes with advisories on possible hazards

K. DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) THROUGH MGB

1. Provide the Health Cluster with regular updates on landslide alert.

L. PHILIPPINE RED CROSS (PRC)

1. Assist the lead cluster agency in the provision of its available resources related to health responses that can contribute to addressing the medical and psychosocial needs of community affected population through the deployment of first aid teams in evacuation centers, mobilization of logistical assets such as equipment and medical personnel in the possible setup of an emergency field hospital based on the gaps in medical infrastructure.
2. Assist in the provision of safe and potable water through the deployment of available water filtration units and storage containers (jerry can) as well as personnel such as hygiene promoters to conduct hygiene promotion sessions in the communities upon its conduct of assessment.
3. Ensure access to sufficient blood and blood products in times of emergencies and disaster through its network of blood service facilities nationwide.
4. Assist in the conduct of community based psychosocial support activities and setup of welfare desks in evacuation centers targeting beneficiaries in the community affected population.

M. VOLUNTEERS/CIVIL SOCIETY ORGANIZATIONS/ AND OTHER HEALTH SECTOR PARTNERS

1. Coordinate with the Health Cluster in the conduct of Health Cluster Operation activities (e.g. registration, deployment, assignment, etc.)
2. Provide Health Cluster reports on Health Cluster Operations activities conducted

N. DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST- PNRI)

1. Provide Technical assistance in the management of medical cases
2. Provide supplies, materials , radiological detection and monitoring devices when available as needed.

IV. CONCEPT OF SUSTAINMENT

A. The DOH will lead in coordination meetings, joint planning activities and joint exercises with partners , including information sharing, resource mapping and sourcing out mechanism for needed resources for response operations.

B. Concerned government agencies and their subordinate offices shall utilize their respective internal personnel. Additional personnel requirements shall be coordinated through the NDRRMC in collaboration with all Council members.

V. COMMAND AND CONTROL

A. Command Relationship – all DRRM actors and key players will refer and base their actions as prescribed in the IRR of R.A. 10121, Rule 3, Section 2. Composition

B. Command Center – National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.

C. Succession of Command:

1. Chairperson, NDRRMC (S, DND)
2. Vice-Chairperson for Disaster Response (S, DSWD)
3. Health Cluster Lead (DOH)
4. Health Cluster Members

D. Interagency Communication System Support

For the entire duration of the operations, the existing means of communications shall be utilized or whatever is applicable. However, the Emergency Telecommunication Cluster will be activated once communication is cut-off from the affected areas or when there is need for additional resources for communication (personnel , technicians. communicators, etc) based on the magnitude and scale of operations.

Law and Order Operations Protocol
(NDRP for Consequence Management in Relation to Terrorism)

Copy Number: ___ of ____
Issuing Agency: National Disaster Risk Reduction and Management Council
Place of Issue: Camp General Emilio Aguinaldo, Quezon City
Date of Issue:
Integrated Plan: National Disaster Response Plan

I. RATIONALE

Loss of lives and casualties, protection and preservation of the populace and properties, security of responding personnel and the populace in general are the main concerns of government agencies involved in human-induced disaster management and response operations, specifically the Security, Law and Order requirements.

The efficiency of doing security response operations during human-induced disasters relies on the timely and organized deployment of security forces to terrorist affected areas that resulted to immense loss of lives and damaged to properties.

The Law and Order Cluster shall organize to deal directly with the security needs of member agencies and the community.

In order to keep abreast with the national government's enhanced concepts on human-induced disaster risk reduction and management system, an inter-agency cooperation between agencies with law enforcement functions shall align their respective anti-terrorism response operations and procedures with the National Disaster Response Plan (NDRP).

II. OBJECTIVE

The Law and Order Cluster will support NDRRMC's Response Operations in providing assistance to terrorist affected areas resulting into disaster through the:

A. Provision of security to the Response Clusters operating in the affected area;

B. Provision of traffic management that will facilitate the speedy movement of people, goods and equipment to the affected population and responding agencies; and

C. Enforce law and order in the community through the provision of information on the disaster response operations and the maintenance of community policing to reduce or arrest criminality in the area.

III. CONCEPT OF OPERATIONS

On orders, the PNP as lead in the Law and Order Cluster shall function under the concept and structure of the Incident Command System (ICS) and the NDRP. The Law and Order Team (LAO) led by a Team Leader under the Operations Section Chief of the ICS structure shall form part of the Response Teams that will address specific areas (enforcement of law and order) during human-induced disaster response operations.

The Law and Order Team shall check-in resources and capability under ICS mechanism. On orders by the NDRRMC, the Law and Order Cluster led by the PNP shall undertake law and order and security operations in support of all Clusters in their respective disaster management

operations. The LAO Team shall be established at the national, regional, provincial, city, and municipal levels.

The members of the LAO are the following agencies: DILG;BFP; BJMP; NBI; AFP; PCG; and such other agencies as may be called upon by the Cluster through NDRRMC.

Clusters members shall maintain interoperability through their established Operations Centers (OPCENs), which shall be activated officially when there is an official announcement of a terrorist related incident as a result of initial investigation and subsequent recommendation by the CIMC to the NDRRMC. Once activated, LAO member agencies shall perform their respective tasks.

At the Provincial levels down to the Cities/Municipalities and Barangays, the composition of the LAO shall depend of which components of the government (PNP, AFP, etc...) are necessary as recommended by the local/territorial unit or rely on the result of Pre-Disaster Risk Assessment (PDRA) and/or Rapid Damage Assessment and Needs Analysis (RDANA) conducted by N/R/P/C/M/B DRRMCs concerned in the human-induced affected area/s as the case maybe. Result of assessment shall be provided immediately to DRRMCs OPCEN to determine what level of law and order, and security response is needed.

The LAO shall perform its task in coordination with the designated responsible officer and/or Incident Commander, .Law and Order, and security operations will be conducted through collaborative efforts with other agencies to ensure that law and order, and security are being maintained in the area.

Lead Agency: PHILIPPINE NATIONAL POLICE (PNP)

1. **Pre-Terrorism Disaster Incident**
   a. Enhance capability and capacity readiness;
   b. Prepares deployment plan of personnel, logistics, and communication plan of identified priority Police Regional Offices (PROs) for deployment and forward deployment, as the case requires at critical areas;
   c. Prepares appropriate number of security personnel to identified evacuation centers, critical infrastructures, and facilities in coordination with LGUs; and facilities;
   d. Updates crime environment and security threats in the possible affected area;
   e. Identify primary and alternate Incident Command Post (ICP) in the   possible affected areas;
   f. Ensures security of custodial facilities in police stations and jails in AOR in coordination with the BJMP;
   g. Ensures that all Chiefs of Police (COPs) adhere to the PNP ICS Organizational Structure and Checklists Handbook; and
   h. Participates in the conduct of Pre Disaster Risk Analysis (PDRA).

2. **During Disaster Incident**
   a. Activate the Law and Order Security Response Unit (SRU) with the established PNP Critical Incident Management Operational Procedures (CIMOP) in collaboration with member support agencies;
   b. Ensure participation in coordination meetings with LDRRMC
   c. Participate in the conduct of Rapid Damage and Needs Assessment (RDNA) (Regional, Provincial, City, Municipal and /or Barangay level) and Deploy LAO based on the RDANA and the immediate requirements on the ground as need arises; and
   d. Perform other tasks as directed

3. **Post Disaster Incident**
   a. Maintain Law and Order to affected areas;
   b. Reorganize and redeploy personnel for law and order and other security operations based on the Post incident Needs Assessment;
   c. Facilitate the conduct of debriefing and post assessment review;
   d. Recommend the termination of LAO operations to LDRRMC;
   e. Submit After Operations Report to NDRRMC through LDRRMC; and
   f. Perform other tasks as directed

Member Agencies

A. ARMED FORCES OF THE PHILIPPINES

1. **Pre-Terrorism Disaster Incident**
   a. Ensure the operational readiness of the AFP law and order cluster member teams/units;
   b. Activates the Law and Order Cluster Team in collaboration and coordination with the PNP;
   c. Designates a focal person with the PNP and establish POCs among LAO members;
   d. Attends coordination/planning meetings of the LAO and LDRRMC;
   e. Provides information support of the terror incident affected areas in coordination with the PNP;
   f. Participates in the conduct of Pre Disaster Risk Assessment Prepares deployment plan of resources (troops and other resources);
   g. Coordinates with the PNP for the availability of resources that can be earmarked for the cluster;
   h. Coordinate with the PNP for the conduct of Law and Order operations related training; and
   i. Coordinate with the LAO Lead for the conduct of target hardening operations.

2. **During Disaster Incident**
   a. Deploy Security Teams as component units of the Law and Order Cluster (LOC) in law and order enforcement operations;
   b. Provide transportation support (land, air, and sea) for the deployment of the LOC as necessary;
   c. Participate in the conduct of Rapid Damage Assessment and Needs Analysis (RDANA); and
   d. Participate in coordination meetings with LDRRMC.

3. **Post Disaster Incident**
   a. Coordinate with PNP for the capability enhancement program/inter-agency training;
   b. Consolidate and reorganize forces/units for redeployment/ demobilization to respective Commands; and
   c. Participate in the conduct of debriefing and post law enforcement operations assessment review.

B. BUREAU OF FIRE PROTECTION (BFP)

1. **Pre-Terrorism Disaster Incident**
   a. Enhance capability and capacity readiness of responders;
   b. Conducts inventory of equipment and firefighting capabilities; and
   c. Coordinate with the cluster lead for the availability of resources that can be earmarked for law and order enforcement operations

2. During Disaster Incident
a. Activate Oplan "Paghahanda Laban sa Sakuna".Prepare to assist in the security requirements of Law and Order;
b. Mobilize and deploy personnel in the terror incident affected area in coordination with their respective DRRMC; and
c. Conduct firefighting operations in cases of conflagration.

3. Post Disaster Incident
a. Monitor and coordinate the termination/deactivation of LAO through LDRRMC;
b. Mobilize and deploy accredited Civil Society Organizations in affected area;
c. Prepare and submit reports of all operations to the NDRRMC.
d. Perform other tasks as directed

C. BUREAU OF JAIL MANAGEMENT & PENOLOGY (BJMP) / BUREAU OF CORRECTIONS

1. Pre-Terrorism Disaster Incident
a. Determines the structural soundness of facilities to secure all inmates;
b. Secures the jail facility from possible breakouts in cases of severe damage caused by terror incident to the facility;
c. Suspends all visitation privileges;
d. Designate focal person in the Incident Command Post (ICP);
e. Participates in the conduct of Rapid Damage Assessment and Needs Analysis (RDANA); and
f. Participates in coordination meetings with the lead cluster and the LDRRMC.

2. During Disaster Incident
a. Conduct rapid damage and needs assessment of the whole facility to determine the soundness of the Prison's block;
b. Prioritize the security of the inmates. Ensure all inmates are accounted for;
c. Report all jailbreaks immediately; and
d. Perform other tasks as directed

3. Post Disaster Incident
a. Conduct damage and needs assessment of the prison facility;
b. Account all inmates in the prison facility;
c. Participate in the conduct of debriefing and post assessment review; and
d. Deploy LAOs in support with the lead cluster based on the RDANA and the immediate requirements on the ground;

D. PHILIPPINE COAST GUARD (PCG)

1. Pre-Terrorism Disaster Incident
a. Initiate and facilitate capacity building and interoperability within units cluster members and other government agencies;
b. Undertake relevant training activities on law and order operations in coordination with the PNP;
c. Alerts all available floating and other mobility assets for possible transport of security personnel;
d. Coordinate with the PNP for the availability of resources that can be earmarked for law and order enforcement operations.

2. During Disaster Incident
a. Coordinate with PNP Maritime Group for the conduct of law and order operations within the maritime jurisdiction of affected area;
b. Deploy appropriate assets to support the cluster in its operations;
c. Support other tasks as requested by Cluster Lead; and
d. Perform other tasks as directed.

3. Post Disaster Incident
a. Maintain necessary security requirements;
b. Recommend the termination of law and order operations in its maritime jurisdiction;
c. Conduct post assessment and submit recommendation for improvement; and
d. Perform other tasks as directed.

E. NATIONAL BUREAU OF INVESTIGATION (NBI)

1. Pre-Terrorism Disaster Incident
a. Activates the Law and Order Team in collaboration with the PNP as lead cluster;
b. Designates a focal person to the established command post;
c. Attends coordination meetings of the LAO and LDRRMC;
d. Updates the security threats in the possible terror incident affected area;
e. Participates in the conduct of Pre Disaster Risk Analysis; and
f. Prepares a deployment plan of personnel and other resources of identified priority units for deployment at critical areas and facilities in support with the lead cluster.

2. During Disaster Incident
a. Assist law and order lead cluster in coordination with other response agencies;
b. Prepare personnel that will be part of the LAOs;
c. Designate a focal person at the ICP at the affected areas Participates in the conduct of Rapid Damage Assessment and Needs Analysis (RDANA); and
d. Participate in coordination meetings with LDRRMC.

3. Post Disaster Incident
a. Recommend the termination of law and order operations in its maritime jurisdiction;
b. Conduct post assessment and submit recommendation for improvement; and
c. Perform other tasks as directed

F. DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG)

1. Pre-Terrorism Disaster Incident
a. Assists the LAO Cluster at the national and local levels; and
b. Coordinates with the Office of Civil Defense for the confirmation of all available LAO of all national agencies for possible deployment or pre-positioning.

2. During Disaster Incident
a. Monitor the deployment of LAO Teams through the LGUs;
b. Submit status, requests, and proposed actions to the NDRRMC to integrate all activities at the NDRRMC Operations Center; and
c. Coordinate the provision of security in dealing with management of the dead and missing

3. Post Disaster Incident
a. Monitor and coordinate the termination/deactivation of LAO through LDRRMC;
b. Mobilize and deploy accredited Civil Society Organizations in affected area;
c. Prepare and submit reports of all operations to the NDRRMC.

G. VOLUNTEERS/CIVIL SOCIETY ORGANIZATIONS

All Volunteer force multipliers will coordinate with the local Cluster Lead for briefing and deployment to the affected areas.

IV. COORDINATING GUIDELINES

A. The OCD as the Logistics Cluster Lead will program and coordinate the necessary support and requirements of LAO in their activities for immediate and timely deployment in the terror disaster incident areas.

B. LAO member agencies and their subordinate offices shall use their respective internal personnel. Additional LAO Units shall be coordinated through the lead Cluster.

C. Deployment of LAO responders will have internal rotations of individual/s every six (6) hours and replacements of every ten (10) days applicable to all responders and commanders.

D. All LAO shall be self-sustaining during the duration of the operations/missions.

E. Arriving LAO will have to check-in to the designated Check-In Desks at the EOCs, ICPs, and other strategic locations identified by the Responsible Officer in terror disaster incident affected areas.

F. Provision of Personnel Protective Equipment (PPE) shall be provided by the respective LAO member agencies.

G. Regular interoperability/joint training of LAO members will be the responsibility of the OCD through NDRRMC Training Institute.

H. Funding for the operational and incidental requirements of LAO will be by agency or through NDRRMC.

V. COMMAND AND CONTROL

A. Command Relationship – all DRRM actors and key players will refer and based their actions as prescribed in IRR of R.A. 1021, Rule 3, Section 2. Composition

B. Command Center – National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.

 1. Succession of Command:
 a. Chairperson, NDRRMC (S, DND)
 b. Vice-Chairperson for Disaster Response (S, DSWD)
 c. LAO Cluster Lead (PNP)
 d. LAO Cluster Members

 2. Interagency Communication System Support
 For the entire duration of the operations, the existing means of communications shall be utilized whatever is applicable. However, the Emergency Telecommunication Cluster will be activated once communication is cut-off from the affected areas.

VI. REPEALING CLAUSE

All existing issuances, which are inconsistent herewith, are hereby superseded. Any future reference with respect to other issuances in relation to the Operational Guidelines for the LAO during disaster response operations shall be made in reference to this Memorandum Circular.

VII.   DISSEMINATION

The OCD Central Office and Regional Offices, DILG as well as NDRRMC member agencies shall disseminate this memorandum circular to all LGUs within their AOR.

Camp Coordination and Camp Management Cluster (CCCM)
(NDRP for Consequence Management in Relation to Terrorism)

Copy Number: _____ of _____
Issuing Agency: National Disaster Risk Reduction and Management Council
Place of Issue: Camp General Emilio Aguinaldo, Quezon City
Date of Issue:
Integrated Plan: National Disaster Response Plan

I. RATIONALE

Camp Coordination and Camp Management is a paramount task to achieve the objective of saving lives in the event of terrorism-related incidents. It is also inherent for the responders to prioritize always their safety after undergoing response operations in an area affected by hazardous Chemical, Biological, Radiological and Nuclear components thru decontamination.

The safety and wellbeing of the affected population by natural and human induced disaster including their livestock and domestic animals is the primary concern of the CCCM cluster.

The cluster structure allows the NDRRMC member agencies to coordinate and collaborate in order to establish awareness and achieve common understanding and common operational picture of respective roles and functions, capabilities, operational procedures, systems and protocols in responding to the consequences brought about by terrorism-related incidents or human-induced disasters.

II. OBJECTIVE

GENERAL

A. The CCCM Cluster will support the LGUs after undertaking all means of pre-emptive and or force evacuation in order to protect and save lives and properties;

B. Provide assistance and augment all requirements for the management and evacuation of individuals and families;

C. To ensure the delivery of essential services to the victims inside and outside the evacuation centers

SPECIFIC

A. To ensure establishment of sex and age disaggregated accurate data e.g. listing and profiling of internally displaced persons (IDPs) in evacuation centers;

B. To ensure that all IDPs in evacuation centers are provided with basic humanitarian needs compliant with SPHERE standards such as, but not limited to food with enough nutritional values, potable water, clothing, family items, hygiene kits and other essential non-food items;

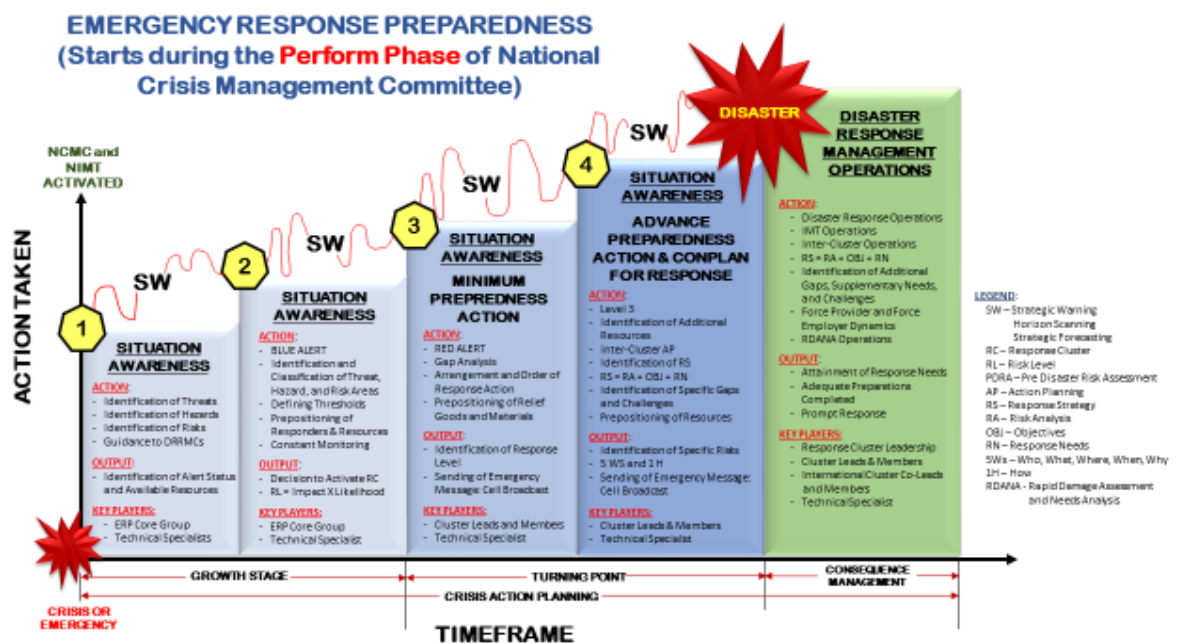C. To ensure that energy source and communication facilities are in placed

III. CONCEPT OF OPERATIONS

On orders the CCCM Cluster member agencies shall ensure that the detailed personnel of respective working desks are stationed at the NDRRMC Operations Center. They shall establish coordination with other member agencies and ensure that coordinated response operations are in place.

This shall be accomplished using the CCCM Cluster wherein the DSWD leads the operation and does all the main coordinating function with other partners/stakeholders especially with key players/service providers such as the Department of Education and the Department of Health, to ensure that facilities inside the evacuation center are established and basic services are accessible and available when needed.

The DSWD as Cluster Lead shall also coordinate all support and requirements of the affected LGUs for evacuation centers' sustained operations both those under the supervision of the LGU, DepEd and other privately-owned places utilized during disasters;

Concerned government agencies and their subordinate offices shall utilize their respective internal personnel in support to CCCM operation. Additional personnel requirements shall be coordinated through the NDRRMC Response Pillar in collaboration with all other Response Clusters.

The following are the key players and actors in the implementation of this concept.

Lead Cluster Agency

A. **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) through the** Disaster Response Assistance and Management Bureau will head and lead the coordinating functions of the Cluster. Specifically, the DSWD will do the following for each Disaster Phase:

1. Pre-Disaster Phase

a. Coordinate with the other member agencies for activation at any given time;
b. Alert concerned DSWD Field Offices and Quick Response Teams on standby ready for augmentation at any given time.
c. Conduct inventory of resources;
d. Institutionalize inter-operability with other agencies thru scenario-driven or scenario-based drills/exercises
e. Attend to PDRA Core Group meetings to be aware of the situation and to alert the concerned Field Offices
f. Ensure F/NFI prepositioned at the LGUs shall include the identified Evacuation Centers

2. During Disaster Phase

a. Monitor the status of all Evacuation Centers (ECs) opened and determine the number of families evacuated;
b. Ensure that the EC Manager uses Disaster Assistance Family Access Card (DAFAC) as basis for master-listing of evacuees to come up with an evacuees profile;
c. Ensure availability of timely and accurate data/reports for dissemination to cluster partners and as basis for the provision of augmentation of assistance;
d. Coordinate with the F/NFI Cluster on the sufficient allocation of F/NFIs to evacuees inside ECs;
e. Coordination with other Response Cluster for other services needed by the evacuees; and
f. Ensure functionality of the facilities inside the evacuation center and monitor the services provided /activities conducted by the different service providers or key players.

3. Post Disaster Phase
a. Assess the status of evacuees on their movement to the transitional site;
b. Come up with a listing of evacuees who will be prioritized for moving out to transitional site;
c. Monitor the number of evacuees transferred to transitional site who returned to their places of origin and provided with transportation assistance under the Balik-Probinsya Program.

Cluster Members

A. DEPARTMENT OF EDUCATION (DepEd)

1. Pre-Disaster Phase
a. Prepare evacuation center (as to room assignments e.g., lactating mothers, PWDs, male, female.);
b. Coordinate with LGUs on the use of schools as evacuation centers;
c. Identify temporary learning areas; and
d. Prepare learning activities for school-age children.

2. During Disaster Phase
a. Provide safe emergency shelter to affected populations (3 days for short-term up to 15 days for medium- to long-term);
b. Assist LGUs/MSWDO to get the detailed profile of evacuees/IDP's including the needs of vulnerable groups especially children (with special needs);
c. Orient evacuees on schools' rules and regulations as evacuation center;
d. Monitor evacuation centers;
e. Conduct learning sessions for school-age children;
f. Provide psychosocial support activities for affected children; and

g. Prepare and submit report to DepEd Management.

3. Post Disaster Phase
a. Inspection of facilities (Education Facilities Division);
b. Assess damages to properties;
c. Coordinate with LGUs in the repair and rehabilitation of schools; and
d. Oversee the repair and rehabilitation of damaged properties.

B. DEPARTMENT OF HEALTH (DOH)

1. Pre-Disaster: Preparation Phase
a. Activate all Response Plans
b. Alert all Response Teams - WASH Teams, MHPSS, Nutrition and Health including RH) on stand-by ready for possible deployment at any given time.
c. Ensure preposition of logistics and check inventory of resources and prepare logistical needs
d. Coordinate with concerned agencies on the status of the incident and ensure collection and dissemination of information to partners
e. Check coverage of health and nutrition programs in the areas to be affected
f. Collect and gather data about the hazard/event and its possible impact

2. During: Response Operations Phase
a. Immediate deployment of medical assets (human and non-human resources)
b. Conduct Rapid Health Assessment, if deemed necessary
c. Set up a medical posts
d. Provide consultation, treatment and primary health services

3. Post-Disaster: Early Recovery Phase
a. Continue provision of public health, pre-hospital and hospital services (Health including RH, WASH, nutrition and psychosocial services)
b. Provide technical assistance in the preparation of Recovery and Rehabilitation Plan in coordination with the affected area
c. Conduct of inventory of all resources for replacement, repair or reconstruction
d. Deactivate the Response Teams once the local health office is fully functional

IV. COMMAND AND CONTROL

A. Command Relationship – all DRRM actors and key players will refer and based their actions as prescribed in IRR of R.A. 10121, Rule 3, Section 2. Composition

B. Command Center – National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.

1. Succession of Command:
   a. Chairperson, NDRRMC (S, DND)
   b. Vice-Chairperson for Disaster Response (S, DSWD)
   c. CCCM Cluster Lead (DSWD)
   d. CCCM Cluster Members

2. Inter-agency Communication System Support
   For the entire duration of the operations, the existing means of communications shall be utilized whatever is applicable. However, the Emergency Telecommunication Cluster will be activated once communication is cut-off from the affected areas.

Internally Displaced Persons Protection (IDP)
(NDRP for Consequence Management Related to Terrorism)

Copy Number: ____ of ____
Issuing Agency: National Disaster Risk Reduction and Management Council
Place of Issue: Camp General Emilio Aguinaldo, Quezon City
Date of Issue:
Integrated Plan: National Disaster Response Plan

I. RATIONALE

The institutionalization of the Cluster Approach in the Philippine Disaster Management System and designated government lead among clusters at the national, regional and provincial levels which allows the NDRRMC member agencies to coordinate and collaborate in order to establish awareness and achieve common understanding and common operational picture of respective roles and functions, capabilities, operational procedures, systems and protocols in responding during disaster.

The Department of Social Welfare and Development as the government Cluster Lead for IDP Protection is to put in place effective mechanisms to prevent of sexual violence and to provide accessible prompt and services during disaster. In the Philippines, the Protection Cluster has two Areas of Responsibilities (AoRs).

The Child Protection Working Group (CPWG) aims to bring together in one forum child protection actors and partners operational in areas affected by both natural and human induced disasters and to facilitate the development and coordination of child protection strategies and responses, including advocacy with authorities and humanitarian actors as necessary.

The GBVSC (Gender-Based Violence Sub-Cluster) aims to coordinate and support relevant stakeholders to put in place mechanisms to prevent gender-based violence and provide survivor-centered and appropriate services to GBV survivors during natural and human induced disasters.

II. OBJECTIVE

GENERAL

The Internally Displaced Persons (IDP) PROTECTION CLUSTER aims to support and enhance the Government's capacity to ensure that protection issues do not arise in emergency situations and to respond and mitigate the effect of any protection issues that do arise.

SPECIFIC

A. To ensure timely, appropriate & quality provision of multi-sectoral and survivor-centered child protection and gender based violence services in accordance with local, national and international guidelines/standards on child protection and gender-based violence;

B. Establish and maintain appropriate coordination mechanism among all humanitarian actors, including coordination of protection inputs, reports, and humanitarian plan, and generation of resources;

C. Ensure that the protection response adequately takes into account the primary responsibility of the government to ensure protection of affected persons, by among others establishing adequate response mechanism and coordination with the national and local authorities;

D. Provide necessary protection standard and guidelines to humanitarian actors and local institutions working in the protection sphere

III. CONCEPT OF OPERATIONS:

On order, the IDP Protection Cluster operations to support and enhance the government's capacity to ensure that protection issues do not arise in emergency situations and to respond and 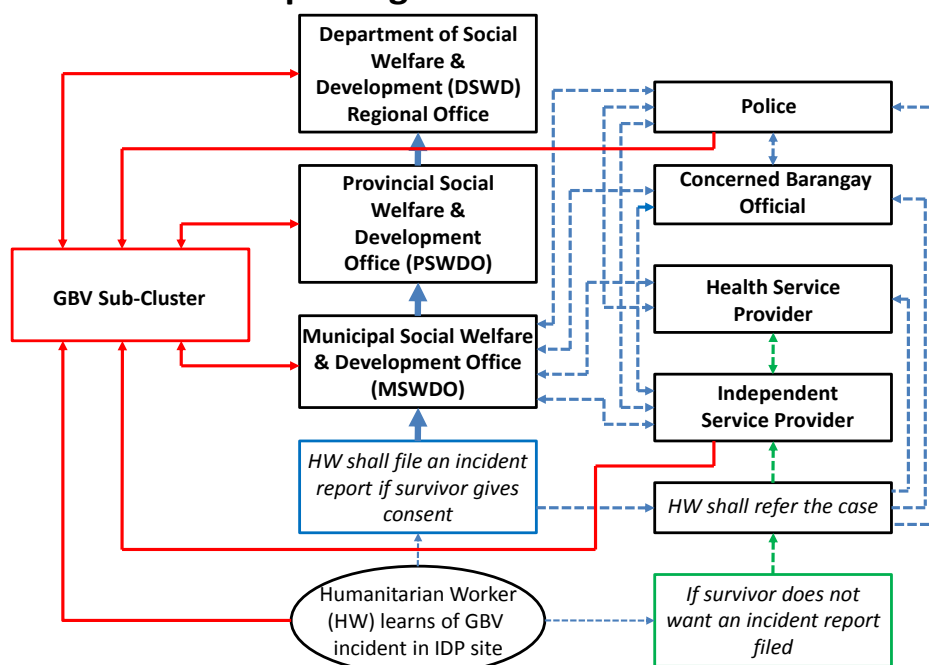mitigate the effect of any protection issues that do arise inside and outside evacuation center. This will be accomplished in coordination with the two sub-clusters of the IDP

GBV Reporting and Referral Flowchart

Flowchart of reporting for children in need of special protection

A. Who are CNSP?   **B. Who Can Report?**   **C. Report Immediately to:**   **D. Services**

Category of children in need of Special Protection

1. Child Abuse
2. Children in conflict with the law
3. Children with disabilities
4. Child Laborers
5. Street children
6. Children Affected by Armed Conflict
7. Displaced children
8. IP children
9. Muslim children
10. Dependent, Abandoned
11. Children affected and

Any of the following person who learns the facts or circumstances that give rise to the belief that a child is in need of special protection may report the name, either orally or in writing:

1. Offended child
2. Parent//s
3. Relatives
4. Barangay officials
5. Teacher/School personnel
6. Faith based worker
7. NGO worker
8. Concerned citizen
9. Anygovernment officials and employees
10. The Head of any public or private hospital, medical clinic and similar institutions including NGOs as well as the attending physician and nurse

Nearest LSWO

DSWD

Nearest PNP

NBI

Barangay/or BCPC

Commission on Human Rights

DOJ Help Desk

DOH hospitals/Child Protection Unit

Licensed NGO

Faith Based Organization

Possible Services/interventions:

1. Temporary shelter/protective custody
2. Health/Medical Services
3. Education
4. Rehabilitation
5. Diversion
6. Spiritual Services
7. Parent Effectiveness Services

End Goal-Family and community Reintegration when appropriate/possible

EMERGENCY RESPONSE PREPAREDNESS

ACTION TAKEN

1 SW SITUATION AWARENESS

🔴 **DETECTION**

ACTION:
- Identification of Threats
- Identification of Hazards
- Identification of Risks
- Guidance to DRRMCs

OUTPUT:
- Identification of Alert Status and Available Resources

KEY PLAYERS:
- ERP Core Group
- Technical

2 SW SITUATION AWARENESS

ACTION:
- ALERT
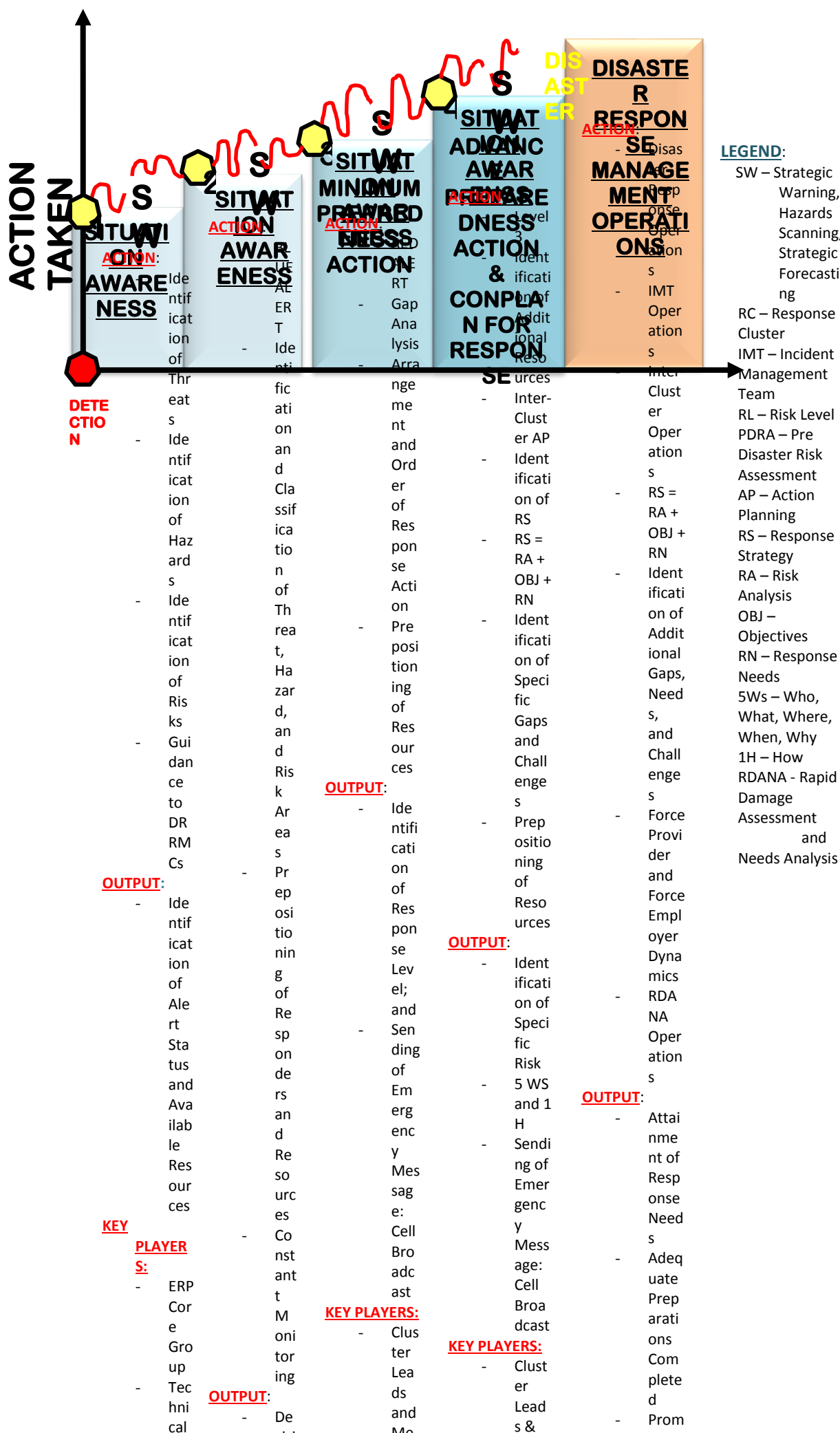- Identification and Classification of Threat, Hazard, and Risk Areas
- Prepositioning of Responders and Resources
- Constant Monitoring

OUTPUT:
- De

3 SW MINIMUM CRITICAL PREPAREDNESS SITUATION AWARENESS ACTION

ACTION:
- ALERT
- RT Gap Analysis Arrangement and Order of Response Action
- Prepositioning of Resources

OUTPUT:
- Identification of Response Level; and
- Sending of Emergency Message: Cell Broadcast

KEY PLAYERS:
- Cluster Leads and Me

4 SW ADVANCE AWARENESS SITUATION AWARENESS PREPAREDNESS ACTION & CONPLAN FOR RESPONSE

ACTION:
- Level 3
- Identification of Additional Resources
- Inter-Cluster AP
- Identification of RS
- RS = RA + OBJ + RN
- Identification of Specific Gaps and Challenges
- Prepositioning of Resources

OUTPUT:
- Identification of Specific Risk
- 5 WS and 1 H
- Sending of Emergency Message: Cell Broadcast

KEY PLAYERS:
- Cluster Leads &

5 SW DISASTER DISASTER RESPONSE MANAGEMENT OPERATIONS

ACTION:
- Disaster Response Operations
- IMT Operations
- Inter-Cluster Operations
- RS = RA + OBJ + RN
- Identification of Additional Gaps, Needs, and Challenges
- Force Provider and Force Employer Dynamics
- RDANA Operations

OUTPUT:
- Attainment of Response Needs
- Adequate Preparations Completed
- Prom

LEGEND:
SW – Strategic Warning, Hazards Scanning, Strategic Forecasting
RC – Response Cluster
IMT – Incident Management Team
RL – Risk Level
PDRA – Pre Disaster Risk Assessment
AP – Action Planning
RS – Response Strategy
RA – Risk Analysis
OBJ – Objectives
RN – Response Needs
5Ws – Who, What, Where, When, Why
1H – How
RDANA - Rapid Damage Assessment and Needs Analysis

Lead Agency:

Department of Social Welfare and Development (DSWD)

Member Agencies:

A. Department of Health (DOH)
B. Department of Interior and Local Government (DILG)
C. Philippine National Police (PNP) -Women and Children Protection Center (WCPC)
D. Inter-Agency Council on Anti-Trafficking and Inter-Agency Violence Against Women and Children (IACAT and IAC-VAWC Members)

Lead Agency

A. DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)

1. Coordinate with member agencies for activation of response operation;
2. Establish information systems for measuring emergency Child Protection and Gender Base Violence needs in coordination with member agency;
3. Analyze trends and the principal risks faced by children and women in the context of emergency, both inside and outside evacuation centers
4. Ensure availability of age/sex disaggregated data of all children, women, lactating mothers, PWD and elderly inside and outside evacuation centers in coordination with member agencies;
5. Ensure availability of timely and accurate data/reports for information dissemination to cluster partners and as basis in provision of augmentation of assistance;
6. Coordinate for proper referral to LCAT Desks and/or VAWC desks or other existing women and child protection structures.
7. Facilitate the provision of assistance to the Internally Displaced Persons are provided

B. DEPARTMENT OF HEALTH (DOH)

1. Provide health, medical and nutritional needs of IDP in the evacuation center including psychosocial interventions especially for children in different stages of development, women, persons with disability and elderly;
2. Assist and coordinate with other member agency through the Gender Based Violence/Child Protection sub-cluster in reporting sexual violence cases; and
3. Operationalization of Minimum Initial Services Package for Sexual Reproductive Health in affected areas

C. DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG)
Ensure the organization and functionality of the Local Council for the Protection of Children (LCPC)

D. PHILIPPINE NATIONAL POLICE (PNP) -Women and Children Protection Center
Monitor and ensure safety, security and protect the affected IDPs to all forms of violence, abuse, neglect and exploitation in-coordination with the member agencies.

E. INTER-AGENCY COUNCIL ON ANTI-TRAFFICKING AND INTER-AGENCY VIOLENCE AGAINST WOMEN AND CHILDREN (IACAT and IAC-VAWC Members)

1. Establish systems on surveillance, investigation and rescue to ensure effective and efficient coordination
2. Establish feedback mechanism between and among concerned agencies to ensure assistance are provided.

F. **OTHER NGOS WORKING FOR THE PROTECTION OF WOMEN AND CHILDREN**

Participate in Internally Displaced Persons Protection Cluster meetings, assessments, and provision of services

IV. COMMAND AND CONTROL

A. Command Relationship – all DRRM actors and key players will refer and based their actions as prescribed in IRR of R.A. 10121, Rule 3, Section 2. Composition

B. Command Center – National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.

1. Succession of Command:
   a. Chairperson, NDRRMC (S, DND)
   b. Vice-Chairperson for Disaster Response (DSWD)
   c. IDP Protection Cluster Lead (DSWD)
   d. IDP Protection Cluster Members

2. Interagency Communication System Support

For the entire duration of the operations, the existing means of communications shall be utilized whatever is applicable. However, the Emergency Telecommunication Cluster will be activated once communication is cut-off from the affected areas.

Food and Non-Food Items Cluster Operations Protocol (NDRP for Consequence Management related to Terrorism)

Copy Number: _____ of ____
Issuing Agency: National Disaster Risk Reduction and Management Council
Place of Issue: Camp General Emilio Aguinaldo, Quezon City
Date of Issue:
Integrated Plan: National Disaster Response Plan

I. RATIONALE

During disaster incidents, it is common sight for affected communities to be cut-off from their regular supply of food and the means to prepare their daily meals. The operations of the Food and Non-Food Items Cluster (FNI Cluster) has focused on providing the affected families with the needed sustenance and other daily requirements that they need to maintain health and hygiene.

II. OBJECTIVE:

The Food and Non-Food Items Cluster aims is to provide food that are nutritious, age-appropriate and are socially and culturally acceptable to affected population and non-food items to the affected population during the emergency response phase in the short-term, and to restore at least the pre-disaster level of food security in the affected areas in the long-term.

Specifically, the Cluster aims:

A. To ensure availability of family food packs, ready-to-eat food, and bottled drinking water and also non-food item such as sleeping gears, family clothing packs, dignity kits, kitchen kits, and shelter kits stockpiled at all levels;
B. To undertake the coordinated provision of food and non-food assistance to the affected families; and
C. Regularly monitor, in coordination with Nutrition Cluster as a part of Health Cluster, the nutritional status (include nutritional content, social and cultural acceptability anywhere in the food/non-food items) of the affected population, identify gaps in the provision of food assistance, and formulate strategic interventions to address the gaps.

III. CONCEPT OF OPERATION:

On orders, the FNI Cluster shall augment the resources of the affected Local Government Units (City/Municipal/Province) during the pre-disaster, during disaster and post disaster phases. LGUs must have prepositioned resources that will be distributed first to the affected population to ensure that the IDPs are provided with the needed food and non-food items.
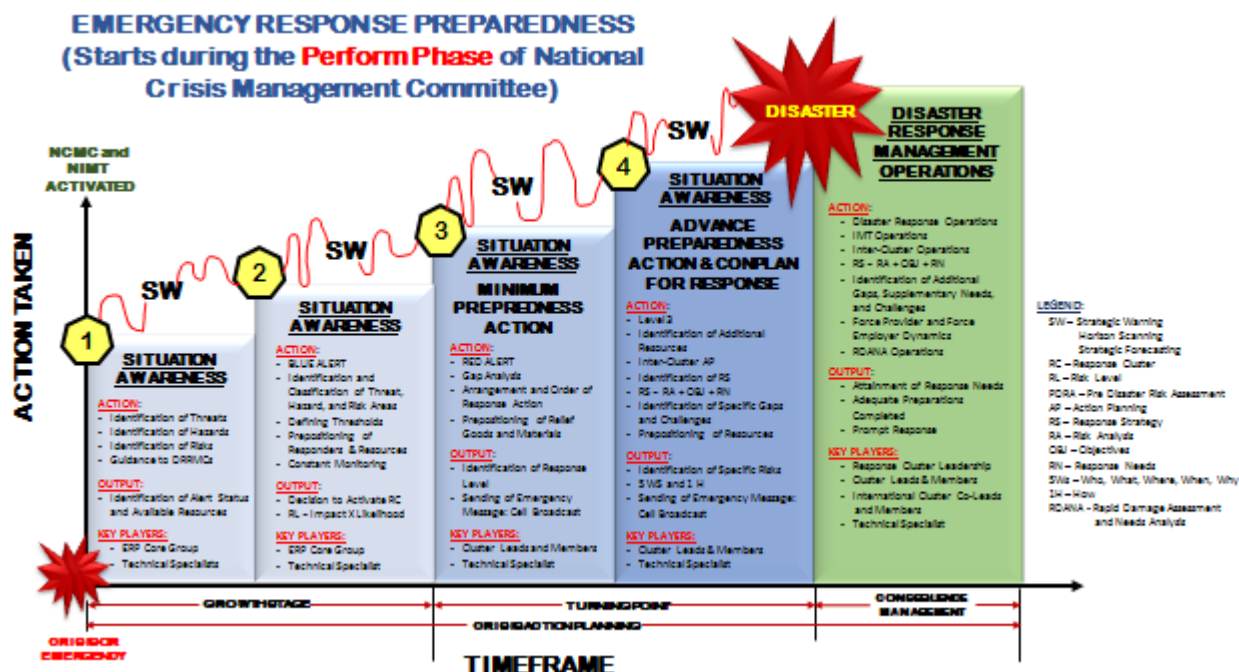
The Cluster Lead shall coordinate, allocate, orchestrate and monitor the delivery of food and non-food items to the affected families and communities.

All members of the FNI Cluster shall coordinate their relief distribution / augmentation with the Cluster Lead.

The FNI Cluster will follow the cluster approach taking into account that the direction of the operations will be guided on the information provided at the Local Disaster Risk Reduction and Management Councils (LDRRMCs).

The LDRRMCs should also establish a system of reporting for the inventory of available resources at their disposal and will only submit and request to the next higher level of government for augmentation of required resources.

All Clusters will conduct post disaster assessment of cluster operations to identify good practices and areas for improvement.

The following are the key players and actors in the implementation of this concept:

Lead Agency: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)

Member Agencies: Government Agencies
1. Department of Health (DOH) -National Nutrition Council
2. Department of Agriculture (DA) – National Food Authority
3. Office of Civil Defense (OCD)

Lead Agency

A. **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)** through the Disaster Response Assistance and Management Bureau will head and lead the coordinating functions of the Cluster. Specifically, the DSWD will do the following for each Disaster Phase:

1. **Pre-Disaster Phase**
   a. Check level of standby funds and stockpile of food and non-food commodities at all Field Offices as well as Provincial and City/Municipal to ensure sufficient funds and stockpile are available at any given time;
   b. Allocate /replenish standby funds to Field Offices;
   c. Submit a status report of prepositioned resources to the NDRRMC;
   d. Attend Inter-agency- Pre-Disaster Risk Assessment (PDRA) to monitor situation awareness of impending disaster; and
   e. Prepare a Predictive Analytic on Humanitarian Assistance based on the PDRA recommendation regarding the range of affected areas and population.
   f. Coordinate with the FNI Cluster members for the activation of Response Cluster at any given time.

2. During Disaster Phase

a. Activate and deploy pool of volunteers in a strategic and secured area for the repacking, delivery of goods, management of donations and monitoring and distribution of food and non-food items;
b. Activate 24/7 operation of Disaster Response Operations and Monitoring and Information Center (DROMIC) at Central Office and Field Offices;
c. Continue disaster response monitoring and coordination to mobilize instrumentalities and entities of the LGUs, CSOs and private groups and organize volunteers for response;
d. Provide emergency relief (food and non-food items) inside and outside evacuation center and to the request of LGUs and Field Offices;
e. Determine logistical requirements for food and non-food items (warehouse and transport), coordinate with Logistic Cluster and other humanitarian and commercial partners;
f. Coordinate with the cluster members of the Philippine International Humanitarian Assistance Cluster (PIHAC) for the activation of One Stop Shop when there is a call for international humanitarian assistance. In case that 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.
g. Allocate additional Quick Response Fund (QRF) to the Field Offices to address gaps in food and non-food items and other operational expenses.
h. Provision of Disaster Assistance Family Access Card (DAFAC) to be facilitate by the LGUs on-time, frequency and type of assistance provided to disaster victims.
i. Ensure all affected families received necessary relief assistance.
j. Coordinate with the Law and Order Cluster to ensure the security of relief goods and safety of volunteers and responders.

3. Post-Disaster Phase
a. Participate in the conduct of PDNA w/ other partner agencies;
b. Develop a post-distribution monitoring system. Evaluation of the quality, sufficiency, effectiveness and timeliness of distributions that help to improve the overall distribution system and approach;
c. Establish complaints mechanisms, to ensure affected families can voice out their complaints and proper agency can take action;
d. Provide "Pabaon Package" (provision of food packs) to those who wants to go back to their respective places of origin; and
e. Provide continuing relief assistance when needed.

Member Agencies:

A. NATIONAL FOOD AUTHORITY (NFA)

1. Pre-Disaster Phase
a. Ensure availability and sufficient NFA rice stocks at the Regional/Provincial NFA Warehouses;
b. Position/transfer rice stocks to areas particularly with deficit and those identified as calamity prone areas;
c. Coordinates with LGUs nationwide and pursue advocacy on NFA programs, availability of rice security stocks and encourage LGUs to enter into a Memorandum of Agreement (MOA) on credit sales prior to calamities; and
d. Shall alert available personnel and resources for activities for the supply of NFA Rice.

2. During Disaster Phase

a. Continue OPCEN operations;

b. Closely coordinate/facilitate the requests of the DSWD and other relief and concerned government and private entities on the rice requirements; and

c. Issues/delivers rice stocks as requested by DSWD on payment/submission of necessary documents.

3. Post Disaster Phase

a. Monitors the supply and demand, and prices of rice and extent of damages;

b. Deploys rolling stores and tap/accredit rice retailers in the affected areas to sustain/stabilize the supply and prices of rice; and

c. Coordinates/facilitates the requests of DSWD on their rice requirements.

B. DEPARTMENT OF HEALTH (DOH) - National Nutrition Council

1. Pre-Disaster Phase

a. Update capacity maps in coordination with the National and Local Nutrition Clusters and coordinate actions needed to ensure capacity to provide nutrition response in areas threatened by the event; and

b. Advise the local nutrition clusters to monitor the incident and put on stand-by, breastfeeding support groups and supplies needed for the response, also to retrieve pre-event data on the nutritional status of children in areas that have great risk of the incoming disaster/emergency

2. During Disaster Phase

a. Monitor and provide technical support to actions of local nutrition clusters in supporting, promoting, and protecting the nutritional status of vulnerable populations including but not limited to pregnant women, lactating women, and mothers with infants and young children (6-23 months old), including provision of mother-baby sanctuary and monitoring compliance to the Milk Code and act accordingly;

b. Coordinate the Nutrition Cluster and mobilize the following from members and partners of the National Nutrition Cluster and local nutrition clusters;

 i. Nutrition logistics (e.g. vitamin A capsules, multiple micronutrient powder, iron-folic acid supplements, ready-to-use therapeutic food (RUTF), ready-to-use supplementary food (RUSF), human milk, mid-upper arm circumference or mid-upper arm circumference (MUAC) tapes, weighing scales, height board, breastfeeding kit, Child Growth Standards (CGS) reference tables;

 ii. Conduct of general/blanket and targeted supplementary feeding as needed;

 iii. Management of cases of severe and moderate acute malnutrition;

 iv. Mobilization of nutrition assessment teams, infant feeding, and breastfeeding support groups to provide skilled infant and young child feeding counseling and support to mothers of infants 0-23 months old; and

 v. Active monitoring and timely report of Milk Code violations

c. Prepare reports as may be needed

3. Post Disaster Phase
a. Prepare report of the response of the Nutrition Cluster (national and local)
b. Coordinate the conduct of follow-up nutrition assessments in affected areas
c. Coordinate the continued provision of services as may be needed, e.g. infant and young child feeding, micronutrient supplementation, and management of acute malnutrition
d. Participate in the Post Damage and Needs Assessment

C. OFFICE OF CIVIL DEFENSE (OCD)

1. Pre-Disaster Phase
a. Shall coordinate the prepositioning of Non-Food Items to OCD-ROs.
b. Shall alert available personnel and resources for activities for supply of Food and NFIs.

2. During Disaster Phase
a. Interpret the occurring disaster situation(s), RDRRMC(s) concerned and prepare the necessary preemptive follow-up actions.
b. Receive and consolidate reports on FNI requirements from OCDRCs for submission to the NDRRMC. NDRRMC shall copy furnish all stakeholders for rapid damage assessment.
c. Process request/s for rice assistance and prepare documents required by NFA for approval of the Administrator
d. Submit request for the release of rice to NFA Central Office.
e. Issue Authority to Withdraw to concerned OCD Regional Directors.
f. Commence arrangement of logistics and transportation supports with concerned agencies
g. Coordinate the conduct of Food/Non-Food Cluster Meeting with DSWD.
h. Refer FNI related donations to the FNI Cluster for clearance prior to acceptance.
i. Prepare documents for the procurement of requested non-food items (NFIs).

3. Post Disaster Phase
a. Provide rice assistance to affected areas through the OCDRC.
b. Initiate the One-Stop-Shop (OSS) to process international humanitarian assistance with DOF, BOC, DOH, DSWD, BFAD.
c. Deployment of NFIs to affected OCDRCs
d. Collation of distribution reports of deployed NFIs from OCDRCs
e. Participates in PDNA.

IV. CONCEPT OF SUSTAINMENT

A. The DSWD as Cluster Lead will coordinate all movement of food and non-food items including those coming from other public or private organizations using the support of the Logistics Cluster; and

B. Concerned government agencies and their subordinate offices shall utilize their respective internal personnel. Additional personnel requirements shall be coordinated through the NDRRMC in collaboration with all Council members.

V. COMMAND AND CONTROL

A. Command Relationship – all DRRM actors and key players will refer and based their actions as prescribed in IRR of R.A. 10121, Rule 3, Section 2. Composition

B. Command Center – National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.

1. Succession of Command:
   a. Chairperson, NDRRMC (S, DND)
   b. Vice-Chairperson for Disaster Response (S, DSWD)
   c. F/NFI Cluster Lead (DReAMB)
   d. F/NFI Cluster Members

2. Interagency Communication System Support
   For the entire duration of the operations, the existing means of communications shall be utilized whatever is applicable. However, the Emergency Telecommunication Cluster will be activated once communication is cut-off from the affected areas.

Logistics Cluster Guidelines for Consequence Management of Terrorism-Related Incidents
(NDRP for Consequence Management in Relation to Terrorism)

Copy Number: _____ of _____
Issuing Agency: National Disaster Risk Reduction and Management Council
Place of Issue: Camp General Emilio Aguinaldo, Quezon City
Date of Issue:
Integrated Plan: National Disaster Response Plan

I. RATIONALE

The increasing challenges posed by the growing sophistication of terrorist organizations have become a major concern not only among law enforcement agencies but also as individual person. To inflict maximum damage, the most common terrorist activity is thru bombing resulting to loss of lives and damage to property, which happens globally. With the present threat of chemical, biological, radiological and nuclear (CBRN), the National Government is preparing to this potent threat by taking precautionary actions/measures to prevent this to happen and organizing units to respond to this threat.

In anticipation to such incidents caused by the terrorism, the Logistics Cluster shall provide assistance to other clusters for their logistical requirements.

II. LEGAL BASIS

This Memorandum prescribing the operational guidelines for Logistics for consequence management of terrorism-related incidents or human-induced disasters is hereby promulgated based on the following legal provisions:

    A. Republic Act (RA) 9732 or the Human Security Act of 2007.
    B. RA 10121 – Philippine Disaster Risk Reduction and Management Act of 2010.

III. OBJECTIVE

The Logistics Cluster aims to provide a responsive, effective and efficient logistics support that will enable the National Response Cluster to implement HADR operations through the development of the forces/units, synchronized logistics operations and assist in the rehabilitation work.

The Cluster will achieve its general objective by accomplishing the following specific objectives:

    A. Ensure the completeness of required logistical requirements of the tasked units.
    B. Ensure the availability of air, water/floating and land transport assets as the need arises.
    C. Ensure that logistics requirements are moved from the source/warehouse to the end-user at the least possible time.
    D. Develop logistic sustainment plan/programs that will ensure continuous responsive support of the needed requirements during HADR operations.
    E. The Logistics Cluster thru coordination, monitoring, identification, deployment covers the transportation, inventory, warehousing and tracking of deployed items.
    F. Design and develop a responsive Management Information System in the field of logistics to enhance planning, programming and decision-making process.

G. Develop MOA/MOU with private companies of transportation, pharmaceutical, petroleum, courier and others logistics.
H. Strengthen capability thru organization, training, doctrine development and pooling of DRR equipment.
I. Provide timely and responsive plans and programs and procedures that will harmonize the activities of each cluster.
J. Ensure concerned agencies are prepared and will response properly during crisis.
K. Observance of roper delegation of authorities and responsibilities during crisis.
L. Assist and monitor the rehabilitation efforts with the concerned agencies.

IV. CONCEPT OF OPERATIONS

GENERAL

The general concept is to provide seamless logistical support to other members of the response clusters for the effective management of consequences as a result of terroristic attacks. The operation will be divided into three phases: Pre-Incident, During Incident and Post Incident.

A. PURPOSE and END STATE

The purpose of this is to sustain the logistical requirements of all clusters in the management of consequences in relation to terrorism and to provide guidance to concerned logistics cluster member agencies. The End State is to have an uninterrupted flow of logistical requirements to the operating cluster and the operation shall be deactivated upon the completion of the recovery and rehabilitation of affected area and all logistics requirement are provided.

B. CONCEPT

PRE INCIDENT PHASE

1. Lead cluster agency shall design and develop a responsive Management Information System in the field of logistics to enhance planning, programming and decision-making process. This will easily provide logistics support to operating clusters in the affected area.

2. The logistics cluster shall develop logistic sustainment plan/programs that will ensure continuous responsive support of the needed requirements during HADR operations.

3. The logistics lead cluster agency and each member agencies shall institute MOA/MOU with identified private companies of transportation, pharmaceutical, petroleum, courier and others logistics services that can be utilized and partners during emergencies.

4. Lead cluster agency shall determine the inventory of resources of the logistics cluster in order to determine its capacity, identify shortfall and initiate actions to enhance the overall capacity of the logistics cluster. This includes the acquisition of contracts for the freight forwarding services (sea, air, land) and rental of warehouses and other facilities.

5. All cluster members are required to submit a report of all available assets that can be utilized by all the clusters during operations with its corresponding capacity.

DURING INCIDENT PHASE

1. There shall be continuous replenishment of supply. Priorities of transport support shall be medical, evacuation and supplies.

2. Logistics Cluster member agency/ies within the affected area shall cater to the logistic requirements particularly mobility requirement of operating units of other cluster when available, evacuation of personnel and equipment recovery if necessary.

3. Initial logistical requirements such as POL and food of personnel shall be responsibility of the cluster member concerned. Succeeding logistical requirements shall be provided by the cluster lead agency or the requesting cluster concerned.

4. The Logistics Cluster Lead Agency shall:
   a. Determine the prioritization and identify its sources.
   b. Facilitate administrative requirements and availability of mobility assets.
   c. Prepare status report and provide feedback to other cluster.

POST INCIDENT PHASE

1. The logistics cluster shall continue to assist and monitor in the conduct of recovery and rehabilitation of affected areas such as immediate repair/restoration of lifeline infrastructures and connectivity of the road networks.
2. The logistics cluster shall create assessment report to include lessons learned in the conduct of logistics support during the HADR operations for identification of gaps and improvement of logistics support.
3. The deactivation of logistics cluster shall be done only upon notice of the head of the response cluster based on the prevailing situation.

V. TASKED TO LOGISTICS CLUSTER

The following are the key players and actors in the implementation of this concept with the Office of the Civil Defense (OCD) as the lead agency:

A. OFFICE OF CIVIL DEFENSE (OCD) – Lead Agency

1. Pre-Incident Phase
   a. Coordination with cluster members for the inventory of existing assets (Local and National)
   b. Develop logistics sustainment plan.
   c. Identification of private partners (forging of MOA/MOU).
      i. Air, Land, & Sea Transport Companies
      ii. Pharmaceutical Companies
      iii. Courier Companies
      iv. Petroleum Companies
      v. Other logistical needs
   d. Develop Logistics Management Information System.

2. During Incident Phase
   a. Receive and facilitate request for logistical support.
   b. Coordinate the transport of assistance with concerned agencies.
   c. Provide feedback to requesting DRRMCs/organizations.

d. Institute a tracking system of all HA/DR assistance provided, including international donations for equipment and coordination.
e. Identify prioritization of aid cargo as "must load".
f. Orchestrate information sharing.
g. In coordination with member agencies, recommend the transport of food, equipment, and personnel from supply points to destination mode.
h. Facilitate the exchange of supply-chain information between donors, the UN, international organizations, NGOs and commercial sector.
i. Ensure the constant gathering of official reports and significant data.
j. Update assessment of roads, warehouses stocks, transportation support capacities to, from and within the affected areas.
e. Confirmation of Traffic Status: Contact and confirm the following status of transport conditions:
  i. Provide situations on Roads and Bridges condition/Road Network on threatened areas. DPWH: National Roads and Bridges. DILG: Local Roads and Bridges.
  ii. CAAP, Concerned Airline Companies: Domestic Flight Cancellation
  iii. NAIA, Concerned Airline Companies: International Flight Cancellation
  iv. PCG, Concerned Shipping Companies: Sea Transportation/Voyage Suspension
  v. MRT, LRT, DOTC: Train Services Suspension
  vi. PNCC, DOTC: NLEX and SLEX Traffic Flow

3. Post Incident Phase
   a. Coordinate and request relevant agencies to provide Transportation Support when it is considered necessary and/or requested by local governments of affected areas;
   b. Coordinate the usage of hauling and delivery means for transport of such goods to affected areas based on the direction of N/RDRRMC.
   c. Consolidate reports and prepare cluster report.
   d. Update assessments of roads, warehouses, transport capacities to and from, and available logistic services.
   e. Coordinate PDNA Activities in case PDNA should be conducted by Regional/National Level.
   f. Assist in the deployment of additional food and non-food items in disaster affected areas in coordination with OCDRCs and DSWD.
   g. Coordinate with concerned agencies the return of deployed resources (equipment & human resource).
   h. Provide data to PDNA Team when necessary.
   i. Demobilization of assets upon deactivation of the response cluster
   j. Assess and evaluate logistics operation.

B. ARMED FORCES OF THE PHILIPPINES (AFP)

1. Pre Incident Phase
   a. Strengthen the capability of DRRO units thru organization, training, doctrine development and procurement of equipment
   b. Support in the conduct of info drive regarding disaster awareness, prevention and actions.
   c. Institute MOA/MOU to identified private partners in providing transportations and other logistic services.
   d. Provide the OCD of the inventory of its logistical resources that could be used in HADR operation.

2. During Incident Phase
   a. Shall provide the necessary capabilities to support the logistical requirements of the different clusters in coordination with the NDRRMC.
   b. Provide security to the logistics group.
   c. AFP shall contribute to emergency transportation by operating its aircrafts, vehicles and vessels, based on needs and requests from NDRRMC and affected local governments.

3. Post Incident Phase
   a. Shall provide the necessary capabilities to support the recovery and rehabilitation efforts of the different clusters in coordination with the NDRRMC.
   b. Continue to provide transportation requirements as needed.
   c. Continue to provide security to the logistics group if needed.
   d. Coordinate for the demobilization of resources upon completion mission.

C. PHILIPPINE NATIONAL POLICE (PNP)

1. Pre- Incident Phase
   a. Preparation for the dispatch of General Dispatch Vehicles (GDVs).
   b. Coordinate with concerned agencies for safe route of GDVs.
   c. Identify fuel depot for safe re-fueling of GDVs.

2. During Incident Phase
   a. Coordinate with line units and concerned agencies re passable route for GDVs.
   b. Coordinate adjacent lines unit for the availability of necessary equipment.
   c. Augment the AFP in providing security personnel to convoys

3. Post Incident Phase
   a. Conduct retrieval operations as per request by the Council; and
   b. Support other tasks as requested by the Chairperson, NDRRMC/Vice-Chairperson for Disaster Response

D. PHILIPPINE COAST GUARD (PCG)

1. Pre Incident Phase
   a. Initiate and facilitate capacity building and interoperability within PCG units, cluster members and other government agencies;
   b. Prepare and or update Vessels' Deployment Plan;
   c. Undertake comprehensive repair and maintenance activities of all floating assets;

2. During Incident Phase
   a. Timely and strategically deploy floating and air assets to the areas of operations;
   b. Deploy assets and personnel from concerned CG Districts and DRG units;

3. Post Incident Phase

   a. Support the urgent rehabilitation activities such as removing obstacles, transporting, relocating residents, and transporting basic commodities needed under emergency in coordination with DRRMCs
   b. Undertake post assessment and evaluation and review plans;
   c. Provide recommendations for further improvement.
   d. Coordinate with NDRRMC and LGU prior pull-out of deployed/utilized assets.

E. DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS (DPWH)

1. Pre Incident Phase
   a. Submit all available assets and warehouse that can be tap by the Logistics Cluster for utilization of the other Response Cluster during and Post disaster operations.
   b. Prepares MOA/MOU between the DPWH and the contractors for the utilization of their heavy equipment during disaster operations.

2. During Incident Phase
   a. Coordinate and assist in providing equipment support to the affected areas in coordination with the Cluster Lead and Incident Commander on ground.
   b. Ensure that the affected national roads and bridges are passable and the mapping of alternate routes for response operations.
   c. Tap partners in the use of assets for the provision of an alternate road network going to and from the affected areas to facilitate unhampered transportation of goods and personnel.

3. Post Incident Phase
   a. Provision and installation of concrete/steel barriers for crowd control in coordination with the PNP and MMDA (In case happened in Metro Manila)
   b. Assist in the provision of equipment in hauling and delivery for transport of goods/commodities to affected areas.
   c. Remove obstacle and urgently rehabilitate affected national roads.
   d. Report road damage condition and rehabilitation status to DRMMCs.
   e. Be responsible for distributing traffic information to road users, if traffic is restricted.
   f. Validate and evaluate/assess affected/damaged national infrastructure facilities for urgent rehabilitation based on the submitted request/report of LGUs and DPWH Regional/District Offices. In such case, the prioritization of urgent rehabilitation works and policy/strategy of alternative roads shall be primarily designated taking into consideration securement of emergency transportation network.
   g. Join in the conduct Post Disaster Needs Assessment and develop plans for a build back better infrastructure.

F. DEPARTMENT OF TRANSPORTATION (DOTr)

1. Pre Incident Phase
   a. Develop a policy on the establishment of monitoring system on the status of roads and major nodes of transportation throughout the country.
   b. Establish a database on the characteristics of ports and airports throughout country for ready reference of the response cluster during disaster response operations.
   c. In coordination with the BIR, develop a policy on the exemption of disaster relief items and equipment that will be transported to disaster area, from duties and taxes.
   d. Coordinate supporting activities of national and local government entities and voluntary organizations for the provision of civil transportation when required.

2. During Incident Phase
   a. Shall comprehensively and proactively implement emergency transport by utilizing all means by land, sea and air through coordination by NDRRMC (OpCEn).

      b. Shall coordinate and implement as required, emergency–related response functions to be performed under the power of DOTr, including the prioritization and /or allocation of civil transportation for search and rescue, hazardous material containment response and damage assessment.

3. Post Incident Phase
   a. Shall ensure the priority usage of hauling and delivery means for transportation of such goods to affected areas.
   b. Shall closely and mutually implement effective emergency rehabilitation for transport facilities such as Airports which are damaged by the incident, together with airport managing bodies (MIAA and other airport offices).
   c. Shall be responsible for promptly assessing and collecting information on railway damage including LRT/MRT and report it to NDRRMC and lower related DRMMCs and request urgent rehabilitation to railway corporations.
   d. Shall provide technical assistance to any government entities in determining the most viable area as well as alternate means to move people and goods within the area affected by the incident.

G. CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)

1. Pre Incident Phase
   a. Shall closely and mutually correspond and implement effective emergency rehabilitation.
   b. Pre-alert stations prior to disaster.

2. During Incident Phase
   a. Confirmation of flight cancellation, concerned airline companies shall confirm International Flight Cancelation and report it to DRRMC-OpsCen.

3. Post Incident Phase
   a. Confirmation of flight cancellation, concerned airline companies shall confirm international flight cancelation and report it to DRRMC-OpsCen.

H. BUREAU OF FIRE PROTECTION (BFP)

1. Pre-alert stations prior to disaster.
2. BFP shall direct emergency transport activities to its lower offices based on needs and requests from NDRRMC and affected local governments.
3. Provide assets for clearing operations.

I. PHILIPPINE PORT AUTHORITY (PPA)

1. Report to DRRMCs and remove obstacles from their managing area in association with PCG, if marine vessel navigation is decided unsafe due to ship wreckage and floating debris/objects.
2. Provide urgent rehabilitation activities, when needed.

J. DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)

1. Help ensure the steady supply of essential commodities to affected areas in coordination with LGUs and other concerned agencies and organizations.
2. Facilitate HADR from unaffected LGUs.

K. DEPARTMENT OF HEALTH (DOH)

1. Provide database of all logistics requirements of the Health Cluster and locations of DOH warehouses

VI. CONCEPT OF SUSTAINMENT

A. The OCD as Cluster Lead will coordinate all support and requirements of Response Cluster in their activities to augment the requirements at the affected areas during the incident.

B. Concerned government agencies and their subordinate offices shall utilize their respective internal personnel. Additional personnel requirement shall be coordinated through the NDDRMC in collaboration with all Council members.

C. All personnel to provide their personal things/belongings needed for the activity.

VII. COMMAND AND CONTROL

A. Command Relationship – All DRRM actors and key players will refer and based their actions as prescribed in IRR of R.A. 1021, Rule 3, Section 2. Composition

B. Command Center – National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.

1. Succession of Command:
   a. Chairperson, NDRRMC (SND)
   b. Vice-Chairperson for Disaster Response (S, DSWD)
   c. Logistics Cluster Lead (ILD, OCD)
   d. Logistics Cluster Members

2. Interagency Communication Support System
For the entire duration of the operations, the existing means of communications shall be utilized whatever is applicable. However, the Emergency Telecommunication Cluster will be activated once communication is cut-off from the affected areas.

3. Coordinating instructions

   a. Relief goods (supplies) to reach first in the affected area/s must be from the government agencies. NGOs must coordinate with the local disaster risk reduction management office.
   b. All member agencies are responsible for the continuous monitoring of the situation.
   c. All Clusters requesting for logistical support shall communicate their requests to the Cluster Lead through the NDRRMC OpCen (see attached guidelines).
   d. All requests for the availability of platform/s must be coursed through the OCD.

VIII. GUIDELINES

Upon activation, the Logistics Cluster shall provide an efficient and effective strategic emergency logistics services for all clusters deployed by the National Response Cluster in disaster affected areas in terms of supplies and inventory, transportation, warehousing and services management.

The cluster shall organize four (4) sub-clusters, namely:
A. **Supplies and Inventory** – provide fuel, generators, and other emergency resources for cluster operations. Further, ensure the tracking of deployed items; and
B. **Transportation** (land, sea, and air) – provide mobility assets for all cluster operations;
C. **Warehousing** – provide space for the storage and safekeeping of relief goods, supplies, materials and equipment of the different clusters;

D. **Services** – provide road clearing operations including the restoration and maintenance of utilities such as electricity and water supplies

All Clusters requesting for logistical support shall communicate their requests to the Cluster Lead through the NDRRMC OpCen. The designated focal persons of the Logistics Cluster shall:

A. Determine the prioritization and identify assets to be used;
B. Coordinate with cluster member agencies the availability and mobilization of appropriate logistics assets;
C. Facilitate administrative requirements for the mobilization and transport of resources;
D. Provide feedback to requesting agency;
E. Monitor/track deployed assets; and
F. Prepare status reports on deployed resources.

For **Supplies and Inventories**:

A. Requesting agency shall coordinate to the Cluster Lead indicating detailed items need including the unit/office, name and contact numbers of the end user.

For **Transportation** requests:

A. Requesting agency shall submit to the Cluster Lead a written request indicating detailed items with corresponding specifications (weight, volume, dimension) including the name and contact numbers of the receiving party/ies;
B. Prioritization shall be determined by the Cluster Lead based on the requirements in the affected area and/or based on the result of initial assessments and requests from the LGUs;
C. It shall be the prime responsibility of the requesting party to secure and accompany their goods until its transport to the area and endorsed to the receiving party; and
D. The proposed use of assets that will be tapped for logistics operations are:

1. Government
2. Any non-government entity
3. Commercial Services (with payment or without cost on the part of the government)

For **Warehousing**:

A. The Cluster Members shall provide the Cluster Lead with a list of available warehouses and its load capacity for the use of the Cluster during Disaster.
B. The Cluster will coordinate all available warehouses for use of all DRMMC members for prepositioning and augmentation of needed resources during disaster.

For **Services:**

A. The Cluster Members shall provide the Cluster Lead with a list of available services for deployment and usage of the Cluster during Disaster.

Education Cluster

(NDRP for Consequence Management in Relation to Terrorism)

Copy Number: ___ of ____
Issuing Agency: National Disaster Risk Reduction and Management Council
Place of Issue: Camp General Emilio Aguinaldo, Quezon City
Date of Issue:
Integrated Plan: National Disaster Response Plan

I. RATIONALE

The risk of Human Induced Hazards caused by Terrorism is prevalent to the occurrence of disasters at all vulnerable sectors. In the event of an emergency or disaster, the Education Sector is in high vulnerability as the capacity in responding to this kind of hazard is not yet developed. The safety of students, and personnel that are exposed or at risk of Terrorism related Human Induced Hazards should be a primary concern. The protection of all infrastructure investments should also be considered to ensure continuity of learning at all levels. Lockdown, as an immediate and initial response, is done to prevent exposure of learners to the impact of terrorism-related incidents.

II. LEGAL BASES

This Memorandum prescribing the operational guidelines for Education Cluster for consequence management of terrorism-related incidents or human-induced disasters is hereby promulgated based on the following legal provisions:

A. RA 10121 – Philippine Disaster Risk Reduction and Management Act of 2010;
B. NDCC Circular No. 05 s. 2007 - Institutionalization of the Cluster Approach in the Philippine Disaster
C. DepEd Order No. 21, s. 2015 – Disaster Risk Reduction and Management Coordination and Information Management Protocol

III. DEFINITION OF TERMS

A. Temporary Learning Spaces (TLS) - a temporary learning facility for school-age children in the absence of available classroom.

B. Rapid Assessment of Damages Report (RADaR) – is a reporting mechanism tool of submitting the effects of any hazard/ emergency via SMS. The RADaR should be submitted within 72 hours after any hazard or emergency to facilitate the immediate determination of needs and necessary provision of assistance. RADAR assessment tool is composed of two components,

RADaR 1 and RADaR 2. RADaR 1 is for insfrastructural damages, personnel tracking, and evacuation centers while RADAR 2 is for school furniture, learning materials and computer sets.

C. Alternative Delivery Mode (ADM)- is an alternative modalities of education delivery within the confines of the formal system that allow schools to deliver quality education to marginalized students and those at risk of dropping out in order to help them overcome personal, social and economic constraints in their
schooling (DepEdOrder 54, s.2012

D. Education in Emergencies (EiE)- a set of linked project activities that enable learning to continue in times of acute crisis or long-term instability (Adapted from the definition of Save the Children).

IV. PURPOSE

The purpose of this Memorandum is to specify the needed response, roles functions, and responsibilities of the Educational Cluster during disaster and preparedness.

V. OBJECTIVES

A. General Objectives:

1. Ensure immediate access of all children in affected areas to quality education in a safe and secure environment; and

2. Facilitate a return to normalcy and stability through strengthened systems, tools and effective partnerships on education in emergencies.

B. Specific Objectives:

Tasks revolve around the achievement of the following:

Leadership, Unified Approach:

1. Formulate plans, policies and guidelines relative to the implementation of Education in Emergency (EiE) interventions at each stage of disaster management (e.g., preparedness, response and early recovery) consistent with Minimum Standards on Education in Emergency (MSEE).

2. Promote increased levels of understanding of the key role of education part of a first phase humanitarian response to all major new, subsequent phases of response and early recovery.

Coordination:

3. Coordinate participating humanitarian agencies and national government agencies in providing a rapid and effective holistic response to education-related needs of children and young people resulting from major emergencies as they arise.

4. Coordinate implementation of EiE programs and interventions in affected areas to minimize duplication of efforts and ensure that needs of all affected groups are adequately and equitably responded to.

Networking:

5. Establish mechanisms for coordination and building partnerships among member agencies and with International Non-Government Organizations (INGOs) /Non-Government Organizations (NGOs) on preparedness, response and early recovery programs and projects.
6. Collaborate with other national clusters to ensue inter-sectoral and

Information and Knowledge Management:

7. Coordinate and participate in undertaking joint rapid assessment of the needs of children and young people in affected areas.

8. Develop information management system and maintain database on Disaster Risk Reduction and Management (DRRM), Climate Change Adaption (CCA) and EiE.

9. Conduct policy review, documentation and dissemination of good practices and lessons learned in EiE.

Capacity-Building:

1 0 . Improve capacity of partner agencies to help affected areas build back better after an emergency, in line with the progression from humanitarian response through reconstruction and on to development.

11. Strengthen response capacity of sub-national education clusters through the provision of capacity-building opportunities that address their identified and articulated needs.

Resource Mobilization:

12. Facilitate a process of resource mobilization to maximize funding opportunities for EiE.

13. Coordinate with donor agencies and other funding sources to facilitate access of the cluster and/or individual members to funding opportunities.

Monitoring and Evaluation:

14. Monitor the implementation of EiE interventions to ensure that cluster response and interventions are effective and consistent with relevant standards.

VI. GUIDELINES

A. **Composition:** The Education Cluster shall be composed of the following agencies:

1. **Lead Agency:** Department of Education

2. **Co-Leads -** Save the Children and United Nations Children Fund (UNICEF) (co-leads)

3. **Support Agencies:**
   a. Local and International Non-Government Organizations and Civil Society Organizations
   b. Individual and Corporate Private Partners

B. **Roles and Responsibilities:**

The roles and responsibilities of the Lead Agency shall be as follows:

1. **Pre-Incident: Preparation Phase**

   a. Prepare baseline reports of schools throughout the country (e.g. enrollment, classrooms, and personnel);
   b. Draft implementation guidelines for contingency plan across all levels, including but not limited to lockdown and reunification protocols in schools;
   c. Project the possible impact of the human-induced hazard to the safety of learners and education personnel, destruction of properties, and disruption of educational services; and
   d. Convene the Education Cluster for response planning and prepositioning.

2. **During-Incident: Response Operations Phase**

   a. Monitor the status and possible escalation of operations in affected schools, regions and divisions;
   b. Coordinate with relevant government and non-government agencies;
   c. Track education key officials and personnel;
   d. Gather data on impact of education and generate situation reports to relevant stakeholders;
   e. Convene the Education Cluster; and

f. Prepare for the provision/deployment of resources (i.e. personnel, learning materials, support for Temporary Learning Spaces (TLS), psychosocial services).

3. Post-Incident: Early Recovery Phase

a. Conduct Rapid Assessment of Damages Report (RADaR);
b. Ensure complete tracking of education personnel and students;
c. Establish temporary learning spaces in affected schools and schools used as evacuation centers;
d. Mobilize appropriate educational interventions such as, but not limited to:
   i. Psychosocial support and services b. Teaching and learning materials
   ii. Conduct of life skill education and alternative delivery modes d. School clean-up
   iii. Emergency feeding programs
   iv. Repairs of school facilities
   v. Life-saving supplies for education
   vi. Mobilize and facilitate appropriate personnel assistance; and
   vii. Conduct Education Cluster meetings.

The roles and responsibilities of the co-leads shall be as follows:

1. Pre-Incident: Preparation Phase
a. Assist the lead agency in contextualizing contingency plans across all level.
b. Preposition resources for the projected impact to schools; and
c. Actively participate in Education cluster meetings.

2. During-Incident: Response Operations Phase
a. Assist in the tracking of education key officials and personnel and in monitoring of
   field office and school operations;
b. Share monitoring and assessment result at the cluster level; and
c. Participate in Education Cluster meeting.

3. Post-Incident: Early Recovery Phase
a. Coordinate with the lead agency on the conduct of RADaR;
b. Assist in the continuous tracking of education personnel and students;
c. Assist in the establishment of TLS;
d. Mobilize and support appropriate educational interventions such as, but not limited to:
   i. Psychosocial support and services;
   ii. Teaching and learning materials;
   iii. Conduct of life skill education and alternative delivery modes (ADMs);
   iv. School clean-up;
   v. Emergency feeding programs;
   vi. Repairs of school facilities;

vii. Life-saving supplies for education; and v. Participate in Education cluster meetings.

The responsibilities of the support agencies shall be as follows:

1. **Pre-Incident: Preparation Phase**
   a. Assist in contextualizing contingency plans across all levels, as necessary;
   b. Preposition resources for the projected impact to schools;
   c. Assist DepEd offices and schools in coordinating with other government agencies; and
   d. Participate in Education cluster meetings, national or local.

2. **During-Incident: Response Operations Phase**
   a. Assist in the tracking of education key officials and personnel and in monitoring of field office and school operations;
   b. Share monitoring and assessment result at the cluster level; and iii. Participate in Education Cluster meeting, national or local.

3. **Post-Incident: Early Recovery Phase**
   a. Coordinate with the lead agency on the conduct of RADaR;
   b. Assist in the continuous tracking of education personnel and students;
   c. Assist in the establishment of temporary learning spaces (TLS); and
   d. Participate in Education cluster meetings, national or local.

VII. Concept of Operations

A. DepEd coordinates the conduct of RADaR to field offices and member agencies and organizations to optimize available resources on the ground and to avoid duplication of data.

B. The DepEd Disaster Risk Reduction and Management Service (DRRMS) is tasked to consolidate the assessment of results and submit to DepEd management for clearance.

C. Upon approval, the DRRMS disseminates the assessment of results to NDRRMC, cluster members, and concerned government agencies.

D. DepEd then activates its Emergency Operations Center (EOC) at the appropriate level. The EOC maintains coordination with and among agencies, especially Local Disaster Risk Reduction and Management Council (LDRRMC). The respective coordinators, superintendents, and directors ensure that all needs related to emergency education services are addressed.

E. DepEd focal persons continuously collect information on the needs of the different schools under their respective areas and indicate the interventions being provided.

F. DepEd focal persons facilitate requests for assistance based on assessment results. All requests are augmented by the next higher level office of DepEd and partner organizations. Requests that are beyond the capacity of the Education Cluster are recommended for appeal to international assistance.

VIII. Coordinating Instructions:

A. DepEd as Cluster Lead will coordinate all requests and updating of reports for emergency education services in affected areas.

B. All cluster members will make available all necessary operational resources that will be used in providing such emergency education services.

C. When **Red Alert status** is declared by NDRRMC, all Education Cluster member agencies shall ensure that the detailed personnel of respective working desks are stationed at NDRRMC Operation Center. They shall establish coordination with other member agencies and ensure that education response operations are in place.

D. Concerned government agencies and their subordinate offices will utilize their respective internal personnel during disaster response.

E. Additional personnel requirements shall be coordinated through NDRRMC in collaboration with all council members.

IX. Command and Control

A. Command Relationship – all DRRM actors and key players will refer and base their actions as prescribed in IRR of RA 10121, Rule 3, Section 2 composition

B. Command Center – National Disaster Risk Reduction and Management Operations Center, Camp Aguinaldo, Quezon City

1. Succession of command:

2. Chairperson, NDRRMC (Secretary, DND)

3. Vice-Chairperson for Disaster Response (Secretary, DSWD)

4. Education Cluster Lead (DepEd)

5. Education Cluster Member Agencies

6. Inter-Agency Communication System Support – For the entire duration of operations, the existing means of communications will be utilized. However, the Emergency Telecommunications Cluster will be activated once communication is cut-off from the affected areas.

X. REPEALING CLAUSE

All existing issuances which are inconsistent in this operational guidelines are hereby rescinded. Any references with respect to future issuances in relation to this Education Cluster operational guideline shall be made in reference to this Memorandum Circular.

XI. DISSEMINATION

The Department of Education with the support of the National, Regional and Local Offices shall disseminate this Memorandum Circular in their respective political jurisdiction.

XII. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon approval.

Management of the Dead and the Missing (MDM)
(NDRP for Consequence Management in Relation to Terrorism)

Copy Number: _____ of _____
Issuing Agency: National Disaster Risk Reduction and Management Council (NDRRMC)
Place of Issue: Camp General Emilio Aguinaldo, Quezon City
Date of Issue:
Integrated Plan: National Disaster Response Plan

I. RATIONALE

In emergency or disaster management, most efforts are being concentrated on the management of the living victims while very least considerations are being given to the dead and the missing to the extent that there are no clear specific tasks and assigned agencies to handle them. The major disasters in the past years served as eye opener to the affected governments in giving focus and attention to the management of the dead and the missing (MDM). It is an accepted reality that MDM is a major component of the over-all management of consequences of disasters.

Retrieval operation of all dead casualties is a critical service and a very tedious responsibility in managing disasters, with the aim of providing closure to the affected families. The demand for the speedy identification of human remains is a challenge and requires an efficient system of coordination between the national government agencies (NBI, PNP-CL, DOH) and the LGU.

The NDRRMC, through the Management of the Dead and the Missing (MDM) Cluster, has a critical role in providing standards and guidelines in the proper handling of human remains (storage, identification, transfer and final disposal), building the capacities and capabilities of all member agencies, ensuring that legal norms are followed, and guaranteeing that the dignity of the deceased and their families is respected in accordance with their cultural values and religious beliefs. (DOH: AO18.s2007).

II. OBJECTIVE

The Management of the Dead and Missing Cluster aims to provide policies, standards, guidelines, systems and procedures to institutionalize MDM in all concerned agencies and stakeholders at all levels during emergencies and disasters.

Specifically, the Cluster aims to:

A. Provide assistance in the proper identification and disposition of human remains in a sanitary and dignified manner with caution to prevent negative psychological and social impact on the bereaved family and the community;

B. Strengthen coordination, collaboration and partnerships among agencies and stakeholders (non-government agencies, international humanitarian country teams, private sector) of MDM at all levels (national, regional and local government units); and

C. Establish resource-sharing mechanisms among key players in the MDM.

III. CONCEPT OF OPERATIONS

On orders, the MDM Cluster operations aim to enhance the government's capacity in ensuring the proper identification and disposition of human remains, guaranteeing that the dignity of the deceased and their families is respected in accordance with their cultural values and religious beliefs during emergencies and disasters.

The DILG, as lead of the cluster, shall head the operations and coordinate all support and resource requirements among member-agencies and their activities in order to address/augment MDM needs in the affected areas.

The MDM Cluster will have four (4) major activities:

A. Disaster Victim Identification
B. Final Arrangement for the dead
C. Management of the missing persons
D. Management of the bereaved families

The recovery and retrieval of human remains shall be done through the different Search and Rescue Units (SARs) and shall be coordinated with the SRR Cluster. The SRR Cluster will ensure that the retrieved human remains underwent decontamination process before turn-over to the MDM Cluster.

A. Disaster Victim Identification

The National Bureau of Investigation (NBI) shall lead the activities needed for proper identification and accounting of all declared human remains, supported by experts from PNP-CL, AFP, BFP and DOH. The medico legal officer of NBI shall issue the Certificate of Identification of all processed/examined and identified bodies, while the Local Health Officer shall issue the Certificate of Death. The NBI will be guided by the current guidelines drafted for the proper management of the dead and the missing.

B. Final Arrangement for the Dead

The DILG, through the Local Government Units, shall lead the final arrangement for the dead. All identified human remains and body parts shall be turned over to the rightful/legitimate claimant as identified by the LGU and will be responsible for the ultimate disposal. For identified dead foreigners, embassies shall be immediately informed, through the International Humanitarian Assistance Cluster (IHAC), and the repatriation of these bodies shall be their responsibility.

The LGU shall be responsible for the final disposition of the unidentified bodies to be buried in the collective or individual graves, marked with their unique case numbers and/ or labels. Further, LGU shall consult the community and religious leaders regarding the final disposition of the unidentified bodies.

C. Management of the Missing Persons

The PNP shall lead the Management of the Missing Persons, with the support from the DSWD, PRC, DOH, DOT, DFA and NBI.

A person can only be considered missing upon the report of the relatives or other concerned persons to the local police station. The PNP shall verify the identity of the reported missing person/s from the records of its Warrant Section along with the verification of DSWD from its records of Children in Conflict with the Law (CICL), and a certification from the Punong Barangay that the reported missing person is a resident of the affected community. In exceptional cases such as huge magnitude calamities, the

latest National Census shall be the basis for validating reports of missing persons. The PNP shall immediately inform the Incident Commander, who initiates active search and rescue / retrieval and provides feedback.

The DSWD, through the Provincial/City/Municipal Social Welfare Office (P/C/MSWDO), shall establish Social Welfare Inquiry Desks for data generation and information management of missing persons presumed to be dead during the disaster, and their surviving families.

The validated list of missing persons presumed to be dead shall be submitted to the DILG for endorsement to the NDRRMC and for the issuance of the Certificate of Missing Person Presumed to be Dead.

D. Management of the Bereaved Families

The Provincial/City/Municipal Social Welfare Office (P/C/MSWDO) is the lead agency in the over-all management of the bereaved families. The Department of Social Welfare and Development (DSWD) shall provide technical assistance and resource augmentation to the Provincial/City/Municipal Social Welfare Office (P/C/MSWDO) on the over-all management of the bereaved families. DepEd, PRC, DOH and other development partners shall provide assistance and resource augmentation on the over-all management of the bereaved families for the following:

1. Physiological needs to the bereaved shall include: Food Assistance; Financial Assistance; Livelihood Assistance; Clothing Assistance; Shelter Assistance; Management of the Orphans; and Food/Cash for Work;

2. Social needs of the bereaved in terms shall include: Family/Peer Support System; Social Welfare Inquiry Desk/Information Center; Educational Assistance and Legal Needs; and

3. Psychological needs of the bereaved shall include: Psychological First Aid and other Special Needs like Psychiatric or Mental Health Services.

The OCD Regional Offices shall coordinate with other agencies to facilitate the processing of requirements for the benefit claims of the bereaved families:

1. Certification from the Punong Barangay that the claimant is the legal beneficiary and a resident of the barangay;

2. Incident Report from the local PNP or the LDRRMC;

3. Death certificate from the local civil registrar; and

4. Endorsement for payment of benefits from LDRRMC

In the event of incidents resulting to the identification of foreign national casualties or a rising need for international assistance to augment additional capacities and resources on MDM, coordination shall be done through the International Humanitarian Assistance Cluster (IHAC).

The following are the key players and actors in the implementation of this concept.

Lead Agency

A. DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)

1. Pre-Disaster Phase
a. Activate the MDM Cluster at the national level;
b. Coordinate with the Office of Civil Defense for the confirmation of all available MDM Teams of all national agencies for possible deployment or pre-positioning;
c. Submit to the NDRRMC a list of available government MDM Teams for immediate possible deployment;
d. Meet with Response Cluster to do scenario building activities to determine the projected areas for deployment of MDM Teams. This includes the system for receiving MDM Teams from international agencies and INGOs;
e. Deploy pre-positioned MDM Teams to the projected affected areas and its adjacent LGU/s;
f. Establish MOA with Philippine Medical Associations (PMA) and Philippine Dental Associations (PDA) for technical augmentation; and
g. Establish MOA with Philippine Mortuary Associations (PMA) for provision of facilities and personnel.

2. During Disaster Phase
a. Deploy pre-positioned MDM Teams to assist the affected areas. MDM Teams are to coordinate with the LCEs of the affected areas for proper endorsement to the Incident Command posts on ground;
b. Collect status reports and requests of the deployed MDM Teams on ground;
c. Submit status reports, requests and proposed actions to the NDRRMC to integrate all activities at the NDRRMC Operations Center;
d. Establish command posts at the Manila office and at the affected areas for multi-MDM Teams including those from international agencies and INGOs;
e. Coordinate with other response clusters for their MDM requirements;
f. Deploy batches of MDM Teams for augmentation at the affected areas;
g. Coordinates with the LGU/s to determine the areas for proper management of mass dead; and
h. Submit the MDM Task Force status reports to the NDRRMC.

3. Post Disaster Phase
a. Prepares and submits a report of all operations to the NDRRMC.

Member Agencies

A. OFFICE OF THE CIVIL DEFENSE (OCD)

1. Pre-Disaster Phase
a. Monitor and collect situation reports from the LDRRM Operations Center;
b. Alert national MDM groups for possible activation;
c. Coordinate the prepositioning of MDM groups in critical areas; and
d. Issue and disseminate activation orders.

2. During Disaster Phase
a. Monitor the situation on the ground from the LDRRM OpCen;
b. Receive request for MDM augmentation;
c. Issue and disseminate deployment orders; and
d. Deploy MDM augmentation groups in coordination with the DRRMCs and Cluster head.

3. **Post Disaster Phase**
   a. Consolidate and prepare report for submission; and
   b. Conduct debriefing of MDM groups at the national level in coordination with DOH.

B. DEPARTMENT OF HEALTH (DOH)

1. Provide support for medical services/ MHPSS for responders and bereaved families;

2. Provide technical assistance on health and safety concerns;

3. Assist in validation and reporting of casualties; and

4. Augment manpower for the DVI process.

C. DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)

Assist the DILG in providing resources and psychosocial assistance to the bereaved families.

D. PHILIPPINE RED CROSS (PRC)

1. Assist in the provision of resources both personnel and logistical equipment (cadaver bags) needed in the management of the dead through its deployed SRR teams as the need arises and gap is identified.

2. Assist in establishing welfare desks to facilitate information gathering on affected population as well as missing persons and mobilize its RC143 volunteers to conduct tracing in restoring family links (RFL).

3. Assist in the management of bereaved families through the conduct of community based psychosocial support and referral.

E. NATIONAL BUREAU OF INVESTIGATION (NBI)

1. Lead the identification of the declared human remains;

2. Coordinate and manage the requirements of identifying and burial of all dead victims with the MDM Task Force;

3. Submit status reports to the Cluster Lead including request for additional manpower to hasten the process of identification and proper burial of the dead; and

4. Coordinate with the Interpol for the appropriate guidelines for identification and documentation of the dead victim/s.

F. DEPARTMENT OF FOREIGN AFFAIRS (DFA), through the International Humanitarian Assistance Cluster (IHAC)

Provide assistance in informing families of all foreign nationals that are victims of the disaster.

G. PHILIPPINE NATIONAL POLICE (PNP) – Crime Laboratory (PNP-CL)

Assist the NBI in the identification of human remains.

IV. CONCEPT OF SUSTAINMENT

    A. The DILG as Cluster Lead will coordinate all support requirements of member agencies in their activities to augment the affected areas during disasters.

    B. Concerned government agencies and their subordinate offices shall utilize their respective personnel. Additional personnel requirements shall be coordinated through the NDRRMC.

V. COMMAND AND CONTROL

    A. Command Relationship – all DRRM actors and key players will refer and base their actions as prescribed in IRR of R.A. 10121, Rule 3, Section 2. Composition

    B. Command Center – National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.

        1. Succession of Command:
          a. MDM Cluster Lead (DILG)
          b. PNP-CL
          c. NBI

        2. Interagency Communication System Support

        The MDM Cluster must have its own effective and efficient internal telecommunication support system with high-speed data transmission capability in order to accurately transmit data and communicate with its support agencies/units to facilitate the performance of its tasks and responsibilities.

Philippine International Humanitarian Assistance Cluster (PIHAC)
(NDRP for Consequence Management in Relation to Terrorism)

Copy Number: _____ of _____
Issuing Agency: National Disaster Risk Reduction and Management Council
Place of Issue: Camp General Emilio Aguinaldo, Quezon City
Date of Issue:
Integrated Plan: National Disaster Response Plan for Consequence Management of Terrorism
                         Related Incidents

I.   RATIONALE

The vulnerability of the Philippines to human-induced disasters, such as terrorism-related incidents necessitates the need for the country to enhance existing coordinating mechanisms among various government agencies, non-government stakeholders and foreign-based government agencies. There is also a need to formulate and enhance appropriate policies responsive to the immediate demands of disaster risk reduction management and to allocate sufficient resources to effectively respond to such incidents.

The proposed policy guidelines on the Philippine International Humanitarian Assistance (PIHA) improves the NDCC Circular Nos. 01 and 02, series of 2007, and 01, series of 2008 entitled "Revised Implementing Guidelines of the Memorandum of Understanding (MOU) on International Humanitarian Assistance Network (IHAN)" and establishes/creates the Philippine International Humanitarian Assistance Cluster (PIHAC) reflected under the National Disaster Response Plan for Hydro-Meteorological Hazards and National Disaster Response Plan for Earthquakes and Tsunamis. The aforesaid documents serve as template for the operations protocol of the PIHAC for Consequence Management of Terrorism Related Incidents.

It may be noted that the PIHAC provides the institutional framework and mechanism for coordination of incoming and outgoing international humanitarian assistance and response efforts as a result of disasters, whether natural or human-induced, with the PIHAC as primary coordinating body on all relevant concerns.

It also aims to enhance and institutionalize existing mechanisms and policies on international humanitarian assistance to include the Philippine One-Stop-shop Facilities in international airports and seaports, the Philippine Government's Foreign Aid Transparency Hub (FAiTH) website, among others. In addition, it envisions to formulate new policy frameworks and mechanisms on issues arising from the handling of international humanitarian assistance from various national, inter-government and non-government stakeholders to effectively and efficiently process the entry and distribution of said humanitarian assistance.

It further aims to formulate policies and mechanisms incorporating international efforts taking on the "whole of society approach" by taking into account the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) at the Southeast Asian region level, and the United Nations Office of the Coordination of Humanitarian Affairs (UNOCHA) and European Union (EU) at the global level, without disregard to the primacy and sovereignty of the Philippines as the host country as regards decisions arising from these matters.

Thus, the PIHAC shall spell out the enhanced policy guidelines on international humanitarian assistance; the operational guidelines specifically on sub-clusters on Financial Donations, International Humanitarian Workers and In-Kind Donations; Reporting Mechanism; Transparency, Accounting, and Auditing Requirements; Functions of the Government Agencies and Instrumentalities and Stakeholders; and the PIHAC's roles and functions.

In achieving this, it intends to pool national resources and institutional knowledge from the public sector, non-governmental organizations/ entities and the international community, in order to enhance collaboration in addressing the challenges posed by the issues arising from disaster risk reduction and management.
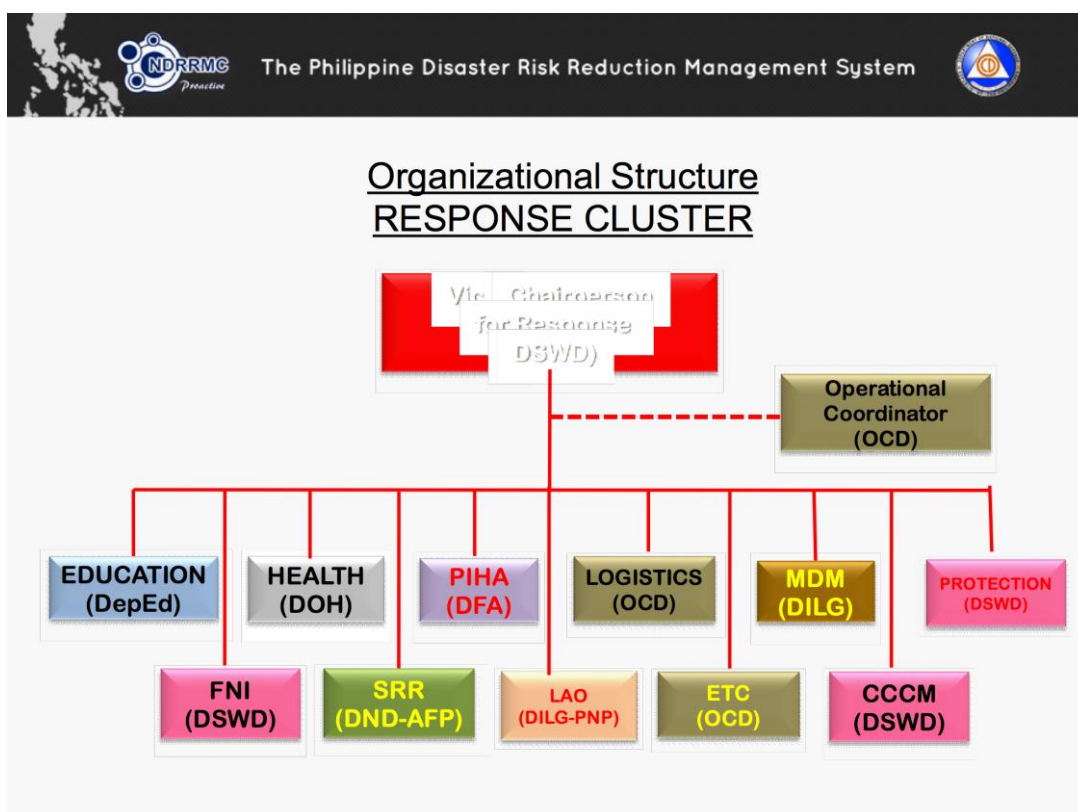
II. OBJECTIVE

The PIHAC shall:

A. Develop, enhance, streamline, and institutionalize capacities, mechanisms, guidelines, protocols and policies in managing international humanitarian assistance to and from the country based on best practices and national protocols and policies.
B. Coordinate and consolidate policy matters between the various government agencies and instrumentalities including local government units (LGUs) and private and public, civilian and military, national and international stakeholders involved in incoming and outgoing humanitarian assistance.
C. Ensure an effective and efficient implementation of national policies and procedures on international humanitarian assistance.
D. Ensure that coordination of international efforts take on the "whole of society approach" by taking into account the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) on the regional level, and the United Nations Office of the Coordination of Humanitarian Affairs (UNOCHA) and European Union (EU) at the global level, without disregard to the primacy and sovereignty of the Philippines as host country with regard to decisions arising from these matters.

III. CONCEPT OF OPERATIONS

The Philippine International Humanitarian Assistance Cluster (PIHAC) is one of the eleven (11) clusters under the Response Cluster of the Philippine Disaster Risk Reduction Management System operating under the Response Pillar. The PIHAC's functions shall not be limited to Disaster Risk Reduction Management (DRRM) activities for natural disasters, but shall include any and all activities related to human-induced disasters (i.e. terrorism-related incidents).

The Department of Foreign Affairs (DFA) is the lead agency in-charge of the operations of PIHAC. Its core member agencies are the following:

A. Armed Forces of the Philippines (AFP)
B. Bureau of Customs (BOC)
C. Bureau of Immigration (BI)
D. Department of Education (DepEd)
E. Department of Finance (DOF)
F. Department of Foreign Affairs (DFA)
G. Department of Health (DOH)
H. Department of National Defense (DND)
I. Department of Social Welfare and Development (DSWD)
J. Department of Transportation and Communications (DOTC)
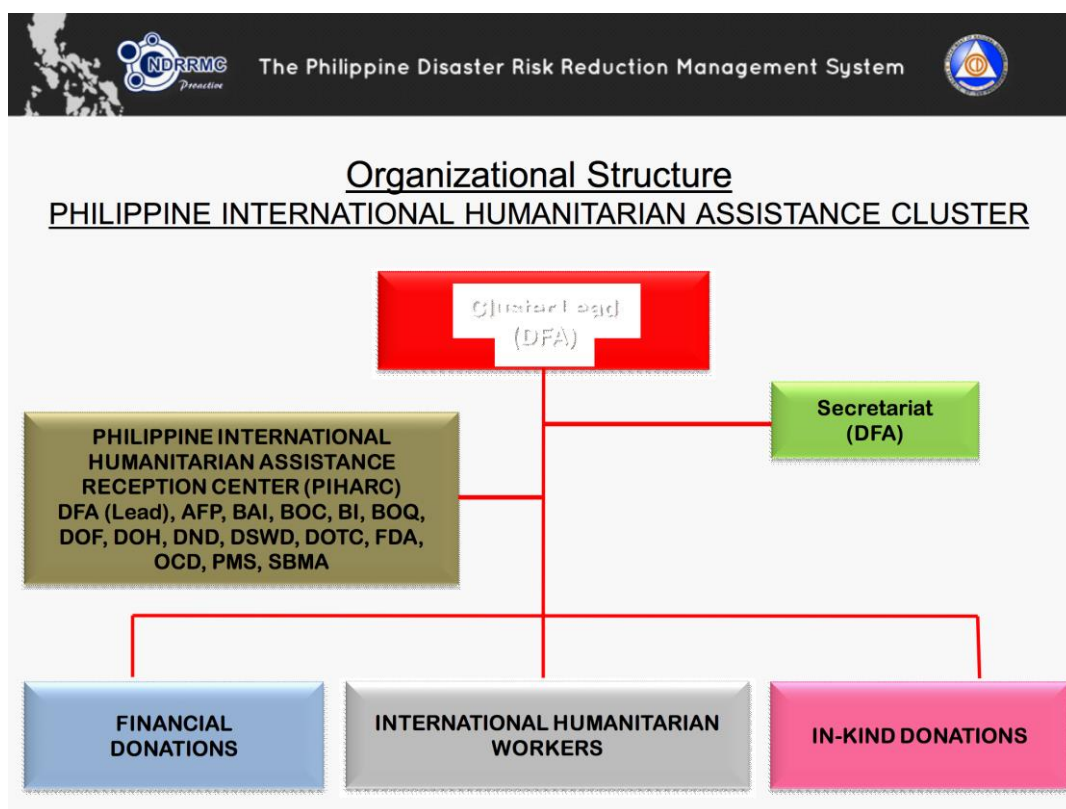K. Office of Civil Defense (OCD)
L. Presidential Management Staff (PMS)

Under the PIHAC, there will be three (3) sub-clusters, namely:

A. Financial Donations,
B. International Humanitarian Workers, and
C. In-Kind Donations

The operations of the Philippine International Humanitarian Assistance Reception Center (PIHARC) (also known as the One-Stop-Shop Facility) is under the PIHAC. The PIHARC refers to an international port-of-entry facility that is located at the designated international port/s of entry and co-located with the BOC Office near the disaster stricken area/s, established for the purpose of screening, facilitating and expediting the processing and entry of international humanitarian / relief workers and in-kind donations. The inter-agency team to operate the PIHARC is composed of representatives from the following agencies:

A. Department of Foreign Affairs (DFA) (*Lead*)
B. Armed Forces of the Philippines (AFP)
C. Bureau of Animal Industry (BAI)
D. Bureau of Customs (BOC)
E. Bureau of Immigration (BI)
F. Bureau of Quarantine (BOQ)
G. Department of Finance (DOF)
H. Department of Health (DOH)
I. Department of National Defense (DND)
J. Department of Social Welfare and Development (DSWD)
K. Department of Transportation and Communications (DOTC)
L. Food and Drug Administration (FDA)
M. Office of Civil Defense (OCD)
N. Presidential Management Staff (PMS)
O. Subic Bay Metropolitan Authority (SBMA)

Organizational Structure
PHILIPPINE INTERNATIONAL HUMANITARIAN ASSISTANCE CLUSTER

The PIHAC shall define the detailed procedures and coordination and monitoring mechanisms on the acceptance and sending of international humanitarian assistance. The importations and donations of food, clothing, processed foods, pharmaceutical products, and medical supplies and equipment, and equipment for the relief and rehabilitation programs of the Government shall be authorized, subject to the favorable endorsement by the Department of Social Welfare and Development (DSWD) with respect to relief clothing and food, the Department of Health (DOH) with respect to processed foods, pharmaceutical products, and medical supplies and equipment, and the Department of National Defense (DND) with respect to rehabilitation equipment.

The Office of the President (OP) shall issue the necessary clearances to cover the aforesaid importations which shall serve as basis for the Bureau of Customs (BOC) to process the papers relative thereto and effect the release of the importations.

The scope of international humanitarian assistance shall include any action taken by any duly coordinated foreign government or organization in the form of financial donations, international humanitarian workers, and in-kind donations, for the benefit of disaster-stricken areas, aimed at providing emergency response and early recovery operations.

PIHAC shall coordinate with concerned agencies and stakeholders on donations to ensure consistency and coherence with national policies on donations.

For purposes of determining the appropriate regulatory treatment, all humanitarian assistance shall be classified according to the following categories:

A. Foreign governments

   1. Military capabilities
   2. Foreign-based government agencies and institutions
   3. Local embassies

B. International organizations
C. Intergovernmental organizations
D. Non-government organizations

    1. Local
    2. International
    3. Faith-based Organizations

E. Overseas Filipino Communities

    1. Individuals
    2. Groups

F. Corporations

    1. Corporate Foundations

The PIHAC will be governed by the following Operational Guidelines:

A. Preparation of the Sub-Cluster Guidelines

    1. The PIHAC shall be further divided into three sub-clusters, namely:
        a. Financial Donations,
        b. International Humanitarian Workers, and
        c. In-Kind Donations.

    2. The three sub-clusters will be responsible for formulating specific policies and operational protocols. Aside from the identified agencies, each sub-cluster may invite representatives from other agencies, as the need arises.
    3. PIHAC shall formulate criteria of assistance to be accepted in coordination with the concerned agencies.

    4. The PIHAC shall formulate a work flowchart to clarify individual government agency's roles and responsibilities vis-a-vis other members.

B. Determination of Need for International Humanitarian Assistance

    1. PIHAC, in coordination with the Response Pillar, shall determine the start and end for the call for international humanitarian assistance in relation to the declaration of state of calamity by the Office of the President and NDRRMC.

    2. The Response Pillar shall recommend to the NDRRMC the call for international humanitarian assistance, the NDRRMC, in turn, shall recommend to the President the issuance of the appeal for international humanitarian assistance.

C. Activation of Call for International Humanitarian Assistance

    1. Once the call for international humanitarian assistance / Request for Assistance (RFA) is issued, PIHAC, in coordination with the appropriate agencies will identify potential areas (airports or seaports) for the installation of PIHARC in immigration points; in points of entry near a disaster area, as well as a logistics hub at military bases, in coordination with the Armed Forces of the Philippines (AFP).

D. Mobilization of Resources when there is No Call for International Humanitarian Assistance

In cases where there is no call for international humanitarian assistance, resources of international donor organizations and/ or NGOs may still be availed of, mobilized and provided to affected areas, provided that the same are already within the country.

E. Identification of Procedure in the Processing and Releasing of International In-Kind Donations

1. NDRRMC, through PIHAC, shall recommend what will be the procedure to be implemented as regards the handling of international donations in the PIHARC (One-Stop-Shop).

2. To address the different ways of handling, processing and documentation of in-kind donations, one procedure will be chosen among the following:
   a. Pattern through EO 831, s. 2009
   b. Pattern through PMO 36, s. 1992 (the importations under this Memorandum Order shall be considered as importation by the Office of the President)
   c. Pattern through Section 18 of RA 10121 (importations and donations by and/or donation to the NDRRMC, subject to approval of the Office of the President)
   d. "For relief goods and equipment donated to the affected areas within the country, Section 120 and 121 of Republic Act 10863 shall apply".

3. The above mentioned procedures (items i, ii, & iii) are all guided and authorized in accordance with Section 105 of the TCCP as amended, and the prevailing provisions of the General Appropriations Act in relation to DOF and DBM Joint Circular pertaining to National Internal Revenue taxes and import duties payable.

4. In-kind donations consigned to international organizations, international nongovernmental organizations, and diplomatic entities, with existing tax-exempt status, shall also be processed in the PIHARC.

F. Implementation of Specific Guidelines

1. All offers from the international community shall be coursed through the IHA Cluster.

2. DFA duty officers at Foreign Service Posts (FSPs) or the PIHARC shall conduct an orientation before the deployment of international humanitarian workers on the requirements and directives of the Government of the Philippines (AFP, DILG, DSWD, DOH, OCD), through the NDRRMC.

3. All humanitarian assistance from in-country and international donor individual / agencies / organizations coursed through national government agencies shall be coordinated with NDRRMC and the DFA, respectively. All of these international humanitarian assistance, whether from local (in-country) or abroad, shall be consolidated by PIHAC, through the DFA, and reported to NDRRMC.

4. A standard "Donation Processing Form" shall be used in filing, accepting and processing all donations.

5. All concerned agencies shall submit to the PIHAC Secretariat (DFA) all their rules and regulations, guidelines, procedures, forms and requirements in the entry and distribution of all international humanitarian assistance (in-kind donations, financial donations, international humanitarian workers). The DFA, DSWD, OCD, DOH shall in

turn communicate these Operational Protocols in its websites and with international partners for their information and compliance. The DFA shall also forward all offers of humanitarian assistance to the concerned agencies.

6. Offers and requests of international humanitarian assistance for disaster risk reduction management purposes shall be matched through the Philippine Humanitarian Assistance Registry (PHAR). The Philippine Humanitarian Assistance Registry (PHAR) refers to a website/matrix/link/database to be managed by OCD-NDRRMC that will list requests for and offers of Humanitarian Assistance in terms of financial donations, in-kind donations, and humanitarian workers by the concerned government agency and/or prospective donors/volunteers. The objective of the Registry is to match offers and requests for international humanitarian assistance. The Registry will be updated on a daily basis.

7. Prior notice and advice on the arrival of the aircraft/sea craft, specifications, name and composition of the relief team and capacity must be provided to Bureau of Immigration in advance as this will guide the Bureau to comply with the inspection and waiver requirements in an expeditious manner.

G. Start and Termination of Call for International Humanitarian Assistance

1. The period of effectivity of the PIHARC and call for international humanitarian assistance shall be determined by the NDRRMC through the Response Pillar.

2. NDRRMC shall determine the necessity and coordinate with the Office of the President for the request of the termination of the call for international humanitarian assistance.

H. Accountability
1. All NGAs are required to post all offers and accepted international humanitarian assistance in their website whenever they shall receive such donations - financial or in-kind.

For Financial Donations:

A. Function

The Sub-cluster on Financial Donations shall formulate policies, guidelines and protocols on the Acceptance, Monitoring, Reporting, Accounting and Auditing, and Acknowledgement of all International Financial Donations.

B. Official Recipients

All official financial donations shall be endorsed to the following government agencies/ instrumentalities:

1. Department of Social Welfare and Development
2. Department of Health
3. Department of Foreign Affairs
4. Office of Civil Defense

Lead Cluster Agency

A. **DEPARTMENT OF FOREIGN AFFAIRS (DFA)** shall undertake the following:

1. Coordinate with external partners, particularly with the United Nations (UN) Emergency Relief Coordinator, Resident Coordinator and Humanitarian Country Team (ERC, RC, HCT), and ASEAN Coordinating Centre for Humanitarian Assistance (AHA Centre);

2. Oversee the country's adherence to relevant international and regional humanitarian treaties and frameworks, such as, _inter alia_, International Disaster Response Laws (IDRL), ASEAN Agreement on Disaster Management and Emergency Response Laws (AADMER), and other bilateral civil and military humanitarian cooperation arrangements;

3. Submit reports to the NDRRMC Operations Center on any offers of humanitarian assistance from in-country and outside of the country international donors;

4. Issue an advisory, upon consultation with NDRRMC, to the international community both locally and abroad on the disaster situation, including information about whether international humanitarian assistance is needed;

5. Establish a mechanism for the facilitation of the registration and monitoring process of international humanitarian workers, in coordination with other concerned government agencies;

6. Disseminate all information on the requirements for response and early recovery efforts for disaster areas, through its Foreign Service Posts (FSPs).

7. Develop guidelines on incoming and outgoing humanitarian assistance in coordination with other concerned government agencies.

8. Coordinate International Humanitarian Assistance Disaster Relief Operations through the MNCC and CMCC of the AFP. Assign DFA liaison to MNCC.

9. Provide advisories to the foreign embassies and consulates in the Philippines in the event of a disaster, e.g., advice on which authorities to contact when their nationals are affected by disasters, and for evacuation scenarios in case of major human-induced disasters;

10. Register international humanitarian workers in FSPs;

11. Facilitate and negotiate cooperation agreements with foreign countries concerning deployment of experts in the event of human-induced disasters or major emergencies;

12. Serve as a member of the PIHARC;

13. Issue flight clearances for the entry of international humanitarian assistance;

14. Serve as secretariat to PIHAC; and

15. Issue Special Non-immigrant visa in FSPs for duly-accredited IHWs by concerned NGAs.

Member Agencies

A.   **ARMED FORCES OF THE PHILIPPINES (AFP)** shall undertake the following:

1.   Serve as a member of the PIHARC;

2.   During the pre-disaster phase, establish close coordination with DFA for the activation of the PIHAC;

3.   Establish PIHAC Desk at OJ7 (International Affairs Division) to address PIHAC-related coordination and requirement;

4.   Designate a Liaison Officer from OJ7 as Point of Contact for PIHAC-related coordination and requirement; International Assistance by NDRRMC thru DFA; and

5.   Monitor the issuance of Request for Detail Action Officer to the PIHAC monitoring and coordinating center, upon activation.

6.   During the disaster phase, activate and oversee the operations of the Multi-National Coordination Center (MNCC) in accordance with Defense policies and procedures in support of the PIHAC;

7.   Activate, facilitate and oversee the operations of the Civil-Military Coordination Center (CMCC) to address the coordination requirements of local or international civilian humanitarian entities in support of the national, regional and local DRRMCs during disaster response operations;

8.   Determine the requirement (assets / equipment or capabilities) for the Request for Assistance (RFA) from the assisting nation's military through validation, sourcing, monitoring request accomplishment, and closing the request;

9.   Provide security briefing to international humanitarian response team/s before deployment to disaster-affected areas, as necessary;

10.   Provide security forces in support of the international humanitarian entities, as necessary; and

11.   Provide assistance in the conduct of Aerial Rapid Damage Assessment and Needs Analysis (RDNA) by international assessment team/s, as necessary.

12.   During the post-disaster phase, coordinate with the international humanitarian response teams for the after-humanitarian mission debriefing and submission of after-mission report;

13.   Facilitate coordination on the departure of foreign military response team/s, through the PIHAC;

14.   Establish database of inventory of resources and other capabilities and mission reports of international humanitarian response teams involved in disaster response operations and disaster recovery and rehabilitation in the country; and

15.   Submit database to PIHAC for consolidation and record purposes.

B.   **BUREAU OF ANIMAL INDUSTRY (BAI)** shall undertake the following:

1.   Facilitate and expedite the processing and releasing, without unnecessary delays, of animals brought into the country by international humanitarian teams, provided that they are necessary in the relief and early recovery operations; and

2.   Shall serve as a member of the PIHARC.

C. **BUREAU OF CUSTOMS (BOC)** shall undertake the following:

1. Designate an overall focal point who shall assist and provide proper guidelines for the entry of international donations and shipments at the PIHAC, within the period of the declared call for International Humanitarian Assistance;

2. Assign authorized representatives of BOC to act on the screening, facilitating and expediting of the processing of goods and equipment at the designated PIHARC facilities;

3. Facilitate and expedite the processing and releasing of international donation shipments from customs custody, such as those intended for calamity declared areas, without unnecessary delays;

4. Institute the necessary controls and safeguards against unlawful importations of in-kind donations for a purpose other than its delivery and distribution to affected areas;

5. Submit reports on the entry of international donations processed to the DFA, DOF, OCD and COA; and

6. Shall serve as a member of the PIHARC.

D. **BUREAU OF IMMIGRATION (BI)** shall undertake the following:

1. Implement policies related to the granting of Special Non-immigrants visas to duly-accredited international experts and personnel intending to enter the country to provide humanitarian assistance in disaster-stricken areas;

2. Designate specific areas for Immigration Officers at international airports to facilitate the immediate entry of specialist teams, provided that the relief operations, in case of emergency or disaster, must be under the control and supervision of their team leaders/respective embassies;

3. Shall serve as a member of the PIHARC; and

4. Validate identification cards of international support teams as against the advance list of members submitted to DND-OCD.

E. **BUREAU OF QUARANTINE (BOQ)** shall undertake the following:

1. Serve as a member of the PIHARC; and

2. Ensure that international humanitarian workers are subjected to the regular screening procedures at the port of entry.

F. **COMMISSION ON AUDIT (COA)** shall undertake the following:

1. Formulate accounting and reporting guidelines on the receipt and utilization of international donations (financial and goods & equipment) intended for humanitarian assistance;

2. Formulate guidelines in the audit of international donations (financial and goods & equipment) intended for humanitarian assistance; and

3. Conduct financial, compliance and performance audit in the receipt and utilization of international donations (financial and goods & equipment) intended for humanitarian assistance.

G. **DEPARTMENT OF EDUCATION (DepEd)** shall undertake the following:

1. Identify the needs in the basic education sector in affected areas;

2. Undertake rapid assessment of education needs in affected areas.

H. **DEPARTMENT OF FINANCE (DOF)** shall undertake the following:

1. Coordinate with the DFA for donated shipments of International Humanitarian Assistance.

2. Serve as a member of the PIHARC; and

3. Formulate guidelines in the monitoring of international financial donations intended for humanitarian assistance.

I. **DEPARTMENT OF HEALTH (DOH),** through the Health Emergency Management Bureau, shall undertake the following:

1. Provide the DFA with the DOH Package List of drugs, medical supplies and equipment prior to any disaster;

2. Issue guidelines on the: (i) registration and acceptance of international medical teams (IMTs) in the country, including accreditation of all teams (as well as military), securing of credentials and reporting of activities; (ii) facilitation and management of international donations, whether cash or in-kind, to the sector;

3. Facilitate the entry and deployment of IMTs, including coordination with the Professional Regulatory Commission (ProRegCom), which is mandated to regulate and oversee all medical practitioners in the Philippines;

4. Facilitate the entry and clearance of donations of all health and health-related products of foreign origin, including, but not limited to, processed foods, pharmaceutical products, medical supplies and equipment;

5. Assign medical teams to disaster-affected areas, as Health Cluster Lead agency, to include military personnel with medical background from the AFP in the MNCC; and

6. Serve as member of the PIHARC.

J. **DEPARTMENT OF JUSTICE (DOJ)** shall:

1. Facilitate the entry of duly-accredited international experts and personnel to provide humanitarian assistance in disaster-stricken areas as Special Non-immigrants, free from payment of immigration and alien registration fees, under Section 47(a)(2) of the Philippine Immigration Act of 1940, as amended. The said accredited international experts and personnel shall be subject to existing immigration rules and regulations, and provided that they are given distinctive identification while performing official duties and are not included in the Philippine Bureau of Immigration Watchlist/Blacklist;

K. **DEPARTMENT OF NATIONAL DEFENSE (DND)** shall undertake the following:

1. Facilitate the processing of diplomatic clearances for military aircrafts and sea crafts from donor countries, which will be issued by the DFA; and

2. Designate a representative to man the PIHARC.

L. **DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS (DOTC)** shall undertake the following:

1. Facilitate clearance and monitor the movement of aircraft and vessels transporting relief humanitarian teams, and in-kind donations through the Philippine Coast Guard (PCG), and concerned airport authorities (Civil Aviation Authority of the Philippines (CAAP), Manila International Airport Authority (MIAA), Clark International Airport Corporation (CIAC), Mactan-Cebu International Airport Authority (MCIAA)) and port authorities (Philippine Ports Authority (PPA), Cebu Ports Authority (CPA)) in the country.

2. Provide space in identified points of entry (i.e. airports and seaports) for use of PIHARC; and

3. Serve as a member of the PIHARC.

M. **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)** shall undertake the following:

1. Serve as a member of the PIHARC;

2. Coordinate with PIHAC the facilitation of internal and external donor capacities to provide complete delivery of service;

3. Facilitate the release of received donations according to priority disaster-affected area or as requested by donors;

4. Identify beneficiaries, allocate resources and report the distribution of donated resources according to priority disaster-affected areas or as requested by donor; and

5. Provide the standard relief goods, equipment, and humanitarian workers needed by disaster-affected areas.

6. The termination of PIHARC (OSS) shall be determined by the DSWD, as the Vice-Chair for the Response Pillar, in relation to the declaration of the transition phase of response to early recovery activities, upon the approval of the NDRRMC.

N. **FOOD AND DRUG ADMINISTRATION (FDA)** shall:

1. Serve as a member of the PIHARC; and

2. Facilitate the issuance of clearance for all health and health-related products, including, but not limited to, processed foods, pharmaceutical products, medical supplies and equipment.

O. **OFFICE OF CIVIL DEFENSE (OCD)** shall undertake the following:

1. Orchestrate national response; either for augmentation or assumption of disaster response activities;

2. Responsible in calling out the member agencies for scheduled regular or emergency meetings;

3. Facilitate and mediate any concern/s arising between and among member agencies relative to PIHA issues;

4. Ensure dissemination of Memorandum Orders and Resolutions pertaining to international humanitarian assistance;

5. Ensure participation of the NDRRMC Member Agencies in identified PIHARC;

6. Ensure that facilitated humanitarian assistance at the designated OSS facilities are properly recorded and posted in the NDRRMC Website;

7. Designate an Overall Point-of-Contact (POC) in identified facilities;

8. Serve as a member of the PIHARC; and

9. Operate the Philippine Humanitarian Assistance Registry (PHAR).

P. **PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY (PNVSCA)**

1. Shall assist the PIHAC and other implementing agencies in the formulation of policies and guidelines in international volunteer services.

Q. **PRESIDENTIAL MANAGEMENT STAFF (PMS)** shall undertake the following:

1. Serve as member of the PIHARC; and

2. Coordinate with the DFA for donated International Humanitarian Assistance consigned to the Office of the President.

R. **PHILIPPINE RED CROSS (PRC)** shall undertake the following:

1. Coordinate the entry of foreign Red Cross and Red Crescent National Society humanitarian workers with the International Federation of Red Cross and Red Crescent Societies (IFRC); and

2. Coordinate its activities on international humanitarian assistance with the PIHAC.

S. **SUBIC BAY METROPOLITAN AUTHORITY (SBMA)** shall undertake the following, if the designated and identified port of entry is the Subic Bay Freeport Zone:

1. Facilitate clearance and monitor the movement of aircraft and vessels transporting relief humanitarian teams, and in-kind donations through the Philippine Coast Guard (PCG), and authorities of Subic Bay Freeport Zone.
2. Provide space in Subic Bay Freeport Zone for use of PIHARC; and
3. Serve as a member of the PIHARC.

T. **LOCAL GOVERNMENT UNITS (LGUs)**

Local Government Units in affected areas may, in coordination with NDRMMC, directly request and/or accept international humanitarian assistance, subject to the provision of Sec. 23 of R.A. No. 7160, or the Local Government Code of 1991, on authority to negotiate and secure grants or donations from local and foreign agencies.

U. **EXTERNAL STAKEHOLDERS**

Operational Protocols shall be developed for the Diplomatic Community, International Community (foreign tourists and residents), International Media, International Organizations, and Foreign Military Forces.

Communication Protocols with the International Community shall be formulated by Office of Civil Defense (OCD), Department of Foreign Affairs (DFA), Philippine Information Agency (PIA), Department of Tourism (DOT), Presidential Management Staff (PMS), Armed Forces of the Philippines (AFP), Department of National Defense (DND).

V. **PARTNERSHIPS**

Partnerships between members of the PIHAC, NDRRMC, LGUs, NGO, IO and relevant NGAs, shall be forged to ensure compliance of teams on Philippine regulatory requirements.

Members of the PIHAC shall enter into agreements (MOA, MOU, Treaties); with LGUs, NGOs, IOs and foreign governments to ensure compliance with Philippine Regulatory requirements.

IV. CONCEPT OF SUSTAINMENT

A. The DFA as Cluster Lead will coordinate all support requirements of member agencies in their activities to mitigate the effects of disaster events.

B. Concerned government agencies and their subordinate offices shall utilize their respective personnel. Additional personnel requirements shall be coordinated through the NDRRMC.

V. COMMAND AND CONTROL

A. Command Relationship – all DRRM actors and key players will refer and base their actions as prescribed by the IRR of R.A. 10121, Rule 3, Section 2. Composition

B. Command Center shall be the National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.

VI. INTERNAL COMMUNICATION SUPPORT SYSTEM

In addition to existing communications infrastructure and capabilities, the PIHAC shall establish its own effective and efficient internal telecommunication support system with high-speed data transmission capability in order to accurately transmit data and communicate with its support agencies/units, with the end in view of facilitating/ enhancing the performance of its tasks and responsibilities.

REFERENCES

ASEAN Joint Disaster Response Plan, series of 2016

Emergency Response Preparedness (ERP) Guidance, October 2014, Inter-Agency Standing Committee, Draft for Field Testing

Republic Act No. 10121, (2010) 7925, (1994). Philippine Disaster Risk Reduction and Management Act of 2010. *An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Disaster Risk Reduction and Management and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefore and for other Purposes: Quezon City, 14th Congress of the Philippines.*

NDRP for Hydro-Meteorological Version 1, series of 2014

NDRRMC Memorandum Circular No. 25, s. 2014, *Subject: Guidelines in the Conduct of Rapid Damage Assessment and Needs Analysis (RDANA) signed by the Executive Director, NDRRMC*

NDRRMC Operations Center SOP, series of 2016.

NDRRMC Memorandum Circular No. 66, s. 2016, *Subject: Common and Fundamental Operational Datasets signed by the Executive Director, NDRRMC*