NATIONAL DISASTER RISK REDUCTION
AND MANAGEMENT OPERATIONS CENTER

STANDARD OPERATING PROCEDURES
AND GUIDELINES

2024 EDITION

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The National Disaster Risk Reduction and Management Operations Center (NDRRMOC) serves as the nerve center for alert and monitoring, multi-agency and multi-level operational coordination, response and resource mobilization, and the overall disaster management efforts of the Philippines. The country continuously faces the challenges that come with the increasing frequency and intensity of natural hazards together with the constant threat of human-induced hazards. With this, the nation's disaster management systems must progress together with the evolving needs of our people, responders, and stakeholders.

*In this regard, the **NDRRMOC Standard Operating Procedures and Guidelines (SOPG) 2024 Edition** is updated to address these needs by providing comprehensive protocols and systems to ensure effective hazard and situation monitoring, operational coordination, and information management.*

This edition of the SOPG integrates the best practices in response operations with the lessons learned from past disasters, ensuring that advancements in technology, strategy, and inter-agency coordination are taken into account. This document serves as an essential guide for all disaster management practitioners, including government agencies, local government units, humanitarian organizations, and private sector partners, ensuring that all parties involved are aligned in their efforts to safeguard lives, property, and livelihoods during times of crisis.

Acknowledgment

EXPERTS FROM OFFICE OF CIVIL DEFENSE CENTRAL AND REGIONAL OFFICES

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AFP	Armed Forces of the Philippines
BDRRMC	Barangay Disaster Risk Reduction and Management Committee
BFAR	Bureau of Fisheries and Aquatic Resources
BFP	Bureau of Fire Protection
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosives
CDA	Civil Defense Administrator
CDDA-O	Civil Defense Deputy Administrator for Operations
CHED	Commission on Higher Education
CSO	Civil Society Organization
CTO	Compensatory Time-Off
DA	Department of Agriculture
DDO	Duty Detailed Officer
DENR	Department of Environment and Natural Resources
DepEd	Department of Education
DICT	Department of Information and Communications Technology
DFA	Department of Foreign Affairs
DHSUD	Department of Human Settlements and Urban Development
DILG	Department of the Interior and Local Government
DND	Department of National Defense
DOE	Department of Energy
DOH	Department of Health
DOST	Department of Science and Technology
DOTr	Department of Transportation
DPWH	Department of Public Works and Highways
DRRMC	Disaster Risk Reduction and Management Council

DRRMO	Disaster Risk Reduction and Management Office
DSWD	Department of Social Welfare and Development
DTI	Department of Trade and Industry
ED	Executive Director
EC	Evacuation Center
EMB	Environmental Management Bureau
EO	Executive Order
EOC	Emergency Operations Center
EFP	Electronic Field Production
ES	Executive Secretary
ETC	Emergency Telecommunications
EWS	Early Warning System
FNI	Food and Non-food Items
GSD	General Services Division
HEMB	Health Emergency Management Bureau
HRMDD	Office of Civil Defense-Human Resource Management and Development Division
IACC	Inter-Agency Coordinating Cell
ICS	Incident Command System
ICTD	Office of Civil Defense-Information Communication and Technology Division
IDP	Internally Displaced Persons
IMT	Incident Management Team
IT	Information Technology
ITCZ	Inter-tropical Convergence Zone
LCE	Local Chief Executive
LDRRMC	Local Disaster Risk Reduction and Management Council
LGU	Local Government Unit
LPA	Low Pressure Area
LOG	Logistics
MC	Memorandum Circular
MDM	Management of the Dead and the Missing
MGB	Mines and Geosciences Bureau

MHPSS	Mental Health and Psychosocial Support
MIAA	Manila International Airport Authority
MMDRRMC	Metro Manila Disaster Risk Reduction and Management Council
MWSS	Metropolitan Waterworks and Sewerage System
NAPC	National Anti-Poverty Commission
NAMRIA	National Mapping and Resource Information Authority
NBI	National Bureau of Investigation
NCR	National Capital Region
NDRP	National Disaster Response Plan
NDRRMC	National Disaster Risk Reduction and Management Council
NDRRMOC	National Disaster Risk Reduction and Management Operations Center
NDRRM Framework	National Disaster Risk Reduction and Management Framework
NDRRMP	National Disaster Risk Reduction and Management Plan
NEM	Northeast Monsoon
NEA	National Electrification Administration
NEDA	National Economic and Development Authority
NGA	National Government Agency
NGCP	National Grid Corporation of the Philippines
NGO	Non-Government Organization
NMD	National Disaster Risk Reduction and Management Council Monitoring Dashboard
NPC	National Power Corporation
NSC	National Security Council
OCD	Office of Civil Defense
OCDA	Office of the Civil Defense Administrator
OCDDA-O	Office of the Civil Defense Deputy Administrator for Operations
OS	Office of Civil Defense-Operations Service

OCDRO	Office of Civil Defense Regional Office
OP	Office of the President
OpCen	Operations Center
OPS	Office of the Press Secretary
OSND	Office of the Secretary of National Defense
OUSCVRA	Office of the Undersecretary for Civil, Veterans and Reserve Affairs
PAGASA	Philippine Atmospheric, Geophysical and Astronomical Services Administration
PAR	Philippine Area of Responsibility
PCG	Philippine Coast Guard
PCO	Presidential Communications Office
PCNA	Post-Conflict Needs Assessment
PDNA	Post-Disaster Needs Assessment
PDRA	Pre-Disaster Risk Assessment
PDRRMC	Provincial Disaster Risk Reduction and Management Council
PHIVOLCS	Philippine Institute of Volcanology and Seismology
PIA	Philippine Information Agency
PNP	Philippine National Police
PNRI	Philippine Nuclear Research Institute
PPA	Philippine Ports Authority
PRC	Philippine Red Cross
QRT	Quick Response Team
RDANA	Rapid Damage Analysis and Needs Assessment
RDRRMC	Regional Disaster Risk Reduction and Management Council
RO	Regional Office
ROCD	Response and Operational Coordination Division
RTR	Real-Time Reporting
SAR	Search and Rescue
SitRep	Situational Report
SMS	Short Messaging System
SND	Secretary of National Defense
SOP	Standard Operating Procedures
SRR	Search, Rescue, and Retrieval

STY	Super Typhoon
STS	Severe Tropical Storm
SWM	Southwest Monsoon
SWB	Severe Weather Bulletin
TC	Tropical Cyclone
TCWS	Tropical Cyclone Wind Signal
TD	Tropical Depression
TESDA	Technical Education and Skills Development Authority
TEFS	Tail-end of Frontal System
TS	Tropical Storm
TWG	Technical Working Group
TY	Typhoon
WASH	Water, Sanitation, and Hygiene

Definition of Terms

Affected Population	These are families/individuals who are affected, either directly or indirectly, by the impacts of disaster or hazard and may require immediate assistance.
Ambush	Refers to a surprise attack launched by one party on another.
Armed Conflict	Any use of force or armed violence between States or a protracted armed violence between governmental authorities and organized armed groups or between such groups within that State: Provided, that such force or armed violence gives rise, to a situation to which the Geneva Convention of 12 August 1949, including their common Article 3, apply. Armed conflict may be international, that is, between two (2) or more States, including belligerent occupation; or non-international, that is, between governmental authorities and organized armed groups or between such groups within a state. It does not cover internal disturbances or tensions such as riots, isolated and sporadic acts of violence or other acts of a similar nature.
Basic Services	Refers to electricity and energy, water, sanitation, health, and education.
Barangay Disaster Risk Reduction and Management Committee (BDRRMC)	A regular committee of the existing BDC and shall be subject thereto. The Punong Barangay shall facilitate and ensure the participation of at least two (2) CSO representatives from existing and active community-based people's organizations representing the most vulnerable and marginalized groups in the barangay.
Capacity	A combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled personal or collective attributes such as leadership and management. Capacity may also be described as capability.
Casualty	A person who died, got injured/ill or reported missing in relation to an emergency or disaster.

Civil Society Organizations (CSOs)	Non-state actors whose aims are neither to generate profits nor to seek governing power. CSOs unite people to advance shared goals and interests. They have a presence in public life, expressing the interests and values of their members or others, and are based on ethical, cultural, scientific, religious or philanthropic considerations. CSOs include non-government organizations (NGOs), professional associations, foundations, independent research institutes, community-based organizations (CBOs), faith- based organizations, people's organizations, social movements, and labor unions.
Compensatory Time - Off (CTO)	Number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.
Conflagration	A large disastrous fire involving numerous buildings, houses or structures.
Dead Body	Refers to a person exhibiting one or more of the following signs and observations; irreversible absence of pulse and respiration; total absence of brain activities; and cooling of the bodies in algor mortis, livor mortis, and rigor mortis.
Detailed Duty Officer (DDO)	Assigned/designated representative from N/RDRRMC member- agency who renders duty at N/RDRRMC Operations Center.
Directly Affected Population	These are families or individuals who have suffered injury or illness, who were evacuated, displaced, relocated, or have suffered direct damage to their livelihoods, economic, physical, social, cultural, and environmental assets due to a disaster or calamity.
Direct Effects	These are the immediate and tangible impacts faced by people directly in the path of a hazardous event. These are the first and most obvious consequences that need to be addressed in emergency response efforts.
Disaster	A serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or

	measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation.
Disaster Preparedness	The knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions. Preparedness action is carried-out within the context of disaster risk reduction and management and aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response to sustained recovery. Preparedness is based on a sound analysis of disaster risk and good linkages with early warning systems, and includes such activities as contingency planning, stockpiling of equipment and supplies, the development of arrangements for coordination, evacuation and public information, and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities.
Disaster Response	The provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief".
Disaster Risk Reduction and Management	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.

Early Warning System (EWS)	The set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss. A people-centered early warning system necessarily comprises four (4) key elements: knowledge of the risks; monitoring, analysis and forecasting of the hazards; communication or dissemination of alerts and warnings; and local capabilities to respond to the warnings received. The expression "end-to-end warning system" is also used to emphasize that warning systems need to span all steps from hazard detection to community response.
Earthquake	A sudden and violent shaking of the ground produced by the sudden movement of rock materials below the earth's surface. These disturbances usually occur along existing fault lines or zones of structural weaknesses. There are two ways by which we can measure the strength of an earthquake: magnitude and intensity.
Emergency	Unforeseen or sudden occurrence, especially danger, demanding immediate action.
Emergency Alert and Warning Message (EAWM)	Refers to the messages from the Warning Agencies that are hazard specific, area focused, and time bound that is intended to the subscribers.
Emergency Management	The organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps.
Emergency Operations Center (EOC)	A designated facility that is staffed to undertake multi-stakeholder coordination, manage information, and mobilize resources in anticipation of and/or to support incident operations.
Emergency Preparedness and Response	An activity that is conducted to provide the specific measures to be undertaken in anticipation of an emergency situation such as, but not limited to, risk analysis and monitoring, resource inventory, mustering of resources, stockpiling, pre-emptive evacuation, and information dissemination.
Epidemic	Refers to the occurrence in a community or region of cases of an illness, specific health-related behavior, or other health related events clearly in excess of normal expectancy. The community or region and the period in which the cases occur

	are specified precisely. The number of cases indicating the presence of an epidemic varies according to the agent, size, and type of population exposed; previous experience or lack of exposure to the disease; and time and place occurrence.
Evacuation	An evacuation of a population in a specific area to prevent the possible disastrous effects of a hazard.
Final Report / Terminal Report	A consolidated report of effects and interventions for a specific disaster event with lessons learned which is submitted three (3) months after the termination of disaster operations and submission of final reports by NDRRMC Member- Agencies and RDRRMCs/OCDROs.
Firefight	An intense exchange of fire between opposing military units.
Forced / Assisted Evacuation	An evacuation ordered as a resort when a disaster or emergency has been declared and danger of loss of lives is imminent, conditions exist that critically imperil or endanger the lives of those in a defined area.
Geographic Information System (GIS)	A database which contains, among others, geo-hazard assessments, information on climate change, and climate risk reduction and management.
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.
Hazard Category	Means the division of criteria within each hazard class. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.
Hazard Classification	The process of categorizing hazards based on certain criteria to facilitate their identification, assessment, and management. Classifying hazards whether natural, anthropogenic, or socionatural in origin. (Natural hazards are predominantly associated with natural processes and phenomena. Anthropogenic hazards or human induced hazards, are induced entirely or predominantly by human activities and choices. Socionatural hazards are those that are associated with a combination of natural and anthropogenic factors, including environmental degradation and climate change. (UNDRR)
Hazardous Event	A manifestation of a hazard in a particular place during a particular period of time.

Hazard Type	Refers to the various categories or classifications of hazards that exist in different contexts, particularly in the fields of safety, risk assessment, and emergency management.
Incident Report	A document that reports a local incident that has occurred. It focuses specifically on documenting the details of a single incident or event. It includes details specific to the incident being documented, such as the date, time, and location of the incident, a description of what happened, identification of involved parties, extent of damage or injury, root cause analysis, and actions taken.
Indirectly Affected Population	Those who have suffered consequences, in addition to direct effects, over time, due to disruptions or changes in the economy, critical infrastructure, basic services, commerce or work, and social and health consequences caused by a disaster or calamity.
Initial Report	A report issued to confirm whether the incident has actually occurred. It includes information on what, when, where, why and how the incident happened, and actions initially taken.
Intensity	Is the strength of an earthquake as perceived and felt by people in a certain locality. It is a numerical rating based on the relative effects to people, objects, environment and structures in the surrounding. It is generally higher near the epicenter and represented by Roman Numerals (e.g. II, IV, IX). In the Philippines, the intensity of an earthquake is determined using the PHIVOLCS Earthquake Intensity Scale (PEIS).
Inter-Agency Coordinating Cell (IACC)	A multi-agency platform that advocates immediate coordination and informed decision- making among all government agencies engaged in disaster preparedness, response, and early recovery.
Internally Displaced Population / Persons (IDPs)	Individuals or groups of individuals who have been forced or obliged to flee or leave their homes or places of habitual residence, particularly as a result of or to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-induced disasters, and who have not crossed an internationally recognized state border.
Intertropical Convergence Zone	Series of low-pressure areas brought about by converging northeast (NE) and southeast (SE) winds that cause thunderstorms and rainshowers.

Lahar	(An Indonesian term) Sometimes called volcanic mudflows or debris flows, are slurries of volcanic sediment, debris and water that cascade down a volcano's slopes through rivers and channels. Lahars in tropical areas are mainly generated by torrential rainfall on unconsolidated deposits from a past eruption. These can also be triggered by the sudden draining of a crater lake or a collapsed natural or man-made dam or the movement of a PDC into a river or lake and eventual mixing with water.
Landslide	A massive outward and downward movement of slope-forming materials. It is restricted to movement of rocks and soil masses.
Large-Scale Disasters	Disasters that require emergency response at a national or higher scale. Their impacts often cross administrative boundaries including international borders. These disasters have extensive and long- term effects on sustainable development.
Local Disaster Risk Reduction and Management Council	A group of people at the provincial, city, municipal and barangay government level, duly organized for the purpose of preparing the people under its jurisdiction, to mitigate the effects of disasters and to control the disaster operations of its tasked units.
Magnitude	Proportional to the energy released by an earthquake at the focus. It is calculated from earthquakes recorded by an instrument called seismograph. It is represented by Arabic Numbers (e.g. 4.8, 9.0).
Management of the Dead and Missing	Standard process of handling dead bodies and body parts (retrieval, human identification and final disposal), together with missing persons and bereaved families, ensuring that legal norms are followed, and the dignity of the deceased and their families is respected, in accordance with their cultural and religious beliefs.
Maritime Incident	Includes all untoward incidents that happened at sea (e.g. oil spill, collision, vessel agrounding, piracy at sea, human trafficking at sea, fire at sea).
Medium- Scale Disasters	Emergencies that are smaller than national geographic scales. These are defined by a threshold of impacts causing emergency reaction from authorities from multiple administrative regional authorities – such as from multiple villages, districts, or provinces.

Missing Person	Refers to an absent person whose whereabouts, safety and well- being cannot be established after 24 hours from his/her perceived disappearance.
Multi-hazard	Means the selection of multiple major hazards that the country faces, and the specific contexts where hazardous events may occur simultaneously, cumulatively over time, and taking into account the potential interrelated effects (UNDRR).
NDRRMC Monitoring Dashboard (NMD)	A digital platform developed and utilized by the National Disaster Risk Reduction and Management Council (NDRRMC) to monitor and manage disaster- related information and activities in real-time
Near Real Time	Close to actual time of which a process or event occurs.
Northeast Monsoon (Amihan)	Cold winds from the northeast that bring rains over the eastern side of the country.
Outbreak	Epidemic limited to localized increase in the incidence of disease, e.g. in a village, town, or closed institution.
Partially Damaged Houses	Livable with reusable shelter materials and/or with the existing/remaining features based on its original structure.
Pollution	Means any alteration of the physical, chemical and biological properties of any water, air and/or land resources of the Philippines, or any discharge thereto of any liquid, gaseous or solid wastes as will or is likely to create or to render such water, air and land resources harmful, detrimental or injurious to public health, safety or welfare or which will adversely affect their utilization for domestic, commercial, industrial, agricultural, recreational or other legitimate purposes.
Pre-Disaster Risk Assessment	A process to evaluate a given hazard's characteristics and its possible impacts to the populace. It further determines the appropriate level of response and corresponding actions from concerned agencies, LGUs, and other stakeholders.
Pre-emptive Evacuation	A time-lined evacuation or early movement of the vulnerable population with clear early warning and an order from a competent authority to prevent exposure prior to the occurrence or direct effects of a disaster or hazard.
Preparedness	Pre- disaster actions and measures being undertaken within the context of disaster risk reduction and management and are based on sound risk analysis as well as pre-disaster activities to avert or minimize loss of life and property such

	as but not limited to, community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring of assets, and public information and education initiatives. This also includes the development/enhancement of an overall preparedness strategy, policy, institutional structure, warning and forecasting capabilities, and plans that define measures geared to help at-risk communities safeguard their lives and assets by being alert to hazards and taking appropriate action in the face of an imminent threat or an actual disaster.
Private Sector	The key actor in the realm of the economy where the central social concern and process are the mutually beneficial production and distribution of goods and services to meet the physical needs of human beings. The private sector comprises private corporations, households, and non-profit institutions serving households.
Public Service Continuity Plan (PSCP)	An all-hazard plan that aims to ensure continuous delivery of services to the public amidst any disruption. It works by highlighting internal capacities, recovery requirements and strategies to minimize damage and loss to essential processes, ensure succession of leadership, and improve continuity capabilities of all government entities. Pursuant to the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33 s. 2018, all government member agencies of the DRRM councils at all levels and other government departments, offices, bureaus, services, units, and instrumentalities are enjoined to develop their own PSCP.
Relief	Refers to the provision of essential, appropriate, and timely humanitarian assistance to those affected by a disaster, based on an initial rapid assessment of needs and designated to contribute effectively and speedily to their early recovery.
Report Developer	Primarily in charge of processing data into comprehensive reports, aiming to produce information that is accessible to other agencies, stakeholders, and the public. Among their responsibilities include coordinating with different agencies to gather and analyze data, prepare reports in adherence to particular formats, and ensure the accuracy and reliability of reports.

Response	Any concerted effort by two (2) or more agencies, public or private, to provide assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected and in the restoration of essential public activities and facilities.
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. Risk assessments with associated risk mapping include: a review of the technical characteristics of hazards such as their location, intensity, frequency and probability; the analysis of exposure and vulnerability including the physical, social, health, economic and environmental dimensions; and the evaluation of the effectiveness of prevailing and alternative coping capacities in respect to likely risk scenarios.
Self- inflicted Incident	An incident caused to oneself through one's own action.
Displaced Population (inside or outside ECs)	Part of the affected population who are displaced from their residences due to an event/incident and are being assisted by the government inside or outside Evacuation Centers.
Situational Report	A concise operational document intended to support the coordination of humanitarian response in a national disaster or emergency. It should provide an update on the effects, current needs, response, and gaps in a given emergency. It provides a comprehensive summary or update on the current status of a particular situation or event and includes information about the current status of the situation, ongoing developments, challenges, and actions taken.
Shooting Incident	Refers to an event in which firearms are discharged, resulting in injury or death to individuals. It can involve various contexts such as criminal activity, accidents, self-defense situations, or incidents involving law enforcement.
Slow- Onset Disaster	Disaster that emerges gradually over time. Slow- onset disasters could be associated with, e.g., drought, desertification, sea- level rise, epidemic disease.

Small- Scale Disasters	Disasters that have impacts limited to relatively small local areas.
Southwest Monsoon (Habagat)	Warm moist winds from the southwest causing rains over the western portion of the country from May to September.
Special Disbursing Officer (SDO)	Personnel authorized to pay out government funds or settle government payables and obligations either in currency (cash) or in check to authorized recipients.
State of Calamity	A condition involving mass casualty and/or major damage to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human- induced hazard.
Storm Surge	Happens when a very strong tropical cyclone blows off excessive amounts of seawater toward low-lying coastal communities. It is catastrophic and life threatening because a storm surge can cause massive inland flooding, sometimes in unimaginable heights. It is even more dangerous when the storm surge coincides with high tide.
Sudden- Onset Disaster	A disaster that is triggered by a hazardous event that emerges quickly or unexpectedly.
Super Typhoon	A tropical cyclone with a maximum sustained wind of greater than 222 km/h (>120 knots or 61.7 m/s).
Thunderstorm	A localized (small scale) storm with massive cumulonimbus clouds producing lightning and thunder, and often brings heavy rainfall, or hail, as well as strong, gusty winds.
Totally Damaged Houses	Entirely destroyed and unfit for habitation or without any of the structural features indicated on the partially damaged.
Tropical Cyclones	A generic term for warm core, non- frontal synoptic scale cyclone originating from tropical or subtropical waters with organized deep convection and a closed surface wind circulation about a well- defined center.
Tropical Depression	A tropical cyclone with a maximum sustained wind of less than 62 km/h (<34 knots or 17.2 to 24.4 m/s).
Tropical Storm	A tropical cyclone with a maximum sustained wind of 62 to 88 km/h (34-47 knots or 17.2 to 24.4 m/s).
Tsunami	A series of sea waves commonly generated by under-the-sea earthquakes and whose heights could be greater than 5 meters. It is erroneously called tidal waves and sometimes mistakenly associated with storm surges. Tsunamis can occur when the earthquake is shallow- seated and strong enough to displace parts of the seabed and disturb the mass of water over it.

Typhoon	A tropical cyclone with a maximum sustained wind of 118 to 222 km/h (64-120 knots or 32.7 to 61.7 m/s).
Volcanic Eruption	The ejection of volcanic materials such as lava, ashes, rock fragments steam and other gases through crater, vent, or fissure brought about by tremendous pressure which forces to open the rock formation overlying pockets of molten rocks or steam reservoirs found under the earth's crust.
Validation	A process where the verified reported casualty in a disaster event is being confirmed thru a scientific method that determines that the cause of death is directly or indirectly related to the disaster event. This can be proved thru the issuance of the Death Certificate.
Verification	A process where an information of a casualty in a disaster event is being confirmed thru investigation and official channels. This can only be proved thru a PNP Spot and/or Progress Reports and as reflected in the LDRRMO's Situational Report.
Weather Forecast	A prediction of the future state of the atmosphere with specific reference to one or more associated weather elements.

CHAPTER I

OVERVIEW

Disaster management in the Philippines was first institutionalized during the Commonwealth Era under the Quezon Administration. On 01 April 1941, through Executive Order no. 335, s. 1941, the Civilian Emergency Administration (CEA) was created. It functioned through and was administered by organizations including the National Emergency Commission (NEC), which was tasked to formulate and execute policies and plans for the protection and welfare of the civilian population under extraordinary and emergency conditions. However, during the Japanese occupation, there were deficiencies in disaster preparedness which continued towards the end of World War II.

The war has left the country vulnerable to floods, tropical cyclones, and external threats which paved for the establishment of the Civil Defense Act of 1954 (Republic Act 1190). Under this law, National Civil Defense Administration (NCDA) was created to protect the welfare of the civilian population during war and other national emergencies.

In support to the NCDA, civil defense councils were organized to serve as the main
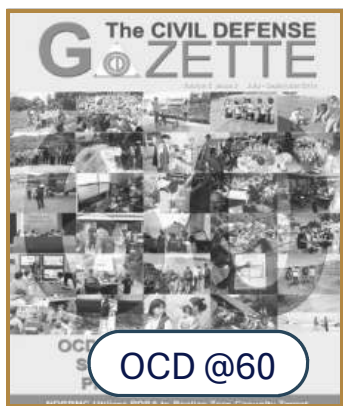
In September 2014, the Office of Civil Defense celebrated its 60th anniversary.

basic operation units at the local level. This is composed of the National Civil Defense Council, the City and Municipal Defense with the Provincial Governor and the City and Municipality Mayor serving as Provincial, City, and Municipal Civil Defense Director respectively. After the NCDA was abolished and its functions and personnel were transferred to a newly-created agency – the Office of Civil Defense (OCD), it was entrusted the mission of ensuring the protection and welfare of the people during disasters or emergencies. The Letter of Implementation No. 19, Series of 1972 enumerates the missions and functions of OCD.

The **Office of Civil Defense (OCD),** as the implementing arm of the National Disaster Risk Reduction and Management Council, shall have the primary mission of administering a comprehensive national civil defense and disaster risk reduction and management program by providing leadership in the continuous development

of strategic and systematic approaches as well as measures to reduce the vulnerabilities and risks to hazards and manage the consequences of disasters.

MISSION

To lead in the administration of comprehensive national Civil Defense and Disaster Risk Reduction and Management program for adaptive, safer and disaster resilient communities towards sustainable development.

VISION

OCD is the premier organization in Civil Defense and Disaster Risk Reduction and Management towards building a safe, secured and resilient Filipino nation by 2030.

OCD QUALITY POLICY

The Office of Civil Defense commits to:

1. Uphold a culture of excellence, professionalism, integrity and commitment;

2. Comply with legal and applicable requirements; and

3. Ensure continual improvement of its total quality management system

... to meet the highest level of stakeholder satisfaction in the administration of the country's comprehensive civil defense and disaster risk reduction and management program for an adaptive, safer and resilient Filipino community.

The NDRRMC is headed by the Secretary of the Department of National Defense (DND) as Chairperson with the Secretary of the Department of the Interior and Local Government (DILG) as Vice Chairperson for Disaster Preparedness, the Secretary of the Department of Social Welfare and Development (DSWD) as Vice Chairperson for Response, the Secretary of the Department of Science and Technology (DOST) as Vice Chairperson for Disaster Prevention and Mitigation, and the Director-General of the National Economic and Development Authority (NEDA) as Vice Chairperson for Rehabilitation and Recovery.

The National Council is generally empowered with policy-making, coordination, integration, supervision, monitoring, and evaluation functions.

In order to strengthen the disaster management system in the Philippines, changes have been made to existing laws. Table 1 shows some of the changes made to the Philippine Disaster Management System through RA 10121.

Table 1. Changes in the Philippine Disaster Management System

PRESIDENTIAL DECREE NO. 1566	REPUBLIC ACT NO. 10121
PHILIPPINE DISASTER MANAGEMENT SYSTEM	PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM
Strengthening the Philippine Disaster Control Capability and Establishing the National Program on Community Disaster Preparedness	An act strengthening the Philippine Disaster Risk Reduction and Management System, providing for the National Disaster Risk Reduction and Management Framework and institutionalizing the National Disaster Risk Reduction and Management Plan, appropriating funds therefor and for other purposes.
11 June 1978	27 May 2010
National Disaster Coordinating Council (NDCC)	National Disaster Risk Reduction and Management Council (NDRRMC)
19 Member-Agencies	45 Member-Agencies
CHAIRPERSON: Secretary, Department of National Defense (DND)	
	VICE CHAIPERSONS: Disaster Preparedness—Secretary, DILG Disaster Response—Secretary, DSWD Disaster Prevention and Mitigation—Secretary, DOST Disaster Rehabilitation and Mitigation—Director General, NEDA
Secretary, DILG; Secretary, DPWH; Secretary, DOH; Secretary, DSWD; Secretary, DA; Secretary, DEC; Secretary, DoF; Secretary, DOLE; Secretary, DTI; Secretary, DOTC; Secretary, DBM; Secretary, DOJ; Secretary, DENR; Director, PIA; Secretary General, PNRC; Chief of Staff, AFP	Secretary, DOH; Secretary, DENR; Secretary, DA; Secretary, DepEd; Secretary, DOE; Secretary, DoF; Secretary, DTI; Secretary, DOTr; Secretary, DICT; Secretary, DBM; Secretary, DPWH; Secretary, DFA; Secretary, DOJ; Secretary, DOLE; Secretary, DOT; The Executive Secretary, The Press Secretary, Secretary, OPAPP; Chairperson, CHED; Chief of Staff, AFP; Chief, PNP; Secretary General, PNRC; Commissioner, NAPCVDC; Chairperson, NCRFW; Chairperson, HUDCC; Executive Director, CCC; President, GSIS; President, SSS; President, PhilHealth; President, ULAP; President, LPP; President, LCP; President, LMB; Four (4) representatives from the CSOs; one (1) representative from the private sector; and Administrator, OCD
EXECUTIVE DIRECTOR: Administrator, Office of Civil Defense	
	OPERATING FACILITY: NDRRM Operations Center

NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

Secretary of National Defense
Chairperson, NDRRMC

Secretary of Science and Technology
Vice Chairperson for Prevention and Mitigation

Secretary of the Interior and Local Government
Vice Chairperson for Preparedness

Secretary of Social Welfare and Development
Vice Chairperson for Response

Chairperson of National Economic Development Authority
Vice Chairperson for Rehabilitation and Recovery

Civil Defense Administrator
Executive Director, NDRRMC

OES	DOH	DENR	DA	DepEd	DOE	DoF
DTI	DoTr	DBM	DPWH	DFA	DOJ	DOLE
DOT	DICT	OPAPP	PCO	DSHUD	CHED	PCW
NAPC	CCC	AFP	PNP	PRC	GSIS	SSS
ULAP	LCP	LPP	PhilHealth		LMP	LMB

FOUR (4) CIVIL SOCIETY ORGANIZATIONS / PRIVATE SECTOR

An **Operations Center** or **OpCen** operates during normal situations. Among its functions are regular monitoring and production of routine reports. An OpCen requires few personnel to render duty.

On the other hand, an Emergency Operations Center or EOC is an Operations Center that is activated due to an ongoing emergency or potential emergency situation. Among its functions are coordination of requirements for ongoing operations, mobilization of resources, and management of information. An EOC requires additional personnel to render duty.

Meanwhile, the NDRRM Operations Center or NDRRMOC is managed and maintained on a 24-hour basis. During normal conditions, it operates as an OpCen and is manned by OCD personnel. During emergency conditions, it functions as an EOC, with detailed duty officers from NDRRMC Member-Agencies complementing the OCD duty teams to strengthen the coordination and response efforts.

IMPORTANT: In the event that the NDRRMOC facility at Camp General Emilio Aguinaldo, Quezon City becomes non-operational and its personnel unreachable due to extraordinary circumstances (e.g. The Big One), the organizational plans of OCD shall be automatically activated and implemented. This encompasses the formation of an assisting team and the establishment of an alternate NDRRM EOC (NEOC) at the MMDA Communications and Command Center in Makati City, Metro Manila or in the Government Command and Control Center (GCCC) in Fort Magsaysay, Nueva Ecija. In any case, the established alternate NEOC shall be managed according to the procedures and protocols stipulated in this document.

GCCC in Fort Magsaysay

The NDRRMOC shall serve as the nerve center for alert and monitoring, multi-agency and multi-level operational coordination, response and resource mobilization, and information management.

It shall utilize support systems such as, but not limited to:

- early warning and emergency broadcast systems;
- geographic information systems (including Quantum GIS and PhilAware) and other space-based technologies;
- risk information sharing systems (including GeoRisk Philippines platforms such as HazardHunterPH and GeoAnalyticsPH, MGB Geohazards Web Portal, and El Niño Southern Oscillation Online Platform);
- information management systems (including the NDRRMC Monitoring Dashboard);
- incident command system;
- rapid damage assessment and needs analysis;
- emergency logistics management;
- public-private partnerships for emergency response; and
- humanitarian assistance coordination mechanism.

CHAPTER II

STANDARD OPERATING PROCEDURES

1. Characteristics of Hazard Events

In addition to categorizing hazard events according to the nature of hazards (i.e. natural or human-induced), another relevant classification involves the ***speed of onset*** which distinguishes disasters based on the rapidness with which the peak of the hazard unfolds.

*The **speed of onset** significantly influences the strategic and collective response and interventions to be implemented by the NDRRMC.*

a. Sudden Onset Disaster

A sudden onset disaster is triggered by a hazardous event that emerges quickly or unexpectedly (e.g. earthquake and local tsunami, flashflood).

b. Slow Onset Disaster

Slow onset events develop gradually through incremental changes over an extended period or from a heightened frequency or intensity of recurring events. In contrast, a rapid or sudden onset event can transpire within a matter of days, hours, or even less[1].

El Niño 2024: *Over 200 thousand hectares of crops were devastated by the drought experienced in the country, including this rice field in Bulalacao, Oriental Mindoro.*

Photo courtesy: DA DRRM

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[1] United Nations Framework Convention on Climate

2. NDRRMOC Alert Conditions

The NDRRMOC operates on a 24/7 basis under two conditions: **NORMAL** and **EMERGENCY.**

a. Normal Condition

The NORMAL CONDITION, also referred to as WHITE ALERT, is the state wherein all incidents, hazards, and their possible effects are being monitored and assessed. During this condition, the NDRRMOC functions as a regular office with a skeletal duty from OCD Operations Service (OCD-OS) personnel and augmentation from OCD GSD (maintenance support, driver, security, and engineering). Duty personnel shall perform alert and monitoring of situations, coordination, reporting, information dissemination, and other tasks as directed by the CDA; CDDA-O; D, OS; and C, 24/7 OpCen.

Likewise, in instances where directives emanate directly from other OCD Key Officials, it is imperative for the duty team leader to promptly inform the D,OS in order to prevent any potential miscommunication in receiving and complying to orders and ensure an organized coordination.

b. Emergency Condition

The EMERGENCY CONDITION is declared when a hazard has been assessed to have potential impacts or effects to lives and properties and may warrant the need to coordinate the delivery of emergency assistance or support from relevant government agencies.

Two (2) types of Emergency Conditions:

BLUE ALERT — the raising of alert status of the NDRRMOC primarily in preparation for a slow onset hazard event or in anticipation of situation escalation, requiring selected duty personnel. Primary or lead personnel from OCD, complemented by Detailed Duty Officers (DDOs) shall render duty at the NDRRMOC.

RED ALERT — the highest level of alert to address an ongoing or in anticipation of an imminent emergency situation. It requires response agency staffing at the NDRRMOC and immediate interagency coordination.
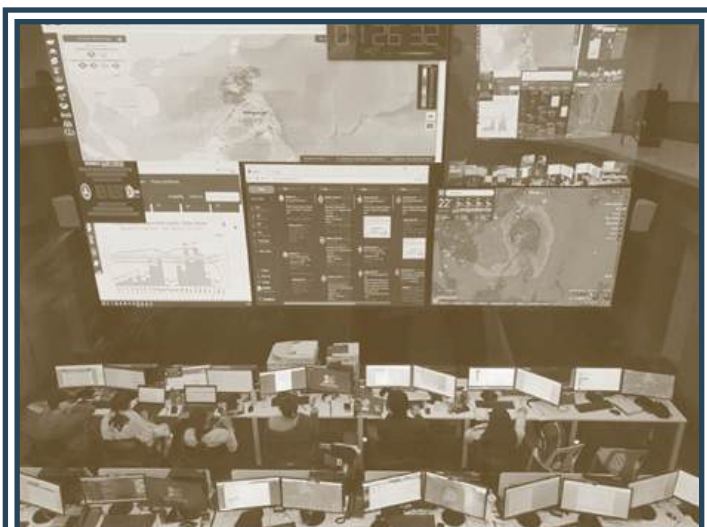
RED ALERT! Detailed Duty Officers from the response agencies and uniformed services complement the duty team from OCD once the NDRRMOC Alert Status is raised to *RED.*

2. Manning of the NDRRMOC

a. OCD Duty Team and Composition

The OCD Operations Service's manpower and office resources ensure that the NDRRMOC is fully operational to perform its core functions and achieve its mission.

The OCD Alert Duty Team comprises personnel from the Operations Service and shall follow a duty roster, ensuring 24-hour coverage through rotational shifts.

Personnel on duty (Incoming and Outgoing) shall perform the following:

- Incoming Duty Personnel shall record their attendance and time of arrival in the Duty Personnel Journal / Logbook.
- Outgoing Duty Personnel shall observe proper turn-over of duties, documentation, and other concerns to Incoming Duty Personnel.
- Duty personnel shall be held liable for any loss or damage inside the center due to negligence.
- Stay at the NDRRMOC for the entire tour of duty.

b. Emergency Operations Center (EOC) Management Team

NDRRMC EOC Management Team will be **activated upon the raising of the NDRRMOC Alert Status to RED Alert** or as deemed necessary.

It is organized in accordance with the five (5) management functions:
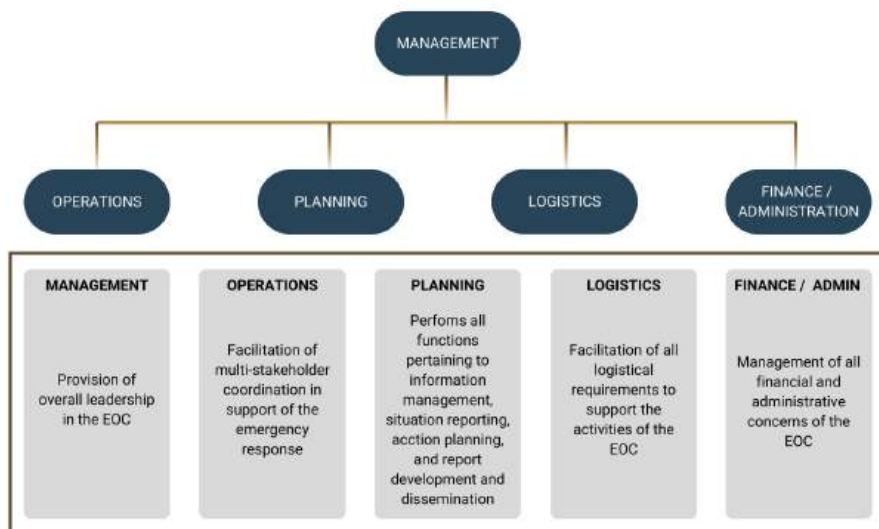
Figure 1. EOC Management Team Organizational Structure and Functions

EOC Staffing

Aside from the Operations personnel, the GSD and ICTD must also provide engineering and technical support to ensure that the facility being used and all other requirements are well maintained and working.

c. Detailed Duty Officers [2]

The NDRRM Operations Center is operated and under the administration of the OCD during normal conditions. However, during emergency situations, the NDRRMOC Facility although still operated and overseen by the OCD personnel, it is supplemented by the DDOs from NDRRMC Member-Agencies.

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[2] NDRRMC Memo No. 128 s. 2023 re Re-establishment of Detailed Duty Officers (DDOs) Rendering Duty at the NDRRM Operations Center

- Upon notification of raising of NDRRMOC alert status (thru SMS, phone, email, fax, and other forms of communication):

  ⇒ **BLUE** - uniformed personnel (**AFP, BFP, PCG** and **PNP**) and other concerned agencies shall immediately deploy DDOs at NDRRMOC during Emergency Status to render 24-hour duty on a rotational basis.

  ⇒ **RED** - uniformed personnel (**AFP, BFP, PCG** and **PNP), DILG, DSWD, DOH, DA, DepEd, DPWH, DOE** and other concerned agencies as may be identified and recommended by the Chairperson, NDRRMC and ED, NDRRMC shall immediately deploy DDOs at NDRRMOC during Emergency Status to render 24-hour duty on a rotational basis.

- DOST-PAGASA and DENR MGB to render duty (BLUE and RED) in light of a hydro-meteorological disaster events providing initial analyses and forecasts essential for planning, in addition to the regular forecasts and advisories routinely issued.

- Each member agency shall designate at least two (2) DDOs: one to function as a liaison for the agency and another to participate in meetings and briefings as necessary. Member-agencies, however, may appoint additional DDOs as warranted, especially to ensure adequate representation in the Response Cluster and IACC.

- Other agencies and stakeholders not mentioned above may still be identified and required to render duty at the NDRRMOC as deemed necessary.

- Other agencies and stakeholders not mentioned above may still be identified and required to render duty at the NDRRMOC as deemed necessary.

In addition, the DDOs are expected of the following:

- Implement Pre-Emergency Action Plans in line with RA 10121 and the NDRRM Plan, and submit a report on Preparedness Measures and Activities to NDRRMOC consolidation.

- Provide necessary information to the NDRRMOC, ensuring effective coordination with the OCD and other DDOs. Handle sensitive information responsibly by adhering to confidentiality protocols to prevent unauthorized access to critical data.

- Represent your agency in briefings and meetings, keeping respective Agency Heads or Department Secretaries informed of relevant discussions. If necessary, notify agency officials of emergency council meetings or press conferences requiring their attendance.

- Maintain clear, timely communication with all stakeholders, including personnel, agencies, and higher authorities, while ensuring effective coordination with the duty team and DDOs at the NDRRM Operations Center.

- Adapt readily to changing circumstances and be prepared to implement alternative strategies as needed.

- Remain at the NDRRMOC for the entire tour of duty. If departure is unavoidable, inform the duty team leader, division chief, and D,OS, and ensure an incoming personnel will take over the duty.

4. Triggers and Conditions in Raising and Downgrading

a. The raising of the NDRRMOC's alert status, transitioning, for instance, from WHITE to BLUE Alert, BLUE to RED Alert or WHITE to RED Alert, shall be based on various triggers and conditions. Once these criteria are satisfied, one or more of the following may be done or acted upon:

- Discussion among decision-makers is conducted to decide on the alert status escalation (e.g. agreement during a planning meeting for planned events; based on PDRA result; or at least 2 or more regions are experiencing the effects).

- Recommendations for raising the alert status by other agencies, such as PAGASA and DENR-MGB for hydrometeorological hazards, PHIVOLCS for volcano activities and earthquakes, and response agencies for human-induced hazards.

b. The authority, discretion, and responsibility for raising the NDRRMOC Alert Status lie with the Chairperson of the NDRRMC and the Executive Director (ED) of the NDRRMC.

c. Recommendation for raising the alert status from NDRRMC member-agencies may be communicated through the Director of Operations Service. These recommendations are then forwarded to the ED, NDRRMC for approval.

d. Downgrading of the NDRRMOC's Alert Status is initiated upon the recommendation of the alert and warning duty personnel the Director of Operations Service to the ED, NDRRMC.

e. The downgrade of the NDRRMOC's alert status shall be **RED to BLUE** and **BLUE to WHITE**. **There shall be no instance that the downgrading will be from RED to WHITE**, as necessary assessment and considerations are needed for the gradual easing of heightened alert for each alert level. The downgrade from Red to Blue and Blue to White have no corresponding time duration as long as it satisfies the alert level downgrade transition with the discretion and approval of Authorized/Competent Official at the national and regional levels.

f. The decision to downgrade from RED to BLUE / BLUE to WHITE is contingent upon the prevailing conditions in the affected areas. The conclusion of disaster response activities, such as relief operations and search, rescue, and retrieval (SRR), can serve as a basis for alert status downgrading.

g. Nevertheless, even in a downgraded state to Normal Condition (WHITE), concerned NDRRMC Member-Agencies and OCDROs are obligated to submit reports/updates to the NDRRMOC periodically.

h. The raising or downgrading of alert status in respective regions may be determined at the discretion of, or based on the assessment by, the OCD Regional Office or the Regional DRRMC. Furthermore, decisions to raise alert status in relation to events or high-density population gatherings within their area of responsibility may be made subject to the recommendation or agreement of the concerned OCD Regional Office or RDRRMC

Table 2. shows the recommended time of raising and downgrading for special events as well as triggers and conditions for raising the NDRRMOC Alert Status for natural hazards.

Table 2. Triggers and Conditions in Raising and Downgrading the NDRRMOC Alert Status

SPECIAL EVENTS			
Event	Time for Raising and Lowering	Supplementary Conditions	Alert Status
Year-End Celebration	23 December to 02 January	memo from OP	BLUE
Black Nazarene Traslacion	08-10 January		RED
Holy week	2 days before and 2 days after	memo from OP	BLUE
Undas (All Saints'/All Souls' Day)	30 October-04 November	memo from OP	BLUE
High-density events (e.g. Papal Visit, ASEAN Summit)	2 days before and 2 days after	NDRRMC related issuances / agreements	RED
National and Local Elections	1 day before and 1 day after		RED

Table 2. Triggers and Conditions in Raising and Downgrading the NDRRMOC Alert Status (cont.)

NATURAL			
Event	**Trigger for Raising**	**Supplementary Conditions** **(at least one or any of the following)**	**Alert Status**
Slow Onset (such as but not limited to Tropical Cyclones, other weather disturbances, major flooding, etc.)	RA 10121 Section 15 Emergency Coordination (at least 2 regions are affected)	PDRA Result Effects reported At least 2 regions are on heightened alert for the same event	BLUE
		PDRA Result Effects reported Request for Assistance Activation of Response Cluster	RED
Sudden Onset	RA 10121 Section 15 Emergency Coordination (at least 2 regions are affected)	Effects reported At least 2 regions are on heightened alert for the same event	BLUE
		Effects reported Request for Assistance Activation of Response Cluster	RED
IMPORTANT: Otherwise, if the concerned regions have total control of the situation and are only in heightened monitoring, the NDRRMOC Alert Status shall remain as NORMAL (WHITE)			

1. Activities during Disaster Preparedness and Disaster Operations

a. Coordination with Stakeholders

- Upon heightening of the Alert Status or any Disaster Preparedness and Disaster Operations Activation-related activities, the NDRRMOC must inform all key officials and stakeholders and notified via predefined communication channels (e.g., phone, email, SMS).

- During emergency response operations, coordinate activities and resources among stakeholders based on their roles and responsibilities as outlined in the National Disaster Response Plan (NDRP). Where possible, PhilAWARE should be utilized to support this coordination.

- Close coordination must be observed by the Duty Team. All coordination must be documented for accountability and future reference

- Requirements and requests of affected regions such as but not limited to Search, Rescue and Retrieval (SRR) teams, logistics, relief and medical supplies, and other basic services shall be immediately referred to appropriate response clusters on duty at NDRRMOC.

- A recommendation for the declaration of National State of Calamity shall be made, if needed. NDRRMC meetings shall be facilitated to effectively address the requirements in the affected regions. (See Annex A for the Revised Guidelines for the Declaration of State of Calamity).

b. NDRRMC Meetings and Secretariat Functions

The assigned OS Secretariat (e.g. PDRA Secretariat, Response Cluster Secretariat) at the Operations Service is responsible for the following and must ensure its implementation:

- $\Rightarrow$ Maintaining detailed records of all meetings, agreements, and future action plans. These records should include minutes of meetings, attendance lists, agendas, and any other relevant documentation.

- $\Rightarrow$ All documents must be archived systematically to ensure they are easily retrievable when needed, employing both digital and physical storage as appropriate.

$\Rightarrow$ Implement measures to safeguard sensitive information, ensuring that only authorized personnel have access to specific documents.

$\Rightarrow$ Maintain a log of document access and retrieval to track and monitor the usage of archived materials.

- Pre-Disaster Risk Assessment (PDRA) and/or Situation Briefing/Weather Updating Meetings

  $\Rightarrow$ The PDRA Meeting focuses on developing a common operational picture, conducting risk analysis through scenario building, establishing effective risk communication, and planning preparedness actions.

  $\Rightarrow$ The OCD Operations Service ensures to capture of key discussion points, instructions, directives, and agreements.

  $\Rightarrow$ During PDRA meetings, the Operations Service through the assigned division will manage all administrative tasks, including the release of meeting minutes.

- Inter-Agency Coordinating Cell (IACC)[3]

The IACC is a multi-agency platform that advocates immediate coordination and informed decision-making among all government agencies engaged in disaster preparedness, response, and early recovery.

The National IACC shall be chaired by the Chairperson, NDRRC, while the Regional IACC shall be chaired by the OCD Regional Director. All relevant activities within the platform shall be facilitated by the Office of Civil Defense.

The main functions of the IACC are as follows:

⇒ Provide common operational/situational picture for all government agencies and disaster response organizations that shall be the basis for preparedness and response planning;

⇒ Serve as a venue for collaborative disaster risk assessment and planning;

⇒ Facilitate information management between and among different offices for prompt and informed decision-making; and

⇒ Continuously monitor and assess real-time situation updates that shall form the basis for timely warnings to communities, Local Government Units, and the General Public.

The IACC was institutionalized during the response operations for Tropical Cyclone Kristine in October 2024 and was continually utilized to manage the operations for TCs Leon, Marce, Nika, Ofel, and Pepito (2024).

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[3] NDRRMC Memo No. 355, s 2024 dated 18 November 2024

- Emergency Meeting (during Emergency Condition)

  ⇒ The Operations Service will lead the facilitation of Emergency Meetings, with support from other OCD Services and DDOs.

  ⇒ The Operations Service will prepare all necessary documents, including the Notice of Meeting, Provisional Agenda, and Purchase Request, while the relevant OCD Services will handle financial, administrative, and logistical requirements.

  ⇒ DDOs at the NDRRMOC will coordinate with their respective offices regarding the Emergency Meeting and, if necessary or instructed by their supervisor, represent their agency during the meeting.

  ⇒ In the event of a full-scale Emergency Council Meeting, the NDRRMC Secretariat will facilitate the meeting, managing administrative and logistical coordination. This arrangement allows the Operations Service to focus on immediate response actions while still providing essential reports and information for the meeting.

  ⇒ When the President calls for an emergency meeting at the NDRRMOC, the NDRRMC Secretariat and/or assigned protocol personnel will handle the administrative requirements of the meeting and coordinate with the Presidential Management Staff (PMS), Office of the Executive Secretary, and other relevant offices. This allows the Operations Service to focus on updating and preparing the necessary information.

- National Response Cluster Meetings

The Response Cluster System, according to the National Disaster Response Plan (NDRP), 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.

The Response Cluster Meetings shall be facilitated by the Operations Service with presiders identified as follows:

Table 3. Presiders and Attendees of Various Response Cluster Meetings

MEETINGS	TO PRESIDE	TO ATTEND
Response Cluster Meeting	DSWD (can be delegated to OCD)	Respective Cluster Members and all other concerned
Camp Coordination and Camp Management, Food and Non-Food Items, Internal Displaced Population Protection Cluster Meetings	DSWD	
Search, Rescue and Retrieval Cluster Meeting	AFP	
Management of the Dead and the Missing Cluster Meet-	DILG	
Law and Order Cluster Meeting	PNP	
Education Cluster Meeting	DepEd	
Logistics: Warehousing, Transportation, and Services	OCD	
Health: Medical and Public Health Services, WASH,	DOH	
Emergency Telecommunications Cluster Meeting	DICT	
Phil. International Humanitarian Assistance Cluster	DFA	
Shelter Cluster Meeting	DHSWD	
Early Recovery Cluster Meeting	OCD	
Debris Clearing and Civil Works	DPWH	
Crisis Communication	PCO-PIA	

c. Communication Flow and Information Dissemination (Monitoring, Receiving, Reporting, and Feedback)

The information and communication flow within the National Disaster Risk Reduction and Management Council (NDRRMC) serves as a comprehensive

agencies, and information from concerned stakeholders. These are processed and developed into NDRRMC Advisories, Incident Reports, Situational Reports, and other official reports, catering to decision-makers with crucial information and reference for effective disaster management.

Figure 2. NDRRMC Information and Communication Flow
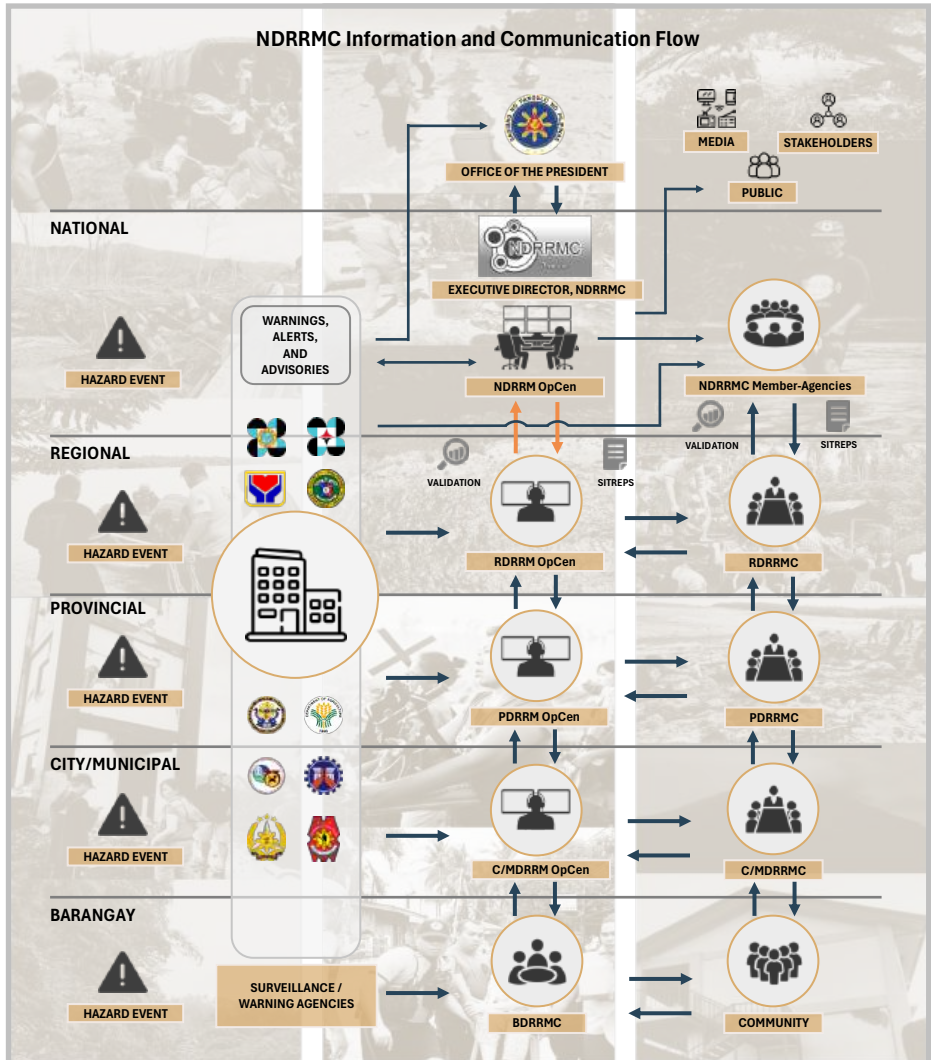
- Sourced from official channels like NDRRMC Member-Agencies and OCD Regional Offices, or via PhilAWARE, the information received at the NDRRMOC undergoes a process involving assessment and validation. Subsequently, the processed information is disseminated through various communication platforms, ensuring wide outreach. This dissemination is not only intended to provide advisories and updates but also serves as the reference for appropriate response actions or early recovery plans by the community at risk, the Regional and Local Disaster Risk Reduction and Management Councils (LDRRMCs), and other response agencies.

- Telephone Etiquette:

  All duty personnel shall **observe telephone courtesy** at all times, regardless of who the callers are.

  $\Rightarrow$ Answer promptly (by the 2nd ring);

  $\Rightarrow$ Keep a pen and paper near the phone;

  $\Rightarrow$ Before picking-up the receiver, end any other side conversations and ignore distractions;

  $\Rightarrow$ Never talk with anything in your mouth;

  $\Rightarrow$ Be sensitive to the tone of your voice;

  $\Rightarrow$ Be polite and courteous.

  $\Rightarrow$ Respectfully request for the caller's full identity and time of call. Address the caller properly (i.e. Ma'am, Sir, Ms. and/or Mr.) and never address an unfamiliar caller by his or her first name;

  $\Rightarrow$ Always identify yourself and office/division/region at the beginning of all calls as shown below:

  > *"Good morning / afternoon! This is (name), OCD-(division/region). How may I help you?"*
  >
  > *"Good morning / afternoon! OCD-(division/region). (Name) speaking, may I speak with Ms. Relan Joy Garcia?"*

  $\Rightarrow$ Listen carefully to the message of the caller. You may repeat his/her message for clarification;

  $\Rightarrow$ Speak clearly especially when leaving messages;

  $\Rightarrow$ Always ask if you can put the caller on hold and never leave them on hold for more than a few seconds; and

  $\Rightarrow$ Smile! — It shows even through the phone lines.

- Personal phone calls (landline and mobile) using the Operations Service mobile phone and direct lines/facsimile are STRICTLY PROHIBITED. Should there be any need to do so (due to emergencies), inform first the Duty Team Leader and / or Operations Service Officers present.

d. Provision of Alert and Warning

- Information / Advisory received and obtained from Warning Agencies via their websites, PhilAWARE, social media accounts, email, and facsimile shall be immediately disseminated through the NDRRMOC dissemination tools with a prescribed recipient:

Table 4. NDRRMC Alert and Warning Dissemination Tools

ADVISORIES	NDRRMOC Dissemination Tools			
	OCD SMS Blast System (OSBS) *Recipient: Key Officials, OCD ROs, concerned stakeholders*	NDRRMOC Monitoring Dashboard *Recipient: Public (accessible via website/ mobile app)*	Emergency Alert and Warning Message (EAWM) via Globe, Smart & DITO* *Recipient: Public via Cell Broadcast or SMS / targeted areas*	Email / Viber *Recipient: Concerned OCD Regional Office/s*
24-Hr Public Weather Forecast	✓	✓		
Rainfall Advisory	✓	✓		✓
Heavy Rainfall Warning	✓	✓	✓	✓
Weather Advisory	✓	✓		✓
Tropical Cyclone Bulletin	✓	✓	✓	✓
Tropical Cyclone Advisory	✓	✓		✓
Gale Warning	✓	✓		✓
Flood Advisory	✓	✓		✓
Flood Bulletin	✓	✓		✓
General Flood Advisory	✓	✓		✓
Hydrological Dam Situationer	✓	✓		✓
Dam Discharge Operation	✓	✓	✓	✓
Notice on Dam Discharge Warning Operations	✓	✓	✓	✓
EQ Information	✓	✓	✓	✓
Tsunami Information	✓	✓*	✓	✓
Volcano Advisory	✓	✓	✓	✓
Lahar Advisory	✓	✓		✓
Flood and Landslide Susceptibility				✓
DYNASLOPE Landslide Advisory (Alert 2 & 3)				✓

These dissemination tools follow a set of triggers and parameters as well as templates developed with the Warning Agencies.

- Duty personnel tasked with the preparation, processing, and dissemination of advisories are required to refer to and follow the **NDRRMOC Operational Manual on the Provision of Alert and Warning.** This document includes the developed templates, turn-around-time, triggers and parameters as well as provides the detailed procedures in sending out the NDRRMOC Advisories.
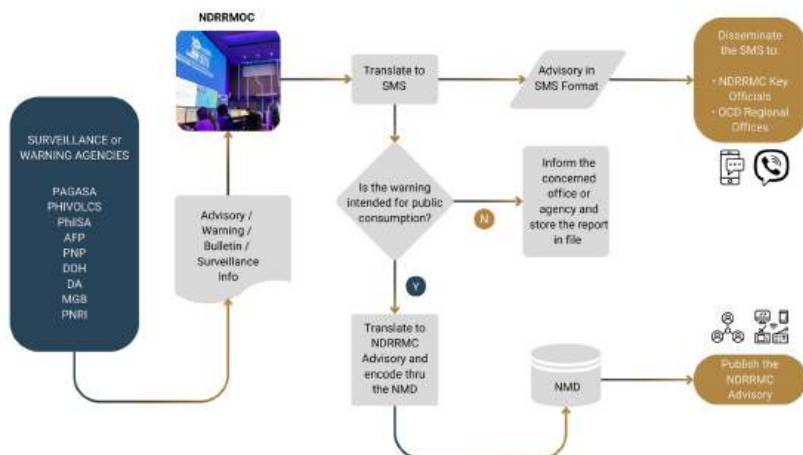
Figure 3. NDRRMOC Warning Dissemination Flow

e. Reporting

- Any data/information received from various sources need to be reported/ coordinated with the concerned NDRRMC Member-Agencies and RDRRMCs/OCDROs for verification and validation. Once validated and verified, said information is then processed by the NDRRMOC into an Official NDRRMC Report for the information of stakeholders. These reports can be shared via PhilAWARE.

- Reporting is essential to ensure proper monitoring and documentation of hazard events and their effects on the population, properties, and environment. It also serves as a means of communication, provides a basis for evaluation, and facilitates the dissemination of activities to the public, keeping them informed of the current situation.

- Advance Information

  To keep OCD key officials informed, the report developer shall submit preliminary information in advance. Always include a notation on these reports indicating "still for validation."

- Subsequent Periodic Reporting

  $\Rightarrow$ A subsequent periodic reporting system must be followed to ensure uniformity of timely reporting by the NDRRMC-NDRRMOC to stakeholders.

Table 5. Subsequent Periodic Reporting

REPORTING AGENCY / COUNCIL	SUBMISSION TO				SITREP ISSUANCE
	RDRRMC MEMBER AGENCIES	OCDROs/ RDRRMOCs	COUNTERPART NATIONAL AGENCIES	NDRRMOC	
LDRRMOs	10:00 AM / 10:00 PM	10:00 AM / 10:00 PM			
RDRRMC MEMBER AGENCIES		12:00 NN / 12:00 MN	12:00 NN / 12:00 MN		4:00 AM / 4:00 PM
OCDROs/ RDRRMOCs				6:00 AM / 6:00 PM	6:00 AM / 6:00 PM
NATIONAL AGENCIES				6:00 AM / 6:00 PM	6:00 AM / 6:00 PM
NDRRMOC					8:00 AM / 8:00 PM

Note: If there are significant updates, LDRRMOs, agencies, and RDRRMOCs are encouraged to submit additional reports ahead of, or more frequently than, the prescribed submission deadline.

$\Rightarrow$ Reports received after the prescribed cut-off time will still undergo the standard reporting and assessment procedure and will be included in the subsequent report. However, if a significant update is received after the cut-off time, its inclusion will be at the discretion of the Division Chief and/or the Director, Operations Service.

$\Rightarrow$ Reports directly received at the NDRRMOC shall be promptly relayed or sent to the concerned RDRRMOC for their information, confirmation, and appropriate action, including but not limited to their incorporation into their reports.

$\Rightarrow$ The subsequent periodic reporting/system at the NDRRMOC may change upon the discretion/ directive from the Office of the President (OP), Chairperson, NDRRMC and/or ED, NDRRMC, and/ or upon availability of information.

- Handling concerns / Urgent Matters

  ⇒ In the event that information on an incident is received through phone calls, e-mail, text messages, and social media, duty personnel shall gather the following:

    ◊ *Name and contact number of the informant*
    ◊ *Location of the incident*
    ◊ *(For SAR request) Name and contact number of persons to be rescued*

  ⇒ Consolidate all information and/or request received, and inform the Team Leader prior coordination with the appropriate agency and/or RDRRMC.

2. Administrative Procedures

a. Documentation

- NDRRMOC shall maintain a desktop computer solely for tracking and back-up storage of Situation Reports in PDF and/or Excel files to ensure the whereabouts of said documents in case of further verifications.

- Regardless of the situation, non-disaster related communications (e.g. request for data, notice of meetings, request for assistance, attendance to workshops, donations and vetting from PMS received during tour of duty) received by the duty alert team shall notify and/or forward it to the personnel in-charge of the document tracking for recording.

- For any communications or requests related to the NDRRMC report, data, updates, or issuances, the Duty Team Leader must first notify the relevant Division Chief and Section Head about any actions already taken or for additional guidance.

b. Tour of Duty / Relief System

- The General Services Division (GSD) shall be responsible for the preparation of duty schedule for the Duty Driver, Security, Duty Maintenance Support, and Engineering during normal/emergency condition.

- Operations Service shall be responsible for the preparation of duty schedule of the OS Personnel. Likewise, all OS divisions must ensure that the schedule is duly updated and adjusted accordingly.

- Operations Service Duty Alert Teams shall render duty (monitoring, coordination, report development, and maintaining the NDRRMC monitoring dashboard) during BLUE and RED alert status.

- Duty Personnel shall report for duty ahead of the prescribed time of duty (at least 10 minutes earlier than 8:00 AM). Otherwise, duty personnel must inform their team leader or assistant team leader and their respective Section Heads.

> *"During Emergency Condition (BLUE or RED ALERT), the duty personnel shall prioritize his / her duty at NDRRMOC in case he / she is required to attend meetings and participate to activities. "*

- Outgoing duty personnel shall not leave their posts until the incoming duty personnel arrives and shall observe proper turn-over of documents and responsibilities (with recording via online teleconference recording or Endorsement Report signed by the outgoing Duty Team Leader).

- Each member of the duty personnel shall personally endorse / turn-over any unfinished task before leaving the post to ensure continuity of the work assigned.

- During Emergency Condition (BLUE or RED ALERT), the duty personnel shall prioritize his / her duty at NDRRMOC in case he / she is required to attend meetings and participate to activities. In case of an official business or live-in activity, there should be a prior issuance of Travel / Memo Order first. Additionally, the duty personnel must ensure that the Duty Team Leader, concerned Division Chief and Section Head are properly notified.

- All duty personnel shall stay at the NDRRMOC during their entire tour of duty and shall refrain from doing other unofficial business outside the NDRRMC Building. In case of personal emergency, concerned personnel shall inform the senior official prior to leaving the office premises.

- Operations Service alert team members shall immediately inform the Team Leader if he / she cannot report for duty in the event of an emergency and the team leader shall subsequently inform the respective Division Chief and Section Head.

> *"Personnel unable to fulfill their duty due to personal reasons must arrange for a replacement in advance, at least two (2) days before their scheduled duty. "*

- Personnel unable to fulfill their duty due to personal reasons must arrange for a replacement in advance, at least two (2) days before their scheduled duty. A swapping form, signed and initialed by both personnel and their respective Team Leaders, should be submitted to the Section Head of the requesting personnel for recommendation before being forwarded to the Division Chief for approval. Personnel are encouraged to swap duty schedules with colleagues performing the same Section or function/task. If this is not possible, both Section Heads must be informed. (See Swapping Form).

- Duty driver and a corresponding vehicle shall be assigned at the NDRRMOC during BLUE and RED alert status and shall not be utilized for other purposes. The Duty Driver must report to the Team Leader.

- Duty personnel who leave the NDRRMOC premises during their assigned tour of duty without permission from the Team Leader or, from the Division Chief in cases that it's the Team Leader, will be subject to disciplinary actions. The severity of these actions will be determined initially by the Operations Service and may be escalated to the Human Resource Management and Development Division (HRMDD).

c. Filing of CTO / Leaves, Attendance to Flag Ceremony

- Employees are required to render forty (40) hours of work in a week, subject to the work schedule adopted by the agency. In the exigency of the service, employees may be required to render services beyond working hours.

- The CTO may be availed in blocks of four (4) or eight (8) hours. Agencies adopting alternative work schedules should make parallel adjustments in availing blocks, tantamount to either a half or full day leave from work.

- The employee must first obtain approval from the head of the agency/ authorized official regarding the schedule of availment of CTO. The

> *"All personnel who render duty at NDRRMOC for 12 to 24 hours straight shall be entitled to Compensatory Time-Offs (CTOs) as prescribed in the enabling laws."*

management shall accommodate, to the extent practicable all applications for availment of CTO at the time requested by the employee. In the exigency of the service, however, the schedule may be recalled and subsequently rescheduled by the Head of the Office/authorized official within the year.

- The Compensatory Overtime Credits (COCs) cannot be issued to offset undertime/s or tardiness incurred by the employee during regular working days.

- COCs earned cannot be converted to cash, hence, are non-cumulative;

- COCs will not be added to the regular leave credits of the employee. Hence, it is not part of the accumulated leave credits that is paid out to the employee.

- All personnel who render duty at NDRRMOC for 12 to 24 hours straight (holidays/weekends) shall be entitled to Compensatory Time-Offs (CTOs) as prescribed in the enabling laws.

- All duty personnel shall be provided with food/meals during their tour of duty.

- Incoming and outgoing duty personnel for 8:01 AM Monday duty are likewise excused from attending the flag raising ceremony .

d. Attire Decorum

- All duty personnel shall wear appropriate attire and Identification Cards (IDs) during office hours: Office uniform during normal condition and prescribed NDRRMC/OCD polo shirt with collar and pants while on official duty.

- Personnel who attend meetings at OSND, OUSCVRA or at any office within the DND and messengers who deliver reports and communications to these offices shall wear the prescribed dress code with Identification Card (ID).

- Wearing shorts and slippers at the NDRRMOC is prohibited at all times except when staying at the sleeping quarter/cabins.

- Proper attire decorum must also be observed during official video teleconferencing meetings.

e. Maintenance and Guidelines regarding Staying / Sleeping and Pantry[4]

- Staying and sleeping at the NDRRMOC Building and prefabricated cabins:

  ⇒ Sleeping quarters / pre-fabricated cabins are exclusively dedicated for sleeping and resting of Operations Service personnel on OFFICIAL DUTY. No other personnel aside from Operations Service personnel that are on official duty are permitted to utilize the sleeping quarters and cabins on a rotation / shifting basis.

  ⇒ Loitering, eating, drinking intoxicating wines and liquors, cooking, gambling, singing karaoke, and doing other recreational activities within the vicinity of the sleeping quarters / cabins are STRICTLY PROHIBITED.

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[4] These guidelines serve as supplementary instructions for personnel assigned to and utilizing the NDRRMOC and shall not replace the general administrative protocols already established and implemented by the AFMS for the overall maintenance and cleanliness of the office

⇒ With the exception of security and utility personnel on duty or assigned at the NDRRMOC, staying overnight at the building with the intent to report for work at the earliest the next day shall be limited to Operations Service personnel only and must be noted by the concerned division chief and approved by the D, OS.

⇒ In the event of a sudden hazard or emergency requiring immediate response, OS personnel staying at the NDRRMOC will augment the duty team. They must report to the duty team leader promptly for tasking and assignment.

> *"In the event of a sudden hazard or emergency requiring immediate response, OS personnel staying at the NDRRMOC will augment the duty team."*

- Storing or leaving of personal items

    ⇒ Personal items such as jewelry, money, electronic gadgets, and the likes should not be left unattended. The Office is not responsible for the loss or damage of personal belongings in the sleeping quarters.

    ⇒ Personal and small kitchen appliances (electric fan, lamp, air fryer, coffee maker, kettle, cooking wares, etc.) that are not essential for rendering duty are expressly prohibited from being stored in the building.

    ⇒ Storage of other personal belongings is STRICTLY PROHIBITED, with the exception of a set of beddings comprising one (1) pillow with case, one (1) sleeping bag or bed sheet, and one (1) blanket during the tour of duty. This prohibition extends to items such as delivered packages from platforms like Shopee, Lazada, Shein, etc., stock of clothing, and multiple pairs of footwear.

- Office Pantry

  ⇒ Eating at workstations, the Situation Room, or non-designated areas is prohibited.

  ⇒ Eating is allowed only in the designated areas. The dining areas are situated in the following areas:

    ◊ Adjacent to the Office of the Director, OS located in the 1st floor
    ◊ Pantry at the 2nd floor
    ◊ Area adjacent to the pre-fabricated cabins

  ⇒ The 3rd floor pantry is reserved for meal preparation and serving during meetings/conferences only. OS personnel can use it if there is no meeting being conducted.

  "Additionally, avoid cooking food that produces strong odor or those that may emit putrid smell (e.g. buro, dried fish). "

  ⇒ Cooking is limited to the use of electric appliances only. The use of butane gas portable stoves is STRICTLY PROHIBITED. Additionally, avoid cooking food that produces strong odor or those that may emit putrid smell (e.g. buro, dried fish).

  ⇒ When using pantry appliances and utensils (e.g. microwave oven, air fryer, refrigerator, sink) clean the area before leaving. Immediately wipe any spills to prevent sticking and avoid accidents.

  ⇒ All personnel are allowed to keep their food and drinks in the refrigerator as long as it is visibly labeled with employee's information (name and date) and properly stored/packaged for a maximum of one (1) week. All unlabeled or stored food will be automatically disposed of.

- Resting Area for Detailed Duty Officers (DDOs)

  ⇒ The room adjacent to the Situation Room and Communications Room (2nd Floor) shall be utilized as rest area for the DDOs reporting at the NDRRMOC.

  ⇒ Loitering specially while on official duty, eating, drinking intoxicated wines and liquors, cooking, gambling, singing videoke, and other recreational activities are STRICTLY PROHIBITED.

  ⇒ All DDOs must observe cleanliness and should dispose of trash properly and leave the area clean for the next person to use. Keep personal belongings secure and be vigilant of your surroundings.

  ⇒ Allow others to use amenities such as benches or charging stations, and avoid monopolizing them for extended periods. Be mindful of other users and keep noise levels low to maintain a peaceful atmosphere.

  ⇒ The DDOs should manage their time in the resting area responsibly. They are required to notify the duty team leader before leaving the Situation Room for rest and ensure a replacement is available to maintain operational continuity. Additionally, the duty team leader reserves the right to address any concerns with DDOs as needed.

  ⇒ Report any hazards or concerns to authorities if necessary.

f. **After-Duty Report (NDRRMOC Duty Report)**

- The report shall be prepared and submitted to the CDA thru D, OS after the tour of duty of personnel.

- It shall contain the attendance, list of reports/advisories released and summary of other administrative matters (status of communication lines, duty driver activity, etc.).

- During Normal Condition, the report shall be prepared and signed by the Team Leader. During Emergency Condition and if the EOC Management Team is activated, it shall be prepared by the Planning Manager.

2. Media Management

The OCD-Strategic Communications Group is responsible for handling media interactions and ensuring consistent messaging. The OCD Strategic Communications Group must ensure that assigned personnel maintain close coordination with the Operations Service, particularly when the NDRRMOC is on alert.

Members of Operations Service Alert Teams and other duty personnel are prohibited from responding to media inquiries. Only the Chairperson of NDRRMC, Executive Director of NDRRMC, or designated Spokesperson/Official are authorized to conduct interviews.

All media queries and requests for clarification received by the Duty Alert Team must be directed to the OCD-Strategic Communications Group.

a. Press Conferences

- Facilitation of press conferences and media coverage shall be spearheaded by the OCD Strategic Communications Group and shall work closely with the Presidential Communications Office (PCO) or the Philippine Information Agency (PIA)

- The press conference shall be facilitated by designated PCO / PIA representatives and OCD-Strategic Communications Group personnel other than the Presiding Officer/ Chairperson, to brief and manage the media, as well as the proceedings.

b. Media Interview and Coverage at the NDRRM Operations Center

- Media personnel are strictly prohibited from entering the Report Development area (2nd floor Situation Room) of the NDRRMOC to prevent inadvertent or premature disclosure of information that requires additional verification and validation. They are required to remain exclusively in the designated media area. The OS reserves the right to report any media personnel, staff, or crew found in violation of this protocol and may instruct them to vacate the premises.

- Request for media coverage (recording of videos / taking of pictures) inside the NDRRMOC facility shall be facilitated by the OCD-Strategic Communications Group and shall guide the media staff and crew while strictly observing the restrictions inside the NDRRMOC.

- Setting-up of electronic field production (EFP), other media equipment connected to the Outside Broadcasting (OB) Van, etc. must be approved and supervised by OCD-Administrative and Financial Management Service (AFMS).

> *"Media personnel are strictly prohibited from entering the Report Development area (2nd floor Situation Room) of the NDRRMOC to prevent inadvertent or premature disclosure of information that requires additional verification and validation."*

c. Media Interview at the RDRRMCs / OCDROs

- While the NDRRMOC provides only the data and latest information, the OCD-Strategic Communications team is responsible for its final packaging and preparing the necessary materials for the Spokesperson.

- Updates through interviews can be conducted at the regional level, adhering to the media management protocols established by the respective Regional DRRMCs.

- Only the official designated SPOKESPERSON is authorized for interviews with local media. Prior to an interview, strict adherence to the following guidelines is mandatory:

  ⇒ Information and figures especially on casualties, damage, and affected population must be verified and validated first.

  ⇒ The OCD Key Officials and the NDRRMOC must be informed first of any significant changes and updates prior disclosure to the local media.

> *"Only the official designated SPOKESPERSON is authorized for interviews with local media. "*

d. Website and Social Media Management

- NDRRMC Website

  ⇒ All approved reports (incident reports, NDRRMC updates, press release, etc.) shall be uploaded to NDRRMC website.

  ⇒ In case of website downtime/maintenance, a back-up website will be established to ensure continuous dissemination of reports.

- Social Media

  ⇒ Social media (Facebook, X, etc.) are utilized for alert, monitoring, and information management purposes. The official accounts shall be managed by OCD Strategic Communications Group. This includes posting of advisories and situational reports and addressing queries of the public.

  ⇒ Social media guidelines shall be developed by OCD Strategic Communications Group

$\Rightarrow$ The OCD Strategic Communications Group shall promote the use of UNIFIED HASHTAGS to coordinate and disseminate information, relief, and rescue efforts with the public and concerned government agencies.

$\Rightarrow$ All personnel are STRICTLY PROHIBITED to post NDRRMC unpublished updates/information on social media using their personal accounts.

CHAPTER III

REPORTING SYSTEM
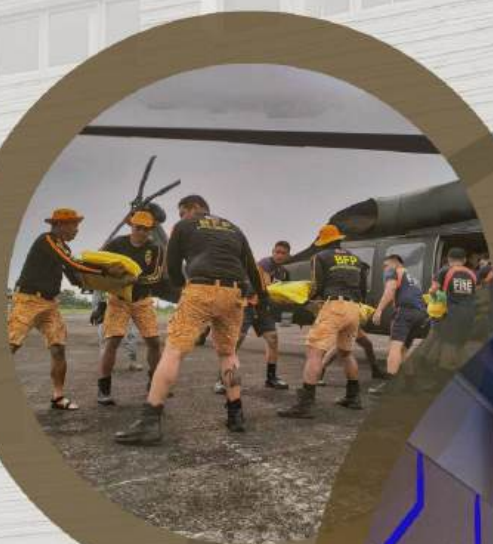
The NDRRMOC serves as the central repository for all disaster-related information. Data and information regarding disasters are gathered from NDRRMC Member-Agencies and RDRRMCs/OCDROs.

All data and information received from various sources undergo verification and validation processes coordinated with the relevant NDRRMC Member-Agencies and RDRRMCs/OCDROs. Once validated and verified, this information is processed by the NDRRMOC to generate an Official NDRRMC Report, which is disseminated to stakeholders.

As the Secretariat and Operating Arm of the Council, the OCD continuously enhances its systems, operations, and coordination mechanisms within the NDRRMOC. Through its skilled and dedicated workforce, the NDRRMOC delivers services aimed at improving disaster risk reduction and management efforts.

> *"Reporting plays a crucial role in ensuring the proper monitoring and documentation of disaster occurrences and their impacts on populations, properties, and the environment."*

Reporting plays a crucial role in ensuring the proper monitoring and documentation of disaster occurrences and their impacts on populations, properties, and the environment. It serves as a communication tool, facilitates evaluation, and enables the dissemination of activities to the public, keeping them informed about the current situation.

A **hazard** is 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[5].

There is a distinction between a hazard and a hazard event. While a hazard may cause loss of life, injury, property damage, social and economic disruption, or environmental degradation, a (hazard event or) hazardous event, as outlined by the United Nations General Assembly (2016), is the "manifestation of a hazard in a particular place during a particular period of time".

Super Typhoon YOLANDA (I.N. Haiyan) 2013, Magnitude 7.2 Bohol Earthquake 2013, and the Marawi Siege 2017 serve as notable hazardous events in the country.

1. Hazard Classification

A **natural hazard** refers to any naturally occurring event or phenomenon that poses a threat to human life, property, and the environment. These hazards are typically caused by natural processes and can include events such as earthquakes, hurricanes, floods, wildfires, tsunamis, volcanic eruptions, and landslides.

A **human-induced hazard** refers to a hazard or risk that is primarily caused by human activities rather than natural processes. Examples of human-induced hazards include chemical spills, nuclear accidents, air and water pollution.

2. Hazard Category[6]

- **Biological Hazards** are associated with biological processes and phenomena. They include epidemics, pandemics, diseases transmitted by vectors (e.g., mosquitoes), and outbreaks of infectious diseases (e.g., COVID-19).

- **Climatological Hazards** are related to long-term weather patterns and climate conditions. They include events such as climate change impacts, global warming, and shifts in rainfall patterns (e.g., El Niño).

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[5] Definition of Terms, RA 10121
[6] UNDRR / ISC Hazard Definition & Classification Review Technical Report

- **Geohazards** are hazards with a geological origin. They have been divided into three hazard clusters, two of which – seismogenic and volcanogenic – are the result of Earth's internal geophysical processes, and a third – shallow geohazards – are the result of surface or near-surface processes, generally resulting in erosion or some type of mass movement.

- **Hydrometeorological Hazards** are those resulting from the state and behavior of the Earth's atmosphere, its interaction with the land and oceans, the weather and climate it produces, and the resulting distribution of water resources. Examples are tropical cyclones (also known as typhoons and hurricanes); floods, including flash floods; drought; heatwaves and cold spells; and coastal storm surges.

- **Societal Hazards** are brought about entirely or predominantly by, human activities and choices. They are derived from sociopolitical, economic activity, cultural activity, human mobility and the use of technology.

- **Technological Hazards** arise from the possibility of failure of an existing technology as well as from emerging technologies. These are increasing due to the scope of technological expansion and are relatively untested and subject to unintended uses. Technological hazards involve all transport systems (land, sea, air) and can affect the infrastructure that supports these systems as public and private services. Radiation and nuclear materials can lead to hazards, including accidents at nuclear power plants, industrial radiation device accidents, and mis-use of nuclear weapons. Examples include industrial accidents, cyber hazard, chemical and oil spills, nuclear accidents, transportation accidents, and infrastructure failures.

3. Hazards in the Philippines

The Philippines is exposed to a wide range of natural and human-induced hazards due to its geographical location and geological features.

Common hazards in the country are as follows:

Table 6. Common Hazards in the Philippines

NATURAL	HUMAN-INDUCED
Destructive Winds/Strong Winds/Tornado/ Whirlwind	Ambush Incident
Drought	Armed Conflict
Dry Condition	Aviation Incident
Dry Spell	Bombing/Grenade Explosion
Earthquake	Caving Accident
Earthquake-induced Landslide	Chemical / Gas / Oil Spill / Leak
El Niño	Civil Disturbance
Fish Kill (Biological)	Collapsed Structure
Flashflood/Flooding	Disease Outbreak
Forest/Grass/Mountain/Wild Fire	Drowning
Ground Movement	Electrocution
Insect / Pest Infestation	Fire Incident
La Niña	Fireworks Related-Incident
Localized Thunderstorms	Fish Kill (Technological)
Low Pressure Area	Food Poisoning
Maritime Incident	Forest / Grass/Mountain/ Wild Fire
Northeast Monsoon	Insect / Pest Infestation
Other Weather Systems	Maritime Incident
Rain-induced Landslide	Vehicular Accident
Sinkhole	
Southwest Monsoon	
Tropical Cyclone	
Tsunami	
Volcanic Activity	

4. Scales of Hazard Events

Reported incidents or hazard events shall be classified into scales depending on factors such as number of affected areas, level of response actions required, declarations of State of Calamity, among others. The categories and their criteria are as follows:

a. Large-scale

- There is a declaration of State of Calamity on the National or Regional level.
- There is a call for international humanitarian assistance and / or intervention from international partners.
- There is a need to conduct National Post-Disaster Needs Assessment (PDNA) or Post-Conflict Needs Assessment (PCNA)

b. Medium-scale

- At least two (2) provinces are affected.
- There is a need for augmentation from the national to the regional level.
- There is a need for intervention / assistance from in-country liaison team (e.g. ASEAN, UN)
- There is a need to conduct Regional PDNA or PCNA

c. Small-scale

- Local incidents (e.g. local fire incidents, isolated thunderstorms)

> **A small-scale incident may be escalated to a medium-scale, and a medium-scale disaster to a large-scale depending on the level of response actions required.**

The National Disaster Risk Reduction and Management Council Monitoring Dashboard or NMD is an online tool that provides the public valuable information, accessible thru a web browser and its mobile app version (for android users only). users are notified on the latest advisories and updates provided by warning agencies, office of civil defense regional offices, and other information-providers.

The NMD is also the official online tool for the development, submission, and publication of NDRRMC Incident Reports and Situational Reports (SitReps). The information provided by concerned RDRRMCS are automatically consolidated/collated in the NMD, where DRRM practitioners as well as other users can view the automatically generated data/information presented in infographic form/product, to get the operational picture at a glance (dashboard). Additionally, reports shall be uploaded in the NDRRMC Website and corresponding PhilAWARE hazard event.

Public view of the NDRRMC Monitoring Dashboard. The NMD can be accessed through the
NDRRMC website or through the url: www.monitoring-dashboard.ndrrmc.gov.ph

1. Incident Report

An incident report is a document that records details about a hazard event. It shall contain details on:

- Date and time of the incident
- Location of the incident
- Description of what occurred, including any relevant details such as the nature of the incident, who was involved or affected, and any injuries or damages incurred
- Actions taken immediately following the incident

Natural and human-induced incidents with significant effects shall be **reported** and **published** through the NMD if they satisfy **any** of the following **criteria**:

- At least 10 casualties (dead, injured, ill, or missing) for the regional level and at least 50 casualties for the national level.[7]
- At least 50 families or 250 persons are affected and/or displaced. [8]
- At least 50 houses damaged (partially or totally).
- Damage or disruption to: shelter, critical infrastructure, and facilities that are necessary for emergency response, logistical operations, lifelines and other related systems for the delivery of necessities, including sources of food supply such as agricultural and fishery products; lifeline systems such as food supply chain, electricity, potable water system, communication system, access to health service, and other related systems.
- There is a recommendation for the declaration of affected areas under a State of Calamity either by the Local Sanggunian or by the President of the Republic of the Philippines.
- There is a Declaration of Outbreak by the Provincial/City/Municipality Health Offices (for RDRRMC report) and Presidential Declaration of the State of Public Health Emergency and/or (for NDRRMC Report) IHR declared communicable diseases of international concern.[9]
- Incidents involving High Ranking Government Officials depending on AOR, International Humanitarian Workers, and Foreign Dignitaries.

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[7] Based on DOH HEM Manual of Operations 2015

[8] Based on DSWD MC 05 series of 2024

[9] Based on DM 2023-0103, RA11332

All isolated cases of shooting shall not be reported as primary incident as they fall under the purview of PNP. However, other incidents, such as looting in the aftermath of a tropical cyclone or other disasters, may be included in the report as related incidents—provided a clear link can be established between the looting and the effects of the hazard event.

Armed conflicts shall be reported to the NDRRMOC if the one or more of the criteria are met, but publication shall follow the guidance or directives from the Department of National Defense and/or the Armed Forces of the Philippines.

Incidents that do not meet the criteria shall not be reported through the NMD, unless required or directed by the CDA/ED, NDRRMC Key Officials, and/or the President. Such incidents shall instead be included in the Monthly Incidents Monitored report, to be submitted on the 5th day of the following month.[10]

It is imperative for Report Developers to exercise judgment in determining the significance of each incident. For instance, self-inflicted accidents like stumbling or being run over by one's own vehicle should be excluded from the report.

Stages of Reporting

These reports document the details of an incident from its initial occurrence through to its resolution or closure.

a. **Initial Report** shall be submitted at the onset of an incident, providing key details on the initial observations, circumstances, and impacts. Report developers shall use their discretion to determine if the incident may have significant effects and meets the reporting criteria.[11] In such cases, they may submit an Initial Report even if complete documentation is not yet available, aiming to provide preliminary information to the NDRRMOC and other Key Officials. Screenshots of coordination efforts or early information may be included in the NMD for reference. The Initial Report shall be submitted within 3 hours of receiving information about the incident.

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[10] OCD Memo 955, s 2024 dated 13 August 2024 re Submission of Monthly Incidents Monitored
[11] Page 51, Criteria for Reporting

b. **Progress Report** shall contain updates on the status of an incident, including the actions taken, the current situation, and any changes or developments since the initial report. It is expected that progress reports are substantiated by documentation from sources.

c. **Terminal Report** shall be submitted at the conclusion or termination of a specific incident response process or phase. It shall contain final figures of the incident's impacts – such as but not limited to – casualties, affected population, and cost of damage.

For incidents such as vehicular accidents and other minor or localized events where significant progress updates are unlikely, Report Developers may adopt a simplified format titled 'Report on...' to communicate essential information to the NDRRMOC or NDRRMC Key Officials.

When drafting reports on illnesses or diseases, the title shall read **'Increasing Cases of (illness/disease)'.** The term 'outbreak' shall only be used if an official declaration of a disease outbreak has been made by the provincial, city, or municipal health office.

Incidents Reports that met the criteria for publishing may be viewed through the NMD and may be downloaded in pdf format.

2. Situational Report

In cumulative form, SitRep shall consist of the prevailing situation, preparedness measures, response actions, consolidated effects, and issues and concerns with corresponding recommendations (if any).

All NDRRMC Situational Reports (active and inactive) issued from July 2021 onwards can be accessed thru the NMD.

An incident or hazard event that is categorized as a Medium or Large-scale Incident may be translated into a Situational Report if it satisfies **any** of the following:

- At least two (2) regions are affected or to be potentially affected
- High Ranking Officials or Foreign Dignitaries are involved
- Significant damage to critical infrastructure or major impacts, such as but not limited to, widespread flooding or landslides
- There is a possible threat to national security
- NDRRMC Key officials recognize the incident as a national concern

a. **Terminal Report** (see Incident Report, page 53, item c)

Final Report Review Form [12]

A Final Report Review Form shall be utilized to facilitate accurate documentation and thorough monitoring of the culmination of disaster reports. This form serves as a tool for providing comments, suggestions, queries, and clarifications during the final report review process.

A dedicated Google Sheet shall be used to compile comments, suggestions, queries, and clarifications, and communicate it to the OCD Regional Offices. Subsequently, the Regional Offices will utilize the same form to address and respond to said comments.

> *Incidents Reports that met the criteria for publishing may be viewed through the NMD and may be downloaded in pdf format.*

b. **Final Report**

It shall contain a comprehensive summary of the incident or hazard event from its occurrence to the conclusion of the response and early recovery efforts. This report shall provide summary of the effects, overall response actions taken, resources utilized, and outcomes as well as analysis of the effectiveness of the response, any shortcomings or areas for improvement identified, and recommendations for preventing similar incidents in the future.

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[12] OCD Memorandum No. 1052, s. 2023 dated 23 December 2023 re Final Report Review Form

3. Multi-Hazard Incident and Situational Reports

An Incident Report and/or Situational Report usually contains information pertaining to a primary single hazard event. However, in some cases, multiple hazard events affect the same areas in the country either consecutively, at the same time, or in overlapping periods.

Weather systems with relatively larger scope of effects (e.g. tropical cyclones, monsoons, LPAs) tend to affect multiple regions. In some cases, one or more regions even experience multiple weather systems at the same time or consecutively.

Shear Line and LPA affected Caraga and Eastern Visayas in November 2023

TC Goring exited PAR on 28 July 2023 then TC Falcon entered PAR the next day. Both TCs affected Luzon Island Group

Effects of Various Weather Systems in Region XII

Tropical cyclones, monsoons, and other weather systems may enhance each other's characteristics.

Southwest Monsoon was enhanced by TCs Egay and Falcon in July 2023

Southwest Monsoon was enhanced by TCs Goring, Hanna, and Ineng in August 2023

For geological hazards, different earthquake events may also affect similar areas. These events may or may not be related or caused by the same fault system. There have been cases wherein a series of earthquakes affected multiple areas, and some of which were affected by multiple earthquake events.

Batangas earthquake swarm in April 2017

M6.3, M6.6, M6.1, and M6.5 earthquakes in Cotabato vicinity in October 2019

M7.4 and M6.8 earthquake events in Surigao del Sur in December 2023

Different types of hazards may occur at the same time or at overlapping periods and affect the same areas.

Effects of volcanic eruption and flooding in Region III

Coordination and Conditions

To determine whether multiple hazard events should be merged or reported separately, the following actions and conditions shall be conducted:

Table 7. Conditions and Coordination Mechanism for Multi-Hazard Reports

	INCIDENT REPORTS	SITUATIONAL REPORTS
Prescribed actions	**OCD Regional Offices/ Regional DRRM Operations Centers** shall convene its member-agencies and concerned LDRRMOs and subsequently inform the NDRRM Operations Center of their agreed decision to merge or separate reports	**NDRRM Operations Center** shall coordinate with concerned NDRRMC Member-Agencies and OCD Regional Offices
Via	Teleconference or face-to-face meeting	Weather Updates for Hydrometeorological Hazards or special meetings

At the national level, the effects and information concerning multiple hazards may be consolidated into a single report if DOST-PAGASA, DOST-PHIVOLCS or DENR-MGB and concerned OCDROs/RDRRMCs confirms that the overlapping

timeline of events and the areas affected will complicate reporting due to their potential impacts.

At the regional level, the decision to merge or separate reports will be based on issuances from early warning agencies. This decision will be made in consultation with the RDRRM Council agencies, and the RDRRMC shall inform the NDRRMOC to ensure consistency between regional and national reports.

Additionally, **at least one (1)** of the following conditions shall also be met prior to merging:

- Multiple hazard events are affecting or are forecast to affect the same region/s simultaneously, consecutively, or in overlapping periods.
- The same population are affected / displaced due to multiple hazard events.
- Related incidents, agricultural damage and losses, and other effects, cannot be associated solely to one hazard event.

Submission of Merged Reports

Once it has been determined that multiple hazard events shall be merged into a single report, all NDRRMC Member-Agencies, OCD Regional Offices including their respective RDRRMC Member-Agencies and concerned LDRRMCs shall submit reports that reflect the merged information related to the multiple hazard events.

Separation of Reports

In the event that reports for multiple consecutive or simultaneous hazard events will not be merged, the date coverage for each hazard event and areas affected shall be clearly identified. Consequently, all reported effects for each hazard event shall fall under its respective date coverage. Likewise, identify specific areas for each hazard event.

Moreover, the displaced population from the previous hazard event may be treated as pre-emptively evacuated population for the next hazard event if they remain displaced prior to the onslaught of the next event.

(see annexes D and E for the process flow for multi-hazard reports)

4. Real-Time Reporting[13]

Real-Time Reporting (RTR) is designed to provide key officials with initial information about disaster or hazard events. Data submitted through RTR may be less accurate compared to SitReps since it captures preliminary and unverified reports. However, this approach ensures that key officials are promptly informed of the evolving situation on the ground. RTR shall be employed during the first week following the onset of a disaster or hazard event, or longer, depending on the situation's severity.

For each disaster operation, the NDRRMOC will provide a new Google Sheet link to the concerned RDRRMCs/OCDROs and will notify the aforementioned when RTR reporting should be discontinued.

> *Each RTR link contains multiple sheets, each dedicated to datasets of different effects associated with the monitored hazard event.*

Despite ongoing RTR updates, RDRRMCs/OCDROs are required to continue submitting SitReps to the NDRRMOC.

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[13] OCD Memorandum No. 941, s. 2024 dated 08 August 2024 re Real Time Reporting Template following the Impact of a Disaster

1. Related Incidents

(Official Sources: LGUs and other agencies)

The table for related incidents is dedicated for reporting secondary incidents or hazards caused by the primary incidents or hazards being monitored. A fire incident following an earthquake or flooding resulting from a weather disturbance fall into this category. It's important to emphasize that the primary hazard event or incident should not be encoded in this table.

In addition, only include incidents that have affected families, resulted in casualties, caused damage, or pose a continuous threat to communities (e.g. artificial dam formed due to a landslide).

When documenting a related incident, report developers must include details such as location, date and time, effects, and response actions taken.

It is imperative for Report Developers to exercise judgment in determining the significance of each incident and its relation to the hazard event or primary incident.

> *"...only include incidents that have affected families, resulted in casualties, caused damage, or pose a continuous threat to communities ."*

Reporting Related Incidents during Hydrometeorological Hazards

a. Flooded Areas:

- Only reports indicating flooding of at least 1 foot or 0.3 meters should be included. Ensure to regularly update the status (flooded, receding, or subsided).
- Other flooding reports may also be included if they meet certain criteria, such as prolonged duration (lasting for several days) or extensive scope (affecting multiple areas or barangays).

- Reports of flooded areas can be detailed down to the barangay level. Finer details such as purok, sitio, and other specific locations can be included in the remarks section.

b. Landslide:

- Landslide is an overarching term encompassing various forms of mass movement involving the downward displacement of soil, rock, or debris. Hence, when reporting any form of mass movement, report developers must use the term "Landslide".
- Incidents involving landslides affecting roads and bridges as either partially or totally impassable shall be reported in the Roads and Bridges Table.
- Landslides causing damage to roads, bridges, or other infrastructure shall also be documented in the Damage to Infrastructure table.
- Incidents involving landslides causing damage to agricultural areas shall be added to the Damage to Agriculture table.
- Landslides which damaged residential structures shall also be documented to the Damaged Houses table.

c. Fallen debris / trees

- Only include reports of fallen debris or trees that have resulted in discernible effects, such as impacts on the affected population, casualties, or damaged structures.

Flooding and landslide incidents that occurred following heavy rains
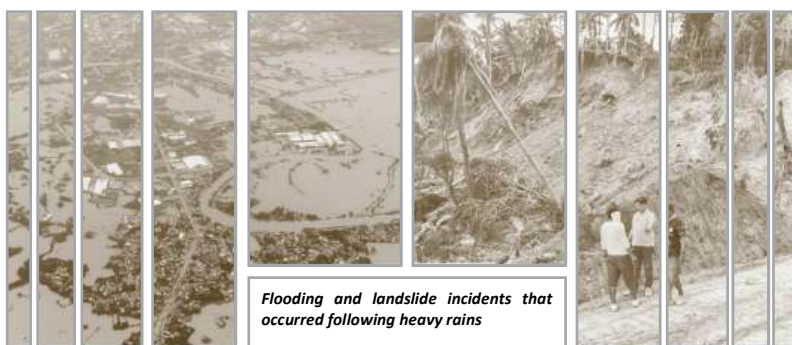
Reporting Related Incidents during Special Events

An incident shall only be included in the SitRep for the following Special Events if it falls under the following categories:

a. Black Nazarene Traslacion

- Any serious untoward incidents that occurred during the procession.
- Acts of terrorism or any actions intended to disrupt the peaceful observance of the Feast of the Black Nazarene.

b. Semana Santa (Holy Week)

- Any serious untoward incidents that occurred during the processions, senakulo, pabasa/pasyon, church visitations, and other church/religious activities.
- A fire incident that resulted from activities related to the observance of Semana Santa (e.g. due to lighted candle or faulty electric wires during the conduct of activities).
- A shooting, stabbing, or a similar incident that happened in an area where religious activities are being conducted can be included / considered in reporting during the observance of Semana Santa.
- Incidents due to social gatherings, parties, or personal celebrations held within the monitoring period for Semana Santa shall not be reported in the SitRep.

c. Undas (All Saints' Day and All Souls' Day)

- Sensationalized reports captured by Media Outlet.
- A vehicular accident related to the observance of traditional/cultural activities. This may include accidents involving persons traveling to or from areas where such activities are being held.

d. Year-End Celebration

- Any serious untoward incidents that occurred during the year-end celebration
- Casualties resulting from fireworks shall be reported under the Casualties table. On the other hand, firework-related incidents resulting in discernible effects to properties/infra shall be reported under the related

discernible effects to properties/infra shall be reported under the related incidents tab (i.e. fire incident due to fireworks).

- Incidents involving firecrackers/fireworks, including fires and, those which resulted in multiple casualties caused by their use.
- Only reports falling under the official coverage period of DOH shall be included in the Situational Report for the said event.

e. Election

- Vehicular accidents involving transportation of election paraphernalia, voters, polling precinct workers, volunteers, poll watchers.
- Only incidents that satisfy the criteria for publishing incident reports shall be encoded under the related incidents table given that the incident occurred during the campaign and voting period[14] unless directed by NDRRMC Key Officials.

Vehicular accidents monitored during the reporting period will be treated as a separate report and will not be included in the report. (If it will qualify with the reporting parameter).

OCD Regional Offices shall assess the incidents reported by LGUs and validate whether or not the incidents are related to the observance of the Special Events.

Other incidents that are not related to Special Events being monitored shall be encoded in the NMD through the Disaster Reports – Incident Report section.

2. Affected Population

(Official Sources: DSWD and LDRRMC Consolidated Report)

The Affected Population Table is designed to document the number of affected families, as well as their displacement, categorized by geographical areas such as barangays, municipalities/cities, and provincial levels.

This data serves as an indicator of the impact on human lives, offering insight into the magnitude of the effects of a hazard event. Furthermore, it offers decision-makers with information for prioritizing assistance and relief efforts.

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[14] Based on Omnibus Election Code of the Philippines

3. Casualties

(Official Sources: See page 66 table 8)

Through the approved Guidelines on the Management of the Dead and Missing Persons (MDM)[15], the DILG, with the support of other agencies and offices, shall submit the official consolidated report on dead and missing persons to the national and/or regional DRRMOCs.

Reporting protocols and reportorial requirements for MDM shall only be in effect if the Cluster is activated for either at the national and regional levels.

The National and Regional MDM Clusters shall only submit reports upon activation of the Response Cluster. Any reported dead and missing not covered by the activation shall follow the usual reporting procedures.

Only reported missing persons with identity shall be reflected in the SitRep. However, RDRRMCs may still report (not through NMD) the number of missing persons (w/o identity) with an intent only to provide advance information to the NDRRMOC.

> *"Only reported missing persons with identity shall be reflected in the SitRep."*

Reports of unvalidated casualties shall be submitted via the NMD, with the note that these figures are subject to validation and the numbers may decrease. Report Developers must ensure to accurately distinguish between validated and unvalidated casualties when entering data into the system. In instances where the number of missing persons decreases due to validation – whether deceased or found alive – a notation explaining the reason for the change must be included as a note under the casualty table. Same practice should be applied if there will be a decrease due to validation in cases where reductions occur due to validation of double-entries or the person's death was determined to be unrelated to the incident.

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[15] NDRRRMC MC No. 19, s. 2016 re Rules and Regulations Governing the Implementation of the Management of the Dead and Missing Persons

Documentation of medical consultations conducted during hazard events (e.g. special events, earthquakes and volcanic eruptions) can be included in the actions taken portion of relevant agencies or integrated into the situational overview in the NDRRMC or RDRRMC report. There's no necessity to list medical consultations in the Casualties table unless they are confirmed to be related to injuries or illnesses directly associated with the hazard event.

a. Process of Reporting Casualties[16]

- Local DRRM Councils shall report official and validated list of names of casualties to the Regional DRRMCs, including the age, sex, location, address, and details on:

  ⇒ **Dead**: cause and date/time of death
  ⇒ **Injured:** brief description of the injury and medical services provided
  ⇒ **Ill**: brief description of the illness and medical services provided
  ⇒ **Missing**: date/time the person went missing

- The RDRRMCs shall consolidate all reports from Local DRRMCs and RDRRMC member-agencies submit the same to the NDRRMOC. RDRRMCs must ensure the identity and number of reported deaths were reconciled, verified, and confirmed by DILG Regional Offices before reporting to NDRRMOC. DILG Regional Offices, upon submission of reports to DILG Central Office, must ensure that same report is provided to OCDROs/RDRRMOCs.

- The LGU must submit to the NBI/PNP an updated list of missing persons. The LGU shall be responsible in updating the list of missing persons.

- The NDRRMOC shall be the official source of casualties which will form part of the NDRRMC Situation Report.

- The NDRRMC SitRep shall be disseminated and published to the Official NDRRMC Website and other available means of communication.

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[16] NDRRRMC MC No. 19, s. 2016 re Rules and Regulations Governing the Implementation of the Management of the Dead and Missing Persons

b. **Verification and Validation Process**[17]

Verification is a process where an information of a casualty in a disaster event is being confirmed thru investigation and official channels. This can only be proved thru a PNP Spot and/or Progress Reports and as reflected in the LDRRMO's Situational Report.

Validation is a process where the verified reported casualty in a disaster event is being confirmed thru a scientific method that determines the death of the casualty is **directly and/or indirectly related to the hazard event.** This can be proved thru the issuance of the Death Certificate.

c. **Official Sources and Reportorial Requirements**

Below is the list of official sources and reportorial requirements for Dead and Missing Persons when (1) the MDM Cluster is ACTIVATED and (2) the MDM Cluster is NOT ACTIVATED.

Table 8. Official Sources and Reportorial Requirements for Dead and Missing Persons during Activation and Non-Activation of the MDM Cluster

	ACTIVATED	NOT ACTIVATED
OFFICIAL SOURCES		
Dead	MDM Cluster, DILG, LGU (LDRRMC Consolidated Report), DOH	LGU (LDRRMC Consolidated Report), Local Health Officer, DOH
Missing	MDM Cluster, DILG, LGU (LDRRMC Consolidated Report), PNP	LGU (LDRRMC Consolidated Report), DSWD, PNP
REPORTORIAL REQUIREMENTS		
Dead	Certificate of Identification (issued by PNP-FG or NBI) Death Certificate (issued by DOH, and Local Health Officer	Certificate of Identification (issued by PNP-FG or NBI) Death Certificate
Missing	Accomplished Incident Report Form (PNP); and/or MDM Standard Missing Persons' Form	Accomplished Incident Report Form (PNP)

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[17] MDM Field Manual

Meanwhile, the official sources for injured or ill persons are the DOH, Local Governments Units (Local Health Officer), and BFP. Its reportorial requirements include LGU (LDRRMC Consolidated Report), DOH Line list and BFP report.

4. Damaged Houses

(Official Sources: DSWD, DHSUD[18], and LDRRMC Consolidated Report)

The table for damaged houses intends to record the totally and partially damaged houses (and cost of damage if available) incurred due to a hazard event. Recording such data is crucial for immediate response, resource allocation, long-term recovery planning, insurance claims, historical documentation, and informing policy and advocacy efforts aimed at reducing vulnerability and enhancing resilience to future disasters.

5. Damage and Losses to Agriculture and Fisheries

(Official Sources: DA and LDRRMC Consolidated Report)

The process of documenting damage and losses in agriculture serves the dual purpose of monitoring the magnitude of impact on the agricultural sector and providing an initial assessment of how the hazard event might influence the broader economy.

The DA Central Office shall serve as the official source of all agriculture-related reports, including those from its bureaus. DA Field Offices and their respective bureaus are not authorized to release regional-level reports without clearance from the DA Central Office.

LGUs will remain as official sources of preliminary information on agricultural damage and losses, but their reports will be subject to the validation by the DA.

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[16] Transition still ongoing

6. Damage to Infrastructure

(Official Sources: DPWH, DepEd, DOH, and LDRRMC Consolidated Report)

The primary intent of recording damage to infrastructure is to assess the extent of destruction caused by a hazard event. It is essential for effective disaster response, and recovery and rehabilitation.

When reporting damaged schools, report developers should cluster the number of damaged schools in a specific city or municipality, along with the corresponding cost of damage. For detailed information required for support requests through the NDRRM Fund, refer to the DepEd Rapid Assessment of Damages Report (RaDaR).

For damage to roads, bridges, and other government facilities, report developers must ensure that the information is encoded into the NMD for each specific infrastructure.

Damage to Health Facilities reported by LGUs shall be validated by the concerned Center for Health Development (CHD).

Heavy rains and flooding resulted in this damaged overflow bridge.

7. Other Damaged Assets

(Official sources: LGUs and Agencies concerned)

The Other Damaged Assets table shall include the details of damage for all other assets and properties that cannot be considered as houses, infrastructure, or agriculture and fisheries.

This table may include damaged vehicles, military assets, furniture, educational materials, ICT equipment, and hospital equipment including medicines.

8. Status of Lifelines

(Official sources: see page 70, Table 9)

Monitoring the status of lifelines, such as transportation networks, utilities, and communication systems, is crucial in response operations. Lifelines enable the efficient delivery of emergency services, including medical care, search and rescue operations, and evacuation efforts. Monitoring their status ensures that emergency responders can access affected areas and provide assistance promptly, and helps prioritize resource allocation and identify areas where additional support may be needed.

Damaged roads and bridges or other lifelines shall also be reported to the Damage to Infrastructure table.

A road section was rendered impassable to all types of vehicles due to a fallen tree following a tropical cyclone
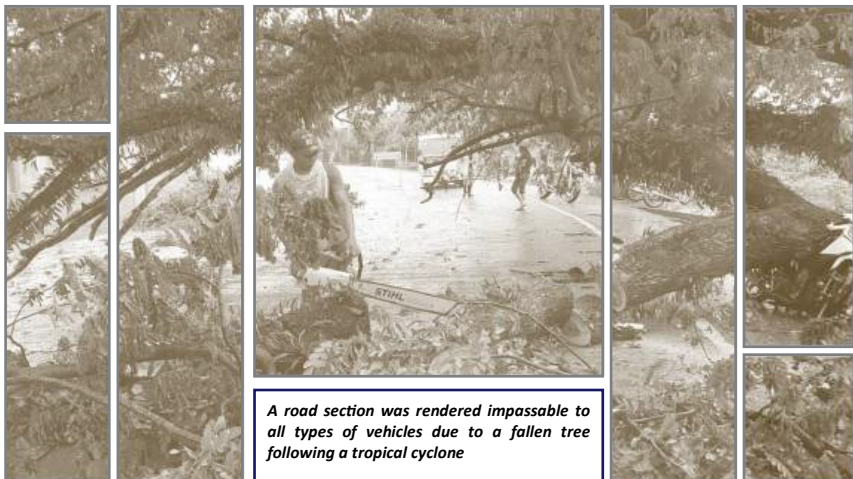
For cities or municipalities experiencing partial power, water, or communication interruptions, report developers should classify these as "interruption." The specific percentage of the interruption should be detailed in the "remarks" column of the table.

Table 9. Official Sources of Information for Status of Lifelines

LIFELINE	SOURCES OF INFORMATION
Roads and Bridges	DPWH and LGUs
Power	LGUs (LDRRMC Consolidated Report), DOE
Water	LGUs (LDRRMC Consolidated Report), LWUA, MWSS, PAWD, Private Concessionaires, DENR (NWRB)
Communication Lines	LGUs (LDRRMC Consolidated Report), DICT
Status of Airports	CAAP, LGUs
Status of Seaports	LGUs, PCG, PPA

9. Suspension of Class and Work

(Official Sources: LDRRMC Report [local EO/DepEd] for local suspension and EO for national suspension)

This table is designed to track the impact of the hazard event on the regular operations of both public and private workplaces, as well as educational institutions.

10. Declaration of State of Calamity

(Official Sources: LDRRMC and DILG)

The Declaration of State of Calamity (SOC) table is intended to document all local government units that have declared SOC. This data equips decision-makers with valuable insights into the severity of the situation, guiding their decisions on the potential need for declaring a state of calamity at the regional or national level.

Report developers must ensure that they encode SOCs only after they have received either the electronic or hard copy of the declaration (Sangguniang Bayan /Sangguniang Panlalawigan /Office of the President resolution not DRRMC).

11. Pre-emptive Evacuation (People and Animals)

(Official Source: DSWD, DILG, and LDRRMC Report)

a. People

Monitoring preemptive evacuation is essential for safeguarding lives, minimizing losses, facilitating response operations, and mitigating secondary hazards associated with hazard events or disasters.

Reports on pre-emptive evacuation shall include the number of evacuated families/persons and name and number of evacuation centers used at the barangay level.

b. Animals

Monitoring the preemptive evacuation of livestock is essential for ensuring animal welfare, preventing economic losses, and maintaining food security.

Farm animals were evacuated following the eruption of Mayon Volcano in June 2023. Photo credits: Albay Veterinary Office
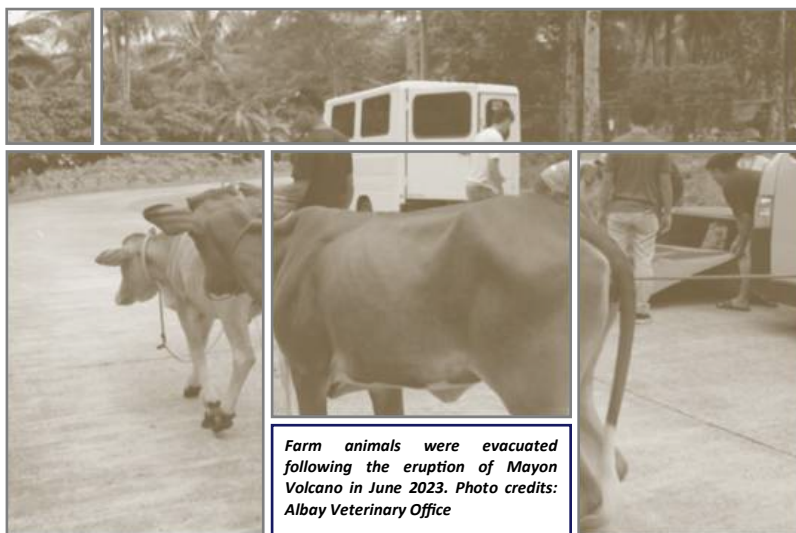
12. Assistance Provided to Families, LGUs, and Agencies

(Official Sources: DSWD, OCD, DepEd, DA, DOLE, DOH, DHSUD, LDRRMC Reports, CSOs, and other agencies/offices)

These tables track the assistance given to Local Government Units (LGUs) and agencies to support their disaster response operations. The data will help agencies that provided aid understand where their resources were distributed.

a. Table for Assistance Provided to Families

This table details the support given to families through LGUs:

- Concerned LGU (Province, City, Municipality)
- Cluster
- F/NFIs Provided (Type, Quantity, Unit, Cost per Unit)
- Valuation of Assistance Provided
- Source (e.g., DSWD, DOH, OCD)
- Remarks

b. Table for Assistance Provided to LGUs and Agencies

This table records the assistance given to specific LGUs or agencies:

- Concerned LGU (Province, City, Municipality)
- Recipient (e.g., LGU, Local Health Office)
- Cluster
- F/NFIs Provided (Type, Quantity, Unit, Cost per Unit)
- Valuation of Assistance Provided
- Source (e.g., DSWD, DOH, OCD)
- Remarks

For assistance provided to regional agencies, there is no need to fill in the province, city, or municipality fields.

13.Families Requiring Assistance

(Official Sources: LDRRMC Report)

This table provides a comprehensive view of the families in need of assistance and those who have received aid. It helps in identifying gaps in the response efforts, ensuring that all affected families are properly supported.

Table Components:
- LGU (Province, City, Municipality)
- Number of Affected Families
- Number of Families Requiring Assistance (Families in need of aid based on assessment)
- Number of Families Assisted (Families that have received aid)
- Percentage of Families Assisted (Calculation: Number of Families Assisted / Number of Families Requiring Assistance × 100)
- Remarks

June 2024: Families line up to receive potable water after the volcanic activity of Mt. Kanlaon contaminated their primary sources of drinking water.

The Response Cluster Situation Report of each cluster shall reflect three (3) main important information:
- available resources,
- assistance provided/ accomplishments; and
- gaps.

Information that are worth reporting at the national level and reflected to the NDRRMC Official SitReps can also be included. In addition, if available, action photos with caption should be attached in the last part of the report.

On the other hand, report developers must refrain from including information that are part of "routinary" or "administrative" activities that are prerequisite to the delivery of goods and services of the cluster (e.g. attendance to meetings, conduct of ocular inspections, and preparation of budget/purchase requests). Further, other information that are already reported in the NDRRMOC as part of the situation report shall be disregarded from the Cluster Report (e.g. affected population, injured, dead, class suspension).

Table 10 shows the minimum information to be included in the response cluster reports.

Table 10. Minimum Information Requirement for Response Cluster Reports

CLUSTER	LEAD AGENCY	MINIMUM INFORMATION re RESOURCES and ASSISTANCE to be COVERED
Search, Rescue and Retrieval	Armed Forces of the Philippines	• SRR teams on standby and deployed • SRR assets of standby and deployed • SRR operations conducted
Health: **Medical and Public Health Services, WASH, Nutrition, MHPSS**	Department of Health	• Health commodities and services provided • WASH (Water, Sanitation, Hygiene) commodities and services provided • Nutrition commodities and services provided • MHPSS (Mental Health and Psycho-Social Support) commodities and services provided • Deployed response teams

Table 10. Minimum Information Requirement for Response Cluster Reports (cont.)

CLUSTER	LEAD AGENCY	MINIMUM INFORMATION re RESOURCES and ASSISTANCE to be COVERED
Internal Displaced Population Protection	Department of Social Welfare and Development	• Accomplishments re gender-based violence prevention/ response • Number of established protection desks in camps and areas affected • Number of child protection in emergencies (CPIE)-related cases responded to • Functionality and activities of Local Council for the Protection of Children (LCPC)
Camp Coordination and Camp Management	Department of Social Welfare and Development	• Number of families or persons served inside and outside the evacuation centers
Food and Non-Food Items	Department of Social Welfare and Development	• Standby resources (funds, family food packs (FFPs), others) • Cost of assistance • NFIs distributed • FFPs distributed
Logistics: Warehousing, Transportation, and Services	Office of Civil Defense	• Summary of land, air and sea assets deployed • Air, land and sea sorties • Summary of cargo delivered
Education	Department of Education	• Schools used as evacuation centers • Temporary learning spaces (TLS) established • Learning materials provided
Philippine International Humanitarian Assistance	Department of Foreign Affairs	• Status of intent/ provision of international assistance
Law and Order	Philippine National Police	• Personnel and assets deployed in critical areas (evacuation & commercial areas) • Police assistance desks (PADs) established and managed • Traffic management activities • Cases monitored and responded to

Table 10. Minimum Information Requirement for Response Cluster Reports (cont.)

CLUSTER	LEAD AGENCY	MINIMUM INFORMATION re RESOURCES and ASSISTANCE to be COVERED
Emergency Telecommunications	Department of Information, Communication and Telecommunications	• Available resources (equipment and personnel) • Resources/ services deployed (equipment and personnel)
Management of the Dead and Missing	Department of Interior Local Governance	• MDM activities conducted (e.g. disaster victim identification)
Shelter	Department of Human Settlements and Urban Development	• Emergency shelter assistance (ESA) • Emergency housing assistance program (EHAP) • Shelter materials distributed • Emergency shelter constructed/ provided
Early Recovery	Office of Civil Defense	• Emergency cash transfer provided • Food/ cash-for-work • Resources, services, alternatives to livelihood and economic opportunities provided
Debris Clearing and Civil Works	Department of Public Works and Highways	
Crisis Communication	Presidential Communications Operations Office – Philippine Information Agency	

Per NDRRMC Memo No. 109, s. 2020, Subject: Adoption of Streamlining of NDRRMC Response Cluster Report dated December 10, 2020, among the reports expected from the National Response Clusters aside from the Response Cluster Situation Report, the leads of the activated National Response Clusters shall also prepare and submit the 1.) Daily Essential Elements of Information (EEI) and 2.) Response Cluster Presentation. The submission of other agency reports, in addition to the said reports shall continue based on respective mandates and other existing reportorial requirements of the NDRRMC.

In the event that technical issues are encountered with the NDRRMC Monitoring Dashboard and reporting incidents through the said platform would not be feasible, the following Risk-Control Measures for Incidents Reports shall be followed:

- Manually translate the received reports to NDRRMC Update and NDRRMC Memorandum. Use the templates (excel/csv file) from the NMD.
- The Executive Director, NDRRMC or designated official shall review and sign both reports.
- Both reports shall be scanned and a file copy must be maintained for record keeping.

Reports that met the criteria for publication shall be disseminated accordingly:

- NDRRMC Update
  ⇒ Email the scanned document to NDRRMC Member-Agencies and concerned RDRRMC
  ⇒ Upload the scanned document to the NDRRMC Website

- NDRRMC Memorandum
  ⇒ Email the scanned document to NDRRMC Key Officials
  ⇒ Transmit/Hand-carry the original document to the Office of the Secretary, DND

Once the NDRRMC Monitoring Dashboard becomes available, all manually translated reports shall be encoded following the standard procedures.

ANNEXES
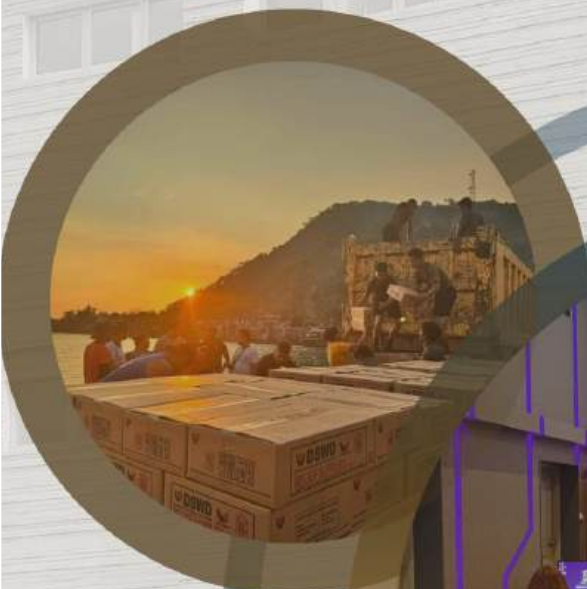
REPUBLIC OF THE PHILIPPINES

NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

JUN 17 2019

Memorandum Order
No. 60 , s. 2019

TO : **NDRRMC Member Agencies**
Chairperson, RDRRMCs and LDRRMCs

SUBJECT : **Revised Guidelines for the Declaration of a State of Calamity**

1. **REFERENCES:**

   a. Section 16 and 17 of Republic Act No. 10121, and Rule 12, Sections 1-3 and Rule 13 of its Implementing Rules and Regulations (IRR)

   b. NDCC Memo Order No. 4., s-1998

2. **DEFINITION OF TERMS**

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

   b. Casualty – a person who is either injured, dead, or missing during an emergency or disaster.

   c. Disaster – a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation.

Telefax: NDRRMC Secretariat / NDRRMC Opcen (+632) 911-1406; 912-2665; 912-5668
Office of the Administrator, OCD (+632) 912-6675 / 912-2424
Email: dopcen@ndrrmc.gov.ph Website: www.ndrrmc.gov.ph

3. CRITERIA FOR DECLARATION OF A STATE OF CALAMITY

A city, municipality, province, or region may be declared under a State of Calamity when any of the following conditions brought about by natural and/or human-induced disasters are present:

a. At least fifteen percent (15%) of the forecasted affected population based on science-based projection are in need of emergency assistance.

b. At least thirty percent (30%) of the means of livelihood on agricultural, business, and industrial sectors are affected.

c. Damage to critical and lifeline infrastructure/facilities such as major roads and bridges, power stations, potable water supply systems, and telecommunication facilities that may result to any of the following:

i. Emergency response is hindered;

ii. Local Government Unit (LGU) basic services are inaccessible and/or paralyzed which further aggravate the situation of communities; or

iii. Services are disrupted which may take more than a week to be restored.

d. Widespread destruction of fishponds, crops, poultry and livestock, and other agricultural products.

e. Disruption of lifelines such as food supply chain, electricity, potable water system, other transport systems, communication system, access to health service, and other related systems that cannot be restored within one (1) week, or in the case for highly-urbanized areas where restoration of the above lifelines cannot be done within twenty-four (24) hours.

f. When there is an extremely high incidence of a certain disease whether communicable or non-communicable within a community, in a specific period of time, specific health-related behavior, or other health related events clearly beyond normal expectancy.

g. Significant degradation to environmental and natural resources based on the recommendations of government agencies [e.g. Department of Environment and Natural Resources (DENR) on forest land degradation and Department of Agriculture (DA) on crop damages and drought].

4. AUTHORITY TO DECLARE A STATE OF CALAMITY

a. **The Local Declaration.** The declaration and lifting of the State of Calamity may be issued primarily by the local *Sanggunian*, upon the

2

recommendation of the LDRRMC of the relevant LGU, adhering to the criteria set forth in this set of Guidelines.

i. The concerned LDRRMCs shall assess the situation using available tools [e.g. Rapid Damage Assessment and Needs Analysis (RDANA), Pre-Disaster Risk Assessment (PDRA), and Post-Disaster Needs Assessment (PDNA)] to determine the satisfaction of criteria for the declaration of the State of Calamity as stipulated in Section 3.

ii. When two or more barangays are affected by a disaster, the *Sangguniang Bayan* or *Panlunsod*, upon the recommendation of the Municipal/City DRRM Council, may declare the entire municipality or city under a State of Calamity.

iii. When two or more municipalities or cities are affected by a disaster, the *Sangguniang Panlalawigan*, upon the recommendation of the Provincial DRRM Council, may declare the entire province under a State of Calamity.

iv. The concerned *Sanggunian*, through the LDRRMC, shall immediately furnish their respective Regional DRRM Council and the National DRRM Council a copy of the *Sanggunian* Resolution on the declaration of a State of Calamity.

b. **The National Declaration.** The President of the Philippines, upon recommendation of the NDRRMC, may declare a cluster of barangays, municipalities, cities, provinces, regions under a State of Calamity, and lift such declaration. The President's declaration may warrant request for and acceptance of international humanitarian assistance upon the recommendation of the NDRRMC.

5. UTILIZATION OF FUNDS

a. To strengthen LGU preparedness and emergency response capacities through strategic investment programming and budgeting, the LDRRM Fund Investment Program (LDRRMFIP) indicating the activities to be funded from the Quick Response Fund (QRF) [e.g. prepositioning of food and medical supplies] and DRRMF [e.g. procurement and installation of Early Warning System (EWS)] should be included in the Annual Investment Program (AIP) of the LGUs.

b. In areas declared under a State of Calamity either by the President or the concerned *Sanggunian*, the QRF from the National / Local Disaster Risk Reduction and Management Fund (N/LDRRMF) or stand-by fund shall be utilized for relief and recovery programs in order that situation and living conditions of people in communities or areas stricken by disaster, calamities, epidemics, or complex emergencies may be normalized as quickly as possible.

c. The National DRRM Fund may be released to augment local funds for relief and rehabilitation efforts of the affected LGUs with the favorable

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recommendation of the NDRRMC and approval of the President. The Guidelines to access said funds is provided by the NDRRMC MC No. 45 s. 2017.

6. DURATION AND LIFTING OF THE DECLARATION OF STATE OF CALAMITY

The declaration of a State of Calamity may be enforced either by the President as recommended by the NDRRMC or the Local Chief Executive (LCE) upon the issuance of the corresponding Resolution by the local *Sanggunian* as recommended by the LDRRMC in the affected area for a duration of one (1) year or less, unless the effects of the disaster are recurring or protracted, in which case the declaration shall be a continuing one.

However, the declaration of a State of Calamity shall be terminated or lifted by the local *Sanggunian* through a Resolution, or by the President through the recommendation of the NDRRMC, as the case may be.

7. MEASURES TO BE UNDERTAKEN UPON THE DECLARATION OF STATE OF CALAMITY

Upon the declaration of a State of Calamity, the following remedial measures may be undertaken by the concerned national agencies/LGUs in order to mitigate the effects of the disaster and stabilize the situation in the disaster-stricken area:

a. Imposition of price ceiling on basic necessities and prime commodities by the President upon the recommendation of the implementing agency as provided for under Republic Act No. 7581, otherwise known as the "Price Act", or the National Price Coordinating Council;

b. Monitoring, prevention, and control by the Local Price Coordination Council of overpricing/profiteering and hoarding of prime commodities, medicines, and petroleum products;

c. Programming / reprogramming of funds for the repair and upgrading of public infrastructure and facilities;

d. Granting of no-interest loans by government financing or lending institutions to the most affected section of the population through their cooperatives or people's organization;

e. Utilization of the QRF from the LDRRM Funds within the affected LGUs or other areas affected by a disaster or calamity for relief, rehabilitation, reconstruction, recovery, and other works or services;

f. Subject to the approval of the President, release of the NDRRM Fund to agencies and LGUs involved in relief operation, response, rehabilitation, and/or improvement of damaged life line services; and

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g.   Use of alternative modes of procurement for efficient procurement of emergency works, goods or services to respond or quickly recover from disasters subject to the provisions of Republic Act No. 9184.

8. MONITORING AND EVALUATION

Concerned LGUs of areas declared under a State of Calamity shall submit monthly reports to their respective OCD Regional Offices, copy furnish the National DRRM Council, from the start of the declaration up to its lifting or normalization of the affected area.

9. REPEALING CLAUSE

Any provisions of pertinent Memorandum Orders or Circulars inconsistent herewith are deemed rescinded or modified accordingly.

10. EFFECTIVITY CLAUSE

This Memorandum Order shall take effect fifteen (15) days after publication in a newspaper of general circulation or in the official gazette and upon filing three (3) certified true copies with the Office of National Administrative Register, University of the Philippines Law Center.

DELFIN N. LORENZANA
Secretary, DND and
Chairperson, NDRRMC

DEPARTMENT OF
NATIONAL DEFENSE

DND-193324

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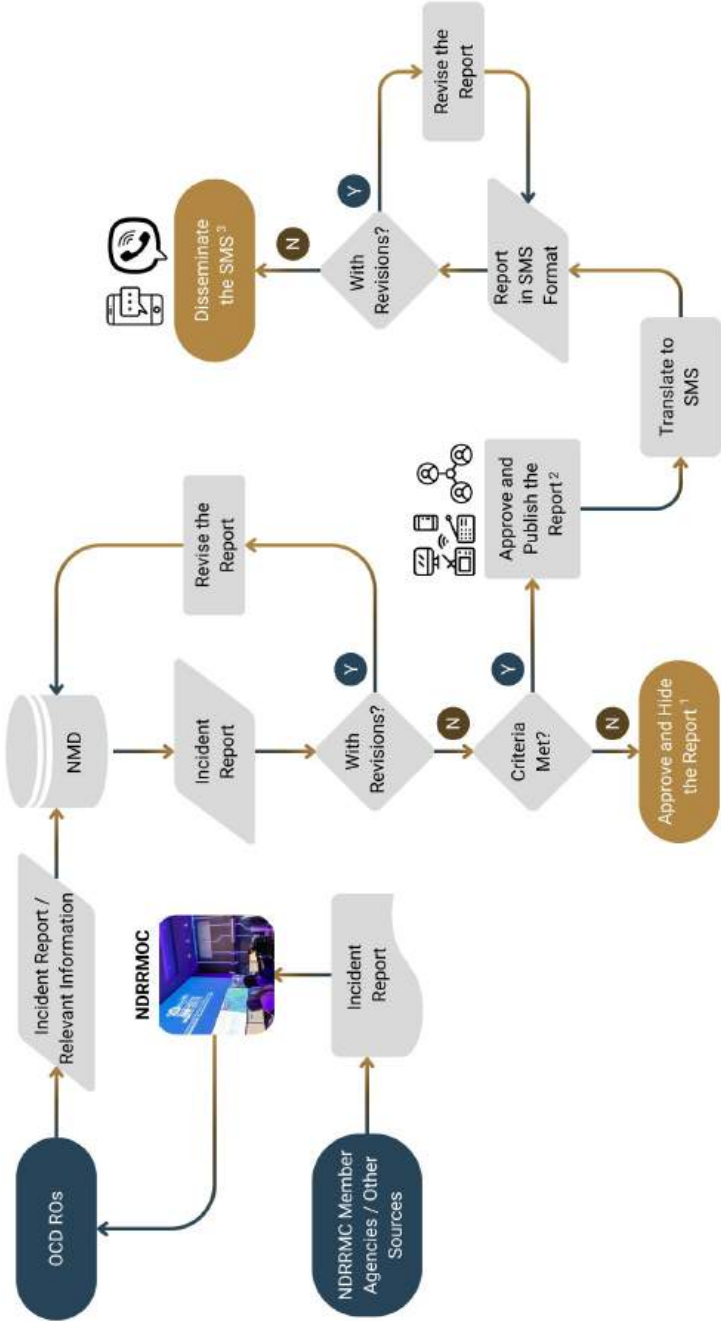
1 Incident Reports that did not meet the criteria for publication shall be approved and saved in the NMD database, but will not be visible in the NMD website.

2 Incident Reports that met the criteria for publication shall be approved and published in the NMD website and may be viewed by the media, stakeholders, and the public.

3 A summary of the report shall be disseminated to OCD Key Officials thru SMS and messaging apps including Viber.
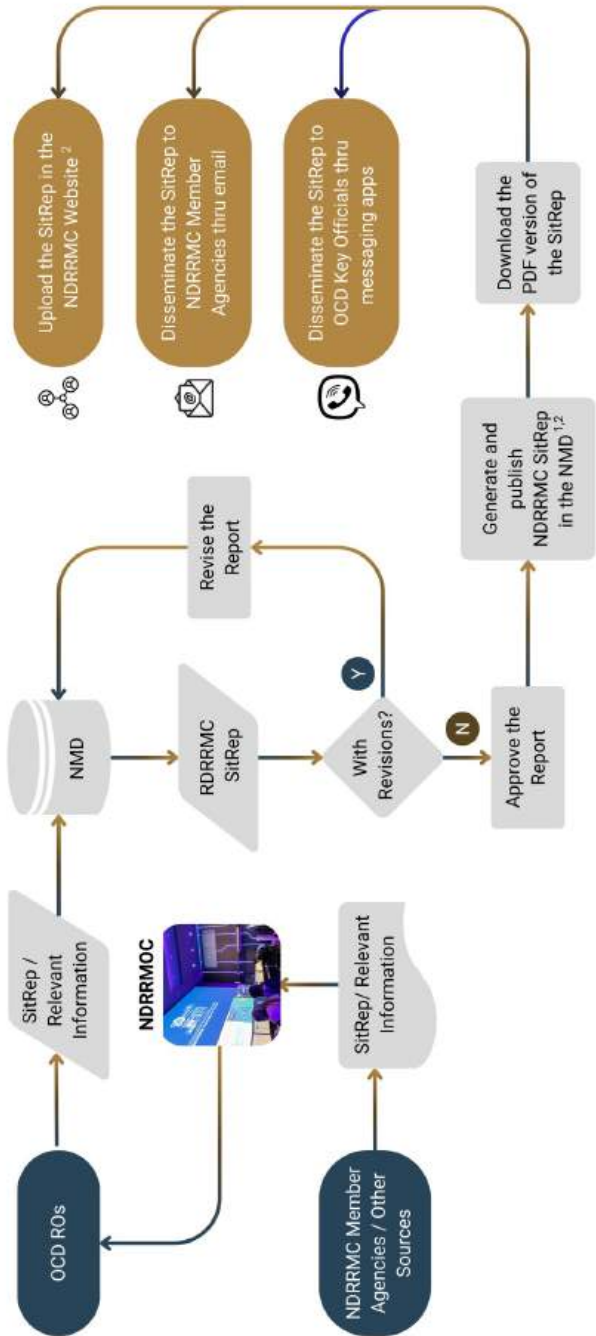
1 Generating the NDRRMC SitRep in the NMD will consolidate all approved Regional SitReps. Published NDRRMC SitReps will be visible in the NMD website.

2 The NMD website will show a visualization of the NDRRMC SitRep and downloadable PDF version of the SitRep. Meanwhile, the NDRRMC website will only show the pdf version of the reports.

HAZARD A and HAZARD B[1]

RDRRMC to convene for a Weather Update / Special Meeting

Presentation of monitored effects and/or potential effects of the hazards being monitored

Criteria for merging were met?

Y → OCDROs to issue a memorandum or similar document (e.g. GMF) informing Regional Agencies and concerned LGUs to merge their reports

GMF/Memo

RDRRMC Member-Agencies and LDRRMOs to submit merged reports to the RDRRMOC

RDRRMC Report

N → Concerned surveillance agencies to establish a clear timeline for each hazard and identify the corresponding areas affected

Regional Member-Agencies and OCDROs to issue a memorandum or similar document (e.g. GMF) informing Regional Agencies and concerned LGUs to submit separate reports

GMF/Memo

RDRRMC Member-Agencies and LDRRMOs to submit separate reports to the RDRRMOC

RDRRMC Report

Continuous dissemination of RDRRMC Report[3]

Did another hazard emerge within the monitoring period?[2]

Continuous dissemination of RDRRMC Report[3]

Finalization of Report/s

[1] Hazard A and Hazard B are occurring either simultaneously, consecutively, or in overlapping periods.

[2] More hazards may develop and potentially affect the country at any point within the monitoring period, thereby prompting the NDRRMC to convene for another meeting. Monitoring Period pertains to the duration by which hazards are affecting the country.

[3] Dissemination of Report shall follow the set guidelines and criteria for publishing.

Note: Multi-hazard Incident Reports that satisfy the criteria for translation to Situational Reports shall follow the process flow for Multi-Hazard Situational Report

Hazard A and Hazard B[1]

NDRRMC to convene for a PDRA / Weather Update / Special Meeting

Presentation of monitored effects and/or potential effects of all hazards

Criteria for merging were met?

Y — NDRRMC to issue a memorandum or similar document (e.g. GMF) informing Member Agencies and OCDROs to merge their reports for the hazards monitored

GMF/Memo

Member-Agencies and OCDROs to submit merged reports to the NDRRMOC

NDRRMC Report

N — Concerned surveillance agencies to establish a clear timeline for each hazard and identify the corresponding areas affected

NDRRMC to issue a memorandum or similar document (e.g. GMF) informing Member Agencies and OCDROs submit separate reports

GMF/Memo

Member-Agencies and OCDROs to submit separate reports to the NDRRMOC

RDRRMC Report

Did another Hazard emerge within the monitoring period?[2]

Continuous dissemination of NDRRMC Report[3]

Continuous dissemination of NDRRMC Report[3]

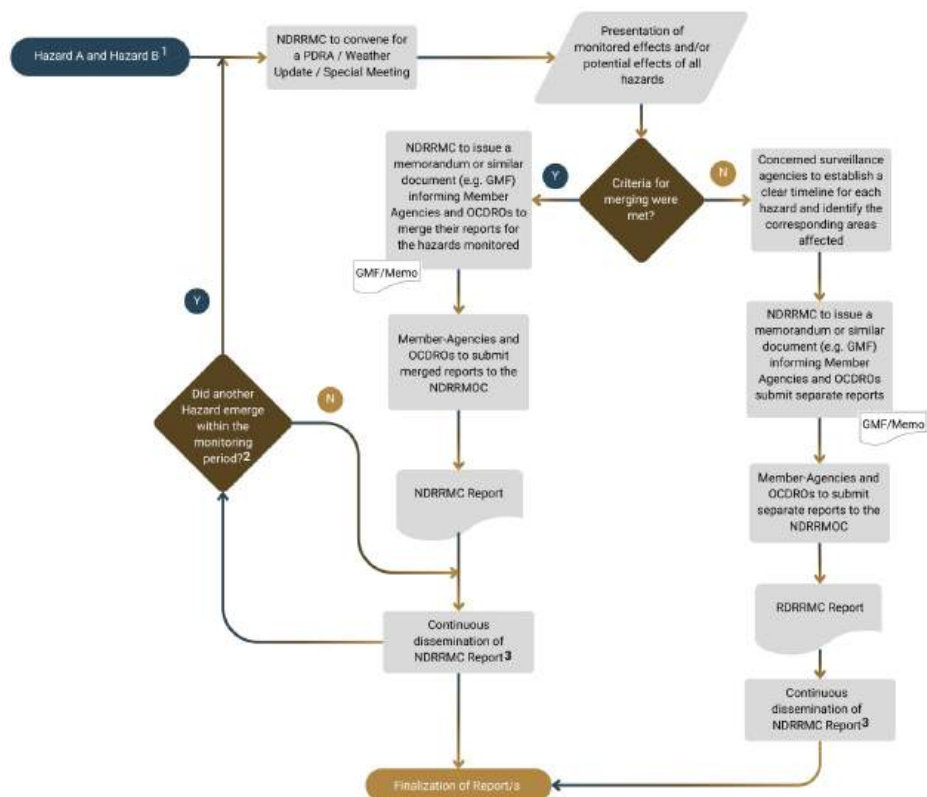Finalization of Report/s

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[1] Hazard A and Hazard B are occurring either simultaneously, consecutively, or in overlapping periods.

[2] More hazards may develop and potentially affect the country at any point within the monitoring period, thereby prompting the NDRRMC to convene for another meeting. Monitoring Period pertains to the duration by which hazards are affecting the country.

[3] Dissemination of Report shall follow the set guidelines and criteria for publishing.

Note: This flowchart shall be applicable to hazards with effects or potential effects that satisfy the criteria for creating Situational Reports.

NATIONAL DISASTER RISK REDUCTION
AND MANAGEMENT OPERATIONS CENTER

**STANDARD OPERATING PROCEDURES
AND GUIDELINES**

2024 EDITION