

# 2024 NATIONAL DISASTER RESPONSE PLAN





2024

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# NATIONAL DISASTER RESPONSE PLAN



# ACKNOWLEDGMENTS

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The content of the NDRP 2024 draws upon various reviews, consultations, and workshops undertaken by the OCD and DSWD, with other NDRRMC member agencies, Regional Disaster Risk Reduction and Management Council (RDRRMC) members, Local Disaster Risk Reduction and Management Councils (LDRRMCs), civil society organizations (CSOs), and other partners and stakeholders.

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# DEFINITION OF TERMS

<b>Anticipatory Action</b>	initiatives to be carried out in anticipation of a disaster event based on forecasts and risk assessments: life-saving and life-sustaining actions (one to seven days); meeting essential emergency needs (one to three months); and early recovery actions toward transitioning to long-term recovery (beyond three months).
<b>Civil Society Organizations</b>	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 nongovernment organizations (NGOs), professional associations, foundations, independent research institutes, community-based organizations (CBOs), faith-based organizations, people's organizations, social movements, and labor unions.
<b>Contingency Planning</b>	a management process that analyzes specific potential events or emerging situations that might threaten society or the environment and establishes arrangements in advance to enable timely, effective, and appropriate responses to such events and situations
<b>Disaster Risk Reduction and Management (DRRM)</b>	the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies, and improved coping capacities to lessen the adverse impacts of hazards and the possibility of disaster.
<b>Early Recovery</b>	is a multidimensional process of recovery that begins in a humanitarian setting. It is guided by development principles that seek to build on humanitarian programs and catalyze sustainable development opportunities. It aims to generate self-sustaining, nationally-owned, resilient processes for post-crisis recovery. It encompasses the restoration of basic services, livelihoods, shelter, governance, security and rule of law, environment, and social dimensions, including reintegration of displaced populations.
<b>Early Recovery Cluster</b>	leads the assessment for early recovery needs and priorities and establishes mechanisms for the provision of livelihood and other economic opportunities to enable restoration to normal living conditions.
<b>Education Cluster</b>	ensures the safety of learners and personnel and provides continued access to quality education to all affected learners.
<b>Emergency Operations Center (EOC)</b>	is a designated facility staffed and equipped with resources to undertake multi-stakeholder coordination, manage information, and facilitate resource mobilization.

<b>Emergency Telecommunications Cluster (ETC)</b>	provides effective and timely emergency telecommunications services and ICT capacities.
<b>Hazard</b>	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; and/or environmental damage.
<b>Hydrometeorological Hazards</b>	the atmospheric, hydrological, or oceanographic process or phenomenon that may cause loss of life, injury, or other health impacts; property damage; loss of livelihoods and services; social and economic disruption; and/or environmental damage.
<b>Incident Command System (ICS)</b>	a standardized, on-scene, all-hazard, non-permanent incident management concept activated only in response to disasters and emergencies. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
<b>Incident Management Team (IMT)</b>	a team composed of Command Staff and General Staff who will take the lead in ICS implementation.
<b>Internally Displaced Persons (IDP) or Persons Displaced by a Disaster</b>	persons or group of persons forced or obliged to flee or leave their homes or places of habitual residence, as a result of or in order to avoid the effects of natural or human-induced disasters; IDPs have not crossed the internationally recognized State border.
<b>Internally Displaced Persons (IDP) Protection Cluster</b>	supports and enhances the government's capacity to ensure protection issues do not arise in emergency situations, and to respond and mitigate the effect of any protection issues that may arise.
<b>International Humanitarian Community (IHC)</b>	is an external stakeholder that complements the success of the implementation of the National Disaster Response Plan (NDRP). The IHC advances the collective interests of delivering essential donations and services to support disaster-affected populations and is comprised of responders, donors, and facilitators. The IHC's engagement is pivotal in fostering a coordinated, international response that aligns with the objectives and strategies outlined in the NDRP.
<b>Interoperability</b>	the sharing and collaboration of information relevant to disaster preparedness. It requires setting up a common information platform that agencies and institutions can contribute to and can access for informed decision-making in disaster preparedness actions.
<b>Logistics Cluster</b>	provides an efficient and effective strategic emergency logistics service for all clusters deployed by the National Response Cluster in disaster-affected areas in terms of mobility, warehousing, and supplies and inventory. It has four sub-clusters: Transportation, Warehousing, Supplies and Inventory, and Services.

<b>Management of the Dead and Missing (MDM) Cluster</b>	develops the policies, standards, guidelines, systems, and procedures to institutionalize MDM among all concerned agencies and stakeholders.
<b>Multi-hazard</b>	the selection of multiple major hazards that the country faces; the specific contexts where hazardous events may occur simultaneously or cumulatively over time. The selection takes into account the need to evaluate a hazard's level of risk given the degrees of exposure and vulnerability in a specific area. It presents the possible impacts on the populace and forms a basis for determining the appropriate level of response actions from national level government agencies down to local government units (LGUs).
<b>Post-Disaster Recovery</b>	the restoration and improvement where appropriate, of facilities, livelihood, and living conditions of disaster-affected communities—including efforts to reduce disaster risk factors—in accordance with the principles of "build back better".
<b>Private Sector</b>	the key actor in the realm of the economy where the central social concern and process are the mutually beneficial production and distribution of goods and services to meet the physical needs of human beings. The private sector comprises private corporations, households and nonprofit institutions serving households.
<b>National Disaster Risk Reduction and Management Council (NDRRMC)</b>	a working group of various government, non-government, civil sector organizations, and private sector organizations established under Republic Act 10121 and administered by the Office of Civil Defense under the Department of National Defense. It is responsible for policy making, coordination, integration, supervision, and monitoring and evaluation. It is also responsible for ensuring the protection and welfare of people during disasters or emergencies.
<b>Rapid Damage Assessment and Needs Analysis (RDANA)</b>	a disaster response mechanism immediately used in the early emergency phase to determine the extent of impacts and assess the priority needs of affected communities.
<b>Response Clusters</b>	part of the NDRRMC's strategic action of providing humanitarian assistance and disaster response services. These are organized groups of government agencies designated to undertake coordination functions at the strategic level to provide resource support for tactical response.
<b>Shelter Cluster</b>	deals with the shelter needs of affected communities; including providing resources and capacities for the establishment of temporary shelters for communities rendered homeless.
<b>Terrorism</b>	an act punishable under any of the following provisions of the Revised Penal Code: Article 122; Article 134; Article 134a; Article 248. The crime of terrorism consists of sowing and creating a condition of widespread and extraordinary fear and panic among the populace to coerce the government to give in to an unlawful demand.

# LIST OF ACRONYMS AND ABBREVIATIONS

<b>AFP</b>	Armed Forces of the Philippines
<b>AHA Centre</b>	ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management
<b>AJDRP</b>	ASEAN Joint Disaster Response Plan
<b>ASEAN</b>	Association of Southeast Asian Nations
<b>ATC</b>	Anti-Terrorism Council
<b>BFP</b>	Bureau of Fire Protection
<b>CAS</b>	Cluster Approach System
<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear, and Explosives
<b>CBTS</b>	Capacity Building and Training Service
<b>CCCM</b>	Camp Coordination and Camp Management
<b>CMC</b>	Crisis Management Committee
<b>CMCC</b>	Civilian-Military Coordination Center
<b>CMCoord</b>	Civil-Military Coordination
<b>CMTs</b>	Consequence Management Teams
<b>CSOs</b>	Civil Society Organizations
<b>DA</b>	Department of Agriculture
<b>DBM</b>	Department of Budget and Management
<b>DENR</b>	Department of Environment and Natural Resources



DepEd	Department of Education
DFA	Department of Foreign Affairs
DHSUD	Department of Human Settlements and Urban Development
DICT	Department of Information, Communication and Telecommunications
DILG	Department of the Interior and Local Government
DND	Department of National Defense
DOH	Department of Health
DOST	Department of Science and Technology
DOTr	Department of Transportation
DPWH	Department of Public Works and Highways
DRMB	Disaster Response Management Bureau
DRFI	Disaster Risk Finance and Insurance
DRGs	Deployable Response Group
DRRM	Disaster Risk Reduction and Management
DRRMC	Disaster Risk Reduction and Management Council
DSWD	Department of Social Welfare and Development
DVI	disaster victim identification
ECT	Emergency Cash Transfer
EEI	Essential Elements of Information
EOC	Emergency Operations Center
EPR	Emergency Preparedness and Response
FNI	food and non-food items
GBV	gender-based violence

# LIST OF ACRONYMS AND ABBREVIATIONS

GOP	Government of the Philippines
GSIS	General Service Insurance System
HADR	Humanitarian Assistance and Disaster Relief
HEMB	Health Emergency Management Bureau
HERTs	Health Emergency Response Teams
ICS	Incident Command System
ICT	Information and Communications Technology
IDP	Internally Displaced Persons
IHA	International Humanitarian Assistance
IHC	International Humanitarian Community
IMT	Incident Management Team
INSARAG	International Search and Rescue Advisory Group
JMC	Joint Memorandum Circular
LDRRMO	Local Disaster Risk Reduction and Management Office
LDRRMP	Local Disaster Risk Reduction and Management Plan
LGU	Local Government Unit
LSWDO	Local Social Welfare and Development Office
MDM	Management of the Dead and Missing persons

NGO	Non-Government Organization
MGB	Mines and Geosciences Bureau
MHPSS	Mental Health and Psychosocial Support
MNCC	Multi-National Coordination Center
NCMC	National Crisis Management Committee
NDRP	National Disaster Response Plan
NDRPMC	National Disaster Risk Reduction and Management Council
NDRRMF	National Disaster Risk Reduction and Management Framework
NDRRMP	National Disaster Risk Reduction and Management Plan
NFIs	Non-food items
NGAs	National Government Agencies
PAGASA	Philippine Atmospheric, Geophysical and Astronomical Services Administration
PHIVOLCS	Philippine Institute of Volcanology and Seismology
PNP	Philippine National Police
QRFs	Quick Response Funds
SAR	Search and Rescue
SRU	Special Rescue Unit
TRAP	Terrorism Risk Assessment and Planning
UN OCHA	United Nations Office for the Coordination of Humanitarian Affairs
USAR	Urban Search and Rescue
VAWC	violence against women and their children
WASH	water, sanitation, and hygiene

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF NATIONAL DEFENSE**  
Camp General Emilio Aguinaldo, Quezon City, Metropolitan Manila

## Message of the Secretary of National Defense



  
**ATTY. GILBERTO C.  
TEODORO, JR**

Chairperson, NDRPMC and  
Secretary of National Defense

Congratulations on the publication of the National Disaster Response Plan 2024 Edition!

The national disaster response plan holds paramount significance as a guiding document in our efforts to address large-scale hazards affecting the Filipino populace. While an existing plan is in place, the dynamic nature of these disasters, compounded by escalating risks posed by climate change, necessitates revisions of our plan. Such revisions are imperative to ensure our preparedness to effectively assist the Filipino people during times of emergency.

This plan that will put us together on the same page, preventing confusion and ensuring unified action, was developed aimed at enhancing our nation's ability to respond effectively to disasters. These outlines updated scope, context, triggers, timelines, and improved tools to facilitate a more synchronized and effective response from us and our stakeholders.

The NDRP 2024 consolidates three separate plans into a single document for easier access and reference. This lays the foundation for addressing all hazards while also including specific provisions for hydrometeorological hazards, earthquakes, tsunamis, and terrorism-related incidents.

This document is critical for fulfilling our commitment to disaster risk reduction and management, ensuring the safety and security of our fellow citizens.

I express my sincere appreciation for the collaborative efforts of all individuals involved in formulating and refining the plan. The development of a comprehensive plan, adaptable to the evolving landscape and congruent with the latest frameworks, is indeed imperative.

Once again, I extend my warmest congratulations to everyone on the successful publication of NDRP 2024!

**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City

## Message of the Secretary of Social Welfare and Development



**REX GATCHALIAN**

Secretary, Department of Social  
Welfare and Development

The Philippines is considered one of the most disaster-prone nations worldwide due to its high level of exposure and susceptibility to natural calamities. Studies reveal that the country's significant total land area is prone to various hazards. Annually, communities are impacted by typhoons, storm surges, and heavy rainfall events, leading to disruptions in economic activities. These occurrences disproportionately affect the poor, vulnerable, and marginalized segments of the population.

Given the escalating frequency and severity of disasters and emergencies, it is imperative for the Philippine to prioritize the continual enhancement of its disaster response frameworks. While the risks and hazards maybe inevitable, effective mitigation is attainable through the proficient implementation of relevant policies, regulations, mechanisms, and programs contained in the National Disaster Response Plan (NDRP) 2024. This plan is a collaborative initiative involving member agencies of the National Disaster Risk Reduction and Management Council (NDRRMC), including the Department of Social Welfare and Development (DSWD) and the Office of the Civil Defense (OCD).

The NDRP 2024 aims to cultivate a more resilient and disaster-prepared Philippines. This aligns with the long-term vision of establishing safer, more adaptive, and disaster-resilient Filipino communities focused on sustainable development while embracing a proactive and people-centered approach.

The NDRP 2024 underscores a comprehensive approach to disaster management, emphasizing the urgent need for the Philippines to bolster its strategies for responding to natural disasters. It aims to streamline coordination among government agencies, the private sector, and civil society organizations to ensure a unified and efficient disaster response. Further, it delineates the specific roles of key stakeholders in implementing disaster response plans and ensuring synchronized actions during crises. It also accentuates the significance of fostering more robust information-sharing mechanisms among various organizations engage in disaster management.

With this, I encourage everyone, especially the various NDRRMC member agencies, local government and other stakeholders, to execute the response and early recovery activities outlined in this ensure timely, effective, and coordinated implementation of disaster response measures for our affected population. Additionally, the integration of technology into disaster response efforts, particularly in improving communication and coordination during emergencies, should continue to be a focus.

Finally, the DSWD acknowledges and appreciates the invaluable contributions of all those involved in developing the NDRP 2024. Let this plan serve as a guiding framework for a more effective humanitarian response and service to the people.

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF NATIONAL DEFENSE**  
Camp General Emilio Aguinaldo, Quezon City, Metropolitan Manila

## Message of the Civil Defense Administrator



**USEC ARIEL F.  
NEPOMUCENO**

Administrator, Office of Civil  
Defense and  
Executive Director, NDRRMC

The Office of Civil Defense (OCD), as one of the lead agencies in the development of the National Disaster Response Plan 2024, is pleased with its publication.

This updated plan has been carefully developed to further our commitment to safeguarding the well-being of the Filipino people. It takes into account the evolving landscape of Disaster Risk Reduction and Management in the country, considering new directions, frameworks, policies, plans, and guidelines.

The 2023 World Risk Index report identified the Philippines as the most disaster-prone country due to its susceptibility to natural hazards. To address this vulnerability, it is imperative to implement tighter coordination, unified response, and relevant approaches, mechanisms, and protocols across all levels of governance or command.

It is crucial to align this plan with the National DRRM Plan 2020–2030, reflect new provisions on disaster response, integrate social protection strategies, and include recommendations for training, dissemination, monitoring, and periodic review of the plan to address the situation effectively.

The NDRP is designed to enhance the nation's ability to respond efficiently to emergencies. All involved stakeholders need to align their efforts, and the NDRP serves as a tool to facilitate this cohesion.

The NDRP will not only aid in immediate response measures but can also provide valuable insights for the enhancement of our future emergency response services through the lessons that we may learn during its implementation.

As public servants, it is our duty to continually improve our approach to addressing the increasing risks associated with modern times.

Further, I convey my appreciation to everyone involved in the updating of the NDRP.

Congratulations on the publication of the NDRP 2024!

# EXECUTIVE SUMMARY

The Philippines is one of the most disaster-prone countries globally in terms of exposure and vulnerability to natural hazards. Around 60 percent of the country's total land area is exposed to hazards and at least 74 percent of Filipinos are vulnerable to multiple hazards. Climate-related events were the most frequent disasters recorded in the country. Every year, typhoons, storm surge, and heavy rain events affect millions of urban communities and disrupt economic activities. Annual losses from typhoons are estimated to reach 1.2 percent of the GDP and as much as 4.6 percent of GDP when super typhoons strike.

Driven by the need to reduce impacts of disaster risks, the Philippine government enacted the Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010 (RA 10121) which reformed the way the country deals with disasters. It provided the legal and institutional foundation for DRRM in the country, established the National Disaster Risk Reduction and Management Council (NDRRMC) and defined the key roles and responsibilities of various DRRM stakeholders.

The National Disaster Response Plan (NDRP) 2024 is a strategic plan that is based on the long-term vision of the country to build safer, adaptive, and disaster-resilient Filipino communities towards sustainable development. It is aligned with the Philippine DRRM Act of 2010 that adopted a paradigm shift from reactive to proactive approach to disaster risk management. It also supports the implementation of the updated National Disaster Risk Reduction and Management Plan (NDRRMP) 2020–2030 which is the foundational vision that is grounded in current realities, and focused on risks and hazard-based approaches,

risk governance, resilience strengthening by building adaptive, anticipatory, responsive, and transformative capacities, coherence, and mutual reinforcement of strategies amongst actors across thematic pillars. The NDRRMP also supports the priorities and commitments under the Sendai Framework for Disaster Risk Reduction.

NDRP 2024 builds on the experiences and lessons from previous disasters in the last decade to significantly improve the disaster response and early recovery mechanisms and strategies in the country. This document describes the key mechanisms, guiding principles, goals and strategies, and institutional arrangements to effectively plan and implement disaster response and early recovery even before disaster happens. Moreover, this document presents the disaster financing options, available technologies and risk information to improve disaster response planning and implementation. NDRP 2024 also highlights the significant roles of different institutions from government and private organizations that comprised the Response and Early Recovery Clusters focused on specific tasks and responsibilities for effective, efficient, and more systematic disaster response operations. The NDRP 2024 likewise introduces additional clusters on shelter, debris clearing and civil works, and crisis communication, increasing people's awareness and communities' resilience. Ultimately, the goal of the NDRP 2024 is to preserve lives, promote immediate assistance to affected communities and minimize exacerbation of emergency situations through an established and effective disaster response and early recovery operations.

## PART 1

# NDRP FOUNDATION

Part I provides the background and evolution, purpose, and target users of the NDRP. Discussed are: 1) key policy frameworks that establish the need to update the NDRP; 2) the guiding principles and objectives which anchor actions, disaster response mechanisms, and institutional arrangements, including the Response Clusters and Incident Management Team (IMT) are anchored; and the measures to operationalize and implement the NDRP.





# CHAPTER 1

# INTRODUCTION

This chapter describes the NDRP, its applicability, its evolution, target users of the plan and the structure of this document.

## 1.1 What is the NDRP?

The National Disaster Response Plan (NDRP) is the "multi-hazard" response and early recovery plan of the Government of the Philippines (GOP). It is a strategic plan that provides general directions in managing the consequences of hazards and potential risks that need a national level response. It aims to ensure a timely, effective, and coordinated response by the National Government, including its instrumentalities, by providing support assistance to the areas that will be affected by a disaster. It embraces all conceivable contingencies, making use of all available resources from the National Government, local government units (LGUs), non-government organizations (NGOs), civil society groups (CSOs), private sector, volunteer groups, among others. It promotes self-reliance and mutual help, with the full utilization of available resources before seeking assistance from outside the country.

The NDRP is a strategic plan. It intends to provide general directions to all agencies and networks involved in disaster risk reduction and management (DRRM), particularly on disaster response. At the operational level, planning should link strategic

goals and objectives to tactical goals, as well as identify and describe milestones and specific success indicators. Therefore, National Government Agencies (NGA), Response Cluster Leaders and Members, and regional agencies are required to prepare Operational Plans (OPLANs), to clearly define milestones, desired results, and action plan for a specific condition to explain which part of the NDRP will be used during a given operational period.

OPLANs have short-range objectives that can be met in one year or less, provide detailed information on how tasks should be carried out on a day-to-day basis. OPLANs are also the basis for, and justification of, an annual operating budget. Within the agency, middle- and lower-level managers should develop the OPLANs in coordination with different internal units. At the local level, LGUs are responsible for the development and continuous improvement of Tactical or Contingency Plan to fully implement the policies and achieve objectives of the NDRP. In the absence of a Contingency Plan, an Action Plan is used to map out risk profiles, jurisdictions, and other underlying risks. A Contingency Plan or Action Plan is hazard specific, area-focused, and time-bound.

FIGURE 1. Response and Early Recovery Pillar Orientation on Elements of Disaster Response

ELEMENTS OF DISASTER RESPONSE		
ELEMENT	FOCUS	IN-CHARGE
Strategic	Priorities and Decisions	Agency Heads (recommended at least Director-level)
Operational	Coordination, Reporting and Validation	Operators (recommended up to Chief Level)
Tactical	Implementation, Command and Control	Team Leaders/Commanders

**NOTE:** Except in large-scale disasters, the NDRPMC often operates at the STRATEGIC and OPERATIONAL levels. **TACTICAL RESPONSE is the primary responsibility of the LGUs with support from the regional and/or national DRRMCs.**

Source: Office of Civil Defense (OCD)

Figure 1 presents the distinct elements of disaster response at different levels. At the strategic level, the emphasis is on establishing priorities and making key decisions, typically overseen by agency heads or individuals with decision-making authority and at least director-level positions. At the operational level, the focus shifts to coordination, reporting, and validation with operators up to division chief level leading the efforts. At the tactical level, the primary focus is on implementation, command, and control, led by team leaders or commanders directly involved in on-the-ground activities. In most instances, especially in the case of smaller-scale disasters, the NDRRMC primarily operates at the strategic and operational levels. Tactical response becomes the primary responsibility of LGUs, with support from the National Disaster Risk Reduction and Management Council (NDRRMC).

The NDRP is an integral part of the Philippine DRRM System. It acts as a subset within the broader NDRRMP, focusing specifically on the response aspect of disaster risk management.

The National Response Clusters and partners prepare the NDRP for utilization as a guide on what to do during nationally-led disaster response. The NDRP prescribes the strategies, activities, and actions for how the NDRRMC Response Clusters mobilize as augmentation or assumption of response functions for disaster affected LGUs during pre-impact (if applicable), impact, and post-impact phases.

While the NDRP is focused on a nationally-led response, it recognizes that disaster response is a joint responsibility of the National Government and LGUs, and its effectiveness relies largely on the capacities, capabilities, and level of preparedness

undertaken by field offices and attached agencies of the National Government and different levels of LGUs (provinces, cities, municipalities, and barangays). It supports the principles reflected in the Local Government Code of 1991 (Republic Act 7160), which mandates all LGUs to prepare and render response for all eventualities of disaster within their boundaries.

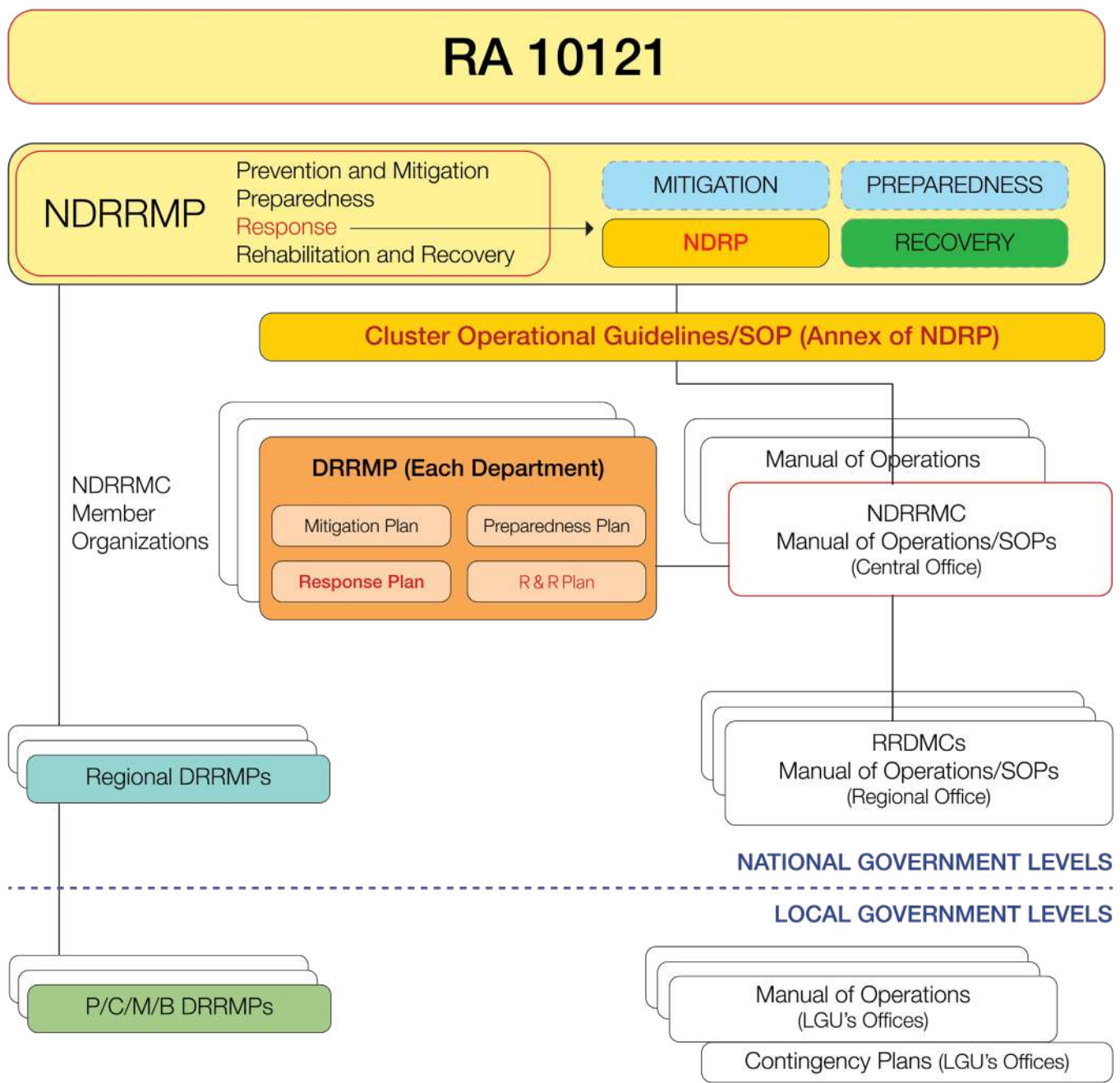
As shown in Figure 2, the NDRP includes strategies and operational guidelines for responding to disasters, addressing immediate needs during disasters, and setting the stage for early recovery. It articulates a coordinated approach across various governance levels, from national, regional, to local level, ensuring that disaster response is systematic, timely, and effective.

At the national level, the NDRP is closely tied with the NDRRMC, which oversees the plan's implementation through the central office. The Manual of Operations and Standard Operating Procedures (SOPs) of the NDRRMC provides detailed protocols for disaster response actions in various hazards at the National Level. This structure cascades down from the national to regional levels, with the Regional DRRMCs adapting the national guidelines to their specific contexts. They also have their own manuals of operations/SOPs, ensuring regional preparedness and response activities are in line with the NDRP.

LGUs employ their own manuals of operations, which align with the NDRP's principles and objectives but are customized for local execution. This allows LGUs to integrate their contingency planning with national directives, ensuring a consistent, cohesive response mechanism is in place from the national down to the grassroots level.



FIGURE 2. NDRP Linkage with DRRM Plans



Source: NDRRMC, DSWD, & OCD. (2017), NDRRMC, DSWD, & OCD. (2018)a, and NDRRMC, DSWD, & OCD. (2018)b

## 1.2 Evolution of the NDRPs

The GOP, through the NDRRMC, has formulated several memorandums, guidelines, and protocols that call for more efficient and effective mitigation of preparedness for, response to, and recovery from emergencies and disasters. In 2014, the GOP prepared the NDRP for hydrometeorological hazards, which outlined the practices and arrangements for responding to hydrometeorological threats including typhoons, monsoons, floods, storms, and surges, among others. This NDRP was the first national response plan to be developed “per hazard type.” It was promulgated as a Memorandum Circular No. 23, series of 2014 and was revised in 2017. The first NDRP for earthquakes and tsunamis was likewise prepared in 2017. It aimed to ensure the timely, effective, and coordinated response by the national government to earthquakes and tsunami-related incidents. It also identified practices, arrangements, abridging and coordinating activities, tools, and resources for managing the impacts of these types of incidents. Finally, considering that, other than natural hazards, the Philippines also faces human-induced hazards such as crimes and terrorism that threaten lives and disrupt communities, the NDRP for consequence management of terrorism-related incidents was developed in the same year to provide the practices and arrangements for providing timely, effective, and coordinated response assistance to manage the consequences of terrorism-related incidents. These NDRPs were built on the understanding that: (1) NGAs have their respective disaster preparedness plans; (2) the cluster approach system (CAS) and incident command system (ICS) have been cascaded to all levels of government; and, (3) the LGUs have prepared their local disaster response plans and implemented their Local Disaster Risk Reduction and Management Plans (DRRMPs). Similarly, Provincial/City/Municipal/Barangay DRRM Plans (P/C/M/B DRRM Plans) translate the NDRP into actionable plans tailored to the unique needs and circumstances of their respective areas.

Since the adoption of the NDRPs, there have been developments in the DRRM directions of the country. Relevant policies and plans, such as the National DRRMP, were updated. Various initiatives to build DRRM capacities were also established, such as the GeoRiskPH<sup>1</sup>, which provides science-based hazards, exposure, and other risk information to help communities, LGUs, and NGAs efficiently prepare and plan for disasters and build nation's resilience. Building on the data from the GeoRiskPH platform, an automated planning tool called the PlanSmart Ready to Rebuild web application was developed to help LGUs quickly formulate a risk-based rehabilitation and recovery plan before a disaster happens. There are relevant initiatives in adaptive and shock-responsive social protection, such as the development and implementation of emergency cash transfer (ECT) program,<sup>2</sup> the use of digital technology in payment delivery for cash-based interventions, and the Philippine Identification System (PhilSys).<sup>3</sup> These are essential in helping NGAs, LGUs, and communities prepare effectively before a disaster and respond quickly when a disaster strikes. It is also critical to integrate measures to adapt to and mitigate climate change. The COVID-19 pandemic also shaped new guidelines and processes in disaster response.

In 2021, the NDRRMC issued Memorandum No. 26 series 2021 and directed key agencies and entities involved in disaster response operations at all levels to review and update the existing NDRPs. In 2022, an assessment of the existing NDRPs was carried out to: (1) revisit the scope and coverage of existing NDRPs, considering the types of hazards and the increased intensity, frequency, and magnitude of impact of disasters; (2) identify practices, strategies, approaches, and mechanisms for a more effective and efficient disaster response; and (3) assess institutional arrangements with a view toward identifying critical challenges in implementing disaster response. Particular focus of the assessment was on the roles, responsibilities, and processes of interoperability of NDRRMC Member Agencies, LGUs, NGOs, private sector, humanitarian

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- <sup>1</sup> The Geospatial Information Management and Analysis Project for Hazards and Risk Assessment in the Philippines (GeoRiskPH) is a multi-agency initiative led by the Philippine Institute of Volcanology and Seismology (PHIVOLCS) funded by the Department of Science and Technology (DOST) and monitored by the Philippine Council for Industry, Energy, and Emerging Technology Research and Development (PCIEERD) from 2018–2020. It is envisioned to be the Philippines' central source of information for accurate and efficient hazard and risk assessment to help the government increase the nation's resilience.
  - <sup>2</sup> In 2019, DSWD released a Memorandum Circular No. 17 s. 2019 (Guidelines in the implementation of the ECT during disasters).
  - <sup>3</sup> PhilSys or the national ID system established under the Philippine Identification System Act or Republic Act 11055, is the government's main identification platform for Filipinos and foreign residents. The Department of Social Welfare and Development (DSWD) has a roadmap on “Establishing an Adaptive and Shock Responsive Social Protection System,” with ongoing activities to craft the Philippine Social Protection Plan 2023-2028. Based on the roadmap, PhilSys can speed up cash transfers if linked to e-payment systems.

agencies, and other stakeholders. The results of the assessment and recommendations informed the updating of the NDRPs. Key recommendations focused on reconsidering the scope and context of the current NDRPs; defining triggers and timelines;

upscaling information management tools and digital technology; clarifying and expanding protocols; reviewing and revisiting cluster composition; clarifying interoperability; and enhancing dissemination of NDRPs.

**FIGURE 3.** Evolution of the NDRPs



### 1.3 Target Users

As a strategic plan to guide national-led disaster response, the target users of the NDRP are the: (1) NDRRMC; (2) member agencies and organizations of the NDRRMC Response and Early Recovery Pillar; and (3) NGAs and their regional counterparts; and the National Response Clusters.<sup>4</sup> This NDRP may also serve as a reference for disaster response plan preparation of LGUs, NGOs, CSOs, private sector (e.g., business sector, professional organizations), academe, and volunteer groups, among others.

### 1.4 Document Structure

The NDRP 2024 is structured as follows:



Part I	Part I provides the background and evolution, purpose, and target users of the NDRP. It discusses the key policy frameworks that established the need to update the NDRP; the guiding principles and objectives which actions, disaster response mechanisms, and institutional arrangements, including the Response Clusters and Incident Management Team (IMT); are anchored; and the measures to operationalize and implement the NDRP.
Part II	Parts II to IV are hazard-specific portions, which include the disaster context and scope, triggers for activation and deactivation of NDRP and its operating arms, the disaster response activities at different phases of disaster, and supporting guidelines for events caused by the following:
Part III	1. Hydrometeorological Hazards (Part II)
Part IV	2. Earthquakes and Tsunamis (Part III)
	3. Consequence Management of Terrorism-related Incidents (Part IV).

<sup>4</sup> The NDRRMC is headed by the DND Secretary 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 DSWD as Vice-Chairperson for Disaster Response and Early Recovery, 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 Disaster Rehabilitation and Recovery. For the other members of the National Council, refer to the Implementing Rules and Regulations of RA 10121.

# CHAPTER 2

## NDRP IN PERSPECTIVE

This chapter provides an overview of Republic Act No. 10121 and the core of the National Disaster Risk Reduction and Management Plan (NDRRMP) 2020–2030 with a particular emphasis on the National Disaster Response as one of its fundamental thematic pillars. This highlights the NDRP as an essential element in the strategic management of disasters within the nation's Disaster Risk Reduction and Management (DRRM) framework.

### 2.1 DRRM Landscape in the Philippines

The Philippines ranks first among all countries worldwide in terms of exposure and vulnerability to disasters caused by natural hazards (World Risk Report, 2023). Around 60 percent of the country's total land area and at least 74 percent of Filipinos are vulnerable to multiple hazards (World Bank, 2022). The most catastrophic of these hazards include typhoons, storm surges, extreme rainfall induced by weather phenomenon such as shear line, floods, landslides, volcanic eruptions, and earthquakes. The COVID-19 pandemic further compounded the impact of disasters by causing job losses, health system stress, learning disruptions, and deteriorating well-being. In terms of human-induced hazards, particularly terrorism, the country ranked 19th globally (out of 160 countries), and second in the Asia-Pacific Region based on the 2024 Global Terrorism Index which used records from 2013 to 2023.<sup>5</sup> The Global Terrorism Index included the country in the top 20 most vulnerable countries/states to terrorism (Institute for Economics and Peace, 2024).

Disaster events significantly affect the country's economy. In 2021, around PHP 60.7 billion (USD 1.1 billion) worth of damages due to extreme events and disasters were recorded (PSA, 2023a). Rare catastrophic events, such as Super Typhoon Haiyan which caused an estimated USD 12.9 billion in losses and damages, resulted in economic losses equivalent to almost 4.7 percent of the country's annual gross domestic product (GDP) (NEDA, 2013). In terms of fiscal impact, the government spent around PHP 91.9 billion (USD 1.6 billion) per year, or 0.6 percent of GDP, on disaster response, recovery, and reconstruction efforts in fiscal year 2015–2018 (Qian et al., 2020).

### The Philippine Disaster Risk Reduction and Management (DRRM) Act

The Philippine DRRM Act of 2010 (RA 10121) reformed the way the country deals with disasters. It adopted a paradigm shift from reactive to proactive approach to disaster risk management. It also provided the legal and institutional foundation for DRRM in the country. It established the National Disaster Risk Reduction and Management Council (NDRRMC) and defined the key roles and responsibilities of various DRRM stakeholders. Following RA 10121, the Government of the Philippines (GOP) developed the National Disaster Risk Reduction and Management Framework (NDRRMF) 2011–2028, which called for building safer, adaptive, and disaster-resilient Filipino communities towards sustainable development. The NDRRMF emphasized the need for a comprehensive, multi-hazard, multi-sectoral, inter-agency, and community-based approach to DRRM, increasing people's awareness and understanding of the DRRM with the end view of decreasing vulnerabilities and increasing the resilience of people and communities. The GOP also prepared the National Disaster Risk Reduction and Management Plan (NDRRMP) 2011–2028. It outlined the goals, outcomes, outputs, and activities under four distinct but mutually reinforcing thematic areas (prevention and mitigation, preparedness, response, and rehabilitation and recovery), which are expected to lead to the attainment of the country's overall DRRM vision by 2028.

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<sup>5</sup> The Global Terrorism Index is a yearly publication by the Institute for Economics and Peace that assesses and evaluates countries according to their levels of terrorism. The assessment of terrorism's impact is conducted by the analysis of several parameters, including the frequency of terrorist occurrences, the number of fatalities, injuries, and the extent of property damage. The index offers vital insights into patterns in worldwide terrorism and aids policymakers and security experts in comprehending the changing threat environment.



## Updated NDRRMF

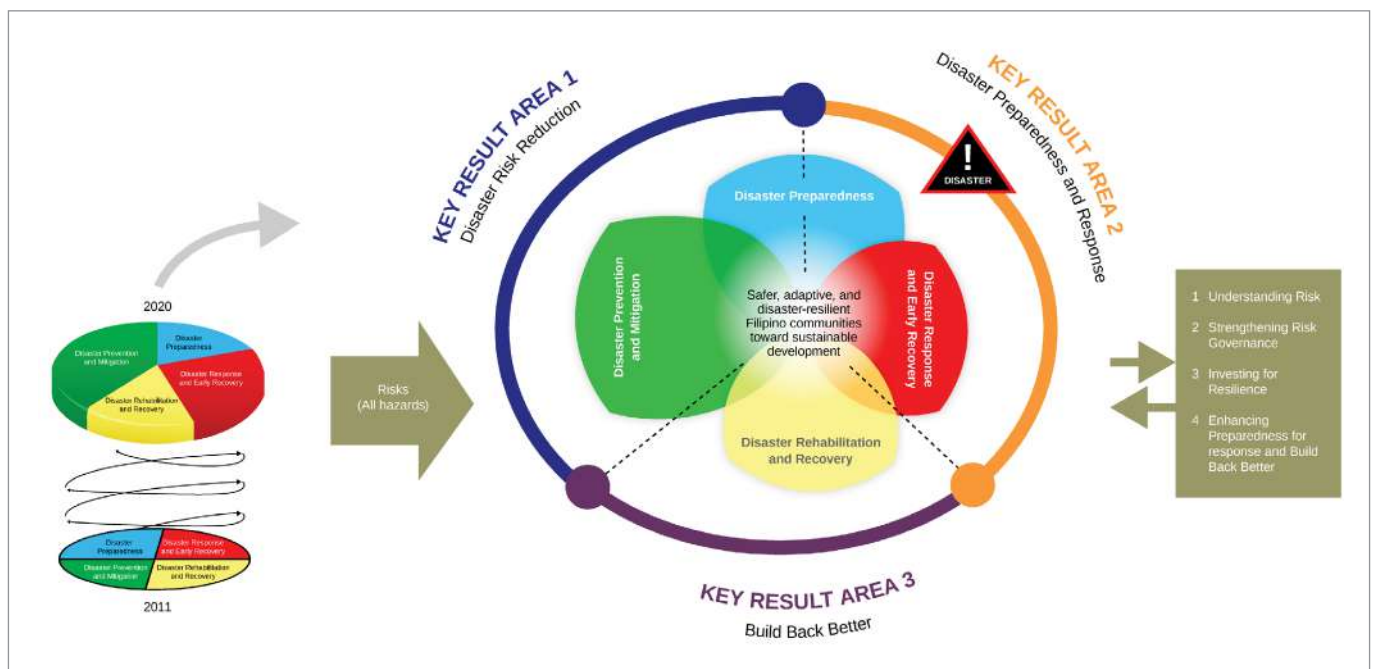
The NDRRMF 2020–2030 aims to refine the foundational vision of the DRRM by aligning it with the country’s changing priorities and commitments. It was grounded in current realities and assumptions to ensure its relevance and adaptability to contemporary needs. It gives emphasis to five critical areas, (1) centrality of risk and focus on all hazards approach, (2) inclusion of risk governance, (3) focus on resilience strengthening by building adaptive, anticipatory, responsive, and transformative capacities, (4) coherence and mutual reinforcement of strategies among actors and across thematic pillars, and (5) adoption of the four priorities for action of the Sendai Framework for Disaster Risk Reduction – understanding risk, strengthening risk governance, investing in resilience, and, enhancing preparedness for effective response and to build back better.<sup>6</sup>

Further, the NDRRMF highlights two main aspects. First, it places a strong emphasis on understanding risk through an

all-encompassing hazards approach that acknowledges that risks are systemic, dynamic, and influenced by a combination of human capacity, vulnerabilities, and a changing climate, including both rapid and gradual environmental and man-made events. This approach is aligned with the Sendai Framework’s principle of building technical and scientific capacity to leverage and expand on existing knowledge and develop new ways to comprehensively evaluate disaster risks, vulnerabilities, and exposure.

Second, the framework advocates for coherence and reinforcement of collaborative strategies across various sectors and thematic pillars to enhance the overall system and prevent fragmented efforts. It aims to create synergies and avoid redundancy and inefficient resource use by organizing the thematic pillars into three key result areas: Disaster Risk Reduction, Preparedness and Response, and Build Back Better. Refer to Figure 4.

**FIGURE 4. NDRRMF 2020-2030**



**Source:** OCD. (2020). *National Disaster Risk Reduction and Management Plan 2020-2030*

<sup>6</sup> UNDRR. “What is the Sendai Framework for Disaster Risk Reduction?”

## Updated NDRRMP

In 2018, the NDRRMP 2011–2018 underwent a comprehensive review through thematic meetings and consultations that provided (1) insights into the progress, capacities, policies, and partnerships, as well as the gaps and challenges faced over the initial years of its implementation; and (2) opportunities to integrate lessons generated thus far, and emerging good practices.

Through a rigorous review, the NDRRMP 2020–2030 was developed and officially endorsed through the NDRRMC's Resolution No. 8 on October 30, 2020. The updated NDRRMP highlights the updated NDRRMF and serves as a detailed roadmap for the government and DRRM stakeholders. It is organized into the following four thematic areas:

- **Disaster Prevention and Mitigation** provides strategies, activities, and programs designed to avoid the occurrence of disasters or to reduce their impact. It involves structural and non-structural measures for resilience, risk assessment, environmental protection and management, early warning systems, among others.
- **Disaster Preparedness** centers on ensuring that government, communities, households, and all other sectors are ready to face an event or a disaster by and enhancing their capacity through proper planning such as contingency planning, conduct of drills, stockpiling, and others.
- **Disaster Response and Early Recovery** focuses on providing immediate support to affected individuals and communities when an event or impending emergency or disaster is imminent, ensuring effective coordination of emergency response, and setting the stage for early recovery efforts through response plans such as the NDRP and action plans for various hazards.
- **Disaster Rehabilitation and Recovery** focuses on restoring and improving the socio-economic conditions of affected communities, rebuilding infrastructure, and helping reduce future disaster risks through the Recovery and rehabilitation plans.

The updated NDRRMP is aligned with the Sendai Framework for Disaster Risk Reduction 2015–2030,<sup>7</sup> which calls for clear

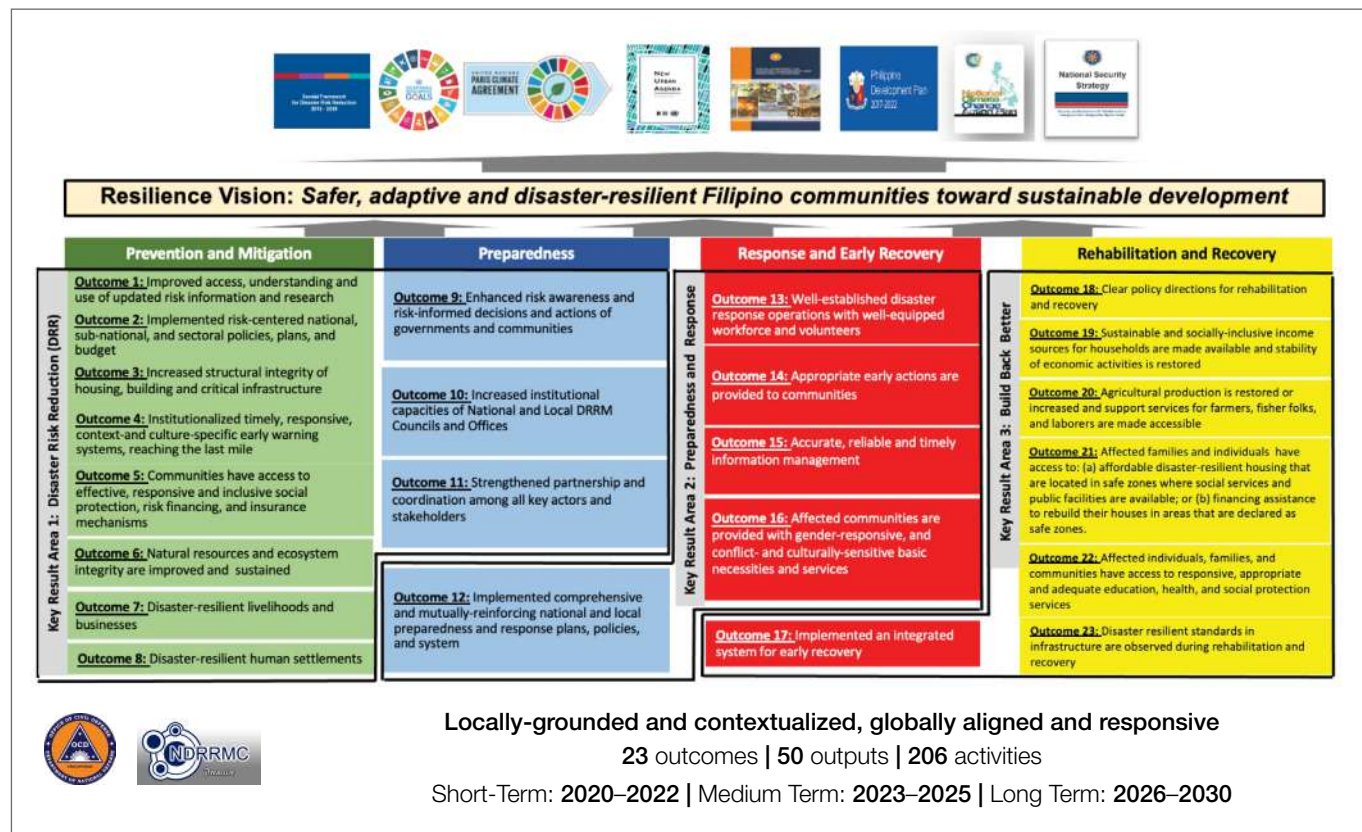


targets, strategies, and monitoring mechanisms to reduce disaster risk, prevent creation of new risk, and increase resilience. This alignment also ensures that disaster response strategies reflect the systemic risks and are coherent across various thematic areas and goals. Figure 5 shows the key outcomes for each thematic areas to achieve the desired resilience vision by 2030.

The new directions identified in the updated NDRRMP include investing in risk-informed activities, digital transformation, multi-sectoral approaches, gender responsiveness, locally led initiatives, inclusive participation, and public-private partnerships. In a nutshell, the updated NDRRMP advocates a strategy rooted in resilience, directing how the country prevents and mitigates, prepares for, responds to, and recovers from disasters.

<sup>7</sup> The Sendai Framework for Disaster Risk Reduction succeeds Hyogo Framework for Action (HFA) 2005-2015 and complements the Paris Agreement on Climate Change, New Urban Agenda, and Sustainable Development Goals.

**FIGURE 5.** The Updated National Disaster Risk Reduction and Management Plan of the Philippines



**Source:** OCD. (2020). *National Disaster Risk Reduction and Management Plan 2020–2030*

## 2.2 Disaster Response and Early Recovery

The NDRRMC issued Resolution No. 9 s. 2021 (Resolution Expanding the Coverage of Disaster Response and Early Recovery) to broaden the scope of disaster response and early recovery pillar in the updated NDRRMP 2020-2030 and expand the coverage of Disaster Response to conform to the needs of the times by incorporating 1) elements of preparedness before impact and 2) early recovery efforts. The resolution recognizes the dynamic nature of disaster risk management.

### 2.2.1 Guiding Principles

Building on the key points from the NDRRMP 2020-2030, the following principles are considered for disaster response and early recovery.<sup>8</sup>

- **Align with the sustainable development agenda:** DRRM is at the core of the sustainable development agenda. Disasters threaten and reverse development gains. Strategies and actions during disaster response are vital to achieve or contribute to the targets of the Sustainable Development Goals including gender responsiveness.

<sup>8</sup> Output from NDRP enhancement workshop, conducted on August 30–September 1, 2023, participated by representatives from disaster response stakeholders. Refer to Annex C for the list of participants.





- Anchor on human rights:** The Universal Declaration of Human Rights states that, "everyone has the right to life, liberty, and security of person". Disaster response plans should be designed and implemented with a fundamental commitment to upholding and protecting the rights and dignity of individuals. It is imperative to protect the lives, security, and physical integrity of persons affected by disasters and to uphold family unity.
- Ensure multi-hazards approach:** The country faces multiple major hazards which may occur in isolation, simultaneously, or cumulatively over time. Potential inter-related effects of these hazards must be considered in response and early recovery strategies, programs, projects, and activities.
- Promote transboundary, risk-based, and progressive vulnerability reduction strategies:** The nature of risks and vulnerabilities are interconnected. Comprehensive, collaborative, and forward-looking strategies are necessary to address them. These strategies should go beyond local or regional borders (transboundary) and should be risk-based. They should also aim for a gradual and sustained reduction of vulnerabilities over time (progressive vulnerability reduction).
- Mainstream adaptive and shock-responsive social protection:** Risk and vulnerability reduction highlights the need for strengthened social protection that ensures access to a simplified, integrated, and efficient program to protect affected populations. The use of adaptive social protection tools and mechanisms will improve capacities to respond to and anticipate disaster impacts. Shock responsive social protection links the humanitarian/emergency system with developmental programs that provide timely and flexible support before or right after an event.
- Uphold responsive risk governance with strong political will, commitment, and leadership:** Governance approach must be adaptable to changing risks and supported by leaders with strong political will, unwavering commitment, and effective leadership qualities. This combination is crucial for the development and implementation of policies and measures that can effectively mitigate risks, respond to disasters, and build resilience within a community or society.
- Promote community based and locally-led DRRM and development:** Communities are at the frontline of DRRM and local development. Locally led initiatives and inclusive participation should be at the core of disaster response activities. They should be engaged as the first responders and key stakeholders in disaster response at the local level. Utilizing community knowledge and practices can yield culturally sensitive and context specific actions.
- Promote environmental sustainability:** Nature-based solutions are viable options for disaster risk reduction. Being aware about reducing the environmental footprint in all response and early recovery activities will lead to the conservation of natural resources while protecting the ecosystem and building resilience to disasters.
- Strengthen multi-stakeholder partnerships:** A whole-of-government and whole-of-society approach is needed to efficiently respond to disasters. Collaborations across different stakeholders is crucial to provide services and move supplies during disasters. Forming partnerships between public and private stakeholders can improve the scale of and efficiency in resources.

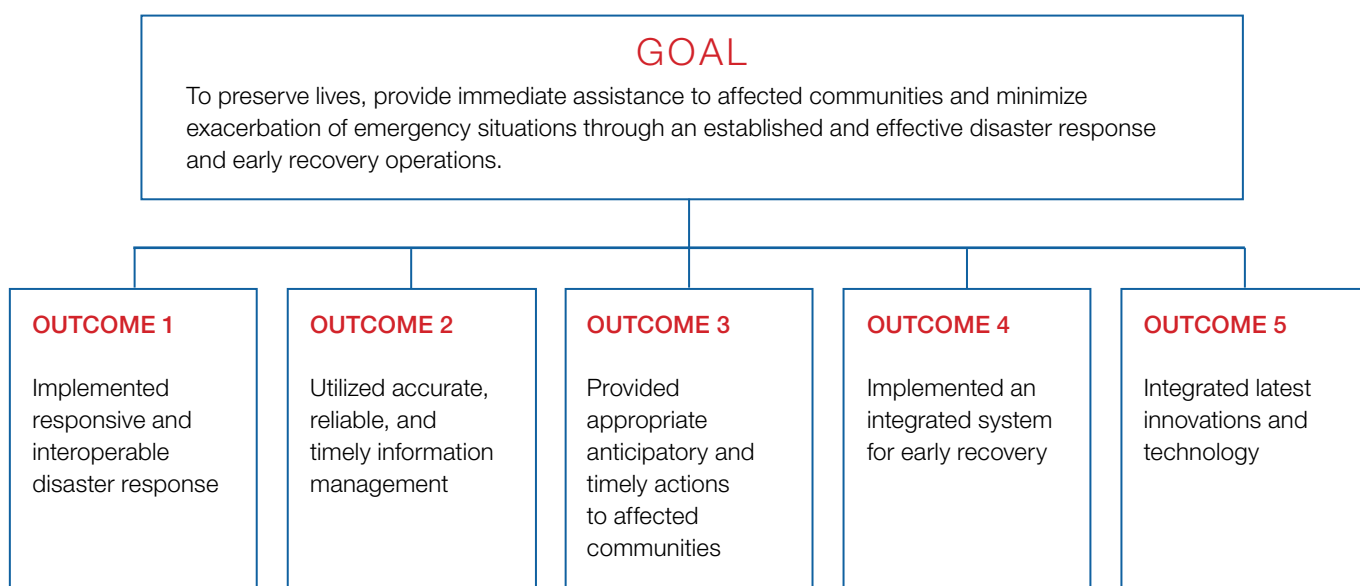
## 2.2.2 NDRP Goal and Outcomes

The overarching goal of disaster response and early recovery is to preserve life, provide timely assistance to affected communities, and minimize the worsening of emergency situations through established and efficient disaster response and initial recovery operations.

Further, the NDRP outcomes are described as follows:

- **Outcome 1.** Implemented a responsive and interoperable Disaster Response that is aligned and harmonized within the systems and allows seamless coordination among various response teams.
- **Outcome 2.** Utilized information management system that is accurate, reliable, and timely to ensure all stakeholders have access to the information they need when they need it.
- **Outcome 3.** Provided anticipatory actions to communities likely to be affected by disasters with forward-looking and timely measures, aiming to reduce impact and prepare for immediate needs post-disaster.
- **Outcome 4.** Implemented an integrated Early Recovery System that facilitates the quick initiation of recovery efforts post-disaster, helping communities to start the process of returning to normalcy.
- **Outcome 5.** Integrated the latest innovations and technological advancements to improve the efficiency and effectiveness of disaster response and recovery operations.

**FIGURE 6.** NDRP Goals and Outcomes



**Note:** Figure 6 is an output from a workshop on NDRP enhancement conducted on August 30 to September 1, 2023, participated by representatives from disaster response stakeholders. Refer to Annex C for the list of participants.

Figure 7 presents the key strategies that support the NDRP implementation. The NDRP strategies are divided into: (1) integrated platform for information management and decision support; (2) implemented and enforced anticipatory actions, and (3) interoperable disaster response systems.

**FIGURE 7. NDRP Strategies**

Integrated platform for information management and decision support:	Implement and enforce anticipatory actions:	Interoperable disaster response systems:
<div>1. Early warning system, protocols, and information dissemination, crisis and risk communication</div> <div>2. Forecast-based pre-disaster risk and needs assessment</div> <div>3. Disaster response monitoring and reporting</div> <div>4. Loss and damage reporting, and needs assessment</div>	<div>1. Prepositioned resources for response</div> <div>2. Early financing for LGUs</div> <div>3. Adaptive and shock-responsive social protection measures</div>	<div>1. Enhanced coordination systems utilizing innovative and technological platforms</div> <div>2. Inclusion of private sector, CSOs, NGOs, and other non-government sectors</div> <div>3. Evidence-based decision-making</div>

**Strategy 1.** The integrated platform for information management and decision support focuses on creating a comprehensive system for managing and communicating information before, during, and after a disaster. The specific interventions related to this strategy involve establishing early warning systems, disseminating crisis information, conducting Pre-Disaster Risk Assessments (PDRA), establishing loss and damage reporting to monitor the response, and conducting post-disaster damage assessments. This strategy will help build more efficient and coordinated disaster response informed by timely, accurate, and risk-based data.

**Strategy 2.** Anticipatory actions help ensure that policy measures and necessary resources are in place before a disaster occurs. This includes prepositioning resources, securing financial support for LGUs in advance, and implementing adaptive social protection measures. This strategy will help reduce the time to respond to and recover from disaster by being prepared and resilient.

**Strategy 3.** The interoperable disaster response systems emphasize the need to utilize the latest technologies and establish a collaborative response mechanism that brings together various sectors. This strategy intends to enhance coordination between public and private agencies, including diverse stakeholders from the private sector entities, CSOs, and NGOs that make decisions grounded on science-based data and evidence-based information. This strategy seeks to create an efficient and effective response mechanism and to make sure collective expertise and resources are available pre-, during, and post-disaster.

## 2.3 Stakeholders

This section of the NDRP identifies and describes the different stakeholders who have significant interests, stakes and influence, and roles in implementing this plan.

### 2.3.1 Principal Stakeholders

The principal stakeholders are the main target users of the NDRP and are divided as primary and secondary users. The primary users are the plan's key implementers while the secondary users provide supporting systems for the plan's implementation.

The NDRRMC is the main proponent, while the Response and Early Recovery Pillar through the Vice-Chairperson for Response and Early Recovery is the lead agency that implements the plan. The NDRRMC, as the main agency tasked to respond and manage all disaster response operations, has the ultimate responsibility to make decisions and execute actions affecting the saving or losing of more lives in the aftermath of any disaster.

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

The Pre-Disaster Risk Assessment (PDRA)-Scenario Building Team is an inter-agency body composed of representatives from key government agencies. It is crucial in proactively identifying, assessing, and evaluating potential disaster risks and their impacts. The team systematically analyzes hazards, vulnerabilities, and capacities to develop likely and worst-case scenarios that inform disaster preparedness and response strategies of the NDRRMC Response Cluster Lead Agencies and Members, including the Incident Management Team (IMT), at the national, regional, and local levels.

The primary users of the NDRP and their respective roles are as follows:

1. NDRRMC: main proponent, command, and control
2. NDRRMC Response and Early Recovery Pillar: lead agency, policymaker, oversight
3. PDRA-Scenario Building Team: advisor for Response Clusters and IMT for emergency response

4. NDRRMC Response Cluster Leads and Members (including IMT): implementing groups
5. Assisting Regional DRRMCs: providers of response operations assistance to designated quadrants

The secondary users support the implementation of disaster response actions and are comprised of other NGAs not part of the NDRRMC and Response Clusters, private sector, volunteer groups, and policy makers. These secondary users will provide effective and efficient disaster response management operations platforms and systems and will formulate new laws and regulations related to the sphere of response operations.

The secondary users of NDRP and their respective roles are as follows:

1. Disaster Response Management Leaders of Government Agencies (excluding NDRRMC members), Local DRRMCs, and LGUs: actors and implementers.
2. Senate and Congress: policymakers
3. Public, Private, and Volunteer Responders: responders and rescuers

Align with the sustainable development agenda: DRRM is at the core of the sustainable development agenda. Disasters threaten and reverse development gains. Strategies and actions during disaster response are vital to achieve or contribute to the targets of the Sustainable Development Goals including gender responsiveness.

### 2.3.2 Partner Stakeholders

Partner stakeholders complement the implementation of the NDRP. The International Humanitarian Community (IHC), foreign militaries, and public and private organizations—including volunteer organizations—have important roles to play as donors and responders. While the media and telecommunications companies' primary responsibility is to act as information providers, reporters, and communicators, their issues and concerns are likewise within the domain of NDRRMC through the Response Clusters and IMT. The Filipino people must receive appropriate preparedness and prompt response services from the government. They should also have access to accurate information for early warning; preparedness actions of the government and local officials; response activities; and recovery and rehabilitation programs, plans, and actions.





The partner stakeholders of NDRP and their respective roles are:

1. IHC: responders, donors, and facilitators
2. Foreign Militaries: responders
3. Media Organizations: reporters and facilitators
4. Volunteer Organization: donors and responders
5. Private Sector: donors and responders
6. Telecommunication Companies: provider of communications services
7. Filipino People (Affected Families /Population): Beneficiaries

The partner stakeholders may also perform other roles needed during a disaster event. They are not primarily limited to the specific roles mentioned above. The extensive challenges related to national disaster response management are not confined to government alone. In fact, they cut across different national issues that demand the whole-of-society approach. This requires a strong collective spirit, encapsulated in the concept of *Bayanihan*, which emphasizes solidarity and collaboration among all stakeholders.



# CHAPTER 3

## DISASTER RESPONSE MECHANISMS

This chapter explains the disaster response mechanisms adapted by the NDRRMC, their elements, guiding concepts, processes, and applicable tools.

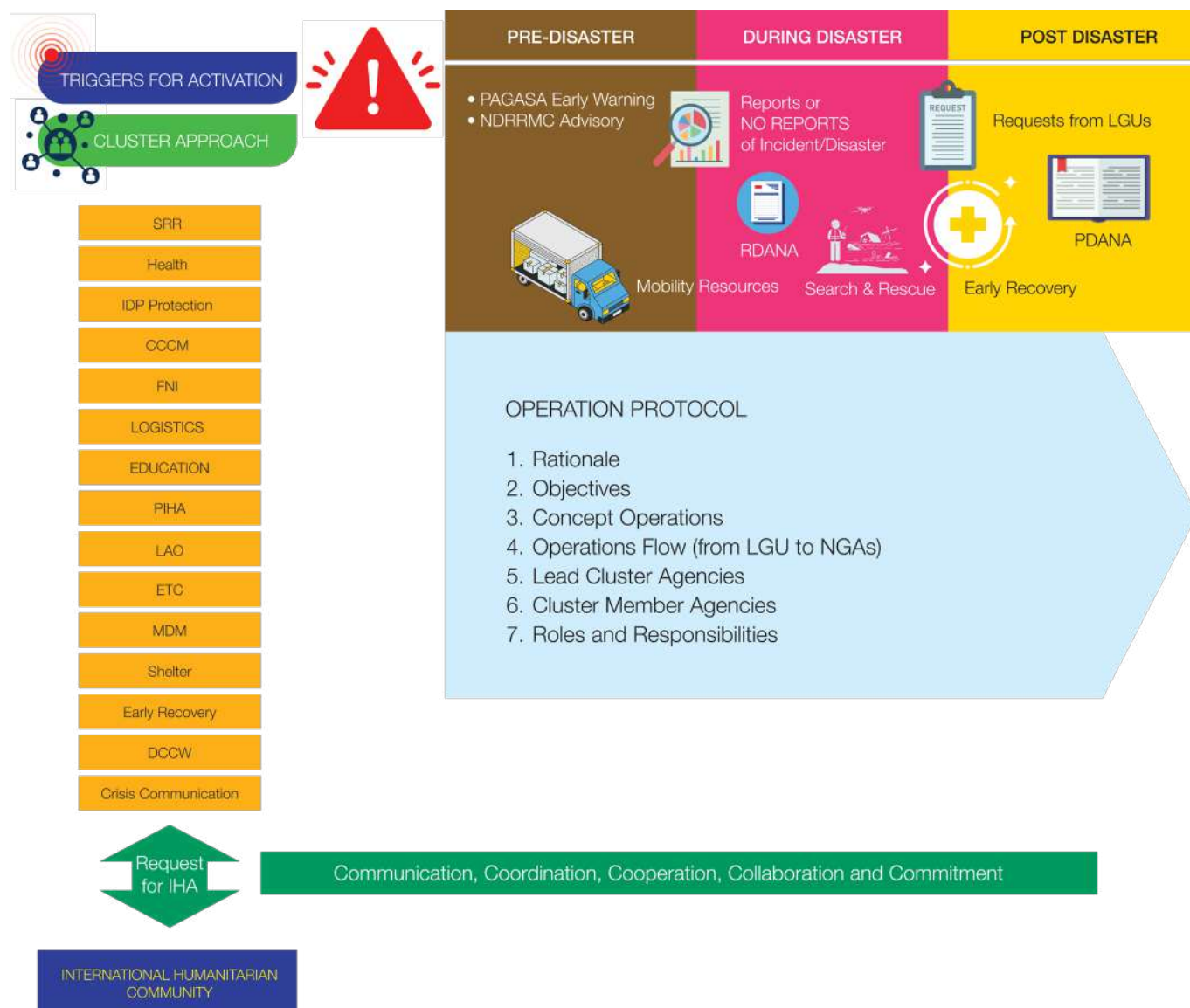


Disaster response management is organized per disaster phase: pre-impact, impact, and post-impact. The applicability of these disaster phases varies per hazard type. The Cluster Approach and Incident Command System (ICS) are the mechanisms used by the National Disaster Risk Reduction and Management Council (NDRRMC) with the Response Clusters and Incident Management Team (IMT) in disaster response management particularly at the operational and tactical level.

The Response Cluster and IMT start operating when triggers for their activation are satisfied. Disaster response operations to be carried out are defined per disaster phase to provide strategic

guidance at the national, regional, and local levels. Operating procedures of the Response Cluster, IMT, and others are guided by protocols at the operational and tactical levels. The concept of operations for disaster response management also includes mechanisms for requesting international humanitarian assistance (IHA) and coordination with the international humanitarian community. The concepts and processes of the disaster response mechanisms are explained in the succeeding sections.

**FIGURE 8.** Strategic Concept of Operations for Response Management



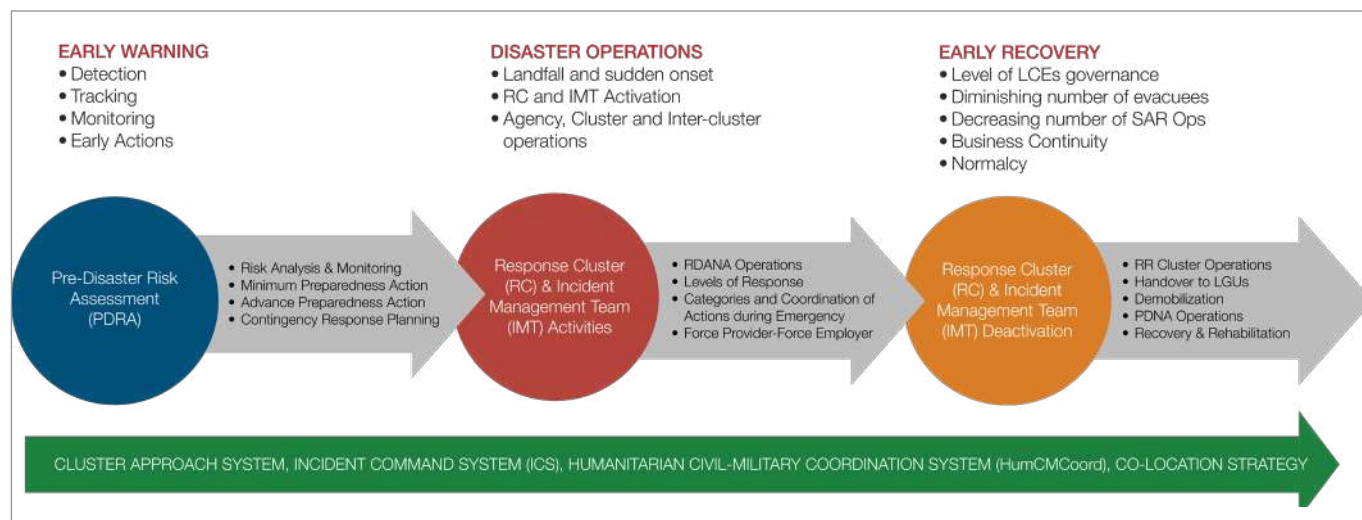
**Source:** NDRRMC, DSWD, & OCD. (2017), NDRRMC, DSWD, & OCD. (2018)a, and NDRRMC, DSWD, & OCD. (2018)b

### 3.1 Cluster Approach System and Incident Command System

Figure 9 discusses the whole dimension of the activities of the Response Clusters and IMTs as the two main operational components of the NDRRMC during emergencies. It is composed of three key mission-essential activities: the Pre-

Disaster Risk Assessment (PDRA), the Response Clusters and IMT Activities, and their Deactivation. The PDRA helps in preparing and identifying early actions through the generated risk assessments and scenarios. These early actions guide the operations of the Response Clusters and IMT which affect response management as the situation transitions to early recovery.

**FIGURE 9.** Dimension of Disaster Preparedness & Response Management Operational Spectrum



**Source:** NDRRMC, DSWD, & OCD. (2017), NDRRMC, DSWD, & OCD. (2018)a, and NDRRMC, DSWD, & OCD. (2018)b

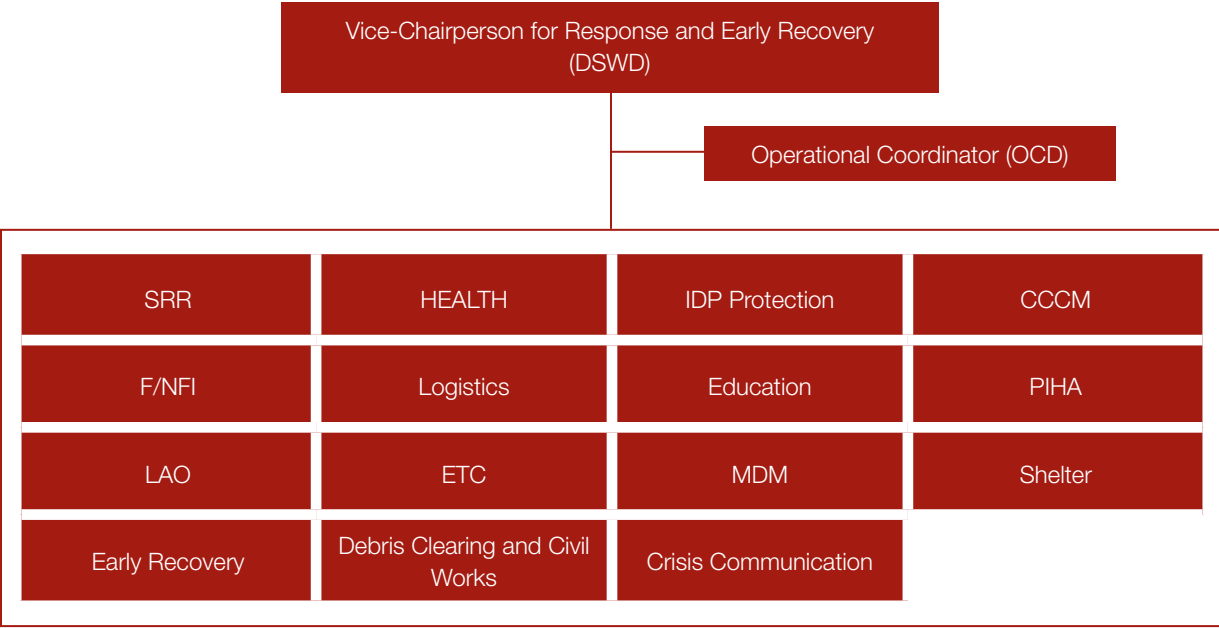
#### 3.1.1 Response and Early Recovery Cluster System

During emergency response, the cluster system aggregates responders—government agencies, humanitarian organizations, faith-based organizations, private sector, and CSOs, including volunteers—according to their specific lines of service or expertise. It defines the roles and responsibilities of each cluster towards a more systematic delivery of responses and services. The three most important values of the cluster approach system are: creation of leadership, predictability, and accountability. Moreover, government agencies are organized in clusters that work together towards agreed common humanitarian objectives.

The GOP first adopted the cluster approach in 2007 through National Disaster Coordinating Council (NDCC) Memorandum Circular No. 5 s.2007. The approach was institutionalized in the overall Philippine Disaster Management System and was recognized as a mechanism that can help address the gaps in response and enhance the quality of humanitarian action.<sup>9</sup> In August 2008, the NDCC used the Response Cluster System to address the concerns of IDPs in Mindanao. The clustering of agencies was continually refined in succeeding years as the Response Cluster System was used in various mobilizations. Livelihood, for instance, was removed from the Response Clusters because it was deemed fit to be included in the Recovery and Rehabilitation Phase.

<sup>9</sup> NDCC Memorandum Circular No. 5 s. 2007 "Institutionalization of Cluster Approach in the Philippine Disaster Management System, Designation of Cluster Leads and their Terms of Reference at the National, Regional and Provincial Level".

FIGURE 10. NDRRMC Response Cluster System



The updated composition of the Response Clusters is outlined in the table below and the succeeding sections.

Table 1. Composition of Response and Early Recovery Clusters

CLUSTER	LEAD AGENCY	MEMBERS
1. Search, Rescue and Retrieval	Armed Forces of the Philippines	PNP, BFP, PCG, DOH-HEMB, DILG, MMDA, DOST- PNRI, OCD, PRC, NGO, civil society organization (CSO), Volunteer Groups and other Agencies recognized by the NDRRMC
2. Health	Department of Health	DSWD, OCD, DND (through AFP- Office of the Surgeon General), DILG, PNP (through Health Service and Women and Children Protection Center), BFP, DepEd, DOTr (through PCG), DFA, PRC, volunteers/CSOs, other health sector partners
3. Internally Displaced Population Protection	Department of Social Welfare and Development	DOH, DILG, PNP-Women and Children Protection Cluster, IACAT and IAC-VAWC Members, PRC, other NGOs working for the protection of women and children
4. Camp Coordination and Camp Management	Department of Social Welfare and Development	DepEd, DOH, DILG, PRC
5. Food and Non-Food Items	Department of Social Welfare and Development	DOH-NNC, DA, OCD, MWSS, PRC, PDRF





CLUSTER	LEAD AGENCY	MEMBERS
6. Logistics: Warehousing, transportation, and Services	Office of Civil Defense	DSWD, DPWH, DOE, DOTr (through PCG, CAAP, LTO, LTFRB, PPA, MARINA, LRTA), AFP (through Philippine Army, Philippine Navy, Philippine Air Force), PNP, BFP, NFA, LWUA, PRC, PDRF, World Food Programme Philippines
7. Education	Department of Education	CHED, TESDA, UNICEF, Save the Children, Early Childhood Care and Development, local and international NGOs, CSOs, individual and corporate private partners
8. Philippine International Humanitarian Assistance	Department of Foreign Affairs	AFP, BAI, BOC, Bureau of Immigration (BI), BOQ, COA, DepEd, DICT, DILG, DOF, DOH, DND, DSWD, DOTr, FDA, OCD, Presidential Management Staff (PMS), Professional Regulation Commission (PRC), SBMA, CDC
9. Law and Order	Philippine National Police	AFP, BFP, BJMP, PCG, NBI, BuCor
10. Emergency Telecommunications	Department of Information, Communication and Telecommunications	OCD, AFP, PNP, PCG, BFP, DSWD, NTC
11. Management of the Dead and Missing	Department of the Interior Local Governance	OCD, DOH, DSWD, DOJ-NBI, PNP – Forensic Group, DFA (through PIHAC), PRC, Local Government Units
12. Shelter	Department of Human Settlements and Urban Development	NHA, DSWD, DILG, DENR, DPWH, OCD, Philippine Red Cross (PRC)

CLUSTER	LEAD AGENCY	MEMBERS
13. Early Recovery	Office of Civil Defense	DA, DBM, DepEd, DOH, DHSUD, DILG, DOLE, DPWH, DSWD, DTI, DENR-MGB, TESDA
14. Debris Clearing and Civil Works	Department of Public Works and Highways	DOTr (through PCG, PPA, CAAP), DILG, DICT, DOE, NEA, National Power Corporation (NPC), National Transmission Corporation (TransCo), LWUA, DENR, DENR-MGB AFP, PNP, BFP, MMDA, Utility Service Providers (Electricity, Water, and Telecommunications), Philippines Red Cross (PRC), Non-Government Organization (NSO), Civil Society Organization (CSO), Volunteer Groups
15. Crisis Communication	Presidential Communications Operations Office through the Philippine Information Agency (PCOO-PIA)	<ul style="list-style-type: none"> <li>a. Government Media Network <ul style="list-style-type: none"> <li>1. People's Television Network Inc.</li> <li>2. Philippine Broadcasting Service (Radyo Pilipinas)</li> <li>3. Philippine News Agency</li> <li>4. Intercontinental Broadcasting Corp. (IBC-13) including dwAN radio</li> <li>5. Armed Forces of the Philippines Radio (dwDD)</li> </ul> </li> <li>b. Technical Advisory Panel <ul style="list-style-type: none"> <li>1. PAGASA</li> <li>2. Philippine Institute of Volcanology and Seismology</li> <li>3. University of the Philippines Resilience Institute</li> <li>4. DENR-Mines and Geosciences Bureau</li> </ul> </li> <li>c. Support Agencies <ul style="list-style-type: none"> <li>1. Department of Information and Communications Technology</li> <li>2. Philippine Space Agency</li> <li>3. Department of the Interior and Local Government</li> <li>4. Office of Civil Defense through the Strategic Communications Group</li> <li>5. Armed Forces of the Philippines Civil Relations Service (AFP CRS)</li> <li>6. PCO Bureau of Communications Services</li> <li>7. PCO News and Information Bureau</li> <li>8. DSWD Disaster Response Operations Management and Information Center (DROMIC)</li> </ul> </li> <li>d. Civil society organization partners <ul style="list-style-type: none"> <li>1. Philippine Disaster Relief Foundation</li> <li>2. Telcos (Smart, Globe and Starlink)</li> </ul> </li> </ul>

<b>ADRA</b>	Adventist Development and Relief Agency
<b>AFP</b>	Armed Forces of the Philippines
<b>AFP-CRS</b>	AFP Civil Relations Service
<b>AFP-OTSG</b>	AFP Office of the Surgeon General
<b>AFP-Radio</b>	AFP Radio
<b>BAI</b>	Bureau of Animal Industry
<b>BFP</b>	Bureau of Fire Protection
<b>BI</b>	Bureau of Immigration
<b>BJMP</b>	Bureau of Jail Management and Penology
<b>BOC</b>	Bureau of Customs
<b>BOQ</b>	Bureau of Quarantine
<b>BuCor</b>	Bureau of Corrections
<b>CAAP</b>	Civil Aviation Authority of the Philippines
<b>CDC</b>	Clark Development Corporation
<b>CHED</b>	Commission on Higher Education
<b>CNDR</b>	Corporate Network for Disaster Response
<b>COA</b>	Commission on Audit
<b>DA</b>	Department of Agriculture
<b>DBM</b>	Department of Budget and Management
<b>DepEd</b>	Department of Education
<b>DENR</b>	Department of Environment and Natural Resources
<b>DENR-MGB</b>	DENR-Mines and Geosciences Bureau

<b>DFA</b>	Department of Foreign Affairs
<b>DHSUD</b>	Department of Human Settlements and Urban Development
<b>DICT</b>	Department of Information and Communications Technology
<b>DILG</b>	Department of the Interior and Local Government
<b>DND</b>	Department of National Defense
<b>DOE</b>	Department of Energy
<b>DOF</b>	Department of Finance
<b>DOH</b>	Department of Health
<b>DOH-HEMB</b>	DOH Health Emergency Management Staff Bureau
<b>DOH-NNC</b>	DOH National Nutrition Council
<b>DOLE</b>	Department of Labor and Employment
<b>DOST-PAGASA</b>	DOST-Philippine Atmospheric, Geophysical and Astronomical Services Administration
<b>DOST-PHIVOLCS</b>	DOST-Philippine Institute of Volcanology and Seismology
<b>DOST-PNRI</b>	DOST-Philippine Nuclear Research Institute
<b>DOTr</b>	Department of Transportation
<b>DOTr-LRTA</b>	DOTr-Light Rail Transit Authority
<b>DOTr-LTFRB</b>	DOTr-Land Transportation Franchising and Regulatory Board
<b>DOTr-LTO</b>	DOTr-Land Transportation Office
<b>DOTr-MARINA</b>	DOTr-Maritime Industry Authority
<b>DPWH</b>	Department of Public Works and Highways
<b>DSWD</b>	Department of Social Welfare and Development
<b>DTI</b>	Department of Trade and Industry

<b>FAO</b>	Food and Agriculture Organization
<b>FDA</b>	Food and Drug Administration
<b>IACAT</b>	Inter-Agency Council Against Trafficking
<b>IAC-VAWC</b>	Inter-Agency Council on Violence Against Women and their Children
<b>IBS</b>	Intercontinental Broadcasting Corp.
<b>IOM</b>	International Organization for Migration
<b>LWUA</b>	Local Water Utilities Administration
<b>MCIAA</b>	Mactan – Cebu International Airport Authority
<b>MIAA</b>	Manila International Airport Authority
<b>MGB</b>	Mines and Geosciences Bureau
<b>MMDA</b>	Metro Manila Development Authority
<b>MWSS</b>	Metropolitan Waterworks and Sewerage System
<b>NEA</b>	National Electrification Administration
<b>NBI</b>	National Bureau of Investigation
<b>NFA</b>	National Food Authority
<b>NHA</b>	National Housing Authority
<b>NPC</b>	National Power Corporation
<b>NTC</b>	National Telecommunications Commission
<b>OCD</b>	Office of Civil Defense
<b>PBS</b>	Philippine Broadcasting Service
<b>PCG</b>	Philippine Coast Guard
<b>PCO-BCS</b>	PCO-Bureau of Communications Services

<b>PCO-NIB</b>	PCO-News and Information Bureau
<b>PDRF</b>	Philippine Disaster Resilience Foundation
<b>PhilSA</b>	Philippine Space Agency
<b>PMS</b>	Presidential Management Staff
<b>PNA</b>	Philippine News Agency
<b>PNP</b>	Philippine National Police
<b>PPA</b>	Philippine Ports Authority
<b>PRC</b>	Philippine Red Cross
<b>PRC</b>	Professional Regulation Commission
<b>PSA</b>	Philippine Space Agency
<b>PTV</b>	People's Television Network
<b>SBMA</b>	Subic Bay Metropolitan Authority
<b>TESDA</b>	Technical Education and Skills Development Authority
<b>TransCo</b>	National Transmission Corporation
<b>UNICEF</b>	United Nations Children's Fund
<b>UPRI</b>	University of the Philippines Resilience Institute
<b>WFP</b>	World Food Programme



## Search, Rescue, and Retrieval Cluster

This cluster provides support for an effective, efficient, organized, and systematic Search, Rescue, and Retrieval operations to disaster affected areas to minimize casualties and loss of lives. It coordinates and deploys all available search and rescue teams from the government, CSOs, private sector, and international community. The following are the policy guidelines for Search, Rescue and Retrieval cluster.



### International Search and Rescue Advisory Group (INSARAG) Guidelines

The INSARAG Guidelines constitute a standardized approach that aligns relative global best practices on disaster response capabilities ensuring a coordinated and effective urban search and rescue (USAR) effort. The guidelines provide a methodology for countries affected by sudden-onset disasters, most especially those that cause large-scale impact such as structural collapse. The INSARAG also guide international USAR teams responding in affected countries.

The INSARAG framework emphasizes interoperability across different levels of USAR and extends to local, regional, and international agencies and teams. The framework recognizes that common working practices, technical language, and shared information are vital.

The AFP leads the Search, Rescue and Retrieval cluster in the Philippines and follows the INSARAG Guidelines 2020 for effective disaster response, particularly in the context of USAR operations.



### NDRRMC Memo No 112 s 2021

#### Guidelines on the Philippines Urban Search and Rescue (USAR) National Accreditation Process

This NDRRMC memo aims to enhance the country's USAR capability by aligning it with INSARAG Guidelines. It covers accreditation of USAR teams in the Philippines.

The issuance defines key terms and establishes a national accreditation framework and is applicable to government, non-government, private, and academic USAR teams at local, national, and international levels. This policy includes the National Accrediting Body, which has four committees overseeing the development, regulation, and implementation of the National Accreditation Process. The memo also ensures a standardized approach to USAR to promote preparedness and coordination across diverse sectors during disasters.

## Health Cluster

The Health Cluster ensures that affected populations have access to appropriate, high quality, and timely health services. The cluster's objective is to save lives and decrease mortalities and preventable mortalities, morbidities, injuries, and disabilities. Health has four subclusters: Public Health and Medical; Water, Sanitation, and Hygiene (WASH); Nutrition; and Mental Health and Psychosocial Support (MHPSS).

## Camp Coordination and Camp Management (CCCM) Cluster

The CCCM Cluster provides timely and well-coordinated humanitarian assistance and augmentation support in managing evacuation centers. Below is the policy guideline for the CCCM cluster.

### Republic Act 10821



#### Children's Emergency Relief and Protection Act

This Republic Act is one of the key legal bases for the creation of IDP Protection Cluster. It provides the formulation of a Comprehensive Emergency Program for Children shall serve as the foundation for organizing and implementing emergency measures and disaster response strategies to safeguard children. It also mandates the creation of a national database for missing children to help reunite them with their families. Additionally, the law ensures the provision of necessary support and services for children affected by disasters, such as psycho-social support and access to education.



## IDP Protection Cluster

The IDP Protection Cluster supports and enhances the government's capacity to ensure protection issues do not arise in emergency situations and to respond to and mitigate the effect of any protection issues that do arise.

### DSWD JMC 002 s. 2021



#### Joint Memorandum Circulars (JMCs) Joint Implementing Guidelines for the Camp Coordination and Management and Internally Displaced Persons Protection

This DSWD JMC is an issuance that provides implementing guidelines for the CCCM and IDP protection clusters in the Philippines. It aims to ensure the protection and assistance of IDPs living in camps or camp-like settings, as well as the coordination and management of camps in accordance with national and international standards and principles.

This policy issuance covers CCCM and IDP protection cluster roles and responsibilities of the DRRMCs, the lead and support agencies, and the LGUs; the policies and guidelines for establishing, operating, and closing camps; and the standards and procedures for CCCM and IDP protection operations.



## Food and Non-Food Items (FNI) Cluster

The Food and Non-Food Items Cluster provides nutritious, age-appropriate, and socially and culturally acceptable food, along with essential non-food items to the affected population during the emergency response phase, and seeks to restore at least the pre-disaster level of food security in the long-term.

### Memorandum Circular No. 24, Series of 2024

Enhanced Omnibus Guidelines on Food and Non-Food Items and Logistics Management for Disaster Response Operations



This MC provides operational clarity on managing and mobilizing Food and Non-Food Items (FNI) and funding to ensure the effective, efficient, and coordinated delivery of immediate relief and early recovery services to affected populations.

The MC defines the roles and responsibilities of the Department of Social Welfare and Development (DSWD) central, field, and attached offices, as well as partner agencies and stakeholders, in the management of FNIs.

Additionally, this guideline encompasses the entire FNI management cycle, from needs assessment to reporting and evaluation, while incorporating standards and specifications for various FNIs to ensure consistent and quality service delivery.

### MC 017, s.2019

Guidelines in the Implementation of the Emergency Cash Transfer Program (ECT) during Disaster



DSWD also facilitates the implementation of the Emergency Cash Transfer Program during disasters. The objective of this approach is to expedite assistance and to provide disaster victims with a sense of dignity and autonomy in determining their immediate needs.

The MC 017, s.2019, "Guidelines in the Implementation of the ECT Program during Disaster," focuses on unconditional cash assistance to families affected by disasters in the Philippines and aims to ensure prompt, efficient, and effective delivery of ECT while maintaining transparency and accountability among implementing agencies.

It outlines policies and guidelines for the entire ECT implementation cycle, including beneficiary identification, validation and registration, determination of transfer amounts, selection of disbursement mechanisms, payout processes, and the subsequent monitoring and evaluation of ECT operations. The standards and procedures provided include the use of the Disaster Assistance Family Access Card, now called the Family Access Card in Emergencies and Disasters or FACED, documentation and reporting requirements, a grievance redress system, and coordination and communication mechanisms.





## Logistics Cluster

The Logistics Cluster provides an efficient and effective strategic emergency logistics service for all clusters deployed by the National Response Clusters in disaster affected areas. It has four sub clusters: Transportation, Warehousing, Supplies and Inventory, and Services or Infrastructure and Utilities



### NDRRMC Resolution No. 08, series of 2022



Resolution Recommending the Adoption of the Logistics Cluster Standard Operating Procedures

This Resolution specifies the adoption of the Logistics Cluster SOP, which establishes clear guidelines for the strategic and operational management, deployment, and operationalization of logistics response, and a set of standards and process to promote efficiency in logistics management.

The Logistics Cluster SOP also serves as a basis for joint logistics operations incorporating established coordination mechanisms that implement NDRRMC-developed disaster management concepts. Logistics Cluster SOP harmonizes efforts of NDRRMC member agencies on disaster response and takes on a whole-of-nation approach towards emergency logistics, and strengthening partnerships between the government, private sector, and international humanitarian organizations.



## Education Cluster

The Education Cluster ensures the safety of learners and teaching and non-teaching personnel. It also provides affected learners with continued access to quality education. Below is the policy guideline for the education cluster.

### DepEd Order No. 033, series of 2021:



School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and other Weather-Related Disturbances and Calamities

This DepEd Order provides the guidelines for schools in the Philippines to prepare for and respond to disasters, such as tropical cyclones, flooding, and other weather-related disturbances and calamities.

This policy issuance also discusses the use of schools as evacuation centers only when there are no other available facilities in the area. The LGU must coordinate such use with the Head of the School or the Schools Division Superintendent or the Regional Director and the schools may not be used as evacuation centers for more than 15 days. Also, the schools should not be used as long-term shelters for evacuees.

School personnel should only focus on providing education services for continuity purposes and should not be assigned as camp managers.

## Philippine International Humanitarian Assistance (PIHA) Cluster

The PIHA Cluster provides timely, efficient and effective delivery of humanitarian assistance from various stakeholders and implements the institutional framework and mechanisms for the coordination of incoming and outgoing IHA and response efforts.

## Law and Order Cluster

This cluster deals with the security needs of member agencies and the community. This includes community policing and traffic management for speedy movement of people, goods, and equipment.

## Emergency Telecommunications Cluster (ETC)

The ETC provides effective and timely emergency telecommunications services and information, communications, and technology (ICT) capacities. Below is the specific policy guideline for emergency and telecommunications cluster.

### Republic Act 10639



#### Free Mobile Disaster Alerts Act

The RA 10639 mandates telecommunications service providers to send free mobile alerts to their subscribers in the event of natural and man-made disasters and calamities. It aims to protect the citizenry by providing timely and accurate information from relevant NGAs, such as the NDRRMC, PAGASA, and PHIVOLCS.

## Management of the Dead and Missing (MDM) Cluster

The MDM Cluster develops the policies, standards, guidelines, systems, and procedures to institutionalize MDM in all concerned agencies and stakeholders. This includes proper identification and disposition of human remains, coordination and collaboration, partnership among stakeholders, and establishment of resource-sharing mechanisms.

### NDRRMC Memo Circular No. 19 S. 2016



#### Rules and Regulations Governing the Implementation of the Management of the Dead and Missing Persons

This policy guideline outlines rules and regulations for the management of the dead and missing persons during emergencies and disasters in the Philippines. It emphasizes the dignified and respectful handling of the deceased and missing persons and prioritizes the health and safety of responders and the public. It also delineates the roles and responsibilities of national, regional, and local DRRMCs, lead and support agencies, and LGUs in the MDM cluster.

Moreover, the memo covers policies and guidelines for the identification, documentation, retrieval, storage, transportation, and disposition of the dead and missing, along with provisions for psychosocial support to affected families and responders. The memo ensures MDM standards and procedures (including the use of protective equipment, cadaver bags, body tags, and the establishment of temporary morgues and mass burial sites), are aligned with human rights, humanitarian law, cultural sensitivity, and international best practices.



## DILG Memo Circular No. 139 S. 2016



Updated Specification of Cadaver Bags for the Management of the Dead and Missing Persons

This provides guidance to local chief executives on the logistical requirements with corresponding specifications for the dead and missing persons. It further recognizes the MDM as major component of the overall DRRM as to the retrieval operation of all dead casualties, identification of cadavers and final disposal.

## Shelter Cluster

The Shelter Cluster deals with the shelter needs of disaster-affected communities. This includes providing resources and capacities for the establishment of temporary shelters for communities rendered homeless.

## Debris Clearing and Civil Works Cluster

This cluster is tasked with ensuring that major thoroughfares are free from obstructions and can be utilized for response operations. The Debris Clearing and Civil Works Cluster will support responders in penetrating disaster-affected areas by providing engineering support in the assessment of infrastructure and facilities.



## Crisis Communication Cluster

This cluster ensures effective management of information by providing timely, accurate, and relevant information to the public and the media. The Crisis Communication Cluster will gather the needed data and information from all response and early recovery clusters, as well as organize a media briefing when necessary.

## Early Recovery Cluster

The Early Recovery Cluster leads the assessment for early recovery needs and priorities. It also establishes mechanisms for providing livelihood and other economic opportunities to enable normal living conditions, and facilitates gathering of all available resources from various government and non-government stakeholders for the purpose of early recovery. Below is the policy guideline for the cluster.

### MC 016 s. 2023



Guidelines on the Implementation of Early Recovery Programs and Services (IERPS) for Disasters/Emergencies by the DSWD

The DSWD MC 016, s.2023, provides a comprehensive policy framework and operational guidelines for delivering Early Recovery Programs and Services to individuals, families, and communities affected by disasters or emergencies. It covers all types of disasters, whether natural or human-induced and targets vulnerable sectors such as women, children, the elderly, persons with disabilities, indigenous peoples, and IDPs.

The implementation ERPS objective is to facilitate the early recovery of disaster-affected populations through timely assistance that is aligned with the principles of human rights, gender sensitivity, cultural sensitivity, participation, accountability, and sustainability.

The guidelines outline the roles and responsibilities of various stakeholders including DSWD offices, LGUs, civil society organizations, the private sector, and international partners, and emphasize collaboration in the planning, implementation, monitoring, and evaluation of the implementation ERPS.

The program components such as cash-for-work, livelihood, psychosocial, and social protection interventions all have detailed eligibility criteria, implementation mechanisms, funding sources, and performance indicators, ensuring minimum standards for quality and timeliness in implementation of ERPS delivery.



## Contact Details of Response and Early Recovery Cluster Leads

Table 2 contains the contact details of key offices from the Disaster Response and Early Recovery Cluster Leads.

**Table 2.** Directory of Response and Early Recovery Cluster Leads

RESPONSE AND EARLY RECOVERY CLUSTER	AGENCY/ ORGANIZATION	BUREAU/SPECIFIC OFFICE	TELEPHONE NUMBER	E-MAIL
CCCM	DSWD	Disaster Response Management Bureau (DRMB)	8 352 24 227 8 335 40 14	drmb@dswd.gov.ph
FNI		Disaster Response Operations Management Division (DROMD)	8 352 24 227 8 335 40 14	dromd-group@dswd.gov.ph
IDPP		DRMB - DROMD	8 352 24 227 8 335 40 14	dromd-group@dswd.gov.ph dreamb@dswd.gov.ph
Health	DOH	Health Emergency Management Bureau (HEMB)/Response Division	711 1001, 711 1002, 740 5030, 8 651 7800 loc. 2200-2208	TO: dohosec@doh.gov.ph  CC: hembopcen@doh.gov.ph; hemb@doh.gov.ph
		HEMB/Response Division	02 8 711 1001	
Crisis Communication	PCO	Philippine Information Agency	(02) 8 926 5129	odg@pia.gov.ph
Debris Clearing and Civil Works	DPWH	Bureau of Maintenance	5 304 3611	ayag.denise_maria@dpwh.gov.ph; bomsdmcd@dpwh.gov.ph
Early Recovery	OCD	Response and Operational Coordination Division	(02) 8 376 4240 (02) 8 376 3366	rocd@ocd.gov.ph
LAO	PNP	Public Safety Division	8 723 0401 loc.6061	psd.do2021@gmail.com
ETC	DICT	Disaster Risk Reduction Management Division	8 920 0101 loc. 2430	drmd@dict.gov.ph etc@dict.gov.ph

RESPONSE AND EARLY RECOVERY CLUSTER	AGENCY/ ORGANIZATION	BUREAU/SPECIFIC OFFICE	TELEPHONE NUMBER	E-MAIL
Education	DEPED	Disaster Risk Reduction and Management Service	8 637 6207 8 633 7203	drmo@deped.gov.ph
SRR	AFP	Office of the Deputy Chief of Staff for Operations (OJ3)	911 6001 loc. 6093	ops.div.oj3@gmail.com
Logistics	OCD	Response and Operational Coordination Division	(02) 8 376 4240 (02) 8 376 3366	rocd@ocd.gov.ph
PIHA	DFA	Office of Civilian Security	8 834 3812	ocs@dfa.gov.ph ocs.div4@dfa.gov.ph
MDM	DILG	Central Office Disaster Information Coordinating Center (CODIX)	8 876 3454 loc. 6102	dilgpcen@gmail.com dilgcodix@gmail.com
Shelter	DHSUD	Public Housing and Settlements Service	8 424 4092	dhsud.phss@gmail.com phss@dhsud.gov.ph

### 3.1.2 Incident Command System (ICS)

The ICS is a standard, on-scene, all-hazard incident management concept that can be used by DRRMCs at all levels, particularly response groups. The purpose of the ICS is to help ensure the safety of responders and the public, achievement of tactical objectives, and efficient use of resources.

The system meets the needs of incidents of any kind or size. It allows personnel from a variety of agencies to meld rapidly into one management structure that uses a common or the same language. It maximizes effective logistical and administrative support to operational staff by establishing accountability and a planning process to avoid duplication of efforts.





## Legal Basis of the Incident Command System

### RA No. 10121

- Section 9 (g): The Office of Civil Defense (OCD) shall formulate standard operating procedures for coordination.
- Rule 7 (h), Implementing Rules and Regulations: The OCD shall establish ICS as part of the Philippine DRRM System.

### NDRRMC MC No. 43, s2012

Signed on March 28, 2012, this provides the implementing guidelines on using ICS under the Philippine DRRM System.

### Executive Order No. 82, s2012

Signed on September 04, 2012, this mandates the activation of the ICS for human-induced crises.

### NDRRMC Memorandum Order No. 43, s2016

Signed on August 18, 2016, this provides guidelines on the interoperability of the IMTs and Response Clusters.

### NDRRMC Memorandum Order No. 44, s2016

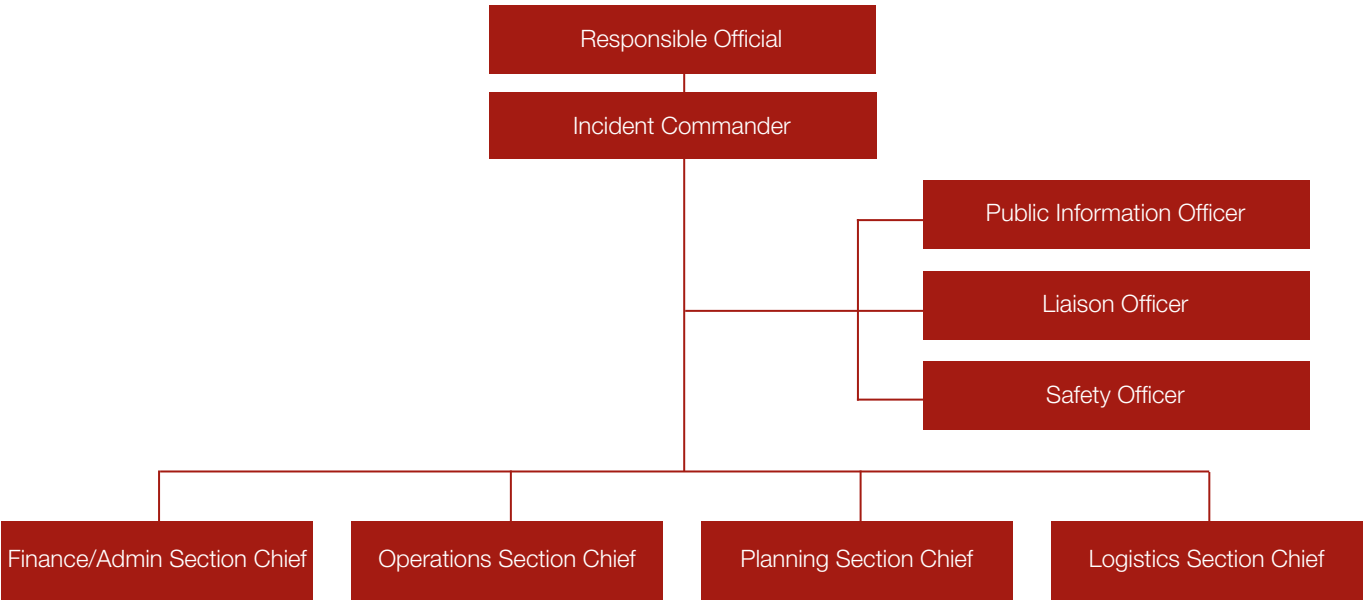
Signed on August 18, 2016, this provides guidelines on the mobilization of IMTs.

### NDRRMC-National Security Council (NSC) JMC No. 1, s2016

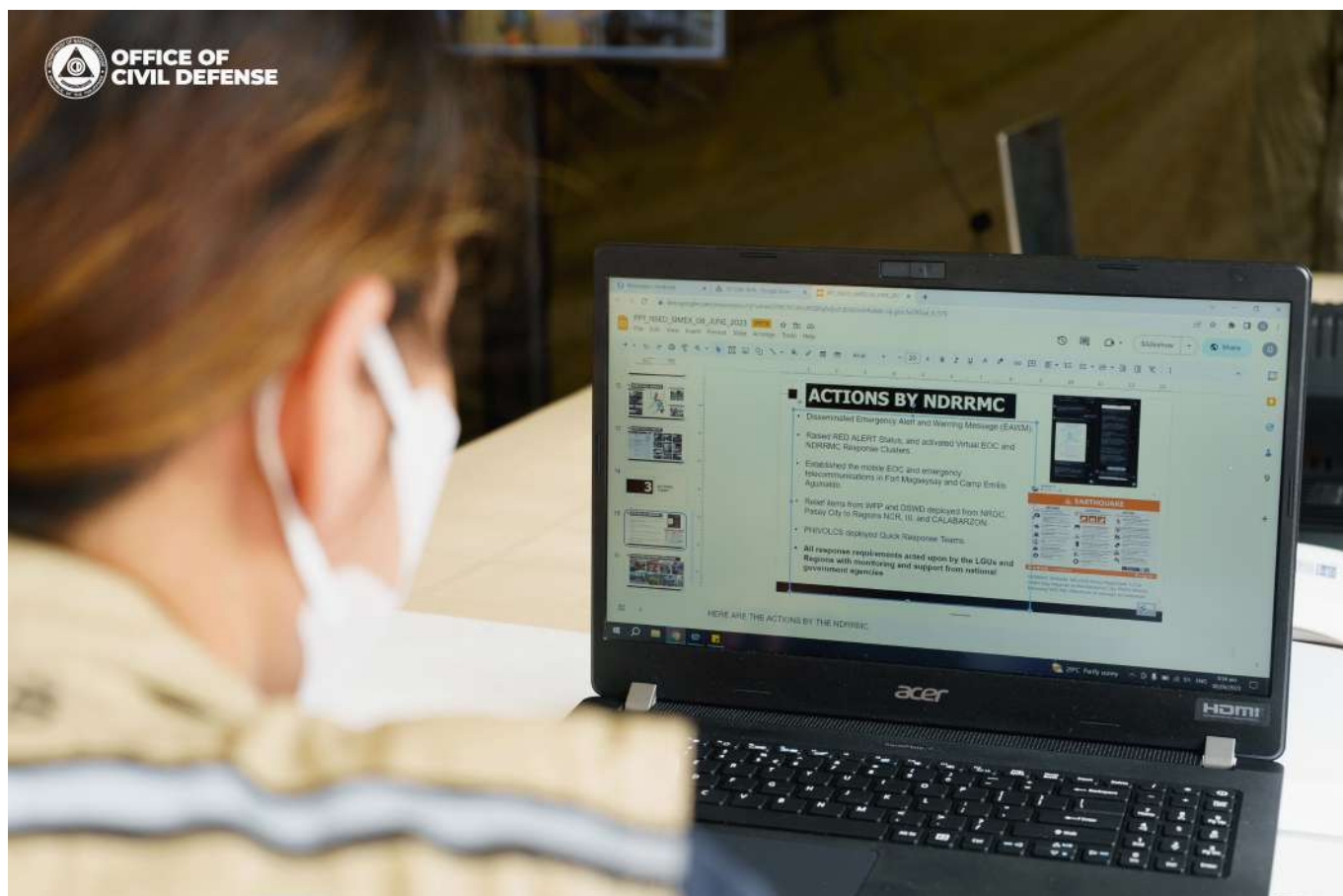
Approved on 30 August 2016, this JMC requires the use of ICS as an integral component of a contingency plan for both natural and human-induced hazards.

The IMT is a group of ICS-qualified personnel composed of the Incident Commander (IC) and appropriate Command and General Staff assigned to an incident or planned event as shown in Figure 11.

**FIGURE 11.** Basic Organization of IMT



- **Incident Commander (IC):** The IC is responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has authority and responsibility for conducting and managing all incident operations. The IC receives a directive from the Responsible Official who oversees an agency, organization, or institution and has the full authority to provide directions to manage an incident or planned event within their jurisdiction.
- **Command Staff:** The Command staff typically includes a Public Information Office, a Safety Officer, and a Liaison Officer, all of whom report directly to the IC and may have assistants as necessary.
- **General Staff:** This group of incident management personnel is organized according to function and reports to the IC. The Staff typically consists of chiefs/heads of the operations, planning, logistics, and finance/administration sections.
- **Emergency Operations Center (EOC):** This facility serves as a repository of information and the main hub for coordinating resources to support the management of an incident or planned event.



## 3.2 Activation

### 3.2.1 Triggers for Activation

The NDRRMC Response Clusters are activated depending on whether there is a sudden onset of an event or if the event is anticipated. It is activated by the Vice-Chairperson for Response and Early Recovery (DSWD) based on:

1. official reports from specific agencies: DOST-PAGASA and DENR-MGB for hydrometeorological hazards, PHIVOLCS for geological hazards (e.g., earthquakes and tsunamis), Anti-Terrorism Council (ATC)/National Crisis Management Committee (NCMC) for Terrorism; or
2. an advisory from the NDRRMC.

#### Triggers

Any of the following will trigger the activation of the NDRRMC Response Clusters and National IMT:

- a. result of PDRA,
- b. declaration or advisory on tropical cyclone signal, earthquake, tsunami, or terrorism-related incident/s from the agencies responsible,
- c. NDRRMC emergency condition (Blue or Red Alert Level) and Level 2 Response Action
- d. result of Rapid Damage Assessment and Needs Analysis (RDANA); and
- e. direction by any of the following:
  - NDRRMC Chairperson
  - NDRRMC Vice-Chairperson for Response and Early Recovery
  - NDRRMC Executive Director or designated representative.

When necessary, the National Response Clusters are activated by the Vice-Chairperson for Response and Early Recovery (DSWD), while the NIMT is activated by the Executive Director, NDRRMC.



At the Regional Level, the Regional Response Clusters are activated by the Vice-Chairperson for Response and Early Recovery while the Regional IMT is activated by the Chairperson, Regional DRRMC. Their activities start with their official activation through a Memorandum Order approved and signed by the Vice-Chairperson for Response and Early Recovery and the Executive Director, NDRRMC respectively.

At the Provincial Level, the Provincial Response Cluster counterparts and Provincial IMT are activated by the governor as the Chairperson, Provincial DRRM, and Responsible Officer, respectively. While at the City and Municipal Level, Response Cluster counterparts and the IMT are activated by the mayor as the Chairperson, City/Municipal DRRMC, and Responsible Officer, respectively.

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

- Declaration of a State of Calamity
- Request for assistance from the Regional, Provincial, and/or

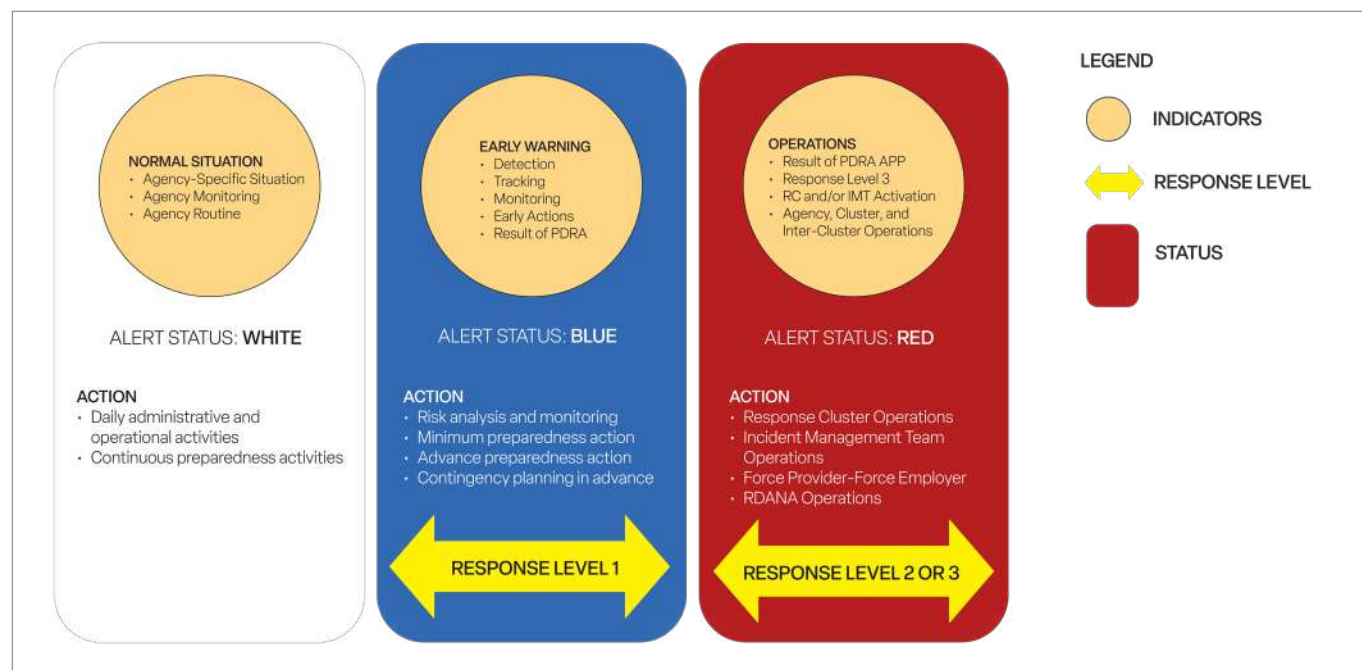
City/Municipal DRRMC Chairpersons to the NDRRMC or its member agencies

- Request from a regional agency, the Regional DRRMC Chairperson present on the ground
- As directed by the Chairperson, NDRRMC, or the Executive Director, NDRRMC
- No response from regional/local DRRMC in geographically isolated areas within six hours after landfall of tropical cyclone/occurrence of earthquake and/or tsunami

### Alert Levels

The alert level may or may not trigger the activation of the NDRRMC Response Clusters and NIMT based on the NDRP. It is raised according to the level of readiness to take on an activity or response mission and should be raised prudently to provide enough time for those concerned to prepare without undue stress.

**FIGURE 12.** Alert Levels with Indicator and Response Level Utilized by the Response Clusters



At the national level, the approved NDRRMC Operations Center SOP provides clear indicators of alert level. Alert Levels are defined in a three-step color code: WHITE, BLUE, and RED as shown in Figure 12.

- **WHITE:** regular or normal operations, monitoring, and reporting
- **BLUE:** a condition of stand-by readiness in preparation for a full-scale response operation; commonly done in the case of slow-onset disasters. At least 50 percent of human and material resources are made available for duty or deployment. The detection, tracking, monitoring, and result of pre-disaster risk assessment triggers this status.
- **RED:** the highest level of readiness in anticipation of an imminent emergency, or in response to a sudden onset of disaster. All human and material resources are made available for duty and deployment. This may result in the activation of the Response Clusters and NIMT including the escalation of the highest level of response. As such, inter-cluster action planning is done during this status.

### 3.2.2 PDRA-Scenario Building

The Pre-Disaster Risk Assessment (PDRA)-Scenario Building is a systematic process designed to comprehensively identify, assess, and document potential risks and vulnerabilities. It is conducted during the pre-disaster phase to support preparedness and response planning.

The PDRA-Scenario Building process includes:

1. Understanding the risk by developing potential or likely scenarios based on hazard information, forecasted behavior, vulnerabilities, and exposure.
2. Establishing capability and capacity based on reports from key agencies, including the Department of the Interior and Local Government (DILG) (preparedness measures), the Department of Social Welfare and Development (DSWD) (preparedness for effective response), and Regional

capabilities and capacities.

3. Determining the level of preparedness.
4. Formulating action plans based on the identified risks and available capacities.

The PDRA-Scenario Building results include but are not limited to, likely and worst-case scenarios, preparedness and response strategies, and anticipated needs.

### 3.2.3 RDANA

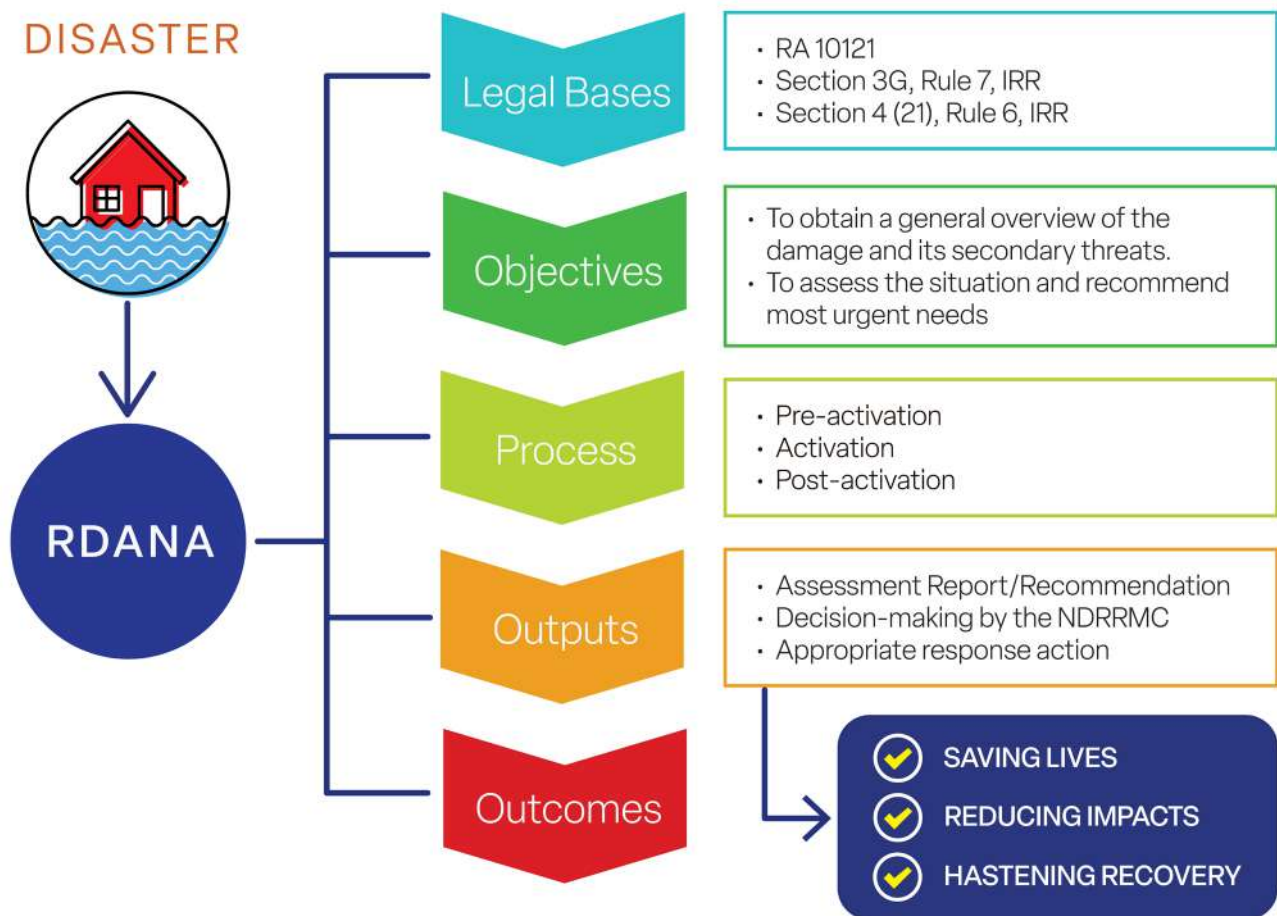
To respond to the rapidly changing landscape of emergency management in the Philippines, the OCD is mandated by the RA 10121 to institutionalize RDANA, a tool for disaster response. It is used immediately during the early and critical phase of disasters. It provides quick information on the type and extent of damage brought about by a disaster, including secondary threats, the critical needs of the affected population, and the local response capacities. Figure 13 outlines the RDANA framework processes and desired outcomes.

The damage assessment describes the disaster's magnitude and impact on the population. It answers the question, "What has happened?" The specific information gathered for this assessment includes nature of the disaster/event area: extent of effects in hardest hit areas; most affected sectors; impact on availability of resources and local response capacity; and level of continuing or emerging threats.

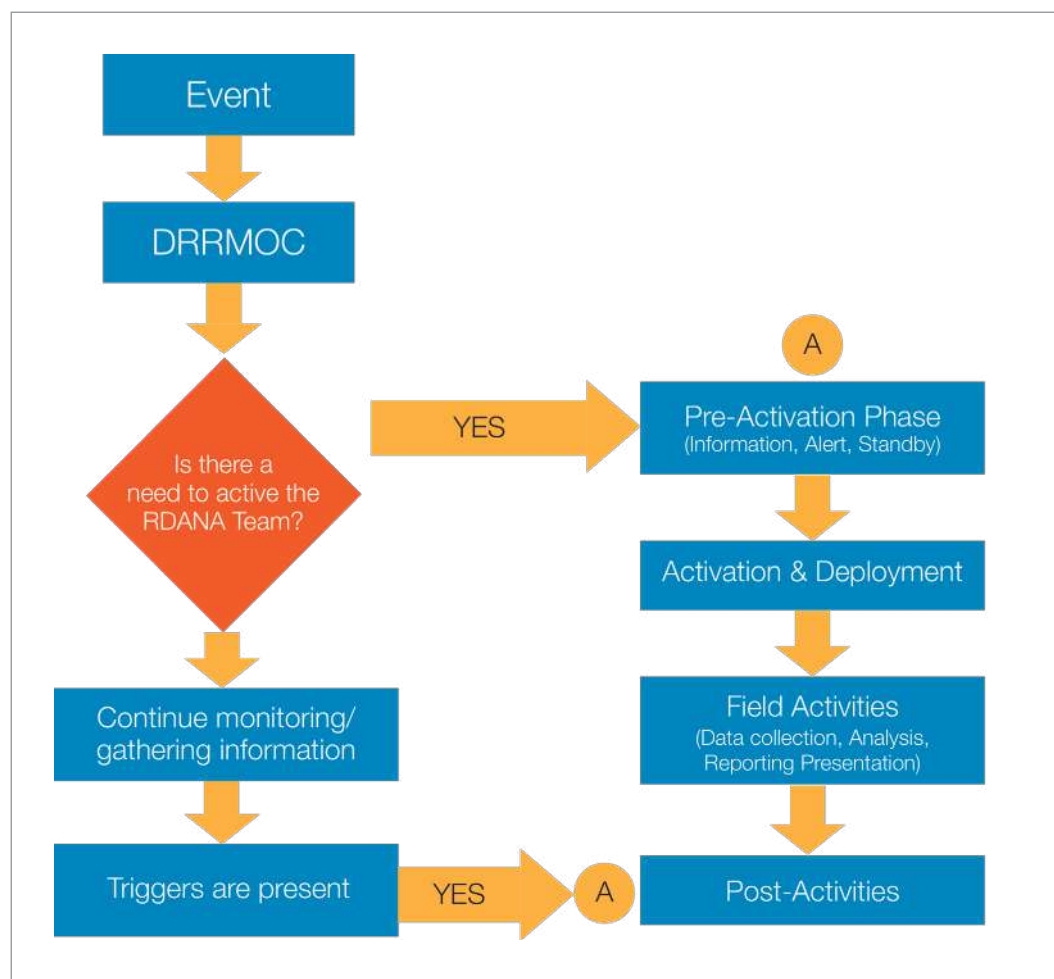
Further, the needs analysis determines the level and type of assistance required by the affected population. It answers the question, "What needs to be done?" The specific information generated includes: most urgent response requirements; potential methods for delivery of assistance; allocation of utilization of critical resources; need for detailed assessment of specific geographical areas or sectors; options for relief assistance; and need for international assistance.



FIGURE 13.1. RDANA Process Framework



**FIGURE 13.2. RDANA Process Flow**



**Source:** NDRRMC Memorandum No. 107, s. 2021 re: NDRRMC Rapid Damage Assessment and Needs Analysis (RDANA) Standard Operating Procedures (SOP)

## RDANA Process

The RDANA has four steps;

1. Pre-activation phase (information, alert, stand-by)
2. Activation and deployment
3. Field activities (data collection, analysis, reporting/presentation)
4. Post-activities

## Triggers for RDANA:

- Declaration of a State of Calamity
- Official request for RDANA assistance, which shall emanate from the affected LGU or Region to higher DRRM council
- Devastation as assessed in Pre-Disaster Risk Assessment (PDRA) meetings and/or as reported by more than one media report
- As recommended and directed by the OCD at the national/ regional level or Local Chief Executive/Local DRRMO

Individual agencies may also initiate the conduct of a rapid assessment for respective sectors that have been affected by a disaster. In this case, the triggers for the conduct of the assessment shall be in accordance with the guidelines and mandates of the said agency.

### 3.2.4. Response Levels

Activation of response operations must be calibrated prudently to uphold timely and effective response while, at the same time efficiently using material and human resources. Levels of Response are categorized at three levels: agency, specific cluster, and inter-cluster. The Levels of Response used as the basis of the Response Clusters and IMTs is illustrated in Figure 14.

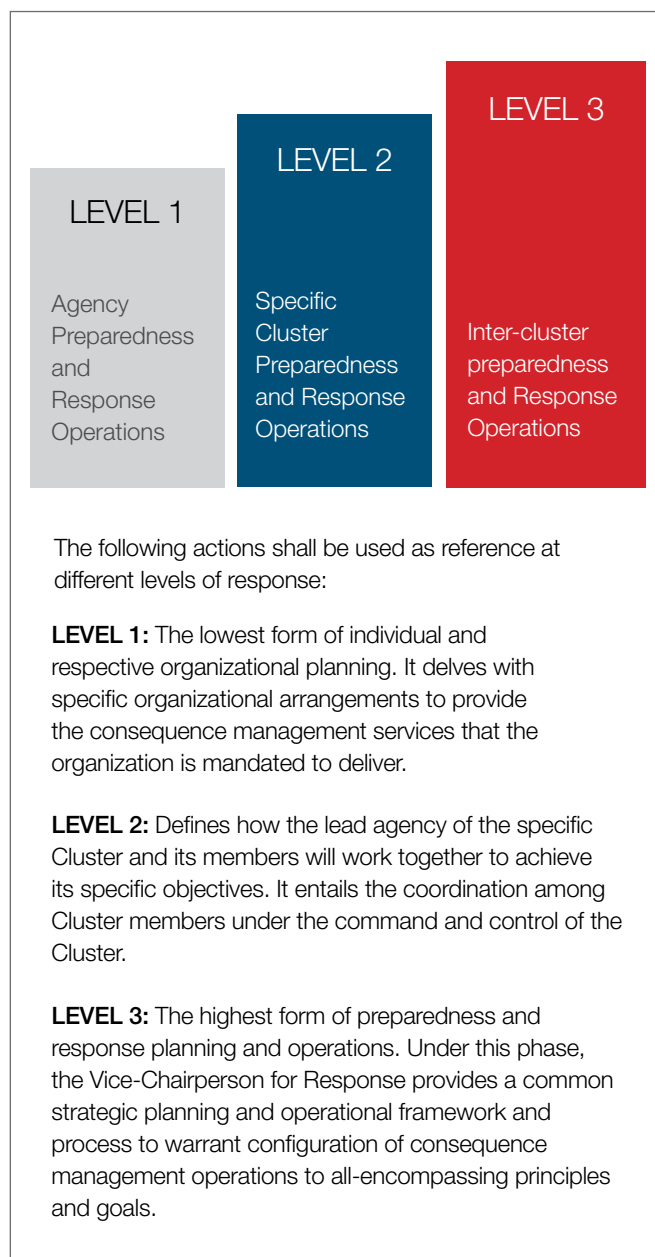
- Agency response (Level 1), pertains to situations where response mobilizations are carried out only within the bounds of the agency concerned.
- Cluster response (Level 2), refers to situations that require an inter-agency response within a concerned Response Cluster.
- Inter-cluster response (Level 3), is a situation that calls for an inter-cluster response. This may entail a group of Response Clusters or the entire Response and Early Recovery Pillar.

#### Tiered Response

The two types of response actions that the NDRRMC Response Clusters can implement depend on the capacity and capability levels of the LGU, which determine the amount of assistance and resources that will be released and deployed

1. **Augmentation to the operations of affected LGUs.** The response assistance from the national government will be based on requests from the LGUs through the regional/ local DRRMCs that have determined the LGUs' diminishing levels of capacity and capability to provide adequate assistance to their provinces, cities, municipalities, and barangays affected by a disaster.
2. **Assumption of LGU functions.** The response activities will commence based on the identified trigger points with confirmation of information from the concerned government agencies and/or institutions that the massive impacts are hydro-met / geological (e.g., earthquakes and tsunamis) / terrorism-induced or related incidents.

FIGURE 14. Levels of Disaster Response Actions



The assumption of authority (escalation protocol) follows Section 15 (Coordination During Emergencies) of RA No. 10121 in preparing for, responding to, and recovering from the impacts of disasters based on the following criteria:

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

The NDRRMC and intermediary local DRRMCs shall always act as support to LGUs which have the primary responsibility as first disaster responders. Private sector groups, CSOs, and other volunteer groups shall work based on coordination mechanisms and policies set by the NDRRMC and concerned local DRRMCs. This is in line with the provisions of RA 10121 acknowledging the jurisdiction of the different levels of the local government and the mandates provided in the Local Government Code.

**The NDRRMC adheres to a *bottom-up approach* following the escalation protocol during emergencies.**

This means that the response is initiated at the barangay level and progressively moves up through the city/ municipal, provincial, regional, and national levels, depending on the extent of the disaster. It is critical to emphasize here that this is in accordance with Section 15 of RA 10121, where LGUs bear primary responsibility as first disaster responders. Additionally, Section 21 highlights that LGUs are allocated a Local DRRM Fund, constituted by no less than 5% of local revenues, with 30% designated as the Quick Response Fund for immediate assistance during emergencies.



**FIGURE 15.** Response and Early Recovery Pillar Orientation on Escalation Protocol

**ESCALATION PROTOCOL**

In-Charge	Condition
Barangay Development Council	1 Barangay affected
City/Municipal DRRMC	2 or more Barangays affected
Provincial DRRMC	2 or more Cities/Municipalities affected
Regional DRRMC	2 or more Provinces affected
NDRRMC	2 or more Regions affected

**SECTION 15, RA 10121**

LGUs shall have the primary responsibility as the **FIRST DISASTER RESPONDERS**

**SECTION 21, RA 10121**

LGUs are provided with **Local DRRM Fund** (not less than 5% from revenues); 30% of which shall be the **QUICK RESPONSE FUND** for emergencies.

### 3.2.5. Early Recovery

Early Recovery is a multidimensional process of recovery that begins in a humanitarian setting. It is guided by development principles that seek to build on humanitarian programs and catalyze sustainable development opportunities. It aims to generate self-sustaining, nationally owned, resilient processes for post-crisis recovery. It encompasses the restoration of basic services, livelihoods, shelter, governance, security and rule of law, environment, and social dimensions, including reintegration of displaced populations. Such actions are manifested when there is a decrease in evacuees and search and rescue assistance. Normalcy is felt when markets and critical economic facilities such as banks, stores, and gas stations, transport systems, hospitals, communications, etc. start to function.

Guided by the NDRRMC Memorandum No. 80, s.2022 (Disaster Early Recovery Guidelines and Creation of the Early Recovery Cluster), the period for Early Recovery shall commence if ALL the following conditions are met:

- overall priority of emergency management has shifted from lifesaving to life sustaining;
- emergency situation has been stabilized and operations in affected areas are completely safe and permissible for the conduct of humanitarian assistance;
- present number of displaced populations has peaked and there is an observed and sustained downward trend; and
- uninterrupted disaster relief system is established to sustain provision of food and NFIs to affected families.

Early Recovery shall be undertaken in each Response Cluster subject to the concurrence of the NDRRMC and/or Regional DRRMC, based on the results of RDANA and Situation Reports. Early Recovery shall be concluded provided that Early Recovery Programs, Projects, and Activities are in place and sustained with no major issues and concerns, based on the assessment of OCD. Even after the Early Recovery period ends, operations of relevant government agencies, LGUs, and stakeholders may continue based on respective mandates, the requirements of the situation, and directives from authorities.

**As stated in the NDRRMP 2020-2030, the following are the identified Early Recovery indicators:**

1. number of persons with continuing assistance (financial and livelihood).
2. number of vulnerable populations provided with adequate and appropriate risk protection measures.
3. essential health services based on standards; and
4. operationalized early recovery programs.

### 3.2.6. Disaster Information Management Tools and Systems

Over the years, the GOP has developed tools and systems that support the development and implementation of NDRP. The following section discusses some technologies and platforms established to provide real-time access to hazards, exposure, and risk data to inform disaster risk management programs and activities in the country.

#### **NDRRMC Monitoring Dashboard**

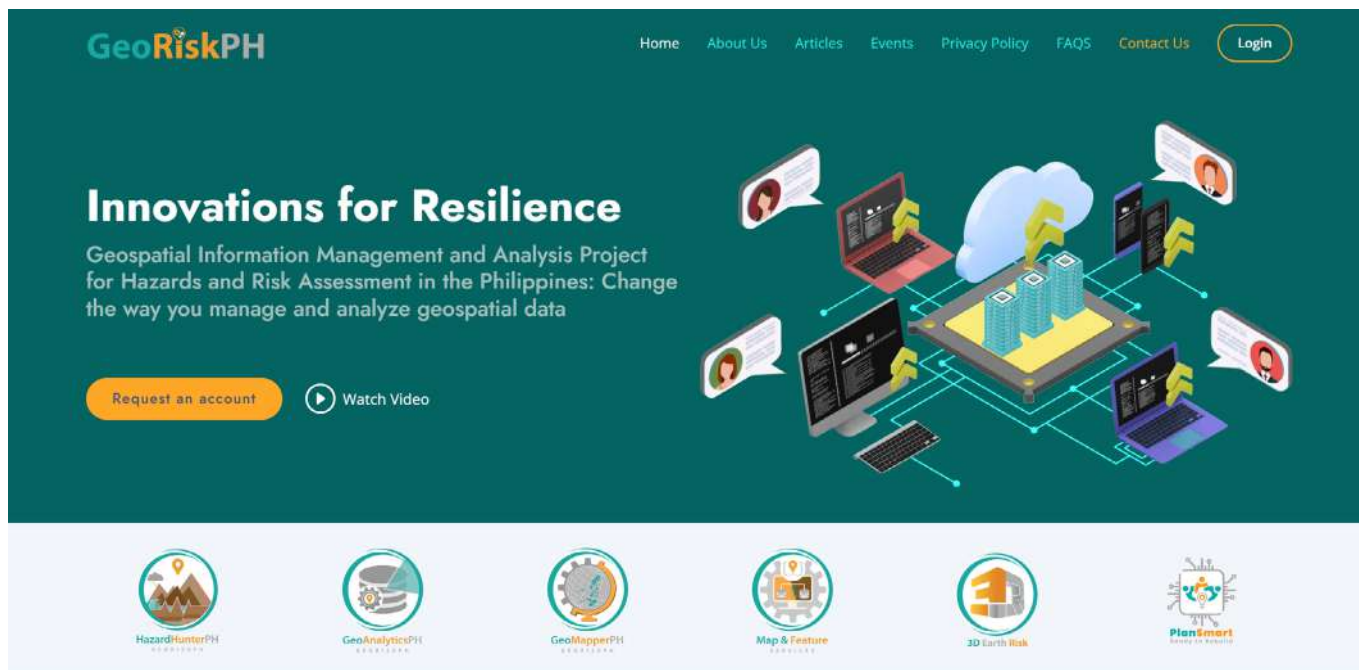
<https://monitoring-dashboard.ndrrmc.gov.ph/>

The NDRRMC Monitoring Dashboard is an information system developed by the OCD and launched in October 2022 to streamline the delivery of disaster response services using electronic means. It presents data about hazards and events. The data is digitally organized based on regional location, date and time of occurrence, and other relevant information.

All information generated by the NDRRMC Monitoring Dashboard are duly attributed to the agencies listed below.

- DOST-PAGASA
- DOST-PHIVOLCS
- National Irrigation Administration
- OCD through the Regional Offices
- Other contributory stakeholders and information sources





### PhilAWARE

<https://philaware.ndrrmc.gov.ph/philaware/>

The PhilAWARE System, implemented in partnership with the Pacific Disaster Center and funded by the United States Agency for International Development - Office of Foreign Disaster Assistance, utilizes the same multi-hazard platform employed by the Association of Southeast Asian Nations (ASEAN) Coordinating Centre for Humanitarian Assistance on Disaster Management (AHA) Centre and other ASEAN member states. This integrated multi-hazard monitoring and early warning platform, an ICT-enabled decision support tool, aims to assist the NDRRMC Operations Center in pre-disaster, response, and post-disaster activities.

The system provides situational awareness, modeled impact assessment, decision support, information exchange capabilities, and visualizations containing verified geospatial datasets from various government offices and institutions. It ensures accurate reporting of potential hazards such as earthquakes, tsunamis, and volcanic activities, receiving near real-time information from meteorological, geological, and other monitoring agencies in the Philippines, the ASEAN region, and the world.

Beyond hazard monitoring, the PhilAWARE System is employed for creating incident maps and situation overviews through visual and interactive maps of various disaster incidents. Once fully implemented, it aims to address gaps in the country's digitalization of disaster management services, serving as an integrated multi-hazard monitoring and early warning platform for decision makers and disaster managers.

### GeoRisk Philippines

<https://georisk.gov.ph/>

GeoRisk Philippines is a multi-agency initiative led by PHIVOLCS, funded by DOST, and participated by DOST-PAGASA, DOST-ASTI, DENR-MGB, DENR-NAMRIA, DND-OCDC, and DepEd, monitored by the Philippine Council for Industry, Energy, and Emerging Technology Research and Development (PCIEERD) from 2018 to 2020. It was institutionalized in DOST-PHIVOLCS in 2021. It provides protocols and platforms to share hazards, exposure, and other risk information to help people, communities, LGUs, and NGAs prepare and plan for reducing risks from natural hazards.

### Accreditation of Community Disaster Volunteers Online Platform

<https://volunteers.ndrrmc.gov.ph/>

The OCD has developed the Accredited Community Disaster Volunteers (ACDVs) online platform to streamline the accreditation process and furnish guidelines on accrediting, mobilizing, and protecting community disaster volunteers.

The platform's objective is to mobilize individuals or organized volunteers, enabling them to supplement their respective personnel and logistical needs for implementing disaster risk reduction programs and activities. Consequently, the involved agencies and sectors bear full responsibility for enhancing, ensuring the welfare of, and protecting their volunteers. The said online platform also allows for digital submission of requirements by volunteer organizations and approval by LGUs as accrediting bodies.





### NDRRMC Logistics Management System (Dashboard)

Due to the surge in requests for logistical support (including transportation, NFIs, and donations), the OCD recognizes the necessity of implementing a logistics monitoring and database system. As the primary agency of the Logistics Cluster, the OCD has been actively working on the development of the NDRRMC Logistics Management System for documentation, databases, and reporting. The dashboard will monitor and manage both cash and in-kind donations, as well as logistics requests. It will also be extended to NDRRMC members and partners for application once completed.

### 3.3 Demobilization and Deactivation

The demobilization and deactivation of Response Clusters and IMT at the national level may start with observation of the Early Recovery phase. Individual response clusters may be deactivated and demobilized separately depending on existing situation and specific needs on the ground.

The NDRRMC, through the Chairperson or Executive Director or Vice-Chairperson for Response and Early Recovery, upon recommendation of the Early Recovery Cluster Lead (OCD), will do the following:

- Terminate Early Recovery period;
- Deactivate and demobilize Response Clusters and IMT;
- Downscale alert level; and
- Transition to disaster rehabilitation and recovery.

Upon endorsement to the Recovery and Rehabilitation Clusters, the Response and Early Recovery Clusters shall be deactivated and demobilized.

# CHAPTER 4

## OPERATIONALIZING THE NDRP

This chapter provides guidance on how to operationalize the NDRP. It describes the interoperability of response clusters and IMT, and the set-up of EOC. It also discusses the engagement of other stakeholders such as the military, IHC and private sector; disaster response financing options, training and dissemination activities, and implementation of the NDRP.

### 4.1 Interoperability of Response Clusters and IMT

Most disasters and emergencies are managed by the Disaster Risk Reduction and Management Councils (DRRMC) at different levels depending on severity and magnitude. The DRRMCs use the tenets of the Incident Command System (ICS) and Cluster Approach System (CAS), which provide the structure and operational facility to coordinate and respond with coherence and flexibility, following the concept of "Resource Provider-Response Clusters" and "Resource Employer-Incident Management Team". The NDRP can be implemented through the simultaneous activation of these systems.

There are two levels of operation of the Response Clusters: national and LGU. The national level involves the NDRRMC and the Regional DRRMCs. At the LGU level, the Provincial/City/Municipal DRRMCs are involved. The content of the NDRP only focuses on the operation at the national level, but it shows the integration of the national response with the LGU response.

The NDRP establishes collaboration networks needed to dismantle traditional institutional channels and facilitate information sharing among DRRMC members and concerned government security sectors. The plan envisions having close and effective communication, coordination, cooperation, collaboration, and commitment among all concerned responding government and non-government agencies.

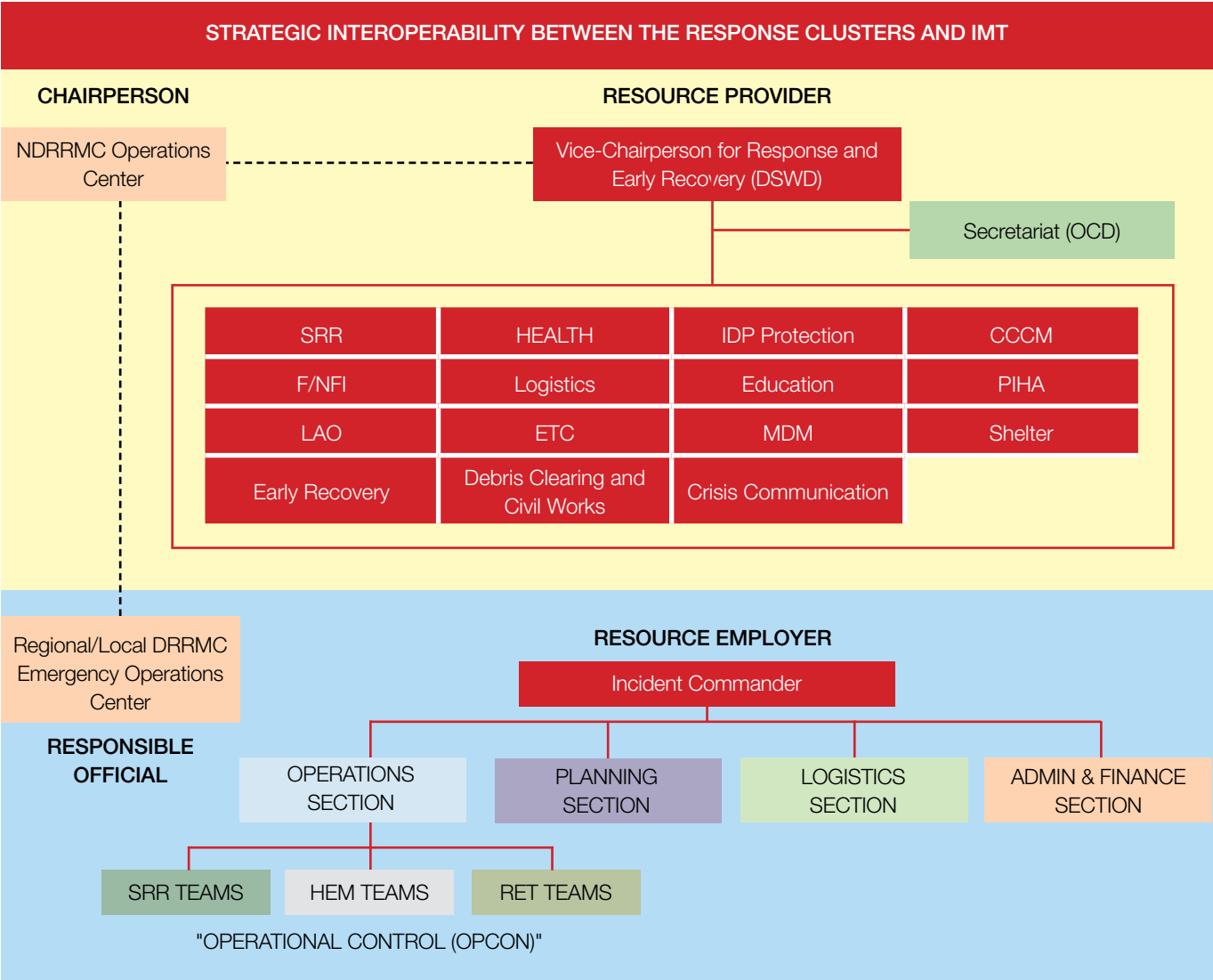
The Response Clusters act as resource provider and the IMT acts as resource employer and is linked by the DRRM–Emergency Operations Center (EOC). The Responsible Officer and principals from other agencies undertake coordination by:

- making policy decisions;
- establishing priorities;
- resolving critical resource issues;
- mobilizing and tracking resources; and
- collecting, analyzing, and disseminating situation reports/information.

At the tactical level on the ground, the Response Clusters with their respective resources shall operate as units under the Operations and Plans Sections (Figure 16). The Response Clusters shall abide by the principles of the ICS upon check-in while performing their specific mandates, following SOPs, and using technical expertise. The IMT will manage them tactically for proper placement and efficiency.

**NDRRMC Response Clusters** provide personnel and other material resources to the IMT through the NDRRMC. These resources shall be placed under the Operational Control of the IMT but remain under the Administrative Control of the Response Clusters.

FIGURE 16. Strategic Interoperability of Response Clusters and IMT



Source: NDRRMC, DSWD, & OCD. (2017), NDRRMC, DSWD, & OCD. (2018)a, and NDRRMC, DSWD, & OCD. (2018)b

The operational coordination for disaster response includes the establishment of an EOC and the interoperability of the Response Cluster System and ICS. Systems and mechanisms that are in place before a disaster or emergency shall be activated including the Response Cluster coordination system, EOC, and the ICS.

4.2 Emergency Operations Center (EOC)

The EOC is a designated facility staffed and equipped with resources to undertake multi-stakeholder coordination, manage information, and facilitate resource mobilization. The EOC operates during an emergency and its main role is to support

incident operations. When there is an ongoing or incoming potential emergency, the Operations Center is on heightened alert. At this point, the Operations Center is activated to act as an EOC.

The NDRRM Operations Center (NDRRMOC) is maintained by the OCD and serves as the main Command Center for all National Response Clusters. The NDRRMOC houses the focal persons assigned by the NDRRMC member agencies. These focal persons "on-duty" at the onset of the disaster are responsible for the comprehensive coordination needed to commence the operations of each Response Cluster.



**NDRRMC Harmonized Disaster Response Standard Operating Procedures** provides the strategic, operational, and tactical key actions for pre-impact, impact, and post-impact phases.

The NDRRMC Memorandum No. 78, s. 2021 "Emergency Alert and Warning Messages Standard Operating Procedures" outlines the procedures for sending emergency alerts and warnings to the public in case of disasters. The memorandum was signed in August 2021 and implemented in compliance with Republic Act 10639 or the Free Mobile Disaster Alerts Law, which mandates the provision of free mobile alerts during calamities.

The memorandum aims to inform, protect, and prepare the public for the potential impacts and risks of a disaster and to provide the public with advice on the appropriate actions to take. It also establishes a system that uses local telecommunications companies to automatically send emergency alerts and warnings to all mobile phone users in the Philippines. The alerts are specific to disaster type (such as typhoons, heavy rainfall, flooding, earthquakes, or volcanic activity), timing, and location.

The NDRP through its Response Cluster and NDRRMC Members usually operates at the EOC from national to provincial levels, IMTs, on the other hand, operate on site.

At the regional level, the OCD Regional Centers are converted into EOCs during disaster response operations. At the provincial level, the Provincial Capitol building usually operates as the EOC. While at the City and Municipal Level, the respective Municipal Halls become the EOCs of these LGUs. Also, LGUs are encouraged to look for the provisions of their respective Alternate EOCs as the needs arise. All DRRMCs (Regions, Provinces, Cities, and Municipalities) shall activate all their EOCs and prepare for incoming tropical cyclones and corresponding storm surges, rain-induced landslides, or tsunamis. With reports from the P/M/LDRRMCs, the Regional DRRMCs will report the situation on the ground to the NDRRMC.



The **Use of General Message Form by the NDRRMC EOC for Response Coordination based on NDRRMC Memo No. 77 s. 2020** is a directive from the NDRRMC of the Philippines.

This memorandum outlines the use of a standardized General Message Form for communication and coordination during emergency response situations. The purpose of the form is to ensure clear, concise, and effective communication between different agencies and units involved in disaster response. By standardizing the format and content of messages, the NDRRMC aims to improve the speed and efficiency of response coordination to enhance the overall effectiveness of disaster management efforts.

#### Refer to these links for additional information about EOC

- NDRRMC Memorandum Circular No. 131, s.2018: Guidelines on Establishment and Management of EOC
- [NDRRMC Memo No.43, s.2016: Guidelines on the Interoperability of IMTs and Response Clusters](#)
- [NDRRMC Standard Operating Procedures and Guidelines 2021 Edition](#)



### 4.3 Civil-Military Coordination

During disaster response operations, the Armed Forces of the Philippines (AFP) have available units with a wide span of expertise and enormous resources ready for deployment. In the Philippines, the AFP is mandated to act as the Lead Agency for the Search Rescue and Retrieval Cluster and as a significant member of the following clusters: Logistics (LOG), Law and Order (LAO), Emergency Telecommunications Cluster (ETC), Health, and Philippine International Humanitarian Assistance (PIHA), Debris Clearing and Civil Works (DCCW).

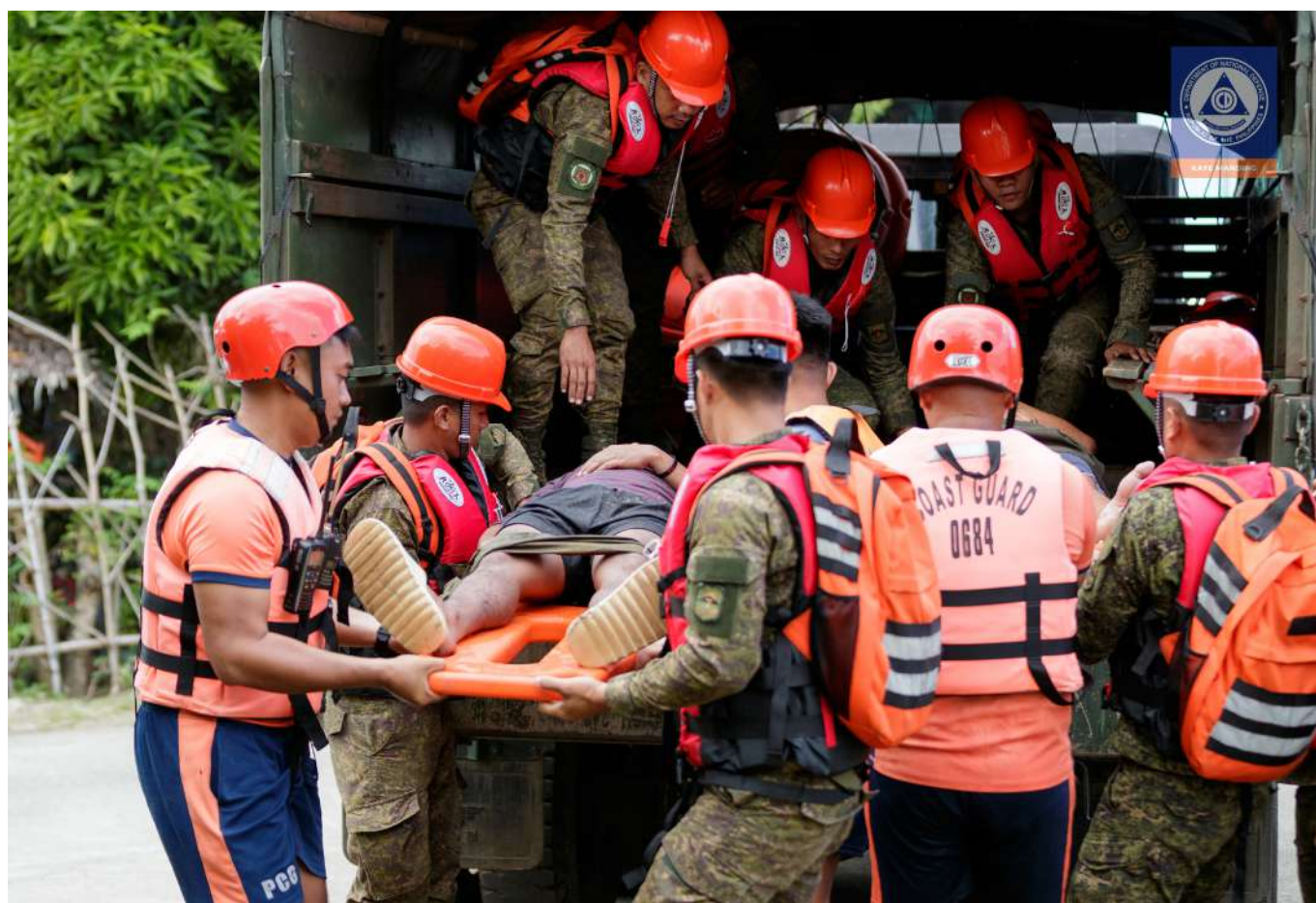
An AFP focal person is assigned to different Response Clusters as listed below.

- Deputy Chief of Staff for Operations, J3 - LAO Cluster
- Deputy Chief of Staff for Logistics, J4 - LOG Cluster
- Deputy Chief of Staff for C4S, J6 - ETC
- Deputy Chief of Staff for CMO, 17 - PIHA Cluster (Civilian/Military Coordination Center or CMCC)

- Office of the Surgeon General/Office of the Chief Nurse/Office of the Chief Dental - Health Cluster
- Office of the Chief Engineer, AFP: Debris Clearing and Civil Works Cluster

In the event of Level 3 Response Operations, when a request for IHA has been approved by the President of the Philippines through the recommendation of the leadership of the NDRRMC, the AFP acts as the conduit of Foreign Militaries and establishes close coordination with the NDRRMC through the PIHAC.

To better maximize the capabilities and services of foreign militaries, coordination mechanisms have been created over the years and are continuously being enhanced in all humanitarian assistance and disaster relief (HADR) operations.





#### 4.3.1. Civil-Military Coordination (CMCoord)

The CMCoord is a dialogue and interaction mechanism between civilian and military actors in humanitarian emergencies and is needed to protect and promote humanitarian principles, avoid competition, minimize inconsistency, and pursue common goals. It is a framework that enhances a broad understanding of humanitarian action and guides political and military actors on how best to support that action. It helps develop policies based on internationally agreed guidelines and establishes humanitarian civil-military coordination structures. The Multinational Coordination Center (MNCC) and Civilian-Military Coordination Center (CMCC) support NDRRMC HADR Operations through CMCoord.

#### 4.3.2. Multinational Coordination Center (MNCC)

The MNCC is a military-to-military coordination mechanism and is a multinational coordination center that facilitates coordination and cooperation of foreign military forces with the AFP to support HADR missions. The AFP through the Assistant Deputy Chief of Staff for plans takes the lead in coordinating collective efforts.

The GOP determines the priorities for support and articulates those priorities to the MNCC. The MNCC does not exercise command over forces; rather, it provides a process and a conduit for multinational coordination and planning to facilitate the selection, coordination, and integration of efforts among participating nations' militaries for effective mission accomplishment.

#### 4.3.3. Civilian-Military Coordination Center (CMCC)

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

### 4.4 International Humanitarian Community

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

The IHC is an external stakeholder that complements the success of the implementation of the NDRP and advances the collective interests of delivering essential donations and services to support disaster-affected populations and is comprised of responders, donors, and facilitators. The IHC's engagement is pivotal in fostering a coordinated, international response that aligns with the objectives and strategies outlined in the NDRP.

#### 4.4.1. Call for IHA

After a state of calamity is declared, the PIHA Cluster facilitates and determines the need for a "Call for IHA" by the President of the Philippines. The Call serves as the initial step that sets into motion the receipt of offers of international aid from the IHC.<sup>10</sup>

Mobilization of resources happens at all phases of the disaster under the direction and coordination of the different RCs. Initially, resources (both living or non-living) will come from the different national and local government agencies, United Nations organizations, and countries that have bilateral agreements with the Philippines or from international organizations.

Based on the current ASEAN Joint Disaster Response Plan (AJDRP),<sup>11</sup> there are three coordinating bodies in the ASEAN region with mandates for Member States to coordinate humanitarian operations. These are the AHA Centre, the United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA), and the International Federation of Red Cross and Red Crescent Societies. Collaboration and coordination among them are crucial to IHA support for the disaster-affected Member State. However, it is imperative to understand the national systems on disaster response operations of member states in need.

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<sup>10</sup> NDRRMC Memorandum 63, s. 2021

<sup>11</sup> AJDRP provides a framework for prompt, at-scale, and cooperative response by mobilizing assets and capacities. This Plan describes ASEAN working arrangements for anticipating disasters and strengthens engagement with other sectors and stakeholders as part of ASEAN's response to a large-scale disaster in the region (AHA Centre, 2017).

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

In coordination with the Assisting ASEAN Member States, the SOP for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations guides the actions of ASEAN States and the AHA Centre in coordinating joint disaster relief and emergency response operations.<sup>12</sup> Within the SASOP, there are procedures and forms to be used for the assisting entity to offer and render assistance to a receiving or requesting Party Member State in cases of a disaster emergency.

UN OCHA provides support at the regional and country levels to coordinate humanitarian action, advocate for the rights of people in need, develop humanitarian policy and analysis, and manage humanitarian information systems and overseas humanitarian pooled funds (UN OCHA, 2014).

#### 4.4.2. NDRRMC Coordination of IHA

International organizations and local CSOs providing humanitarian assistance are required to coordinate their activities and requirements with the NDRRMC. This includes situations where national government assets are to be utilized like transport vehicles for the delivery of food and NFIs. Coordination will assist the NDRRMC in managing the overall national government operations for response but, as a matter of policy, all available assistance shall be prioritized following requests from the Response Clusters.

Assistance coming from the IHC will be coordinated by the NDRRMC through the PIHA Cluster. The PIHA Cluster shall require the Response Clusters to submit a detailed prioritized list of humanitarian civil-military assistance requirements, i.e., donations in kind, foreign medical teams, search, and rescue teams, among others. This information will be collated and conveyed to foreign embassies, the United Nations, and international organizations in the form of a circular Note Verbale.

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

1. Establish a humanitarian civil-military coordination mechanism at the national level. This will guide all assistance that will be provided by local and international organizations.
2. Adopt a secure co-location strategy for humanitarian civil-military coordination. This strategy will expedite an organized and seamless flow of operations on the ground and exchange of critical information related to offers of IHA.
3. Establish a simple transparent tracking, mapping, and inventory system that details the available resources of the affected areas. This information is crucial for efficient allocation and utilization of resources during disaster response. Information pertaining to updates on the IHA are likewise reflected in the Philippine Humanitarian Assistance Registry website.

The NDRRMC, through the Response and Early Recovery Pillar, will determine when to terminate the Call for IHA and coordinate this with the Office of the President.

### 4.5 Civil Society Organizations

CSOs are non-state actors that do not pursue governing authority or profit generation. CSOs unite individuals in pursuit of common objectives and interests. They manifest their members' or others' interests and values through public participation, and their foundations may be religious, cultural, scientific, ethical, or philanthropic. community-based organizations, labor unions, faith-based organizations, NGOs, professional associations, foundations, social movements, and people's organizations are all examples of CSOs. These CSOs will conduct their activities as per policies and coordination mechanisms set by the NDRRMC and concerned LDRRMCs.

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<sup>12</sup> ASEAN SASOP as a protocol under ASEAN Agreement on Disaster Management and Emergency Response (AADMER) is the main standard operating procedure to be used for mobilization of both civilian and military response (AHA Centre, 2017).

## 4.6 Private Sector Engagement

Government by itself cannot address all needs arising from a disaster. This is why the system to respond to a major event requires a whole-of-society approach where all stakeholders are activated, engaged, and integrated. The approach maximizes available resources across sectors including the private sector which is comprised of private corporations, households, and nonprofit institutions and plays a critical role in providing support services and coordinating humanitarian assistance in times of emergencies. Companies that own and operate utilities are at the forefront of reestablishing and stabilizing lifelines. Business can also provide support in the areas of supply chains for essential needs.

Private sector groups and alliances directly coordinate response and early recovery efforts with specific clusters. For instance, for the provision of health assistance, private organizations coordinate with the DOH. For the provision of food and NFIs, the private sector is usually referred to the OCD and DSWD.

The Government is also encouraged to leverage partnerships with the private sector by establishing partnership framework agreements to efficiently mobilize resources, technical expertise and ensure business operations in disaster-affected areas. Framework agreements for procurement of emergency works, goods, and non-consulting services, and consulting service can be arranged by the government even before a disaster or emergency happens. Framework agreement is a long-term agreement with suppliers, contractors and providers of non-consulting services that explains the terms and conditions under which specific procurements can be executed. These are generally based on prices that are either pre-agreed or determined at the procurement stage through competition or a process allowing their revision without further competition. Prior arrangements allow the offering and signing of contracts, whose execution is only triggered when a disaster strikes. Below is an example of possible public-private partnerships arrangements that can be utilized for disaster response.



### Example of Public-Private Partnership Arrangement

Governments and disaster management agencies in other countries like Japan, Indonesia and USA usually enter into framework contracts and pre-negotiated agreements for goods and services including civil works, that would be needed for post-disaster. Civil works such as repairs and reconstruction of roads, bridges and other critical lifeline infrastructure including relief goods and food packs, construction materials and shelter kits are some of the goods and services that can be included under this partnership arrangements. The Philippine procurement law and its rules also allow similar arrangements. Also called as "ordering agreements", the framework contracts can be utilized by the national and local governments to speed up the procurement process specifically for disaster emergency and response.

**Source:** Philippines: *Lessons Learned from Typhoon Yolanda. Policy Notes. October 2017.*

## 4.7 Disaster Response Financing

Critical to the implementation of disaster response operations and activities is the availability of funds and resources. This section identifies options for fund sources for disaster response and early recovery.

### Quick Response Fund (QRF)

QRF serves as the stand-by fund for relief and recovery programs that will normalize, as quickly as possible, the situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex. QRFs are automatically released to select implementing agencies, which are considered first responders during disasters, and with existing QRF allocation under their respective budgets. Additional QRF, chargeable against the NDRRM Fund, may be given to the agencies with existing QRF allocation when the balance thereof has reached a critical level of 50 percent, subject to the approval of DBM, copy furnished the NDRRMC.

### National Disaster Risk Reduction and Management Fund

The NDRRM Fund is an appropriation in the annual General Appropriations Act (GAA). The Fund shall be used for disaster risk reduction or mitigation; prevention and preparedness activities (such as but not limited to training of personnel, procurement of equipment, and capital expenditures); and relief, recovery, reconstruction, and other work or services in connection with natural or human induced calamities which may occur during the budget year or those that occurred in the past two (2) years from the budget year. DBM administers the fund and releases directly to the implementing agencies or LGUs upon approval of the President of the Philippines as recommended by the NDRRMC.

### Allocation from Agency Regular Budget

All government departments, bureaus, offices, and agencies are authorized to use a portion of their appropriations to implement projects designed to address DRRM in accordance with guidelines issued by NDRRMC in coordination with DBM.

### Disaster Risk Finance and Insurance (DRFI) Payout Proceeds

Through the implementation of the DRFI strategy at the national and sub-national levels, the government has invested in risk transfer mechanisms such as insurance (indemnity and parametric insurance) to cover national government and local government assets. The payout proceeds of the insurance can

provide quick liquidity for NGAs and LGUs to finance specific rehabilitation and recovery projects and can be another source of funds for the national and local government to augment existing sources. Guidelines for the payout proceeds have been crafted and circulated to key agencies. The payment of insurance premiums is provided for in the GAA under the NDRRM Fund. To sustain this strategy, provincial LGUs are setting up a local DRFI to pool their premium payment contributions and invest in disaster risk insurance and similar risk finance instruments and risk transfer mechanisms.

### Loans and Grants

Official Development Assistance takes the form of loans and grants which can be used to finance response and early recovery. Depending on the disaster's impact, the government may take on new loans or restructure existing loans to fund the necessary programs/projects. For example, if there are existing loans to fund flagship programs of national government and a major disaster happens, the government, through the Department of Finance (DOF) and in consultation with the implementing agency, may decide to realign the implementation of the program to also include the disaster affected areas. For grants, the government may request the development partner to reconfigure its scope and target beneficiary to include people in affected areas. This is useful when the government already has existing cooperation agreements with donors and/or multilateral agencies.

### Contingent Credit

In post-disaster situations, conditions often change rapidly such that government should establish contingency funds to respond to disaster needs and early recovery and rehabilitation efforts. Waiting for the normal budget cycle will cause delays. In a situation where the country is hit by a disaster and there is a declaration of a State of National Calamity by the President of the Philippines, the government can draw from any available contingent credit options, which may include the Disaster Risk Management- Development Policy Loan with a Catastrophe Deferred Drawdown Option (World Bank), Post Disaster Standby Loan (Japan International Cooperation Agency), and Contingent Disaster Financing-Disaster Resilience Improvement Program (Asian Development Bank), among others. The loan proceeds can be used to finance response and early recovery efforts.

### Multi-Donor Trust Fund

Another funding source can be in the form of a multi-donor trust fund which is comprised of pooled funds from donors, administered by a trustee, and characterized by the flexibility to

finance rehabilitation and recovery needs that are not attractive to bilateral donors or do not fit within the government's budget.

### Private Funds, Loans, and Grants

Many private sector entities have corporate social responsibility programs and funds that they can tap for disaster response and early recovery. They also have access to alternative donor pools for innovative projects.

Another source are the NGOs that are well-funded both domestically and globally. Common projects, programs, and activities funded by private sector and CSOs include education, housing, livelihood, and school buildings. Continuous engagement and collaboration between the public and private sectors are essential to maximize and optimize the non-government sector's role in funding projects that are consistent with government's response and early recovery plans/programs.

### Government Financial Institutions (GFIs)

GFIs such as Land Bank of the Philippines, Development Bank of the Philippines, Government-Owned or Controlled Corporations (GOCCs) such as Home Development Mutual Fund or Pag-IBIG Fund, Social Housing Finance Corporation, and Government Service Insurance System (GSIS) are alternative funding sources for disaster response and early recovery of LGUs, home buyers, small and medium enterprises (SMEs), cooperatives and NGOs, and countryside financial institutions.

Below are examples of GFI financing products.

- Eligible borrowers of Land Bank may avail of loans at a fixed interest rate for repair, construction, or acquisition of houses, facilities, or equipment. SMEs that need to repair facilities and/or purchase new ones may avail of loans at a fixed interest rate. Cooperatives and NGOs may avail of (i) livelihood financing to augment their credit fund for on-lending to small farmers and fisherfolk or MSME members and sub-borrowers, or (ii) home lending, to provide additional credit fund for the housing loan requirements of their members/borrowers. The countryside financial institutions may also avail of short-term or long-term loans to augment their capital for on-lending and rediscounting to small farmers and fisherfolks and MSMEs and other types of borrowers. Interest rate for the term loan is also fixed.
- The Development Bank of the Philippines has developed products for SMEs to finance response and early recovery efforts and expand access to finance for recapitalizing enterprises in affected areas.

- For post-disaster shelter recovery and housing repairs or reconstruction, government owned and controlled corporations (such as Pag-IBIG and Social Housing Finance Corporation), can provide additional sources of financing through loans with lower interest rates. These institutions can also provide alternative sources of financing to communities or individuals through the community mortgage program or loans for acquisition of land.
- GSIS can extend loans to affected government employees for individual/self-recovery. Also, insurance proceeds from property indemnity insurance of government assets and facilities insured under GSIS products can provide additional funding for the reconstruction, repair, and rehabilitation of certain assets or facilities. GSIS has also developed loan packages and products for LGUs after a typhoon, flooding, or earthquake.

## 4.8 Training and Dissemination

To increase awareness about NDRP and to support its effective implementation, it is crucial to have continuous activities for communicating the plan and developing knowledge and skills. To effectively communicate the plan, the NDRPMC Response and Early Recovery Pillar with OCD will: (1) publish the document on websites and social media, (2) run roadshows in different national agencies and regions, (3) hold webinars, etc.

For learning and development, a training program on national disaster response is necessary to build the capacity of national government officials and staff, and key partners on the implementation and use of NDRP. The training aims to enhance knowledge and skills and update the participants on key disaster risk reduction-related concepts with emphasis on Disaster Response and Early Recovery. The training will utilize different learning modalities such as lectures, workshops, case studies, tabletop exercises, and simulation exercises.

## 4.9 Review, Monitoring, and Evaluation

Monitoring and assessing the implementation of the NDRPs is important to ensure that plans and involved agencies are responsive to the needs of an event. Plans need to be informed by new lessons, better methodologies, and technologies. The following activities (Table 3) adopted and modified some aspects of the NDRRMP 2020–2030 review and monitoring steps to ensure that the NDRPs continue to improve.



**Table 3. NDRP Monitoring and Evaluation Activities**

ACTIVITIES	LEAD	OUTPUT
1. Implementing agencies in each of the outcomes and/or activities identified under each cluster will submit a report on response implementation to the OCD.	Cluster leads and OCD	Cluster Report  Essential Elements of Information (EEI) per National Disaster Risk Reduction and Management Council AC(NDRPMC) Memo No. 106A, s.2020
2. OCD to consolidate all the reports from Response Clusters to produce a consolidated monitoring, evaluation, and progress report per major event with National RCs activation.	OCD	Response Cluster Report
3. OCD, in coordination with the Response and Early Recovery Pillar TWG, will evaluate the NDRP against the NDRPMC's Results-Based Monitoring and Evaluation System (RBMES)	Response and Early Recovery Pillar Technical Working Group	Response and Early Recovery Pillar Report

The NDRP acknowledges the significance of establishing a structured feedback mechanism to assess the performance and progress concerning the targets outlined in the plan. These activities serve as a platform for monitoring and evaluating the implementation progress.

Within the Response and Early Recovery Pillar, there will be a comprehensive review of the NDRP to evaluate the actions taken in relation to targeted outcomes. These reviews aim to identify gaps and bottlenecks, and prescribe necessary actions aligned with the long-term goals of the NDRRMP. The reviews will be conducted in accordance with the Results-Based Monitoring and Evaluation System (RBMES) of the NDRRMP.

To ensure a robust monitoring and evaluation process, the Response and Early Recovery Pillar will formulate a Monitoring and Evaluation Framework that aligns with the principles of the NDRPMC's RBMES. This system will facilitate the development of indicators, enabling the measurement of planned targets across national, regional, and global agendas, with a specific focus on the indicators outlines in the SFDRR 2015–2030 and SDGs.

## PART 2

# HYDRO- METEOROLOGICAL HAZARDS

Most of the disaster events in the country are hydrometeorological in nature. Tropical cyclones, specifically typhoons, are the most common hydrometeorological hazard in the Philippines. Rare catastrophic events, such as Super Typhoon Haiyan, resulted in enormous economic losses. Part 2 discusses the Philippines' response plan for hydrometeorological hazards, specifically typhoons.



# CHAPTER 1

## CONTEXT & SCOPE

Hydrometeorological hazards is defined as "the process or phenomenon of atmospheric, hydrological, or oceanographic nature that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage" (UNISDR). Examples of hydrometeorological hazards include but are not limited to tropical cyclones (typhoons and hurricanes), extreme rainfall induced by weather phenomenon (including shear line), floods (including flash floods), coastal storm surges, thunderstorms, heatwaves, and drought. Hydrometeorological hazards can also entail other risks like wildfires, landslides, and epidemics (Vol 80 – HYDRO-METEOROLOGICAL HAZARDS: ASEAN'S MOST FREQUENT NATURAL PHENOMENA - AHA Centre - the Column, 2022).

Tropical cyclones, specifically typhoons, are the most common hydrometeorological hazard in the Philippines. Typhoons often lead to flooding, storm surges, rain-induced landslides, and other secondary effects such as damages to infrastructure, including dams and water reservoirs. The DOST-PAGASA is the technical agency that monitors, studies, and conducts forecasts of tropical cyclones.

The Philippines lies in the Pacific Typhoon Belt and is exposed to more than 20 typhoons each year, five of which are usually stronger typhoons.<sup>13</sup> The overview of the tracks of the tropical cyclones that were observed within the Philippine Area of Responsibility (PAR) in 2020 is presented in Figure 17.

Classification of tropical cyclones adopted by DOST-PAGASA as of 23 March 2022:	
Tropical Depression	a tropical cyclone with maximum sustained winds of up to 62 kilometers per hour (kph) or less than 34 nautical miles per hour (knots).
Tropical Storm	a tropical cyclone with maximum wind speed of 62 to 88 kph or 34–47 knots.
Severe Tropical Storm	a tropical cyclone with maximum wind speed of 89 to 117 kph or 48–63 knots.
Typhoon	a tropical cyclone with maximum wind speed of 118 to 184 kph or 64–99 knots.
Super Typhoon	a tropical cyclone with maximum wind speed exceeding 185 kph or more than 100 knots.

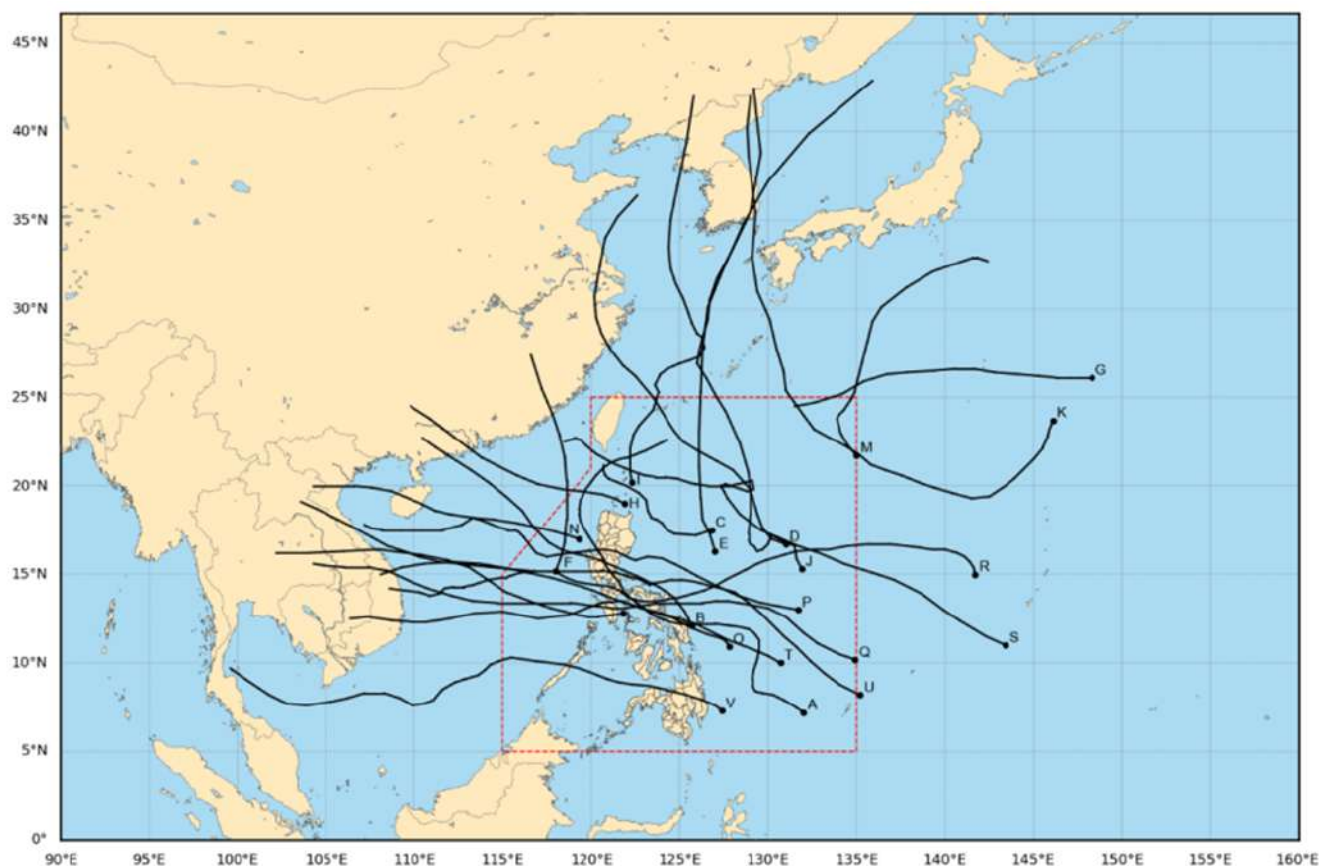


Devastation in Municipality of Enrique B. Magalona in Negros Occidental following the onslaught of Super Typhoon Odette. ©OCD Region VI.

13 DOST-PAGASA Annual Report on Philippine Tropical Cyclones. 2018. ISSN 2672-3190.



**FIGURE 17.** PAGASA Best Track of Tropical Cyclones Within the PAR in 2020



The filled circles in the tracks are the “genesis points” or locations where the TCs were first noted as a tropical depression on the best track data. The tracks are identified using the first letter of the domestic names of the TCs. The red dash line marks the limits of the PAR. **Source:** DOST-PAGASA, 2023

For additional information about **hydrometeorological hazards** refer to the following:

- a. [DOST – PAGASA website](#) which contains publications, IEC materials, and learning tools.
- b. [DOST-PAGASA, Manila Observatory and Ateneo de Manila University. 2021. Philippines Climate Extremes Report 2020](#) which may be requested through the DOST-PAGASA website.
- c. [Annual Report on Philippine Tropical Cyclones \(ARTC\)](#), an annual technical report published by the DOST-PAGASA which serves as the yearly compendium of technical reviews of tropical cyclones that occurred within the Philippine Area of Responsibility



Most of the disaster events—85 percent—from 1980 to 2020 were hydrometeorological in nature. These included typhoons, floods, and rainfall-induced landslides (EM-DAT). Table 4 lists the

major hydrometeorological events from 2010 to 2023 and its effects.

**Table 4.** Hydrometeorological Events (2010–2022)

Year	Event Name	Max. wind speed (kph)	Total Deaths (persons)	Total Affected (persons)	Total Damages, Adjusted ('000 US\$)
2010	Typhoon Juan (Megi)	260	35	2,009,026	370,081.00
2012	Typhoon Lawin (Jelawat)	210	4	7,921	
2012	Typhoon Pablo (Bopha)	260	1,901	6,246,664	1,145,096.00
2013	Typhoon Yolanda (Haiyan)	315	7,354	16,106,870	12,562,607.00
2014	Typhoon Glenda (Rammason)	150	111	4,654,966	1,014,402.00
2014	Typhoon Ruby (Hagupit)	210	18	4,150,400	140,777.00
2014	Tropical Storm Seniang (Jangmi)	210	72	578,549	21,866.00
2015	Typhoon Ineng (Goni)	252	40	318,383	37,411.00
2015	Typhoon Lando (Koppu)	210	51	2,898,590	260,512.00
2015	Typhoon Nona (Melor)	185	46	287,251	166,958.00
2015	Typhoon Julian (Maysak)	200		2,761	
2015	Typhoon Dodong (Noul)	220	2	523	430.00
2016	Typhoon Karen (Sarika)	210		52,270	14,010.00
2016	Typhoon Lawin (Haima)	215	8	981,154	61,809.00
2016	Typhoon Nina (Nock-Ten)	185	24	1,893,404	126,400.00
2017	Typhoon Paolo (Lan)	250	9	163,349	4,059.00
2018	Typhoon Ompong (Mangkut)	240	84	3,800,138	37,333.00
2018	Typhoon Rosita (Yutu)	210	12	253,300	355,465.00
2019	Tropical cyclone Ursula (Phanfone)	150	63	3,297,246	17,997.00
2019	Tropical cyclone Tisoy (Kammuri)	210	4	2,647,558	124,947.00
2020	Typhoon Rolly (Goni)	315	31	3,356,394	569,108.00
2020	Tropical Cyclone Ambo (Vongfong)	185	5	578,740	35,167.00
2021	Typhoon Odette (Rai)	240	457	10,608,996	988,518.00
2022	Storm Paeng (Nalgae)	130	158	3,323,291	45,569.00

*Includes typhoons (wind speed of 118 and above) affecting more than 2M population, which is the average population affected by typhoons from 2010 to 2022. **Source:** EM-DAT*

The disaster response operation for Typhoon Odette is an example where early response actions, such as raising the alert status, activating clusters, and following Emergency Preparedness and Response (EPR) protocols, were done prior to the issuance of tropical cyclone wind signal (TCWS) no.2. It

is also a sample case where a special team was organized to address a more complex emergency situation. Background on Typhoon Odette and the timeline of events and disaster response activities are in the box below.

## Response Operations for Typhoon Odette (Rai)

From December 14 to 18, 2021, Typhoon Odette raged within the PAR. Odette's strength of 195 kph and gustiness of 270 kph rated it tropical cyclone wind signal (TCWS) no. 4—the highest wind signal. Typhoon Odette affected 2.27 million families (7.85 million persons), and 11 out of 17 regions in the country. The regions hit the hardest were MIMAROPA, Region VI, VII, VIII, and CARAGA. Resulting damage was at almost PhP 48 billion: PhP 62.68 million were damages to houses, PhP 29.76 billion to infrastructure, and PhP 17.75 billion to agriculture. (Typhoon Odette was second to Super Typhoon Yolanda in terms of affected individuals and damage.)

Timeline	Disaster Response Activities
10 Dec. 2021	NDRRMC conducted first weather updating session with all RDRRMCs
12 Dec. 2021	<ul style="list-style-type: none"> <li>STS RAI was detected as an LPA.</li> <li>NDRRMC conducted a weather updating session.</li> </ul>
13 Dec. 2021	PDRA was initiated by NDRRMC.
14 Dec. 2021	<ul style="list-style-type: none"> <li>Severe Tropical Storm Rai entered PAR and named Typhoon Odette.</li> <li>NDRRMC EOC Management Team and virtual EOC were activated.</li> <li>CHARLIE protocol was activated. <b>RED</b> Alert Status was raised.</li> <li><b>NDRRMC Memorandum No. 147, s.2021</b> was issued to activate eight clusters (Logistics, ETC, FNI, CCCM, IDP Protection, Health, Education, and SRR) and put 3 clusters on standby (LAO, MDM, and PIHA).</li> <li><b>NDRRMC Memorandum No. 148, s.2021</b> was issued to activate EPR protocols.</li> </ul>
15 Dec. 2021	<ul style="list-style-type: none"> <li>TCWS No. 2 was issued over eastern portion of Surigao del Norte and Surigao del Sur; TCWS No. 3 (11:00 p.m.) over Dinagat Islands, Surigao del Norte, Agusan del Norte and Surigao del Sur.</li> <li>Weather updating sessions and a series of virtual EOC briefings were held.</li> </ul>
16 Dec. 2021	<ul style="list-style-type: none"> <li>TCWS No. 4 over S. Leyte, Bohol, Dinagat Islands, Surigao del Norte. Seven landfalls were recorded.</li> </ul>

## Response Operations for Typhoon Odette (Rai)

Timeline	Disaster Response Activities
17 Dec. 2021	Additional landfalls were recorded
18 Dec. 2021	Typhoon Odette left PAR. President visited heavily affected areas in Surigao City.
19 Dec. 2021	President visited heavily affected areas in Bohol.
20 Dec. 2021	President visited heavily affected areas in Negros Occidental.
21 Dec. 2021	Upon recommendation of NDRRMC, The Office of the President issued <b>Presidential Proclamation No. 1267</b> declaring a State of Calamity in MIMAROPA, Regions VI, VII, VIII, X, and CARAGA.
22 Dec. 2021	President visited heavily affected areas in Palawan.
6 Jan. 2022	<p>NDRRMC issued <b>Memorandum No. 03, s.2022</b> to inform all stakeholders about coordination requirements specifying priority areas, needs, and arrangements for response and early recovery.</p> <p>NDRRMC, under instructions from the President, supervised the distribution of water bottles by the Regional DRRMCs directly to communities. For this purpose, an Area Command Team (ACT) was organized and established under the OCD Operations Service.</p>

**Source:** OCD and NDRRMC Final Report for Typhoon Odette

# CHAPTER 2

# ACTIVATION



The National Disaster Risk Reduction and Management Council (NDRRMC) Chairperson/Executive Director/Vice-Chairperson for Response and Early Recovery or representative directs the activation of the National Response Clusters and National Incident Management Team (IMT) after at least any one of the following triggers:

1. a detected weather system is perceived to affect more than two regions and/or cause major impacts and damages based on the results of the Pre-Disaster Risk Assessment (PDRA);
2. DOST-PAGASA declares TCWS No.2;
3. NDRRMC declares Emergency Condition (Blue or Red Alert Status) and Response Level 2 (Cluster) or 3 (Inter-cluster); and/or
4. there are reports and requests from affected LGUs or an absence of reports from affected LGUs within 6–12 hours after landfall of tropical cyclone.

The alert level may or may not trigger the activation of the National Response Clusters and National IMT. In a Hydromet setting, when a weather system/s has entered the PAR, the Preparedness Pillar headed by the Department of the Interior and Local Government (DILG) goes on Red Alert while the Response and Early Recovery Pillar headed by the DSWD goes on Blue Alert. It is likewise possible that Regional DRRMCs along the projected corridors of the typhoon will be on Red Alert, while the NDRRMC is on Blue Alert to monitor and support the regions.

# CHAPTER 3

## OPERATING PROCEDURES



In a Hydrometeorological setting, the three phases of disasters are applicable and defined as follows:

Pre-Impact Phase	before entry of tropical cyclone to the PAR or its formation within the PAR
Impact Phase	PAR or its formation within the PAR
Post-Impact Phase	period where the National Disaster Risk Reduction and Management Council (DRRMC) through the Vice-Chair for response (DSWD) will declare the end/ waning strong winds and rain, and tropical cyclone has exited PAR.

Since hydrometeorological hazards are slow onset events, responding agencies and organizations have time to prepare before the disturbance intensifies into a disaster event. Aside from this, it is anticipated that DRRMCs have put in place disaster response mechanisms due to the frequent occurrence of typhoons and based on past experiences with having to respond to hydrometeorological events. The succeeding sections discuss the actions and processes per disaster phase including important activities, responsible actors, and relevant guidelines.



### 3.1 Pre-Impact Phase

The activities during the Pre-Impact Phase start with with an early warning from DOST-PAGASA, DENR-MGB or an advisory from NDRRMC that a weather system outside the PAR has been

detected and has been perceived to likely affect the country. Key actions for this phase, and corresponding internal stakeholders are summarized in the succeeding table, followed by the procedures for, and guidelines on, how to operationalize these actions.

**Table 5.** Key Actions for Pre-Impact Phase of Hydrometeorological Hazards

Key Actions		Responsible Stakeholders
a	Conduct Pre-Disaster Risk Assessment (PDRA) at all levels for preparedness for response.	Disaster Risk Reduction and Management Councils (DRRMC), Pre-Disaster Risk Assessment (PDRA) Core and Analyst Group
b	Implement anticipatory actions based on heightened risks, indicated by forecasts.	DRRMCs
c	Activate risk- and forecast-based financing to support early and anticipatory actions of LGUs and agencies.	DRRMCs, DSWD, DILG
d	Issue timely, accurate and reliable information, protocols, warnings, and public advisories, and ensure functionality of communications	OCD, Advisory Agency (DOST), and DICT
e	Activate information platforms from humanitarian actors.	OCD
f	Coordinate for advance prepositioning to ensure readiness of response facilities, appropriate agencies, regional offices, and LGUs for the activation of evacuation plans, systems, and procedures.	Response and Early Recovery Pillar
g	Organize response teams	Response and Early Recovery Pillar
h	Establish children-, women-, older persons, and persons with disability-friendly transitional shelters and referral system for orphaned, unaccompanied, and separated children.	DSWD, DHSUD
i	Conduct pre-emptive evacuation for communities, livestock, pets, and other livelihood assets forecasted to be affected to safer grounds based on risk assessment, and other information/ documents	LGUs, DILG

*Adapted from NDRRMP 2020–2030, NDRRMC Harmonized Disaster Response and Early Recovery Standard Operation Procedures and outputs of NDRP Writeshop 2023.*

## Procedures

1. The DOST-PAGASA, DENR-MGB and other mandated technical experts shall provide a recommendation to the OCD (for national/regional operations) or LDRRMO (for local operations) if the situation necessitates the convening of the DRRMC for PDRA.
2. The N/DRRMC through the OCD shall initiate and lead the conduct of PDRA at the national/regional levels. At the local levels, the PDRA shall be initiated by the Local DRRMCs through respective Local DRRMOs.
  - Any DRRMC may initiate the conduct of a PDRA meeting without the need to wait for the meeting to be organized by a higher DRRMC level.
  - The Chairperson of the DRRMC has the final discretion to call for the PDRA meeting.
3. PDRA meetings shall be attended by the PDRA Core Group, the PDRA Analyst Group, and the secretariat. Other agencies and non-government stakeholders may be invited to join, as necessary with the approval of the NDRRMC Chairperson.
  - The PDRA Analyst Group shall be convened in advance to finalize the presentations and discussions of the PDRA Core Group prior to the PDRA meeting.
  - Expenses for the conduct of PDRA meetings and related activities in the context of pre-impact/pre-emergency shall be charged against the Quick Response Fund (QRF).
4. At the local level, PDRA results have to be immediately reported by the Chairperson of the DRRMC to the next higher DRRMC level to anticipate potential situation escalation, if any.
5. Based on the identified risk levels from the PDRA results, the Emergency Preparedness and Response (EPR)

Protocols shall be defined and presented by the PDRA Core Group to the N/DRRMC. EPR Protocols comprise the Standby, ALPHA, BRAVO, and CHARLIE Protocols. At the local level, risk determination and EPR protocols are guided by the DILG's Operation LISTO.

- » For the details of the EPR protocols and DILG's Operation LISTO, refer to the DILG Preparedness Manual<sup>14</sup>
6. The EPR Protocols shall be implemented by the N/DRRMC. They may be customized/updated, as necessary, based on the emergency situation. Following said protocols, NGOs, CSOs, and private sector groups may offer assistance to the DRRMCs in terms of resource augmentation.
  7. As directed by the Responsible Official, the EOC will be activated based on the PDRA, EPR Protocols, and triggers for activation.
    - » Refer to NDRRMC MC No. 131 s.2018 for Guidelines on Establishment and Management of EOC
    - » Refer to NDRRMC Memorandum Circular No. 05, s. 2022 for guidelines on the Virtual EOC in case physical reporting is unsafe for personnel.

## 3.2 Impact Phase

The Impact Phase starts with the entry of the typhoon in the PAR OR immediately after the typhoon passes through the region. It is expected that requests from affected regions will commence and will be received by the EOC. Though augmentation of resources happens in the Impact Phase, best practices require that even before disaster strikes, clusters should preposition resources. Key actions for this disaster phase, and corresponding internal stakeholders are summarized in Table 6, followed by the procedures for, and supporting guidelines on, how to operationalize these actions.

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<sup>14</sup> DILG and NDRRMC, LGUs Preparedness Manual, Checklist for MLGOOs, COPs and FMs, Typhoon Edition 2. <https://downloads.caraga.dilg.gov.ph/Disaster%20Preparedness/DPM4MLGOOsCOPsFMs.pdf>

**Table 6.** Key Actions for Impact Phase of Hydrometeorological Hazards

Key Actions	Responsible Stakeholders
1 Raise Blue or Red Alert Status at the Operations Center.	DRRMCs, OCD
2 Activate Incident Management Team/s (IMT) and Operation Center/s at the National or Local levels, as necessary, and mobilize multi-stakeholder, public and private sector partnership and community-based humanitarian response and logistics.	DRRMCs, DSWD
3 Activate an evacuation system and/or set of procedures and conduct safe and immediate evacuation of affected communities to safer grounds and implement heightened safety and security measures.	DRRMCs, DSWD, Response and Early Recovery Pillar
4 Obtain information for casualties and affected families.	DRRMCs, EOC, OCD, MDM, SRR
5 Monitor response facilities and capacities such as evacuation centers and hospitals, among others.	DRRMCs, EOC, OCD
6 Monitor transportation, water, power, and communication.	DRRMCs, OCD
7 Develop and release Disaster Situational Report.	DRRMCs, OCD
8 Coordinate to conduct the Rapid Damage Assessment and Needs Analysis (RDANA).	DRRMCs, OCD
9 Activate assessment teams at all levels, as needed.	DRRMCs, OCD
10 Conduct immediate needs assessment in close coordination with key stakeholders, civil society organizations, private sector and the Humanitarian Country Team to determine the immediate relief and response requirements.	DRRMCs, OCD
11 Consolidate and generate RDANA reports to facilitate the declaration of State of Calamity and access of quick response funds (QRF).	DRRMCs, OCD, DSWD
12 Coordinate for resources mobilization through the Response Clusters and Incident Command System (ICS).	EOC, OCD, Logistics Cluster
13 Clear road access and repair damaged bridges to facilitate response operations.	Response Clusters: Logistics, DCCW, LAO
14 Restore energy, telecommunication, water (potable and domestic), and other lifeline services.	Response Clusters: DCCW, ETC, Health, LAO, Logistics

**Table 6.** Key Actions for Impact Phase of Hydrometeorological Hazards

15	Repair other vital infrastructure as necessary for relief and early recovery such as but not limited to schools, hospitals, etc.	Response Clusters: ETC, LAO, Education, Health, Logistics, CCCM, Shelter
16	Deliver essential medical and public health services (i.e., WASH, nutrition, MHPSS, MISP-SRH).	Response Clusters: Health, CCCM, FNI, Logistics
17	Provide and monitor delivery of gender-response, culture- and conflict-sensitive camp management and protection service to affected populations.	Response Clusters: IDP Protection, CCCM, LAO
18	Provide care to the responders.	Response Clusters: Health, DRRMCs
19	Restore business operations and/or implement business continuity plans.	Response Clusters: Early Recovery, LAO
20	Conduct intensified price and supply monitoring and enforcement activities, including issuance of price freeze in areas declared under state of calamity.	Response Clusters: Early Recovery, LAO
21	<p>Ensure functioning and prompt resumption of educational services for children through:</p> <ul style="list-style-type: none"> <li>• Installing Temporary Learning Spaces and/or Temporary WASH facilities to disaster/emergency-affected schools;</li> <li>• Providing learners kits, teachers kits, and hygiene kits to validated disaster/emergency affected schools;</li> <li>• Downloading clean-up funds and/or emergency school feeding funds to validated disaster/emergency affected schools;</li> <li>• Providing Psychological First Aid to disaster/emergency-affected learners and personnel; and</li> <li>• Deploying Alternative Delivery Modes to disaster/emergency-affected schools.</li> </ul>	Response Clusters: Education, Health, ETC, Logistics, FNI, Shelter
22	Deploy land, sea, and air assets, including specialized rescue teams and equipment, to search for and rescue people in distress and retrieve human remains	Response Clusters: SRR, LAO, Logistics
23	Provide augmentation support on the provision of food and non-food items to the affected LGUs and support the needs of the affected communities	Response Clusters: FNI, CCCM, Health, Logistics

**Table 6.** Key Actions for Impact Phase of Hydrometeorological Hazards

24	Manage international humanitarian assistance to and from the country from various stakeholders to provide timely, efficient, and effective delivery of assistance to affected communities	Response Clusters: PIHA
25	Provide security to the Response Clusters operating in the affected area and ensure law and order in the affected communities	Response Clusters: LAO
26	Provide assistance in the proper identification and disposition of human remains in a sanitary and dignified manner	Response Clusters: MDM, SRR, LAO, Health
27	Assess the emergency shelter needs of affected communities and set targets for prioritization	Response Clusters: Shelter, CCCM, Early Recovery
28	Provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations	Response Clusters: Crisis Comm, OCD, EOC

*Adapted from NDRRMP 2020–2030, NDRRMC Harmonized Disaster Response and Early Recovery Standard Operating Procedures, outputs of NDRP Writeshop 2023*



## Procedures

1. When there is no information coming from and going through the affected areas within 6–12 hours after landfall of the typhoon or occurrence of flooding/rain-induced landslide, prepositioned Rapid Deployment Team/s (RDT) will be deployed on the 12th hour upon the directive of NDRRMC Chairperson/Executive Director/Vice-Chairperson for Response and Early Recovery.
2. When it is safe, the RDT/s will conduct an initial RDANA and/or Aerial Survey in coordination with the Logistics Cluster. The objective of the aerial survey is to determine the extent of the damage in the area. Assessment should also determine an initial number of resources needed to sustain 3–7 days of operations for relief and rescue operations.
3. The RDT/s must determine the required and feasible number of strategic locations to install Emergency Operations Centers (EOC), if these were not yet established at the Pre-Impact Phase. The RDT/s must remember that the EOC and the Incident Command Post (ICP) should not be co-located (NDRRMC MC No.131 s.2018). The RDT/s should also propose and prepare a site plan based on the Contingency Plans of the LGUs for the installation of the following:
  - Information and Communication Facilities for Emergency Telecommunications Cluster (ETC);
  - Initial Response Operations Facilities for Food and Non-Food Items (FNI), Camp Coordination and Management (CCM), and Health Clusters;
  - Areas for the Supply and Storage Facilities for the Logistics Cluster;
  - Emergency Power and Fuel Station; and
  - Areas for Co-Location of Local and International Humanitarian Assistance (IHA) Operation.
4. All RDTs will prepare and submit the Initial Aerial Survey Report to the Responsible Officer and/or NDRRMC for immediate mobilization and deployment of resources and manpower which will include the first wave of the Law and Order Cluster contingent for peace and order among others. The other RDT members will supervise the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) simultaneously with the Rapid Aerial Survey capability.
5. RDANA shall be conducted immediately after the onset of a disaster event categorized as medium or large-scale event. Conduct of RDANA has corresponding triggers: declaration of a state of calamity; official request from affected region/LGU; results of PDRA; reports of devastation; and, as directed by the OCD or LCE/ LDRRMO.
6. Formation of RDANA Team shall commence with the identification of leader coming from designated agencies/offices as identified in the NDRRMC Memorandum No.107 s.2021.
7. The conduct of RDANA shall start with the deployment of RDANA teams at the LGU level before escalating to regional and national levels. As deemed necessary and through the directive of DRRMC Chairperson, RDANA may be jointly conducted by RDANA teams (national/regional/local).
8. To minimize exposure of RDANA teams to harmful situations, ICT and other technological tools such as drones and satellite imagery may be maximized in lieu of physical deployment. Should reliable and credible disaster data be available, there is no need for the conduct of RDANA and deployment of RDANA teams. Should operations be considered unsafe for assessment, the RDANA Team Leader, in coordination with the EOC Manager or IC, shall have the authority to suspend or terminate RDANA operations.
9. RDANA teams shall prepare and submit the RDANA Report to higher authorities, copy furnished to LGUs concerned. Accomplished RDANA forms shall be reviewed by the Team Leader and submitted to the EOC for consolidation and analysis within 72 hours upon deployment. A final RDANA report shall be submitted and presented to the DRRMC through the EOC upon termination of operations (within a maximum of five days).

10. All costs with the operationalization of RDANA shall be charged against the Quick Response Fund (QRF) and/or agency fund.
11. The NDRRMC, upon receipt of the Rapid Aerial Survey Report from the RDT or RDANA Report from the RDANA team, must discuss and resolve the requirements from the ground with the different NDRRMC agencies using the Cluster Approach System (CAS) and Incident Command System (ICS).
12. Within 24 hours of holding consultations, the NDRRMC, through the Vice-Chairperson for Response and Early Recovery, will direct and instruct all National Response Clusters and National IMTs. Directions and instructions will be based on the report.
13. The Response Clusters and IMTs will activate augmentation teams to replace the RDT Teams on the ground after seven days of operations.
  - » For the actions and targets required from Response Clusters and IMTs, refer to supplementary volumes on cluster operations and IMT.
  - » For the interoperability of the Response Clusters, IMT, and EOC, refer to NDRRMC Memo No.43, s.2016
14. For resource augmentation, the Response Clusters will base the needs of the affected regions and LGUs on the results of PDRA, situation reports or RDANA reports. This is in addition to the prepositioned FNI and other resources of the concerned agencies and LGUs.
15. Continuous warnings and alerts/messages from the DOST-PAGASA, OCD, and other agencies shall guide the operations and safety of the Response Clusters and IMTs.
16. Response Clusters are required to submit reports particularly: (i) Daily Essential Elements of Information (EEI); and (ii) Response Cluster Situation Report. Likewise, Response Clusters shall present reports during scheduled meetings.
  - » Refer to NDRRMC Memorandum Circular No. 05, s. 2022 sec.4.5 for the Response Clusters reporting protocols.

### 3.3 Post-Impact Phase

The post-impact phase for hydrometeorological hazards is the period where the NDRRMC through the Vice-Chair for response (DSWD) will declare the end/waning strong winds and rain, and tropical cyclone has exited PAR. Early recovery takes place during the post-impact phase. Despite this, it is crucial that Early Recovery Planning shall already commence even during the impact phase. Key actions for this disaster phase, and corresponding internal stakeholders are summarized in the succeeding table, followed by the procedures, and supporting guidelines on how to operationalize these actions.

#### Procedures

1. The Post Disaster Needs Assessment (PDNA) is to be conducted, subject to situation analysis, upon the declaration of transition to the post-impact phase by the Chairperson of the NDRRMC, the Executive Director of the NDRRMC, and/or the Vice-Chairperson for Response and Early Recovery of the NDRRMC.
2. The NDRRMC through the OCD will organize PDNA Teams that will prepare all necessary documents and available data to facilitate a speedy assessment in accordance with guidelines issued by the NDRRMC. Refer to the following for additional information:
  - » FOCD-CBTS Training Course Design for capacity-building courses and materials for PDNA
  - » Ready to Rebuild Manual for supplementary information on PDNA and Disaster Rehabilitation and Recovery Planning
3. The period for Early Recovery shall commence if ALL of the following conditions are met:
  - a. overall priority of emergency management has shifted from lifesaving to life sustaining;
  - b. emergency situation has been stabilized and operations in affected areas are completely safe and permissible for the conduct of humanitarian assistance;
  - c. present number of displaced populations has peaked and there is an observed and sustained downward trend; and

- d. uninterrupted disaster relief system is established to sustain provision of FNIs to affected families.
4. Technical agencies such as DOST-PAGASA, DOST-PHIVOLCS, Department of Environment and Natural Resources (DENR)-Mines and Geosciences Bureau (MGB), DOH, and other expert agencies and organizations shall provide technical advice in determining whether the situation is safe for the commencement of Early Recovery operations.
  - Refer to NDRRMC Memorandum No. 80, s.2022 (Disaster Early Recovery Guidelines and Creation of the Early Recovery Cluster)
5. The NDRRMC through the NDRRMC Chairperson/ Executive Director/Vice-Chairperson for Response and Early Recovery, upon recommendation of the Early Recovery Cluster Lead (OCD) shall issue directives for:
  - a. termination of early recovery period
  - b. deactivation and demobilization of response clusters and IMT;
  - c. downscaling of alert level; and
  - d. transition to disaster rehabilitation and recovery.
6. Each Response Cluster will conduct its respective post-response operation evaluation to document lessons learned and best practices.
7. These evaluation reports will be submitted to the NDRRMC for plan and policy improvement, and organizational development. The details of the evaluation will be determined by the respective Response Cluster Leads in collaboration with their Member Clusters.

**Table 7.** Key Actions for Impact Phase of Hydrometeorological Hazards

Key Actions		Responsible Stakeholders
a	Lower Alert Status at the Operations Center	DRRMCs, OCD
b	Coordinate downscaling of operations	DRRMCs, OCD DRRMCs, OCD
c	Monitor early recovery situation at the regional and local levels	DRRMCs, OCD, Early Recovery Cluster
d	Provide early recovery services such as, but not limited to, temporary/alternative livelihood and/or income generating activities (e.g., cash for work, livelihood grants for micro and small enterprise, and emergency cash transfer).	Response Clusters: Early Recovery, Shelter DSWD
e	Coordination for deactivation of Response Clusters and return of teams to home units	DRRMCs, OCD

*Adapted from NDRRMP 2020–2030, NDRRMC Harmonized Disaster Response and Early Recovery Standard Operating Procedures, outputs of NDRP Writeshop 2023*

## Summary of Key Actions Per Disaster Phase of Hydrometeorological Hazards

Pre-Impact Phase	Impact Phase	Post-Impact Phase
<ol style="list-style-type: none"> <li>1. Conduct Pre-Disaster Risk Assessment (PDRA).</li> <li>2. Based on results of PDRA, activate Emergency Operations Center (EOC) and implement Emergency Preparedness and Response (EPR) protocols based on results of PDRA.</li> <li>3. Implement anticipatory actions.</li> <li>4. Issue warnings and advisories and ensure functionality of communications.</li> <li>5. Ensure readiness of response facilities, agencies, regional offices, and LGUs.</li> <li>6. Coordinate for advance prepositioning.</li> <li>7. Organize response teams.</li> </ol>	<ol style="list-style-type: none"> <li>1. Raise Blue or Red Alert Status at the Operations Center.</li> <li>2. Monitor response facilities and capacities, transportation, water, power, and communications.</li> <li>3. Develop and release Disaster Situational Report.</li> <li>4. Conduct Rapid Damage Assessment and Needs Analysis (RDANA).</li> <li>5. Ensure functioning vital infrastructure and lifeline services (e.g., roads and bridges, water, power, and telecommunications).</li> <li>6. Deliver relief, essential health services to affected communities, and provide care to responders.</li> <li>7. Ensure safety of responders and affected families.</li> <li>8. Implement continuity plans and ensure functioning basic services such as education.</li> <li>9. Coordinate resource mobilization through the Response Clusters and using the Incident Command System (ICS).</li> </ol>	<ol style="list-style-type: none"> <li>1. Lower Alert Status at the Operations Center.</li> <li>2. Coordinate the conduct of Post-Disaster Needs Assessment (PDNA).</li> <li>3. Coordinate deactivating Response Clusters and downscaling operations.</li> <li>4. Monitor early recovery situation at the regional and local levels.</li> <li>5. Coordinate the return of teams to home units</li> </ol>

Refer to Annex A for the detailed cluster operational guidelines for Hydrometeorological hazards.

# CHAPTER 4

## DEACTIVATION



The Response Clusters and Incident Management Team (IMT) shall be deactivated based on the following conditions:

1. Directive of either the Chairperson, Vice-Chairperson for Response and Early Recovery, or the Executive Director, National Disaster Risk Reduction and Management Council (DRRMC).
2. Declaration/ recommendation from Disaster Response and Early Recovery Pillar, through the Vice-Chair (DSWD) to transition to rehabilitation and recovery.
3. Affected Regional DRRMC's shift in efforts from response and early recovery to full rehabilitation and recovery; and
4. Quantifiable indicators such as:
  - a. steady decrease of evacuees inside evacuation centers,
  - b. relatively, steady decrease of open evacuation centers,
  - c. decrease in recorded response actions taken by the National Response Clusters, and
  - d. restoration of basic services in the areas affected (power and water sources, communications, road networks).



## PART 3

# EARTHQUAKES & TSUNAMIS

The Philippines is located in the Pacific Ring of Fire where most seismic events concentrate, such as earthquakes and tsunamis generated by tectonic processes. Part 3 covers Philippines' response plan for earthquakes, tsunamis, and their related hazards. This part also discusses the associated risks such as fire events, exposure to hazardous materials, and damage to critical infrastructure, among others. Hazards and risks related to volcanic eruption are not covered.





# CHAPTER 1

## CONTEXT & SCOPE

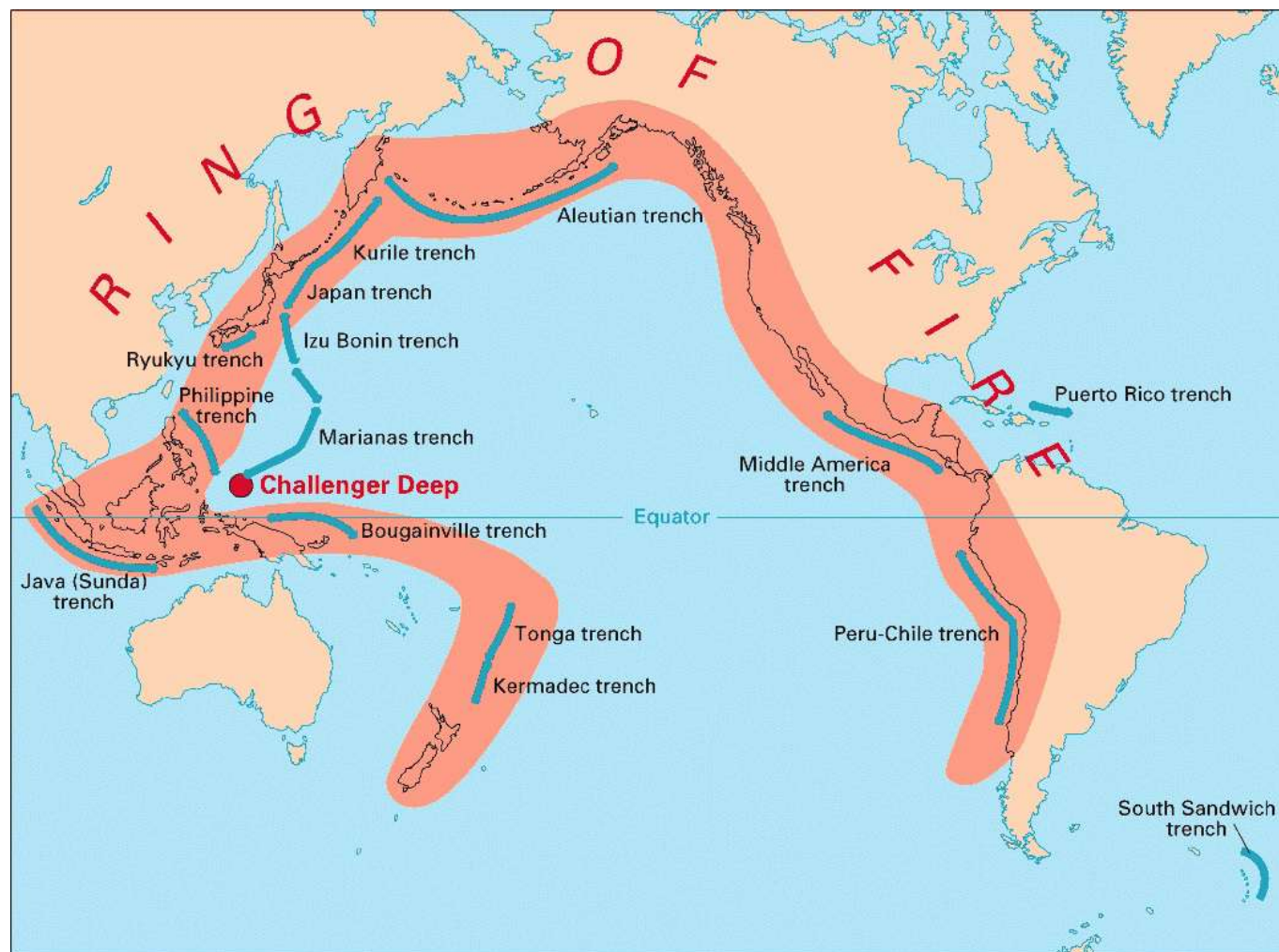
Earthquake is defined as a weak to violent shaking of the ground produced by the sudden movement of rock materials below the earth's surface. Hazards generated by earthquakes are ground rupture, ground shaking, liquefaction, earthquake-induced landslide, and tsunamis. There are two types of earthquakes – (i) Tectonic earthquakes are produced by sudden movement along faults and plate boundaries. (ii) Volcanic earthquakes are induced by rising lava or magma beneath active volcanoes. Earthquake strength is measured by magnitude and intensity. Magnitude is proportional to the energy released by an earthquake at the focus and is represented by Arabic Numbers (e.g., 4.8, 9.0). Intensity is the strength of an earthquake as perceived and felt by people and is represented in Roman Numerals (e.g., II, IV, IX). The intensity of an earthquake is determined using the PHIVOLCS Earthquake Intensity Scale (PEIS). As of March 2024, DOST-PHIVOLCS operates and maintains 125 seismic monitoring stations all over the Philippines. Data is sent to the PHIVOLCS Data Receiving Center to determine earthquake magnitude, depth of focus, and epicenter. Together with reported felt intensities in the area (if any), earthquake information is released once data is gathered (DOST-PHIVOLCS).

A Tsunami is a series of sea waves that are commonly generated by under-the-sea earthquakes and that may have heights greater than five meters. Effects of a tsunami include flooding, coastal erosion, loss of life, and damage to properties. There are two types of tsunami generation: Local and Far Field or distant tsunami. The coastal areas in the Philippines especially those facing the Pacific Ocean, West Philippine Sea, Sulu Sea, and Celebes Sea can be affected by tsunamis that may be generated by local earthquakes. Signs of an impending tsunami include felt earthquake, unusual sea level change, and rumbling sound of approaching waves (DOST-PHIVOLCS).

The Philippines is located in the Pacific Ring of Fire which is associated with a nearly continuous series of oceanic trenches, volcanic arcs, and volcanic belts and/or plate movements (Figure 18). The circum-Pacific Ring of Fire, characterized by the convergence of the Pacific Plate with many adjacent tectonic plates is where most seismic events concentrate. These include earthquakes and volcanic eruptions. (U.S. Geological Survey, 2023). Considered a critical area, it serves as one of the primary border regions for the tectonic plates of over half of the world, thereby affecting millions of people living in these areas.



**FIGURE 18.** The Pacific Ring of Fire



**Source:** Ring of Fire [This Dynamic Earth, USGS], n.d.

Earthquakes are among the Philippines' major concerns because of the presence of active earthquake generators all over and surrounding the country (Figure 19). Historically, since 2010, at least 24 damaging earthquake events have hit different parts of the country as listed in Table 8. In December 2023, two damaging earthquakes occurred offshore the Province of Surigao del Sur with magnitudes 7.4 and 6.8 and felt at maximum Intensity VII and VI, respectively. Based on the NDRRMC Situation Report No. 18, a total of three dead, 79 injured and 0 missing persons were reported, while the total estimated cost of damage to infrastructure amounting to PhP 1,100,526,558 was reported in Region XI and CARAGA.

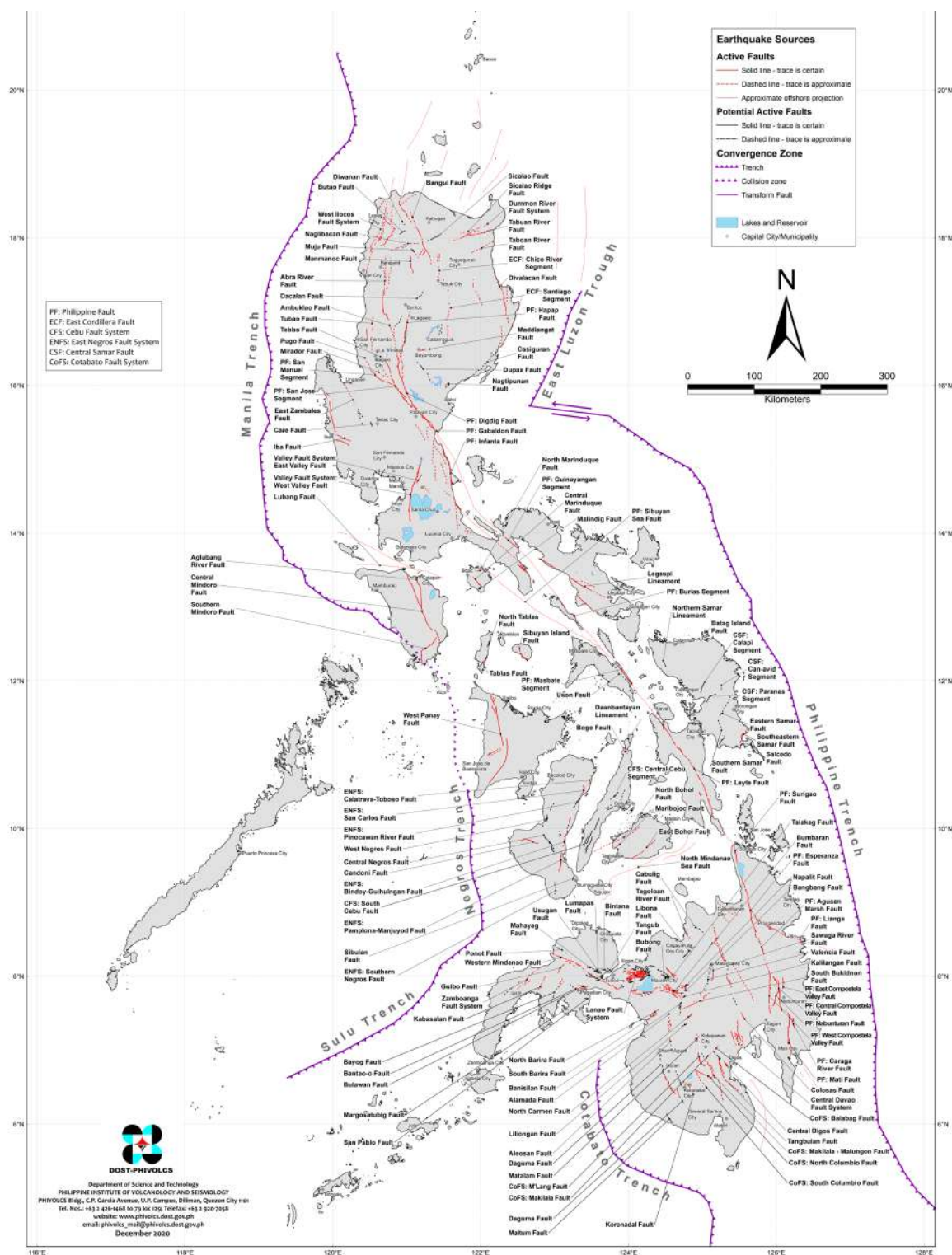
In terms of Tsunamis, on August 17, 1976, a magnitude 8.1 earthquake in Moro Gulf produced up to nine-meter-high tsunamis which devastated the southwest coast of Mindanao

and left more than 3,000 people dead and at least 1,000 people missing. Also, on November 15, 1994, the magnitude 7.1 earthquake in Mindoro generated tsunamis that left 49 casualties (DOST-PHIVOLCS). Table 9 lists some of the destructive tsunami events from 1828-1994.

These lessons from the past earthquake and tsunami events underscore the crucial need for the local government units and the general public to understand the possible impacts and prepare for their respective Big Ones, or the strong and damaging earthquake scenario affecting their community.



**FIGURE 19.** Earthquake Generators in the Philippines



**Source:** DOST-PHIVOLCS. *Distribution of Active Faults and Trenches in the Philippines*



**Table 8.** Destructive Earthquakes in the Philippines (2010–2023)

Date	Disaster Event	Dead	Injured	Affected Population	Total Cost of Damage (in million Php)
Feb 6, 2012	Magnitude 6.7 Earthquake in Negros Oriental	57	112	323,979	634.81
Oct 15, 2013	Magnitude 7.2 Earthquake in Bohol	227	976	3,219,970	2,257.34
Feb 10, 2017	Magnitude 6.7 Earthquake in Surigao City, Surigao del Norte	8	189	54,735	719.56
Apr 2017	Series of Earthquakes in the Province of Batangas (EQ Swarm)		7	29,889	586.36
Apr 12, 2017	Magnitude 6.0 EQ in Wao, Lanao del Sur	22		7,953	57.80
Apr 29, 2017	Magnitude 7.2 Earthquake Offshore Davao Occidental		5	18	-
Jul 6, 2017	Magnitude 6.5 Earthquake in Ormoc City, Leyte	3	493	16,052	609.22
Apr 22, 2019	Magnitude 6.1 Earthquake in Central Luzon	19	264	25,860	539.00
Apr 23, 2019	Magnitude 6.5 Earthquake in San Julian, Eastern Samar	0	41	1,008	-
Jul 9, 2019	Magnitude 5.6 Earthquake in Makilala, North Cotabato	1	3	910	-
Jul 13, 2019	Magnitude 5.5 Earthquake in Carrascal, Surigao Del Sur	0	46	10,473	47.72
Jul 2019	Series of Earthquakes Offshore Itbayat, Batanes	9	47	2,982	307.85
Oct 2019	Series of Earthquakes in the Province of Cotabato	24	563	355,983	-
Nov 18, 2019	Magnitude 5.9 Earthquake in Kadingilan, Bukidnon	0	12	5,039	-
Dec 15, 2019	Magnitude 6.9 Earthquake in Davao del Sur	13	261	397,080	-
Aug 18, 2020	Magnitude 6.6 Earthquake in Cataingan, Masbate	1	50	6,474	309.91
Jul 24, 2021	Magnitude 6.6 Earthquake in Calatagan, Batangas	0	2	183	7.32
Jul 27, 2022	Magnitude 7.0 Earthquake in Tayum, Abra	11	610	574,266	2,736.61
Oct 25, 2022	Magnitude 6.4 Earthquake in Lagayan, Abra	0	139	154,040	227.26
Jan 15, 2023	Magnitude 5.3 Earthquake in Leyte	0	18	1,775	27.57
Feb 1, 2023	Magnitude 6.0 Earthquake in Davao de Oro	0	16	2,259	21.46
Mar 2023	Series of Earthquakes in Davao de Oro	0	60	137,331	135.83
Nov 17, 2023	Magnitude 6.8 Earthquake Offshore Davao Occidental	11	37	99,541	1,625.49
Dec 2023	Magnitude 7.4 and 6.8 Earthquakes Offshore Surigao del Sur	3	79	720,997	1,253.68

**Source:** OCD and DOST-PHIVOLCS

The Philippines has made significant strides in preparing for disaster events caused by earthquakes. The DOST-PHIVOLCS continuously updates risk information on geologic hazards, including earthquakes. Collaborations among NGAs and national and international research institutions have resulted in studies on earthquake risk assessment. Outputs from these studies include vast technological platforms to increase public awareness, disseminate information on earthquake risks, and even recommend actions for preparedness and response.

**Table 9.** Destructive Tsunami Events in the Philippines (1828-1994)

Year	Affected Area	Strength (Magnitude)
1828 (NOV)	Manila Bay	6.6
1863 (JUN)	Manila Bay	6.5
1918 (AUG)	Southern Mindanao	8.0
1921 (NOV)	Manay, Davao Oriental	7.5
1924 (APR)	Mati	8.3
1968 (AUG)	Casiguran Bay	7.3
1970 (APR)	Baler, Aurora	7.0
1975 (OCT)	Borongan, Eastern Samar	7.2
1976 (AUG)	Moro Gulf	8.1
1990 (JUL)	Luzon	7.8
1992 (MAY)	Manay	7.1
1994 (NOV)	Mindoro	7.1

**Source:** M.L.P. Bautista, et al, 2012, *Philippine Tsunamis and Seiches* as cited in [www.phivolcs.dost.gov.ph](http://www.phivolcs.dost.gov.ph)

**Table 10.** Significant Earthquake International Frameworks, National Plans, Laws and Issuances

YEAR	Policies, plans, projects, technology
1972	National Building Code (after the 1968 Casiguran Earthquake & 1970 Baler Earthquake)
1978	PD 1566: An Act Strengthening the Philippine Disaster Control, Capability and Establishing the National Program on Community Disaster Preparedness
1992	Revised Edition of the National Structural Code (after the 1992 Luzon Earthquake)
2002	Rapid Earthquake Damage Assessment System
2004	Metro Manila Earthquake Impact Reduction Study
2005	Hyogo Framework
2010	RA 10121: Philippine Disaster Risk Reduction and Management Act of 2010
2011	Oplan Metro Yakal
2013	Greater Metro Manila Area Risk Analysis Project
2015	Oplan Metro Yakal Plus
2015	Sendai Framework
2016	DOST-PHIVOLCS FaultFinder
2017	Philippine Earthquake Model Atlas
2019	Harmonized National Contingency Plan for the Magnitude 7.2 Earthquake
2019	Earthquake Resiliency Program Management Office
2019	GeoRiskPH Integrated System and HazardHunterPH
2020	Greater Metro Manila Earthquake Impact Reduction Study

In October 2019, a series of earthquakes with epicenter near Tulunan, North Cotabato affected several regions in Mindanao. These earthquakes were accompanied by aftershocks and resulted in damage to infrastructure, death and injuries, and displacement of affected communities, among others. The October 2019 series of earthquakes in Mindanao is one of the more recent extensive and complex earthquake events that required simultaneous actions of multiple DRRMCs at the local, regional, and national levels. The box below presents a timeline of the event and the government's experience in handling earthquake response operations.

For additional information about **earthquake and its related hazards** see:

- [DOST-PHIVOLCS Website](#) which contains publications, IEC materials, and learning tools.

### Response Operations for the October 2019 Series of Earthquakes in the Province of Cotabato

**Magnitude 6.3 earthquake:**

On October 16, 2019, a magnitude 6.3 earthquake occurred at 07:37 p.m. in Tulunan, Cotabato. Ground shaking was felt at varying intensities by communities in Regions IX, X, XI, XII, CARAGA, and Bangsamoro Autonomous Region is Muslim Mindanao (BARMM). The highest intensity was Intensity VII in portions of the Provinces of Cotabato and Davao del Sur. A total of 870 aftershocks were recorded. Around 31,000 families (148,000 persons) in Regions XI and XII were affected. Around 8,000 families (36,000 persons) were displaced.

**Magnitude 6.6 and 6.5 earthquakes on October 29 to 31, 2019:**

On October 29, a magnitude 6.6 earthquake occurred in the same vicinity at 09:04 a.m., followed by a magnitude 6.1 earthquake at 10:42 a.m. Then on October 31, a magnitude 6.5 earthquake occurred at 09:11 a.m.. Ground shaking was felt at varying intensities by communities in Regions IX, X, XI, XII, CARAGA, and Bangsamoro Autonomous Region is Muslim Mindanao (BARMM). The highest intensity was Intensity VII in portions of the Provinces of Cotabato, Davao del Sur, and Sarangani. The earthquake affected an estimate of 72,000 families (356,000 persons) in Regions XI and XII and displaced about 18,000 families (86,000 persons).

The **timeline of events and activities** conducted are summarized below:

Timelines	Disaster Events, Response and Activities
Oct 16, 2019	<ul style="list-style-type: none"><li>• A magnitude 6.3 earthquake occurred in Tulunan, North Cotabato.</li><li>• Emergency Alert Warning Messages (EAWM) were sent by National Disaster Risk Reduction and Management Council Operations Center (NDRRMOC) to telcos for dissemination to Tulunan, North Cotabato.</li></ul>

## Response Operations for the October 2019 Series of Earthquakes in the Province of Cotabato

Timelines	Disaster Events, Response and Activities
Oct 17, 2019	<ul style="list-style-type: none"> <li>NDRRMOC sent a series of EAWMs to telcos for dissemination to areas in Davao Oriental and Davao Occidental.</li> <li>Regional DRRMC XII raised alert status to RED and conducted response cluster meeting.</li> <li>Classes were suspended in Regions XI, XII, and BARMM.</li> <li>Power supply was restored in areas which experienced service interruption in Regions XI and XII.</li> <li>State of Calamity was declared in: <ul style="list-style-type: none"> <li>Matanao, Davao del Sur in Region XI (Resolution No. 19-149 s. 2019);</li> <li>Makilala, Cotabato Province in Region XII (Resolution No. 46 s. 2019).</li> </ul> </li> <li>Provincial DRRMC Davao del Sur deployed Rapid Damage Assessment and Needs Analysis (RDANA) team.</li> </ul>
Oct. 18, 2019	<ul style="list-style-type: none"> <li>NDRRMOC was raised to BLUE Alert Status (5:00 p.m.).</li> <li>RDRRMC XII conducted coordination meeting with local chief executives of the Province of Cotabato.</li> <li>State of Calamity was declared in: <ul style="list-style-type: none"> <li>Magsaysay, Davao del Sur in Region XI (Resolution No. 99 s. 2019);</li> <li>Bansalan, Davao del Sur in Region XI (Resolution No. 378 s. 2019).</li> </ul> </li> </ul>
Oct. 21, 2019	<ul style="list-style-type: none"> <li>State of Calamity was declared in Davao del Sur, Region XI (Resolution No. 19-88) and in Tulum, Cotabato Province in Region XII (Resolution No. 244 s. 2019).</li> </ul>
Oct. 22, 2019	<ul style="list-style-type: none"> <li>State of Calamity was declared in Kidapawan, Cotabato Province in Region XII (Resolution No. 19-369).</li> </ul>
Oct. 23, 2019	<ul style="list-style-type: none"> <li>NDRRMOC was downgraded from BLUE Alert Status</li> </ul>
Oct. 24, 2019	<ul style="list-style-type: none"> <li>State of Calamity declared in Hagonoy, Davao del Sur in Region XI (Resolution No. 119-2019).</li> </ul>
Oct. 29, 2019	<ul style="list-style-type: none"> <li>PHIVOLCS recorded a magnitude 6.6 earthquake in the province of North Cotabato. "No Tsunami Threat" advisory was issued since the earthquake was inland.</li> <li>NDRRMOC started sending a series of EAWMs to telcos for dissemination.</li> <li>OCD XI/RDRRMC XI conducted Emergency Response Clusters' Meeting (2:00 p.m.).</li> <li>Provincial DRRMC Davao del Norte issued province-wide work and class suspension.</li> </ul>

## Response Operations for the October 2019 Series of Earthquakes in the Province of Cotabato

Timelines	Disaster Events, Response and Activities
Oct. 30, 2019	<ul style="list-style-type: none"> <li>• NDRRMOC was raised to BLUE Alert Status (8:00 AM).</li> <li>• State of Calamity was declared in Digos City, Davao del Sur in Region XI (Resolution No. 19-298).</li> <li>• OCD started provision of logistics support for coordination of requests and distribution of relief items.</li> <li>• OCD alerted SRR teams for deployment to Davao City on 20 October 2019.</li> <li>• DSWD Central Office started the delivery of various non-food items.</li> <li>• Classes were suspended in Regions IX, X, XI, XII, and BARMM; work was suspended in Regions X, XI, XII, and BARMM.</li> </ul>
Oct. 31, 2019	<ul style="list-style-type: none"> <li>• A <b>magnitude 6.5 earthquake</b> rocked central and eastern Mindanao. "No Tsunami Threat" advisory was issued since the earthquake was inland.</li> <li>• Water interruption occurred due to damage in the Metro Kidapawan Water District, Cotabato.</li> <li>• State of Calamity was declared in Malalag, Davao del Sur in Region XI (Resolution No. 2019-175).</li> <li>• NDRRMC conducted Response Cluster meetings (3:00 p.m.).</li> <li>• OCD Regional DRRMC deployed search and rescue units (SRU) and search and retrieval (SAR) teams.</li> <li>• Department of the Interior and Local Government (DILG) XII issued memorandum on Earthquake Preparedness in SOCCSKSARGEN, and disseminated DILG Advisory on Precautionary Measures to undertake after an incident.</li> <li>• Aerial survey was conducted by PHIVOLCS, Mines and Geosciences Bureau (MGB) XII, Philippine Airforce Group Tactical Operations Group (PAG TOG) II, and Bureau of Fire Protection (BFP) XII.</li> </ul>
Nov. 01, 2019	<ul style="list-style-type: none"> <li>• OCD conducted ocular inspection and situation briefing in OCD Regional Office (RO) XII.</li> <li>• DSWD ROX deployed 11 regional Quick Response Team members for augmentation support to Field Office XI.</li> </ul>
Nov. 02, 2019	<ul style="list-style-type: none"> <li>• DILG XII conducted on-site meeting with LCEs of selected LGUs.</li> <li>• Damaged water pipes in M'lang, Cotabato were repaired; water was restored.</li> </ul>



## Response Operations for the October 2019 Series of Earthquakes in the Province of Cotabato

Timelines	Disaster Events, Response and Activities
Nov. 03, 2019	<ul style="list-style-type: none"> <li>DSWD- Disaster Response Management Bureau (DRMB) deployed technical staff to provide technical assistance and resource augmentation for the affected families in Region XI.</li> <li>BFP XII conducted helicopter rescue and evacuation.</li> </ul>
Nov. 04, 2019	<ul style="list-style-type: none"> <li>NDRRMC conducted national Response Cluster meetings (10:00 a.m.).</li> <li>Department of Public Works and Highways started the conduct of post-earthquake assessment (until Nov. 9).</li> <li>Provincial DRRMC Davao del Sur activated Incident Command Post.</li> </ul>
Nov. 05, 2019	<ul style="list-style-type: none"> <li>State of Calamity was declared in Cotabato Province (Resolution No. 842).</li> </ul>
Nov. 15, 2019	<ul style="list-style-type: none"> <li>Regional DRRMC XI attended Response Cluster meeting.</li> </ul>
Nov. 16, 2019	<ul style="list-style-type: none"> <li>RDRRMC XII conducted coordination meeting for drafting the Early Recovery Plan with Cotabato Provincial DRRMC Officer and Regional DRRMC XII member-agencies.</li> </ul>
Nov. 18, 2019	<ul style="list-style-type: none"> <li>Provincial DRRMC Davao del Sur conducted coordination meeting with the Regional DRRMC XI. The meeting was in connection with response operations of the province along with the Municipal Social Welfare and Development Offices and Municipal Disaster Risk Reduction and Management Offices.</li> </ul>
Nov. 20, 2019	<ul style="list-style-type: none"> <li>Provincial DRRMC Davao del Sur activated the Emergency Operations Center.</li> </ul>
Nov. 21, 2019	<ul style="list-style-type: none"> <li>Provincial DRRMC Davao del Sur conducted briefing with the council and Regional DRRMC XI representatives.</li> </ul>
Nov. 25, 2019	<ul style="list-style-type: none"> <li>Metro Kidapawan Water District reported that 40 percent of the total consumers from Makilala, Magpet, Matalam, and Kidapawan City, Cotabato Province had water supply.</li> </ul>

**Source:** NDRRMC Final Report re Magnitude 6.3, 6.6, and 6.5 Earthquakes in Tulunan, North Cotabato

# CHAPTER 2

## ACTIVATION



Immediately after the earthquake and/or tsunamis caused by an earthquake, the National Disaster Risk Reduction and Management Council (NDRRMC) Chairperson/Executive Director/Vice-Chairperson for Response and Early Recovery or their representative direct the activation of the National Response Clusters and National Incident Management Team (IMT). Activation is triggered by any of the following:

1. official earthquake information and/or tsunami warning from DOST-PHIVOLCS;
2. incident report or situation report from the NDRRMOC and/or from concerned Regional/Local DRRMCs;
3. the results of Rapid Damage Assessment and Needs Analysis (RDANA);
4. requests from affected LGUs; and/or
5. the absence of reports from affected LGUs within 6–12 hours after the disaster event.

DOST-PHIVOLCS recommends the automatic activation of the Response Clusters and National IMT if:

1. the earthquake is reportedly felt at Intensity VII or above in the DOST-PHIVOLCS Earthquake Intensity Scale (PEIS); or
2. a tsunami warning has been issued.

The alert level may or may not trigger the activation of the National Response Clusters and IMT based on the NDRP. Considering that earthquakes and tsunamis are sudden onset events that cannot be anticipated, Red Alert is immediately raised after their occurrence. It is likewise possible that Regional DRRMCs in affected areas will be on Red Alert, while the National DRRM Operations Center is on Blue Alert to monitor and support the regions.

# CHAPTER 3

## OPERATING PROCEDURES

In an earthquake and/or tsunami setting, there are two phases of disasters defined as follows:

Impact Phase	immediately after the earthquake and/or tsunami
Post-Impact Phase	period where the National Disaster Risk Reduction and Management Council (DRRMC) through the Vice-Chair for response (DSWD) will declare the end/ waning of strong earthquake

Earthquakes and tsunamis are both sudden-onset events, which may be overwhelming for responding agencies and offices. This is why implementing mitigation and preparedness measures and having standby anticipatory actions based on risk analysis are vital for effective disaster response management. It is expected that Disaster Risk Reduction and Management Councils (DRRMC) have put in place disaster response arrangements should rapid onset events occur. Arrangements include identification of assisting DRRMCs, sister cities/ municipalities, referral system for separated victims especially children, and prepositioned resources and facilities. Although the augmentation of resources happens in the impact phase, best practices require that clusters preposition resources before disaster strikes. An example of this is having a pre-

identified location of temporary shelters for families affected by earthquakes and tsunamis.

To ensure the safety of responders, activities in affected areas should commence when the earthquake and/or tsunami has waned and it is declared safe to conduct on-the-ground operations. Thus, some of the activities in the impact phase may be moved to the post-impact phase. The succeeding sections discuss the actions and processes per disaster phase including important activities, responsible actors, and relevant guidelines.

### 3.1 Impact Phase

Activities during the Impact Phase start with an earthquake advisory and/or tsunami warning from DOST-PHIVOLCS. A Harmonized Contingency Plan has been prepared for a 7.2 magnitude earthquake generated by the West Valley Fault Movement which might affect the NDRRMC Operations Center. The succeeding sections discuss the actions and processes per disasters phase including important activities, responsible actors, and relevant guidelines.

The table below shows the key actions for the impact phase and corresponding internal stakeholders, followed by the procedures and supporting guidelines on how to operationalize these actions.

Table 11. Key Actions for Impact Phase of Earthquakes and Tsunamis

Key Actions		Responsible Stakeholders
1	Raise Red Alert Status at the Operations Center.	Disaster Risk Reduction and Management Councils (DRRMC), OCD
2	Issue timely, accurate and reliable information, protocols, warnings, and public advisories, and ensure functionality of communications.	OCD, Advisory Agencies, and DICT
3	Activate information platforms from humanitarian actors.	OCD
4	Activate risk- and forecast-based financing to support actions of LGUs and agencies.	DRRMCs, DSWD, DILG

**Table 11.** Key Actions for Impact Phase of Earthquakes and Tsunamis

Key Actions		Responsible Stakeholders
5	Organize response teams.	Response and Early Recovery Pillar
6	Activate Incident Management Team/s (IMT) and Operation Center/s (OCs) at the National or Local levels, as necessary, and mobilize multi-stakeholder, public and private sector partnership, and community-based humanitarian response and logistics.	DRRMCs, DSWD
7	Activate an evacuation system and/or set of procedures and conduct safe and immediate evacuation of affected communities to safer grounds and implement heightened safety and security measures.	DRRMCs, DSWD, Response and Early Recovery Pillar
8	Conduct initial damage and needs assessment and obtain information for casualties and affected families.	DRRMCs, EOC, OCD
9	Develop and release Disaster Situational Report.	DRRMCs, OCD
10	Coordinate the Rapid Damage Assessment and Needs Analysis (RDANA).	DRRMCs, OCD
11	Activate assessment teams at all levels, as needed.	DRRMCs, OCD
12	Conduct immediate needs assessment in close coordination with key stakeholders, civil society organizations, private sector, and the Humanitarian Country Team to determine the immediate relief and response requirements.	DRRMCs, OCD
13	Consolidate and generate RDANA reports to facilitate the declaration of State of Calamity and access of quick response funds.	DRRMCs, OCD, DSWD
14	Coordinate resource mobilization through the Response Clusters and Incident Command System (ICS).	EOC, OCD, Logistics Cluster
15	Clear road access and repair damaged bridges to facilitate response operations.	Response Clusters: Logistics, DCCW, Law and Order (LAO)
16	Restore energy, telecommunication, water (potable and domestic), and other lifeline service.	Response Clusters: DCCW, Emergency Telecommunications Clusters (ETC), Health, LAO, Logistics

**Table 11.** Key Actions for Impact Phase of Earthquakes and Tsunamis

Key Actions	Responsible Stakeholders
17 Repair other vital infrastructure as necessary for relief and early recovery such as but not limited to schools, hospitals, etc.	Response Clusters: ETC, LAO, Education, Health, Logistics, Camp Coordination and Camp Management (CCCM), Shelter
18 Deliver essential medical and public health services (i.e., WASH, nutrition, MHPSS, MISP-SRH).	Response Clusters: Health, CCCM, Food and Non-Food Items (FNI), Logistics
19 Provide and monitor delivery of gender-responsive, culture-, and conflict sensitive camp management and protection service to affected populations.	Response Clusters: IDP Protection, CCCM, LAO
20 Provide care to the responders.	Health, DRRMCs
21 Restore business operations and/or implement business continuity plans.	Response Clusters: Early Recovery, LAO
22 Conduct intensified price and supply monitoring and enforcement activities, including issuance of price freeze in areas declared under state of calamity	Response Clusters: Early Recovery, LAO
23 Ensure functioning and prompt resumption of educational services for children through: <ul style="list-style-type: none"> <li>• Installing Temporary Learning Spaces and/or Temporary WASH facilities to disaster/emergency-affected schools;</li> <li>• Providing learners kits, teachers kits, and hygiene kits to validated disaster/emergency affected schools;</li> <li>• Downloading clean-up funds and/or emergency school feeding funds to validated disaster/emergency affected schools;</li> <li>• Providing Psychological First Aid to disaster/emergency-affected learners and personnel; and</li> <li>• Deploying Alternative Delivery Modes to disaster/emergency-affected schools.</li> </ul>	Response Clusters: Education, Health, ETC, Logistics, FNI, Shelter
24 Deploy land, sea, and air assets, including specialized rescue teams and equipment, to search for and rescue people in distress and retrieve human remains	Response Clusters: SRR, LAO, Logistics
25 Obtain information for casualties and affected families	MDM, SRR



**Table 11.** Key Actions for Impact Phase of Earthquakes and Tsunamis

Key Actions	Responsible Stakeholders
26 Provide augmentation support on the provision of food and non-food items to the affected LGUs and support the needs of the affected communities	Response Clusters: FNI, CCCM, Health, Logistics
27 Manage international humanitarian assistance to and from the country from various stakeholders to provide timely, efficient, and effective delivery of assistance to affected communities	Response Clusters: PIHA
28 Provide security to the Response Clusters operating in the affected area and ensure law and order in the affected communities	Response Clusters: LAO
29 Assist in the proper identification and disposition of human remains in a sanitary and dignified manner	Response Clusters: MDM, SRR, LAO, Health
30 Assess the emergency shelter needs of affected communities and set targets for prioritization	Response Clusters: Shelter, CCCM, Early Recovery
31 Provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations	Response Clusters: Crisis Comm, OCD, EOC

*Adapted from NDRRMP 2020–2030, NDRRMC Harmonized Disaster and Early Recovery Standard Operating Procedures, outputs of NDRP Writeshop 2023*

## Procedures

1. When there is no information coming from and going through the affected areas within 6–12 hours after the earthquake and/or tsunami, the Rapid Deployment Team/Quick Response Team (RDT/QRT) will be deployed at the 12th hour through the directive of NDRRMC Chairperson/Executive Director/Vice-Chairperson for Response and Early Recovery.
2. When it is safe, the RDT/QRT will conduct an initial damage and needs assessment and/or Aerial Survey in coordination with the Logistics Cluster. The objective of the aerial survey is to determine the extent of the damages in the area. Assessment should also determine an initial number of resources needed to sustain 3–7 days of relief and rescue operations.
3. The RDT/QRT must determine the required and feasible number of strategic locations to install Emergency Operations Centers (EOC), if these were not yet established in the preparedness and response plans of affected Regions. The RDT/QRT must remember that the EOC and the Incident Command Post (ICP) should not be co-located (NDRRMC MC No.131 s.2018). The RDT/QRT should also propose and prepare a site plan based on the Contingency Plans of the LGUs for installing the following:
  - a. Information and Communication Facilities for Emergency Telecommunications Cluster (ETC);
  - b. Initial Response Operations Facilities for Food and Non-Food Items (FNI), Camp Coordination and Camp Management (CCCM), and Health Clusters;
  - c. Areas for the Supply and Storage Facilities for the Logistics Cluster;

- d. Emergency Power and Fuel Station; and
  - e. Areas for Co-Location of Local and International Humanitarian Assistance (IHA) Operation.
4. All RDTs/QRT will prepare and submit the Initial Aerial Survey Report to the Responsible Officer and/or NDRRMC for immediate mobilization and deployment of resources and manpower which will include the first wave of the Law and Order (LAO) Cluster contingent for peace and order among others. The other RDT/QRT members will supervise the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) simultaneously with the Rapid Aerial Survey capability.
  5. RDANA shall be conducted immediately after the onset of a disaster event categorized as medium and large-scale events. Corresponding triggers are: declaration of a state of calamity; official request from affected region/LGU; reports of devastation; and, as directed by the OCD or LCE/LDRRMO.
  6. Formation of RDANA Team shall commence with the identification of a leader coming from designated agencies/offices as identified in the NDRRMC Memorandum No.107 s.2021.
  7. The conduct of RDANA shall start with the deployment of RDANA teams at the LGU level before escalating to regional and national levels. As deemed necessary and through the directive of DRRMC Chairperson, RDANA may be jointly conducted by RDANA teams (national/regional/local).
  8. To minimize exposure of RDANA teams to harmful situations, ICT and other technological tools such as drones and satellite imagery may be maximized in lieu of physical deployment. Should reliable and credible disaster data be available, there is no need for the conduct of RDANA and deployment of RDANA teams. Should operations be considered unsafe for assessment, the RDANA Team Leader, in coordination with the EOC



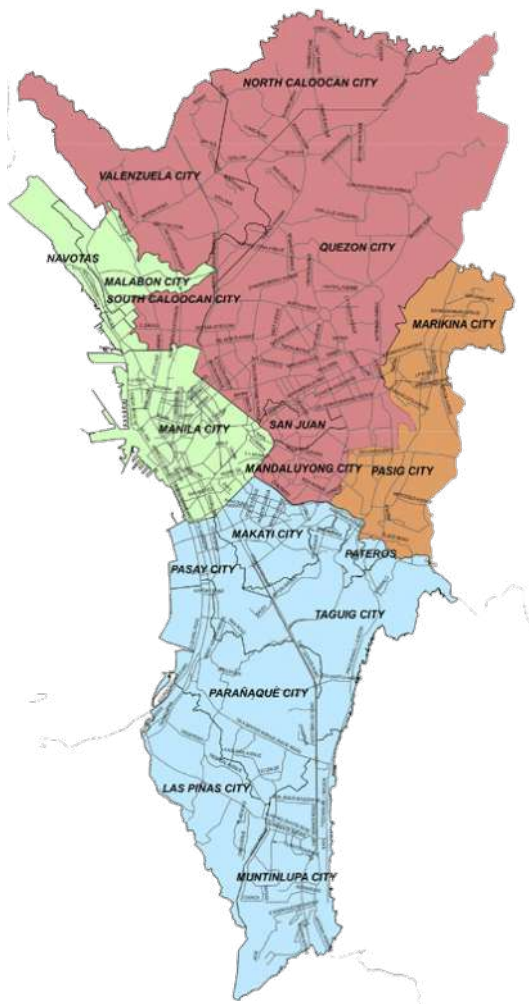
Manager or Incident Commander (IC), shall have the authority to suspend or terminate RDANA operations.

9. RDANA teams shall prepare and submit RDANA Report to higher authorities, copy furnished to LGUs concerned. Accomplished RDANA forms shall be reviewed by the Team Leader and submitted to the EOC for consolidation and analysis within 72 hours upon deployment. A final RDANA report shall be submitted and presented to the DRRMC through the EOC upon termination of the operations (maximum of five days).
10. All costs with the operationalization of RDANA shall be charged against the Quick Response Fund (QRF) and/or agency fund. .
11. The NDRRMC, upon receipt of the Rapid Aerial Survey Report from the RDT/QRT or RDANA Report from the RDANA team, must discuss and resolve the requirements from the ground with the different NDRRMC agencies using the Cluster Approach System (CAS) and Incident Command System (ICS).
12. Upon consultation, the NDRRMC through the Vice-Chairperson for Response and Early Recovery will give directions and instructions to all National Response Clusters and NIMTs based on the report within 24 hours.
13. The Response Clusters and IMTs are to activate augmentation teams to replace the RDT Teams on the ground after seven days of operations.
  - » For the actions and targets required from Response Clusters and IMTs, refer to supplementary volumes on cluster operations and IMT.
  - » For the interoperability of the Response Clusters , IMT, and EOC, refer to NDRRMC Memo No.43, s.2016
14. For resource augmentation, the Response Clusters will base the needs of the affected regions and LGUs on the result of the initial damage and needs assessment and/or the RDANA. This is in addition to the prepositioned FNIs and other resources of concerned agencies and LGUs.
15. The DOST-PHIVOLCS, OCD and other agencies shall provide continuous warnings and alerts/messages to guide the operations and the safety of the Response Clusters and IMTs.
16. Response Clusters are required to submit reports particularly: (i) Daily Essential Elements of Information (EEI), and, (ii) Response Cluster Situation Report. Likewise, Response Clusters shall present in scheduled meetings.
  - » Refer to NDRRMC Memorandum Circular No. 05, s. 2022 sec.4.5 for the Response Clusters reporting protocols.

## Response Plans for M7.2 Earthquake (generated by West Valley Fault Movement) in Metro Manila

For a M7.2 earthquake resulting from the West Valley Fault Movement, and affecting Greater Metro Manila Area, a Harmonized Contingency Plan was prepared and approved in 2018 through NDRRMC Memorandum No. 07, s.2018. The MMDA also prepared the Oplan Metro Yakal Plus, a response tool based on the 7.2 Magnitude movement of the West Valley Fault with Intensity VIII ground shaking.

In the event of such an earthquake, Metro Manila shall be divided into quadrants. For each quadrant, assisting regions are identified, together with the protocols and guidelines for the assisting RDRRMCs. These are detailed in the Harmonized National Contingency Plan.



Quadrants	Local Government Units
North	<ul style="list-style-type: none"> <li>Caloocan City</li> <li>Quezon City</li> <li>Valenzuela City</li> <li>San Juan City</li> <li>Mandaluyong City</li> </ul>
East	<ul style="list-style-type: none"> <li>Pasig City</li> <li>Marikina City</li> </ul>
West	<ul style="list-style-type: none"> <li>Manila City</li> <li>Malabon City</li> <li>Navotas City</li> </ul>
South	<ul style="list-style-type: none"> <li>Las Piñas City</li> <li>Makati City</li> <li>Muntinlupa City</li> <li>Parañaque City</li> <li>Taguig City</li> <li>Municipality of Pateros</li> <li>Pasay City</li> </ul>

Refer to these links to access the plans:

- Harmonized National Contingency Plan for 7.2 Magnitude Earthquake
- Oplan Metro Yakal Plus

## 3.2 Post-Impact Phase

In earthquake and tsunami settings, some response activities from the impact phase may start in the post-impact phase when it is determined safe to conduct response operations, as directed by the Chairperson of the NDRRMC, the Executive Director of the NDRRMC, and/or the Vice-Chairperson (Response) of the NDRRMC. Unlike in a hydrometeorological setting, the post-

impact phase of an earthquake and/or tsunami may still include life-saving activities depending on the event's effects.

Key actions for the post-impact phase and corresponding internal stakeholders are summarized in the succeeding table. These are followed by the procedures and supporting guidelines on how to operationalize these actions.

**Table 12.** Key Actions for Post-Impact Phase of Earthquakes and Tsunamis

Key Actions		Responsible Stakeholders
a	Lower Alert Status at the Operations Center	DRRMCs, OCD
b	Coordinate downscaling of operations	DRRMCs, OCD
c	Monitor early recovery situation at the regional and local levels	DRRMCs, OCD, Early Recovery Cluster
d	Provide early recovery services such as, but not limited to, temporary/alternative livelihood and/or income generating activities (e.g., cash for work, livelihood grants for micro and small enterprise, and emergency cash transfer).	Response Clusters: Early Recovery, Shelter DSWD
e	Coordinate deactivation of Response Clusters and return of teams to home units	DRRMCs, OCD

*Adapted from NDRRMP 2020–2030, NDRRMC Harmonized Disaster Response and Early Recovery Standard Operating Procedures, outputs of NDRP Writeshop 2023*

### Procedures

1. Ongoing resource augmentation and/or assumption of response shall be done by NDRRMC Response and Early Recovery Clusters.
2. Post-Disaster Needs Assessment (PDNA) shall be conducted upon declaration of transition to Post-Impact Phase by the Chairperson of the NDRRMC, the Executive Director of the NDRRMC, and/or the Vice-Chairperson (Response) of the NDRRMC.
3. NDRRMC through the OCD will organize PDNA Teams that will prepare necessary documents and available data to facilitate a speedy assessment in accordance with NDRRMC guidelines. Refer to the following links for additional information:
  - » OCD-CBTS Training Course Design for capacity-building courses and materials for PDNA
  - » Ready to Rebuild Manual for supplementary information on PDNA and Disaster Rehabilitation and Recovery Planning
4. The period for Early Recovery shall commence provided that ALL of these conditions are met:
  - a. Overall priority of emergency management has shifted from lifesaving to life sustaining;
  - b. Emergency situation has been stabilized and operations in affected areas are completely safe and permissible for the conduct of humanitarian assistance;
  - c. Present number of displaced populations has peaked and there is an observed and sustained downward trend; and
  - d. Uninterrupted disaster relief system is established to sustain provision of food and non-food items to affected families.





5. Technical agencies such as DOST-PHIVOLCS, DOST-PAGASA, DENR-MGB, DOH, and other expert agencies and organizations shall provide technical advice in determining whether the situation is safe for the commencement of Early Recovery operations.
  - » Refer to NDRRMC Memorandum No. 80, s.2022 (Disaster Early Recovery Guidelines and Creation of the Early Recovery Cluster)
6. The NDRRMC through the NDRRMC Chairperson/ Executive Director/Vice-Chairperson for Response and Early Recovery, upon recommendation of the Early Recovery Cluster Lead (OCD), shall issue the directive for:
  - a. Termination of early recovery period;
  - b. Deactivation and demobilization of Response Clusters and IMT;
  - c. Downscaling of alert level; and
  - d. Transition to disaster rehabilitation and recovery.
7. Each Response Cluster will conduct its respective post-response operation evaluation to document the lessons learned and best practices. These evaluation reports will be submitted to the NDRRMC for plan and policy improvement, and organizational development. The details of the evaluation will be determined by the respective Response Cluster Leads in collaboration with its Member Clusters.

## Summary of key actions per disaster phase of Earthquake and Tsunamis

Impact Phase	Post-Impact Phase
<ol style="list-style-type: none"> <li>1. Raise Red Alert Status at the Operations Center.</li> <li>2. Activate and manage the Emergency Operations Center (EOC).</li> <li>3. Issue warnings and advisories and ensure functionality of communications.</li> <li>4. Implement Emergency Preparedness and Response (EPR) protocols.</li> <li>5. Ensure readiness of response facilities, agencies, regional offices, and LGUs.</li> <li>6. Obtain information for casualties and affected families.</li> <li>7. Mobilize response teams and ensure safety of responders and affected families.</li> <li>8. Develop and release Disaster Situational Report.</li> <li>9. Conduct Rapid Damage Assessment and Needs Analysis (RDANA).</li> <li>10. Deliver relief, and essential health services to affected communities, and provide care to responders.</li> <li>11. Implement continuity plans.</li> <li>12. Coordinate resources mobilization through the Response Clusters and Incident Command System</li> </ol>	<ol style="list-style-type: none"> <li>1. Lower Alert Status at the Operations Center.</li> <li>2. Coordinate the conduct of Post-Disaster Needs Assessment (PDNA).</li> <li>3. Coordinate deactivation of Response Clusters and downscaling of operations</li> <li>4. Monitor early recovery situation at the regional and local levels.</li> <li>5. Coordinate the return of teams to home units.</li> </ol>

Refer to Annex A for the detailed cluster operational guidelines for earthquake and tsunami.

# CHAPTER 4

## DEACTIVATION



The Response Clusters and Incident Management Team (IMT) shall be deactivated based on the following conditions:

1. Directive of either the Chairperson, Vice-Chairperson for Response, or the Executive Director, National Disaster Risk Reduction and Management Council (NDRRMC);
2. Declaration/recommendation from Disaster Response and Early Recovery Pillar, through the Vice-Chair (DSWD) to transition to rehabilitation and recovery;
3. Affected Regional DRRMC's shift in efforts from response and early recovery to full rehabilitation and recovery; and
4. Quantifiable indicators such as:
  - a. steady decrease of evacuees inside evacuation centers;
  - b. in relation to the above, steady decrease of open evacuation centers;
  - c. decrease in the recorded response actions taken by the National Response Clusters; and
  - d. restoration of basic services in the areas affected (power and water source, restoration of communication, road network restoration).

## PART 4

# CONSEQUENCE MANAGEMENT OF TERRORISM- RELATED INCIDENTS

Part 4 focuses on providing response and early recovery interventions to affected populations in the context of emergency response. By serving as a guide for resource augmentation to support response operations, this part also supplements the National Crisis Management Core Manual and Practical Guide for National Crisis Managers.

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# CHAPTER 1

## CONTEXT & SCOPE

Aside from terrorism, human-induced crises also include threats to maritime borders, overseas Filipino workers, national security, public health, the economy, and energy supply. Terrorism-related incidents that are covered by this NDRP are acts intended to "intimidate the general public or a segment thereof, create an atmosphere or spread of a message of fear, to provoke or influence by intimidation the government or any international organization, or seriously destabilize or destroy the fundamental political, economic, or social structures of the country or create a public emergency or seriously undermine public safety".<sup>15</sup> Part IV focuses on providing response and early recovery interventions to affected populations in the context of emergency response. By serving as a guide for resource augmentation to support response operations, this volume also supplements the National Crisis Management Core Manual and Practical Guide for National Crisis Managers.

The National Crisis Management (NCM) Framework adopts the concepts of 5Ps (see Figure 20). Emergency response starts at the Perform Phase; everything before that is the domain of the National Crisis Management Committee (NCMC). The concept of the Perform Phase

includes determination of the appropriate level of response based on needs assessment and availability of resources.

Aside from the NDRPMC and the NCMC, a key strategic stakeholder for Terrorism-Related Incidents is the Anti-terrorism Council (ATC). The ATC assumes overall responsibility for the proper and effective implementation of the policies of the State against terrorism. The ATC shall formulate and adopt comprehensive, adequate, efficient, and effective plans, programs, and measures to prevent, counter, suppress, and/or eradicate terrorism in the country and to protect the public from such acts. The National Intelligence Coordinating Agency (NICA) serves as the secretariat of the ATC while the ATC Program Management Center (PMC) is the main coordinating and program management arm.<sup>16</sup> Another member of the ATC is the Office of the Presidential Adviser on Peace, Reconciliation, and Unity (OPAPRU) which focuses on conflict-sensitive and peace-building interventions on conflict-affected areas. The OPAPRU is a key partner in ensuring response and early recovery measures observe peace-building and does not result in further conflict.

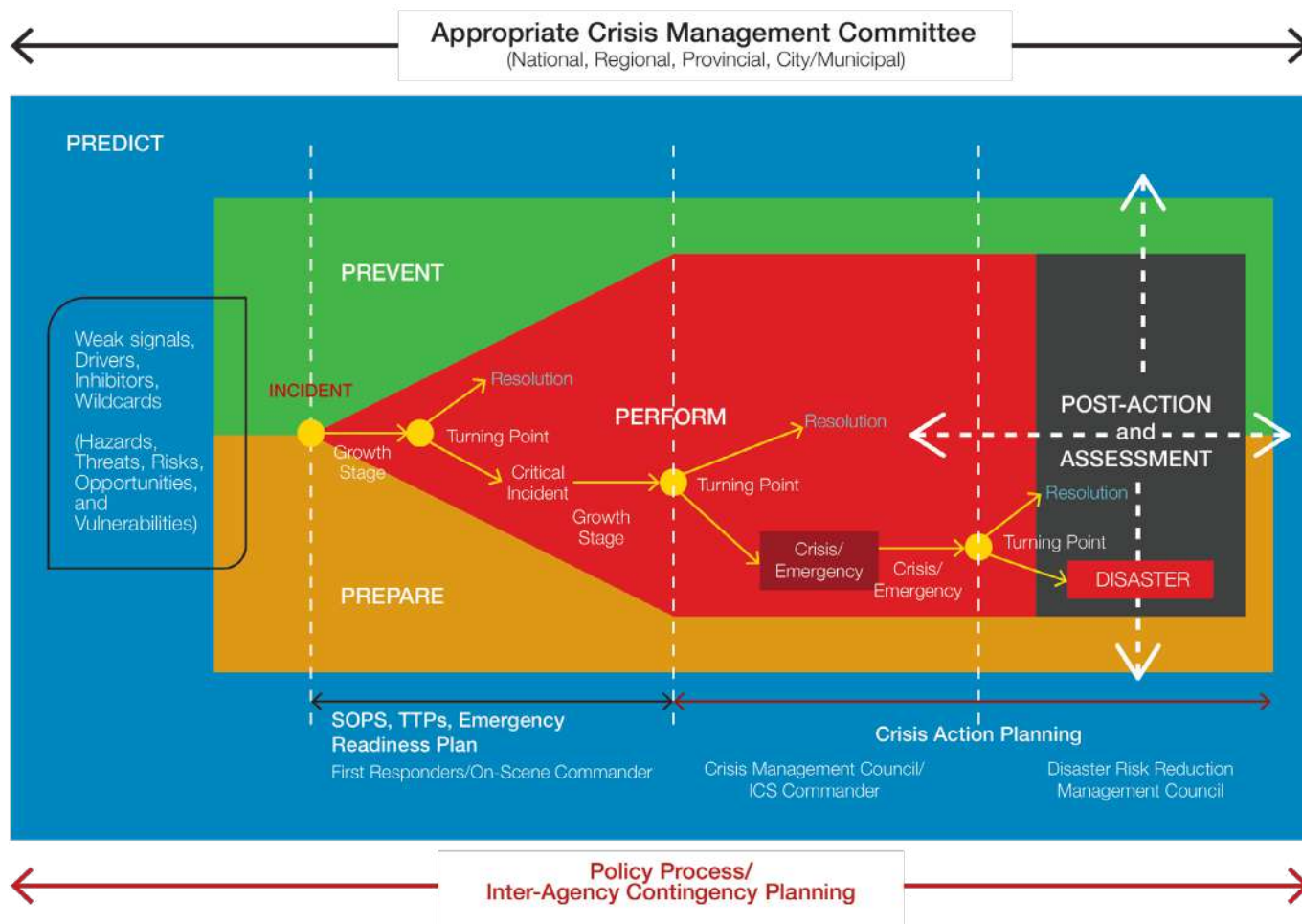
**For additional information about national security, crisis management, and terrorism refer to the files listed below.**

- [Implementing Rules and Regulations of the Anti-Terrorism Act of 2020](#) (Republic Act 11479), Rules 4.3 (Elements of the crime of terrorism) and 4.4 (Acts not considered terrorism).
- [United States Federal Emergency Management Agency \(US FEMA\) Material on Terrorism](#), Section 4.1 (General Information about Terrorism)
- [National Security Policy \(2023–2028\)](#)
- National Crisis Management Core Manual

<sup>15</sup> RA 11479, Anti-Terrorism Act of 2020, Section 4, Page 5

<sup>16</sup> Republic Act 11479 Implementing Rules and Regulations, Rule III.

**FIGURE 20.** National Crisis Management Framework



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



## Marawi Siege (May to October 2017)

The Marawi Siege was a significant terrorism-related incident. The five-month siege damaged Marawi City's infrastructure, including schools, hospitals, and homes, and left many without access to basic services. It created a humanitarian crisis affecting more than 119,000 families (540,000 persons) that were forced to seek shelter in evacuation centers or with relatives in neighboring towns. About 77,000 families (more than 350,000 persons) were displaced in Marawi City and neighboring municipalities. The Marawi Siege left 128 persons dead and 336 missing. This incident highlighted the need for a comprehensive approach to address the underlying causes of extremism and terrorism in the region.





# CHAPTER 2

# ACTIVATION



The National Disaster Risk Reduction and Management Council (NDRRMC) Chairperson/Executive Director/Vice-Chairperson for Response and Early Recovery or their representative directs the activation of the National Response Clusters and National Incident Management Team (IMT) through any of the following triggers:

1. When there is an advisory from the Anti-Terrorism Council (ATC) or the National Crisis Management Committee (NCMC) that a terrorism-related incident might cause a crisis or emergency with the potential to displace communities, based on the results of the assessments and deliberations of the member agencies of the ATC/NCMC;
2. When NDRRMC issues an Emergency Condition (Blue or Red Alert Status) and Response Level 2 (Cluster) or 3 (Inter-cluster); and
3. Reports/requests/advice from the ATC/NCMC and/or affected LGUs.

The alert level may or may not trigger the National Response Clusters and National IMT activation based on the NDRP. The alert must be prudently raised according to the level of readiness to take on an activity or response mission. There should be enough time for those concerned to prepare without burdening them with undue stress.

# CHAPTER 3

## OPERATING PROCEDURES

In a terrorism incident setting, there are three phases of action: pre-impact, impact, and post-impact.

Operational definition the three phases of action for terrorism setting:	
Pre-Impact Phase	A critical incident has escalated into a crisis or emergency with the potential to develop into a full-blown disaster. During this stage, the National Disaster Risk Reduction and Management Council (NDRRMC) and the response and early recovery pillar, through the NDRRM Operations Center, receive an advisory from the Anti-Terrorism Council (ATC) or the National Crisis Management Committee (NCMC), based on the results of the assessments and deliberations of the member agencies of the ATC/ NCMC. During this phase, the NDRRMC will monitor the situation and alert the response clusters for possible activation.
Impact Phase	There are incoming reports/requests from LGUs affected by terrorism-related incidents validated by the Anti-Terrorism Council (ATC) or the National Crisis Management Committee (NCMC).
Post-Impact Phase	The NDRRMC through the Vice-Chair for Response and Early Recovery (Department of Social Welfare and Development), upon the advice of the ATC/NCMC, declares the end/waning/ resolution of the crisis.

The processes per action phase include the important activities, responsible actors, and relevant guidelines. In a terrorism setting, consequence management starts at the Perform Phase where the Incident Command System (ICS) is activated by the National Crisis Management Committee (NCMC) together with the applicable contingency plan—or Crisis Action Plan in case there are no contingency plans developed. Operating procedures support the activities in the activated contingency plan, Crisis Action Plan, and of the ICS.

### 3.1 Interoperability with the NCMC

The NCMC shall be the governing body tasked to take decision-making actions to resolve crises or emergencies, including consequence management arising from human-induced incidents, such as, but not limited to terrorist acts. The Committee is also mandated to formulate crisis management policies, and integrate and implement government and public efforts towards the control of crises or incidents.

Further, the NCMC, whose members may be both elected and appointed public officials, shall be responsible for safeguarding society from the negative consequences of human-induced incidents. Its five critical tasks are sense-making, decision-making, meaning-making, terminating, and learning.

- Sense-making may be considered the classical assessment step in decision-making.
- Decision-making is both the act of coming to a decision and the implementation of that decision.
- Meaning-making refers to crisis management as a political communication.
- Terminating a crisis is only possible if the Committee, through its Chairperson, correctly handles the accountability question.



- Learning refers to the actual learning from a crisis. It is limited, but it should be noted that a crisis often presents an opportunity for reform for better or for worse.

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

- provide and mobilize available resources through an established inter-agency resource-sharing protocol;
- coordinate inter-agency crisis management efforts;
- ensure that operational demands during the crisis are met and all actions are coordinated and complementary; and
- establish accessible communication lines so that reliable and timely information is received and disseminated to appropriate levels.

Thus, and specifically during the Perform phase of the National Crisis Management Framework (NCMF), the CMC, upon the activation of the ICS, shall endeavor to harmonize any or all activities, with the end view of ensuring interoperability with the NDRRMC, through the NDRRMOC, in the performance of all relevant activities. This is consistent with the ICS framework and employing the Cluster approach.

Therefore, the Chairperson of the CMC shall undertake the action points listed below.

- Identify the appropriate contingency plan that will be implemented in anticipation of an emerging or current threat
- If the emerging or current threat was not addressed by the contingency plan, which resulted in an incident developing into a crisis, the Chairperson of the CMC will:
  - activate the CMC and initially conduct all source situation awareness on the incident;

- declare the level of crisis, depending on the situation and the prevailing procedures of the concerned agency/ department or unit;
- activate the ICS and call on the pre-designated Incident Commander (IC);
- issue decisions and guidance to the Incident Commander including the Rules of Engagement (for Media, international community, Crowd/ External Public, etc.);
- designate a Public Information Officer (PIO);
- coordinate with higher level authority or other local or international agencies for support, if necessary;
- allocate and dispatch resources to the IC;
- select, and, if possible, affix a signature on the selected Official Development Assistance (ODA);
- exercise general supervision over the actions of the IC;
- provide expert advice to the next higher CMC or to the President and the Executive Committee/NCMC;
- inform the Department of Foreign Affairs if the incident involves foreign nationals (whether as offender/s or as victim/s); and
- be prepared to receive guidance from higher authorities.

## 3.2 Pre-Impact Phase

The activities during the Pre-Impact Phase start with an advisory from NCMC and/ or Anti-Terrorism Council (ATC) that a terrorism-related incident might cause a crisis/emergency. Key actions for this disaster phase, and corresponding internal stakeholders are summarized in the succeeding table, followed by the procedures, and supporting guidelines on how to operationalize these actions.

**Table 13.** Key Actions for Pre-Impact Phase of Consequence Management of Terrorism-Related Incidents

Key Actions		Responsible Stakeholders
a	Conduct assessments for scanning and warning terrorism threats, ideally at all levels, for preparedness for response.	DRRMCs, NCMC, ATC
b	Implement anticipatory actions based on heightened risks, indicated by forecasts.	DRRMCs
c	Activate risk- and forecast-based financing to support early and anticipatory actions of LGUs and agencies.	DRRMCs, DSWD, DILG
d	Issue timely, accurate and reliable information, protocols, warnings, and public advisories, and ensure functionality of communications	OCD, Advisory Agencies (NCMC, ATC), and DICT
e	Activate information platforms from humanitarian actors.	OCD, Philippine International Humanitarian Assistance (PIHA)
f	Coordinate advance prepositioning to ensure readiness of response facilities, appropriate agencies, regional offices, and LGUs for the activation of evacuation plans, systems, and procedures.	Response and Early Recovery Pillar
g	Organize response teams.	Response and Early Recovery Pillar
h	Establish children-, women-, older persons, and persons with disability-friendly transitional shelters and referral system for orphaned, unaccompanied, and separated children.	DSWD, DHSUD
i	Conduct pre-emptive evacuation for communities, livestock, pets, and other livelihood assets forecasted to be affected to safer grounds based on risk assessment, and other information/ documents	LGUs, DILG

## Procedures

1. The NCMC, ATC, and relevant technical experts and agencies on terrorism and national security shall provide a recommendation to the OCD (for national/regional operations) or Local DRRM office (for local operations) if the situation necessitates convening the DRRMC.
2. The National/Regional DRRMC through the OCD shall convene the members of the Response and Early Recovery Pillar. At the local level, it shall be initiated by the Local DRRMCs through Local DRRM Offices. Any DRRMC may initiate the conduct of a pillar meeting to discuss the situation of the threat/crisis without the need to wait for a higher DRRMC to organize a meeting. The Chairperson of the DRRMC shall have the final discretion to call for a meeting.
3. The pillar meetings shall be attended by the members of the Response and Early Recovery. Other agencies and non-government stakeholders may be invited, as necessary, with the approval of the Chairperson. Expenses for the conduct of meetings and related activities in the context of pre-impact/pre-emergency shall be charged against the Quick Response Fund (QRF).
4. At the local level, the results of assessments for scanning and warning terrorism threats must be immediately reported by the Chairperson of the DRRMC or CMC to the next higher DRRMC level to anticipate potential situation escalation.
5. As directed by the Responsible Official, the Emergency Operations Center (EOC) will be activated.
  - » Refer to NDRRMC MC No. 131 s.2018 for Guidelines on Establishment and Management of EOC
  - » Refer to NDRRMC Memorandum Circular No. 05, s. 2022 for guidelines on the Virtual EOC in case physical reporting is unsafe for personnel.
6. The Chairperson/Executive Director of the DRRMC or the Chairperson of the CMC or their representative should designate officials in the areas to be affected pursuant to the ATC Strategic Communication Plan and NDRRMC Communication Plan. The designated official shall be the focal contact person should a terrorist strike happen and shall provide necessary information to guide activities for the Impact Phase.

## 3.3 Impact Phase

The activities in the Impact Phase start with an advisory from the NCMC/ATC about the occurrence of terrorism-related incidents causing harm and/or displacement of communities. It is expected that requests from affected regions will commence and will be received by the EOC. Though augmentation of resources happens in the Impact Phase, best practices require that even before disaster strikes, clusters should preposition resources.

Key actions for this disaster phase, and corresponding internal stakeholders are summarized in the succeeding table, followed by the procedures, and supporting guidelines on how to operationalize these actions.

**Table 14.** Key Actions for Impact Phase of Consequence Management of Terrorism-Related Incidents

Key Actions		Responsible Stakeholders
1.	Raise Blue or Red Alert Status at the Operations Center	DRRMCs, OCD
2.	Activate Incident Management Team/s (IMT) and Operation Center/sat the National or Local levels, as necessary, and mobilize multi-stakeholder, public and private sector partnership and community-based humanitarian response and logistics.	DRRMCs, DSWD
3.	Activate an evacuation system and/or set of procedures and conduct safe and immediate evacuation of affected communities to safer grounds and implement heightened safety and security measures.	DRRMCs, DSWD, Response and Early Recovery Pillar
4.	Obtain information for casualties and affected families.	DRRMCs, Emergency Operations Center (EOC), OCD, MDM, SRR
5.	Monitor response facilities and capacities such as evacuation centers and hospitals, among others.	DRRMCs, EOC, OCD
6.	Monitor transportation, water, power, and communication.	DRRMCs, OCD
7.	Develop and release Disaster Situational Report.	DRRMCs, OCD
8.	Coordinate the conduct of Rapid Damage Assessment and Needs Analysis (RDANA).	DRRMCs, OCD
9.	Activate assessment teams at all levels, as needed.	DRRMCs, OCD
10.	Conduct immediate needs assessment in close coordination with key stakeholders, civil society organizations, private sector and the Humanitarian Country Team to determine the immediate relief and response requirements.	DRRMCs, OCD
11.	Consolidate and generate RDANA reports to facilitate the declaration of State of Calamity and access of quick response funds.	DRRMCs, OCD, DSWD
12.	Coordinate resource mobilization through the Response Clusters and Incident Command System (ICS).	EOC, OCD, Logistics Cluster
13.	Clear road access and repair damaged bridges to facilitate response operations.	Response Clusters: Logistics, DCCW, Law and Order (LAO)

**Table 14.** Key Actions for Impact Phase of Consequence Management of Terrorism-Related Incidents

Key Actions	Responsible Stakeholders
14. Restore energy, telecommunication, water (potable and domestic), and other lifeline service.	Response Clusters: DCCW, Emergency Telecommunications Cluster (ETC), Health, LAO, Logistics
15. Repair other vital infrastructure as necessary for relief and early recovery such as but not limited to schools, hospitals, etc.	Response Clusters: ETC, LAO, Education, Health, Logistics, Camp Coordination and Camp Management (CCCM), Shelter
16. Deliver essential medical and public health services (i.e., WASH, nutrition, MHPSS, MISP-SRH).	Response Clusters: Health, CCCM, Food and Non-Food Items (FNI), Logistics
17. Provide and monitor delivery of gender-responsive, culture-, and conflict-sensitive camp management and protection services to affected populations.	Response Clusters: IDP Protection, CCCM, LAO
18. Provide care to the responders.	Response Clusters: Health, DRRMCs
19. Restore business operations and/or implement business continuity plans.	Response Clusters: Early Recovery, LAO
20. Conduct intensified price and supply monitoring and enforcement activities, including issuance of price freeze in areas declared under state of calamity.	Response Clusters: Early Recovery, LAO
21. Ensure functioning and prompt resumption of educational services for children through: <ul style="list-style-type: none"> <li>Installing Temporary Learning Spaces and/or Temporary WASH facilities to disaster/emergency-affected schools;</li> <li>Providing learners kits, teachers kits, and hygiene kits to validated disaster/emergency affected schools;</li> <li>Downloading clean-up funds and/or emergency school feeding funds to validated disaster/emergency affected schools;</li> <li>Providing Psychological First Aid to disaster/emergency-affected learners and personnel; and</li> <li>Deploying Alternative Delivery Modes to disaster/emergency-affected schools.</li> </ul>	Response Clusters: Education, Health, ETC, Logistics, FNI, Shelter
22. Deploy land, sea, and air assets, including specialized rescue teams and equipment, to search for and rescue people in distress and retrieve human remains	Response Clusters: SRR, LAO, Logistics



**Table 14.** Key Actions for Impact Phase of Consequence Management of Terrorism-Related Incidents

Key Actions	Responsible Stakeholders
23. Provide augmentation support on the provision of food and non-food items to the affected LGUs and support the needs of the affected communities	Response Clusters: FNI, CCCM, Health, Logistics
24. Manage international humanitarian assistance to and from the country from various stakeholders to provide timely, efficient, and effective delivery of assistance to affected communities	Response Clusters: PIHA
25. Provide security to the Response Clusters operating in the affected area and ensure law and order in the affected communities	Response Clusters: LAO
26. Assist in the proper identification and disposition of human remains in a sanitary and dignified manner	Response Clusters: MDM, SRR, LAO, Health
27. Assess the emergency shelter needs of affected communities and set targets for prioritization	Response Clusters: Shelter, CCCM, Early Recovery
28. Provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations	Response Clusters: Crisis Comm, OCD, EOC

## Procedures

1. When no information comes from and goes through the affected areas within 6–12 hours after the terrorist attack/terrorism-related incident, prepositioned Rapid Deployment Team/Quick Response Team (RDT/QRT) will be deployed at the 12th hour upon the directive of NDRRMC Chairperson/Executive Director/Vice-Chairperson for Response and Early Recovery.
2. When the situation is safe, as recommended by the NCMC/AFP/ATC, the RDT/QRT will conduct an initial Rapid Damage Assessment and Needs Analysis (RDANA) and/or Aerial Survey in coordination with the Logistics Cluster. The aerial survey aims to determine the extent of the damage in the area. Assessment should also determine an initial number of resources needed to sustain 3–7 days of operations for relief and rescue operations.
3. The RDT/QRT must determine the required and feasible number of strategic locations to install EOC, if these were not yet established at the Pre-Impact Phase. The RDT/

QRT must remember that the EOC and the Incident Command Post (ICP) should not be co-located (NDRRMC MC No.131 s.2018). In the event that armed conflict is still ongoing, the distance of the EOC and ICP should be safely located away from the conflict area to ensure that operations of the armed/security forces will not be hampered. The RDT/QRT should also propose and prepare a site plan based on the Contingency Plans of the LGUs for the installation of the following:

- Information and Communication Facilities for Emergency Telecommunications Cluster (ETC);
- Initial Response Operations Facilities for Food and Non-food Items (FNI), Camp Coordination and Camp Management (CCCM), and Health Clusters;
- Areas for the Supply and Storage Facilities for the Logistics Cluster;
- Emergency Power and Fuel Station; and
- Areas for Co-Location of Local and International Humanitarian Assistance (IHA) Operation.



4. All RDTs/QRT will prepare and submit the Initial Aerial Survey Report to the Responsible Officer and/or NDRRMC for immediate mobilization and deployment of resources and manpower which will include the first wave of the Law-and-Order (LAO) Cluster contingent for peace and order among others. The other RDT members will supervise the conduct of RDANA simultaneously with the Rapid Aerial Survey capability.
5. RDANA shall be conducted immediately after the onset of a disaster event categorized as medium and large-scale events. Conduct of RDANA has corresponding triggers: declaration of a state of calamity; official request from affected region/LGU; results of PDRA; reports of devastation; and, as directed by the OCD or LCE/ LDRRMO.
6. Formation of RDANA Team shall commence with the identification of leader coming from designated agencies/ offices as identified in the NDRRMC Memorandum No.107 s.2021.
7. The conduct of RDANA shall start with the deployment of RDANA teams at the LGU level before escalating to regional and national levels. As deemed necessary and through the directive of DRRMC Chairperson, RDANA assessment may be jointly conducted by RDANA teams (national/regional/local).
8. To minimize exposure of RDANA teams to harmful situations, ICT and other technological tools such as drones and satellite imagery may be maximized in lieu of physical deployment. Should reliable and credible disaster data be available, there is no need for the conduct of RDANA and deployment of RDANA teams. Should operations be considered unsafe for assessment, the RDANA Team Leader, in coordination with the EOC Manager or Incident Commander, shall have the authority to suspend or terminate RDANA operations.
9. RDANA teams shall prepare and submit the RDANA Report to higher authorities, copy furnished to LGUs concerned. Accomplished RDANA forms shall be reviewed by the Team Leader and submitted to the EOC

for consolidation and analysis within 72 hours upon deployment. A final RDANA report shall be submitted and presented to the DRRMC through the EOC upon termination of operations (maximum of five days).

10. All costs with the operationalization of RDANA shall be charged against the Quick Response Fund (QRF) and/or agency fund.
11. The NDRRMC, upon receipt of the Rapid Aerial Survey Report from the RDT/QRT or RDANA Report from the RDANA team, must discuss and resolve the requirements from the ground with the different NDRRMC agencies using the Cluster Approach System (CAS) and ICS.
12. Within 24 hours after consultation, the NDRRMC through the Vice-Chairperson for Response and Early Recovery will give directions and instructions to all National Response Clusters and National IMTs based on the report.
13. The Response Clusters and IMTs are to activate augmentation teams to replace the RDT/QRT Teams on the ground after seven days of operations.
  - » For the actions and targets required from Response Clusters and IMTs, refer to supplementary volumes on cluster operations and IMT.
  - » For the interoperability of the Response Clusters, IMT, and EOC, refer to NDRRMC Memorandum No.43, s.2016
14. For resource augmentation, the Response Clusters will base the needs of the affected regions and LGUs on the situation reports or RDANA reports. This is in addition to the prepositioned FNI and other resources of the concerned agencies and LGUs.
15. Continuous provision of warnings and alerts/messages from the ATC, NCMC, OCD, and other agencies shall be given to guide the operations and the safety of the Response Clusters and IMTs.
16. Response Clusters are required to submit reports particularly: (i) Daily Essential Elements of Information (EEI); and, (ii) Response Cluster Situation Report. Likewise, Response Clusters shall present during scheduled meetings.
  - » Refer to NDRRMC Memorandum Circular No. 05, s. 2022 sec.4.5 for the Response Cluster reporting protocols.

### 3.4 Post-Impact Phase

This phase will involve the initiation of the Post-Disaster Needs Assessments (PDNA) with a focus on peacebuilding and the restoration of conflict-affected areas. In this context, the PDNA is also referred to as the Post-Conflict Needs Assessment (PCNA). At this time, life-threatening events due to terrorism incidents have waned, and activities have shifted from life-saving to return to normalcy. Early recovery takes place during the post-impact phase. Despite this, it is crucial that Early Recovery Planning shall already commence even during the impact phase. Key actions for this disaster phase and corresponding internal stakeholders are summarized in the succeeding table, followed by the procedures, and supporting guidelines on operationalizing these actions.

**Table 15.** Key Actions for Post-Impact Phase of Consequence Management of Terrorism-Related Incidents

Key Actions		Responsible Stakeholders
a	Lower Alert Status at the Operations Center	DRRMCs, OCD
b	Coordinate downscaling of operations	DRRMCs, OCD
c	Monitor early recovery situation at the regional and local levels	DRRMCs, OCD, Early Recovery Cluster
d	Provide early recovery services such as, but not limited to, temporary/alternative livelihood and/or income-generating activities (e.g., cash for work, livelihood grants for micro and small enterprises, and emergency cash transfer).	Response Clusters: Early Recovery, Shelter  DSWD
e	Coordination for deactivation of Response Clusters and return of teams to home units	DRRMCs, OCD



## Procedures

1. The Post-Conflict Needs Assessment (PCNA) is to be conducted, subject to situation analysis, upon declaration of transition to Post-Impact Phase by the Chairperson of the NDRRMC, the Executive Director of the NDRRMC, and/or the Vice-Chairperson (Response) of the NDRRMC.
2. The NDRRMC through the OCD will organize PDNA Teams that will prepare all documents and available data to facilitate a speedy assessment in accordance with NDRRMC guidelines. Refer to the following links for additional information:
  - » OCD-CDTI Training Course Design for capacity-building courses and materials for PDNA
  - » Ready to Rebuild Manual for supplementary information on PDNA and Disaster Rehabilitation and Recovery Planning
3. The period for Early Recovery shall commence provided that ALL of the conditions listed below are met.
  - Overall priority of emergency management has shifted from life-saving to life sustaining.
  - Emergency situation has been stabilized and operations in affected areas are completely safe and allow for the conduct of humanitarian assistance.
  - Present number of displaced populations has peaked and there is an observed and sustained downward trend.
  - Uninterrupted disaster relief system is established to sustain provision of food and non-food items to affected families.
4. The NCMC, AFP, ATC, technical agencies such as DOST-PHIVOLCS, DOST-PAGASA, DENR-MGB, DOH, and other expert agencies and organizations shall provide technical advice to determine whether it is safe to commence Early Recovery operations.
  - » Refer to NDRRMC Memorandum No. 80, s.2022 (Disaster Early Recovery Guidelines and Creation of the Early Recovery Cluster)
5. The NDRRMC through the NDRRMC Chairperson/ Executive Director/Vice-Chairperson for Response and Early Recovery, upon recommendation of the Early Recovery Cluster Lead (OCD) shall issue directive for:



- termination of early recovery period;
- deactivation and demobilization of Response Clusters and IMT;
- downscaling of alert level; and
- transition to disaster rehabilitation and recovery.

### Summary of key actions per disaster phase for Consequence Management of Terrorism-Related Incidents

Pre-Impact Phase	Impact Phase	Post-Impact Phase
<ol style="list-style-type: none"> <li>1. Conduct assessments for scanning and warning terrorism threats.</li> <li>2. Based on the advisory to the N/DRRMC from warning agencies (ATC/ NCMC) based on the results of assessments for scanning and warning terrorism threats, activate the Emergency Operations Center (EOC).</li> <li>3. Implement anticipatory actions.</li> <li>4. Issue warnings and advisories and ensure functionality of communications.</li> <li>5. Ensure readiness of response facilities, agencies, regional offices, and LGUs.</li> <li>6. Coordinate advanced prepositioning.</li> <li>7. Organize response teams.</li> </ol>	<ol style="list-style-type: none"> <li>1. Raise Blue or Red Alert Status at the Operations Center.</li> <li>2. Monitor response facilities and capacities, transportation, water, power, and communications.</li> <li>3. Develop and release a Disaster Situational Report.</li> <li>4. Conduct a Rapid Damage Assessment and Needs Analysis (RDANA)</li> <li>5. Ensure functioning vital infrastructure and lifeline services (e.g., roads and bridges, water, power, and telecommunications).</li> <li>6. Deliver relief, essential health services to affected communities, and provide care to responders.</li> <li>7. Ensure safety of responders and affected families.</li> <li>8. Implement continuity plans and ensure functioning basic services such as education.</li> <li>9. Coordinate resource mobilization through the Response Clusters and using the Incident Command System (ICS).</li> </ol>	<ol style="list-style-type: none"> <li>1. Lower Alert Status at the Operations Center.</li> <li>2. Coordinate the conduct of Post Disaster Needs Assessment (PDNA).</li> <li>3. Coordinate deactivating Response Clusters and downscaling operations.</li> <li>4. Monitor early recovery situation at the regional and local levels.</li> <li>5. Coordinate the return of teams to home units.</li> </ol>

*Refer to Annex A for the detailed cluster operational guidelines for consequence management of terrorism-related incidents.*



# CHAPTER 4

## DEACTIVATION

The Response Clusters and Incident Management Team (IMT) shall be deactivated based on any of the following conditions:

1. Directive of the National Disaster Risk Reduction and Management Council (NDRRMC) Chairperson or Vice-Chairperson for Response or the Executive Director, NDRRMC;
2. Declaration/ recommendation from Disaster Response and Early Recovery Pillar, through the Vice-Chair (DSWD) to transition to rehabilitation and recovery;
3. Recommendation of the NCMC, AFP, ATC to the NDRRMC that displaced families/households can safely go back to their communities;
4. Affected Regional DRRMC's shift in efforts from response and early recovery to full rehabilitation and recovery; and
5. Quantifiable indicators such as:
  - a. steady decrease of evacuees inside evacuation centers,
  - b. related to the above, steady decrease of open evacuation centers,
  - c. decrease in the recorded response actions taken by the National Response Clusters, and
  - d. restoration of basic services in the areas affected (power and water sources, restoration of communication, road network restoration).







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# NDRRMC RESPONSE CLUSTER OPERATIONAL GUIDELINES

122-352

# Search, Rescue and Retrieval Cluster

## OPERATIONAL GUIDELINES

### A. Rationale

Preventing loss of lives and minimizing casualties are the main concerns of all government agencies involved in disaster management. Conducting efficient SRR operations during disasters relies on the timely and organized deployment of SRR Teams.

The SRR Cluster was organized to have a dedicated Cluster that will deal directly with the needs and operational requirements of SRR teams, in coordination with other Response Clusters and affected Local Government Unit/s (LGU/s). The national organization will coordinate and deploy all available SRR teams from the government, civil society, private sector, and the international community.

SRR operations involve the deployment of land, sea, and air assets, including specialized rescue teams and equipment, to search for and rescue people in distress and retrieve human remains. It also consists of coordination with local authorities; reconnaissance; actual search and rescue, to include the provision of initial medical assistance or medical evacuation; and retrieval of human remains through the utilization of public and private resources.

### B. Scope and Limitation

Specifically designed for national-level responses to disasters caused by hydrometeorological events, earthquakes, tsunamis, and terrorism-related incidents, these guidelines outline the roles and responsibilities of the SRR Cluster Lead and member agencies throughout each phase of disaster response (pre-impact, impact, and post-impact).

These guidelines do not include the internal procedures or actions of each member agency.

These guidelines also do not cover the acceptance and management of foreign SRR teams conducting operations within the country. Procedures for management of foreign military and assets shall follow the standards set by the AFP Multinational Coordinating Centre (MNCC) and the Civil-Military Coordinating Centre (CMCC).

Further, the deployment of Philippine SRR teams to assist other countries affected by disasters is not included in this document. Guidelines for international deployment is set by the Philippine International Humanitarian Cluster (PIHAC)

### C. Legal Basis

1. Republic Act No. 10121, otherwise known as "The Philippine Disaster Risk Reduction and Management Act of 2021";
2. Executive Order (EO) No. 24 series of 2023 entitled, "Constituting the Disaster Response and Crisis Management Task Force";
3. EO No. 82, s. 20212 entitled "Operationalizing the Practical Guide for Crisis Managers and the National Crisis Management Core Manual";
4. National Disaster Response Plan (NDRP) 2014; and
5. NDRP for "Hydro-Meteorological Hazards Version 2, Earthquake and Tsunami and Consequence Management for Terrorism-Related Incidents".

### D. Cluster Objectives

The SRR Cluster aims to provide support for effective, timely, organized and systematic search, rescue, and retrieval operations in affected areas for all emergencies in order to minimize further loss of lives and casualties. This includes the hand-over of casualties to the Health Cluster for proper treatment and management, as well as to the Management of Dead and Missing (MDM) for accounting and management of deceased individuals and missing persons. The SRR Cluster is the national organization that will coordinate and deploy all available Search and Rescue teams from the government, civil society, private sector, and the international community.

## E. Composition

Lead	Armed Forces of the Philippines (AFP)
Member Agencies	<ul style="list-style-type: none"><li>• Philippine National Police (PNP)</li><li>• Bureau of Fire Protection (BFP)</li><li>• Philippine Coast Guard (PCG)</li><li>• Department of Health-Health Emergency Management Bureau (DOH-HEMB)</li><li>• Department of the Interior and Local Government (DILG)</li><li>• Metropolitan Manila Development Authority (MMDA)</li><li>• Department of Science and Technology – Philippine Nuclear Research Institute (DOST- PNRI)</li><li>• Office of Civil Defense (OCD)</li><li>• Philippine Red Cross (PRC)</li><li>• NGO, civil society organization (CSO), Volunteer Groups and Other Agencies recognized by the NDRRMC</li></ul>

## A. Command and Control

1. Command Relationship – All DRRM actors and key players will refer and base their actions on prescriptions in IRR of RA. 1012, Rule 3, Section 2. Composition.
2. Command Center – National Disaster Risk Reduction and Management Operations Center.
  - a. Succession of Command
    - i. Chairperson, NDRRMC (S, DND);
    - ii. Vice-Chairperson for Disaster Response (S, DSWD)
    - iii. SRR Cluster Lead (AFP)
    - iv. SRR Cluster Members (PNP, BFP, PCG, DILG, MMDA, DOH-HEMB, OCD)

## B. Roles and Function

The SRR Cluster will assist response operations by performing their prescribed roles and functions based on specific hazards and according to the various phases of the disaster.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
AFP	Pre-Impact	<ul style="list-style-type: none"> <li>a. Lead the coordination among the SRR Cluster member agencies.</li> <li>b. Conduct Crisis Action planning.</li> <li>c. Alert SRR teams for possible deployment.</li> <li>d. Coordinate with the OCD for the possible deployment of all available SRR teams of all national agencies.</li> <li>e. Monitor and assess the situation.</li> </ul>		<ul style="list-style-type: none"> <li>a. Establish coordination with other concerned agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent, and enhance preparedness for terrorism-related or human-induced disasters.</li> <li>b. Test and validate contingency plans for terrorism-related disasters through scenario-based table-top exercises.</li> <li>c. Conduct inventory of resources and other capabilities.</li> <li>d. Conduct inter-agency target hardening operations and other terrorism prevention measures.</li> <li>e. Institutionalize interoperability with other agencies through scenario-driven or scenario-based drills/exercises.</li> <li>f. Alert SRR units and other security forces upon receipt of NDRRMC Warning Order (WARNO) or alert warnings.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Convene the SRR Cluster.</li> <li>b. Provide the SRR teams for deployment.</li> <li>c. Provide aerial assessment in support of NDRRMC's Rapid Damage Assessment and Needs Analysis (RDANA) to determine the operational status of air and seaports and the accessibility of main supply routes.</li> </ul>	<ul style="list-style-type: none"> <li>a. Lead the coordination among the SRR Cluster member agencies.</li> <li>b. Conduct Crisis Action planning.</li> <li>c. Alert SRR teams for possible deployment.</li> <li>d. Coordinate with the OCD for the possible deployment of all available SRR teams of all national agencies.</li> <li>e. Monitor and assess the situation.</li> <li>f. Convene the SRR Cluster.</li> </ul>	<ul style="list-style-type: none"> <li>a. Conduct SRR operations.</li> <li>b. Establish an Emergency Operation Center for Command and Control.</li> <li>c. Assist the SRR units of the BFP in the decontamination of responders and victims.</li> <li>d. Conduct Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) response operations in support of the BFP, Philippine National Police (PNP), DOH, PNRI-DOST, and DENR.</li> </ul>



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
AFP	Impact	<ul style="list-style-type: none"> <li>d. Coordinate SRR operations in support of the NDRRMC Humanitarian Assistance and Disaster Response (HADR) operations.</li> <li>e. Conduct SRR operations.</li> </ul>	<ul style="list-style-type: none"> <li>g. Provide the SRR teams for deployment.</li> <li>h. Provide aerial assessment in support of NDRRMC's RDANA to determine the operational status of air and seaports and the accessibility of main supply routes.</li> <li>i. Coordinate SRR operations in support of the NDRRMC HADR operations.</li> <li>j. Conduct SRR operations.</li> </ul>	<ul style="list-style-type: none"> <li>e. Deploy security forces to support the SRR operations.</li> <li>f. Turn over the rescued victims and the recovered remains/bodies to concerned or proper authorities.</li> <li>g. Turn over the SRR responsibility to proper authorities and support the affected LGUs in early recovery and rehabilitation.</li> </ul>
	Post-Impact	<ul style="list-style-type: none"> <li>a. Collects status reports and requests of the deployed SRR teams on the ground.</li> <li>b. Submits status, requests, and proposed actions to the NDRRMC to integrate all activities at the NDRRMC Operations Center.</li> <li>c. Coordinate with other response clusters for their SRR requirements.</li> <li>d. Coordinate the handover responsibility to LGU.</li> <li>e. Consolidate reports and lessons learned on SRR operations.</li> <li>f. Prepare and submit a report of all SRR operations to the NDRRMC.</li> <li>g. Support other tasks as requested by the Chairperson, NDRRMC/Vice-Chairperson for Disaster Response.</li> </ul>		<ul style="list-style-type: none"> <li>a. Hand-over cleared area in coordination with EMB, DENR; PNRI, DOST (radio-nuclear);</li> <li>b. Consolidate and reorganize forces/units;</li> <li>c. Demobilize forces/units; and</li> <li>d. Conduct inter-agency after SRR and security operations review.</li> </ul>
PNP	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible deployment for SRR operations.</li> <li>b. Submit to the Cluster Lead a list of available government SRR teams for immediate possible deployment.</li> </ul>		<ul style="list-style-type: none"> <li>a. Establish coordination with other agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent, and prepare for terrorism-related disasters.</li> <li>b. Test and validate contingency plans for terrorism-related disasters through scenario-based tabletop exercises.</li> <li>c. Conduct inventory of resources.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PNP	Pre-Impact			<ul style="list-style-type: none"> <li>d. Conduct inter-agency target hardening operations and other terrorism prevention measures.</li> <li>e. Institutionalize interoperability with other agencies through scenario-driven or scenario-based drills/exercises.</li> <li>f. Alert SRR units upon receipt of NDRRMC Warning Order (WARNO) or alert status (transition phase).</li> <li>g. In coordination with BFP, AFP, PNRI-DOST, and DOH, conduct detection operations using pooled resources.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Provide SRR teams available for deployment to the affected areas in coordination with the National SRR cluster lead.</li> </ul>	<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible deployment for SRR operations.</li> <li>b. Submit to the Cluster Lead a list of available government SRR teams for immediate possible deployment.</li> <li>c. Provide SRR teams available for deployment to the affected areas in coordination with the National SRR cluster lead.</li> </ul>	<ul style="list-style-type: none"> <li>a. Deploy Units for SRR operations.</li> <li>b. Conduct CBRNE response operations in coordination and support of other agencies (BFP, PNRI-DOST, DOH, AFP, and DENR).</li> <li>c. Support DOH Operations on Contact Tracing of victims.</li> <li>d. Provide emergency medical services.</li> </ul>
PNP	Impact			<ul style="list-style-type: none"> <li>e. Conduct decontamination of responders and victims.</li> <li>f. Turn over rescued victims and recovered remains/bodies (transition phase).</li> </ul>
	Post-Impact	<ul style="list-style-type: none"> <li>a. Support other tasks requested by the Chairperson, NDRRMC/Vice-Chairperson for Disaster Response.</li> </ul>		<ul style="list-style-type: none"> <li>a. Hand over cleared area in coordination with EMB-DENR and PNRI-DOST.</li> <li>b. Consolidate and reorganize forces/units.</li> <li>c. Demobilize forces/units.</li> <li>d. Conduct inter-agency post-SRR operations review.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
BFP	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible deployment for SRR operations.</li> <li>b. Submit to the SRR Cluster Lead a list of available government SRR teams for immediate possible deployment.</li> </ul>	<ul style="list-style-type: none"> <li>a. Preposition teams for possible consequence.</li> <li>b. Collaborate with LGUs for pre-disaster assessment and community evacuation.</li> <li>c. Prepare other teams for deployment.</li> </ul>	<ul style="list-style-type: none"> <li>a. Establish coordination with other agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent, and prepare for terrorism-related disasters.</li> <li>b. Test and validate contingency plan for terrorism-related disasters through scenario-based tabletop exercise.</li> <li>c. Conduct inventory of resources.</li> <li>d. Institutionalize interoperability with other agencies through scenario-driven or scenario-based drills/exercises.</li> <li>e. Alert SRR units upon receipt of NDRRMC WARNO or alert status (transition phase).</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Provide Special Rescue Unit (SRU) for deployment in the affected areas in coordination with the National SRR Cluster Lead.</li> </ul>	<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible deployment for SRR operations.</li> <li>b. Submit to the SRR cluster lead a list of available government SRR teams for immediate possible deployment.</li> <li>c. Provide Specialist teams for SRR (Technical, SAR, K9, EMS) for deployment in the affected areas in coordination with the National SRR cluster lead.</li> <li>d. Alert standby teams for further augmentation.</li> </ul>	<ul style="list-style-type: none"> <li>a. Deploy Units for SRR operations.</li> <li>b. Conduct Hazardous Material (HAZMAT)/CBRN response operations with the support of the PNP, AFP, DOH, PNRI-DOST, and DENR.</li> <li>c. Conduct fire-fighting operations.</li> <li>d. Provide emergency medical services.</li> <li>e. Conduct decontamination of responders and victims.</li> <li>f. Turn over rescued victims and recovered remains/bodies to proper authorities (transition phase).</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
BFP	Post-Impact	<ul style="list-style-type: none"> <li>a. Assist in the SRR operations.</li> <li>b. Provide Technical SAR assistance.</li> <li>c. Assist in Search and Retrieval Activities.</li> <li>d. Provide First Aid to rescued individuals.</li> <li>e. Conduct Firefighting Operations/ HazMat/CBRN Response operations, if necessary.</li> <li>f. Support other tasks as requested by the Chairperson, NDRRMC/Vice-Chairperson for Disaster Response.</li> </ul>		<ul style="list-style-type: none"> <li>a. Hand over cleared area in coordination with EMB-DENR and PNRI-DOST.</li> <li>b. Consolidate and reorganize forces/units.</li> <li>c. Demobilize forces/units.</li> <li>d. Conduct inter-agency after SRR operations review.</li> </ul>
PCG	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert all Deployable Response Group (DRGs)/PCG Districts/ Station/Detachments for possible deployment for SRR operations.</li> <li>b. Place on standby all available floating and mobility assets for possible deployment.</li> <li>c. Submit to the Cluster Lead a list of available government SRR teams for immediate possible deployment.</li> </ul>		<ul style="list-style-type: none"> <li>a. Establish coordination with other agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent, and prepare for terrorism-related disasters.</li> <li>b. Test and validate contingency plan for terrorism-related disasters through scenario-based tabletop exercise.</li> <li>c. Conduct inventory of resources.</li> <li>d. Conduct inter-agency target hardening operations and other terrorism prevention measures.</li> <li>e. Institutionalize interoperability with other agencies through scenario-driven or scenario-based drills/exercises.</li> <li>f. Alert SRR units upon receipt of NDRRMC Warning Order (WARNO) or alert status (transition phase).</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Provide DRGs with equipment to be deployed to the affected areas in coordination with the National SRR cluster lead.</li> </ul>		<ul style="list-style-type: none"> <li>a. Implement Vessel Deployment Plan.</li> <li>b. Deploy Units from Coast Guard District and DRGs for SRR operations.</li> <li>c. Turn over rescued victims and recovered remains/ bodies (transition phase).</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PCG	Post-Impact	<ul style="list-style-type: none"> <li>a. Conduct retrieval operations as per request by the Council.</li> <li>b. Support other tasks as requested by the Chairperson, NDRRMC/Vice-Chairperson for Disaster Response.</li> </ul>		<ul style="list-style-type: none"> <li>a. Hand over cleared area in coordination with EMB-DENR and PNRI-DOST.</li> <li>b. Consolidate and reorganize forces/units.</li> <li>c. Demobilize forces/units.</li> <li>d. Conduct inter-agency after SRR operations review.</li> </ul>
DILG	Pre-Impact	<ul style="list-style-type: none"> <li>a. Upon the request of the SRR Cluster Lead, the DILG will provide coordination assistance with the concerned LGUs to ensure the availability of their local SRR resources, which the SRR Cluster lead can deploy for augmentation in target affected areas.</li> <li>b. At the request of the SRR Cluster Lead, DILG through the MDM Cluster will provide locations of the established MDM facilities (if any) such as the collection areas in the concerned areas, as necessary.</li> <li>c. Upon the request of the SRR Cluster Lead or as necessary, the MDM Cluster lead by the DILG will provide the SRR Teams orientation on the proper handling, tagging, documentation, and turnover of the retrieved dead bodies.</li> </ul>		<ul style="list-style-type: none"> <li>a. Attend SRR Cluster Meetings.</li> </ul>



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DILG	Impact	<ul style="list-style-type: none"> <li>a. At the request of the SRR Cluster Lead, the DILG will facilitate coordination with the concerned LGUs regarding the arrival and deployment of SRR teams in the affected areas within their respective jurisdictions.</li> </ul>		<ul style="list-style-type: none"> <li>a. Upon the request of the SRR Cluster Lead, the DILG will provide coordination assistance with the concerned unaffected LGUs to ensure the availability of their local SRR resources, which the SRR Cluster Lead can deploy for augmentation in the target affected areas.</li> <li>b. Upon the request of the SRR Cluster Lead or as necessary, the MDM Cluster lead by the DILG will provide the SRR Teams to be deployed orientation on the proper handling, tagging, documentation, and turnover of the retrieved dead bodies.</li> <li>c. At the request of the SRR Cluster Lead, DILG through the MDM Cluster will provide locations of the established MDM facilities such as the collection areas in the concerned areas, as necessary.</li> </ul>
	Post-Impact	<ul style="list-style-type: none"> <li>a. Upon the request of the SRR Cluster Lead, the DILG will provide coordination assistance with the concerned unaffected LGUs to ensure the availability of their local SRR resources, which the SRR Cluster Lead can deploy for augmentation in target affected areas.</li> <li>a. At the request of the SRR Cluster Lead, the DILG will facilitate coordination with the concerned LGUs regarding the arrival and deployment of SRR teams in the affected areas within their respective jurisdictions.</li> <li>c. The DILG through the MDM Cluster will provide MDM components (e.g., DVI Task Forces) to join the SRR Teams, as necessary, specifically to provide technical advice in the retrieval procedures, ensure proper documentation of the retrieved bodies and body parts, and assess the necessary MDM resources that subsequently must be deployed.</li> <li>d. The DILG will facilitate coordination with the MDM Cluster and Logistics Cluster in providing required PPEs, body bags, and other resources needed by the SRR Cluster Teams in the proper handling of retrieved dead bodies, as necessary.</li> <li>e. The DILG through the MDM Cluster will provide the SRR Cluster the locations of the available established MDM facilities (e.g., collection areas) in the areas concerned, for the turnover of dead bodies to the MDM Teams, as necessary.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
MMDA	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible deployment for SRR operations.</li> <li>b. Submit to the SRR cluster lead a list of available government SRR teams for immediate possible deployment.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>a. Establish coordination with other agencies for situational awareness and information sharing to predict, prevent, and prepare for Natural and Human induced disaster terrorism-related disasters.</li> <li>b. Test and validate contingency plan for terrorism-related disasters through scenario-based tabletop exercise.</li> <li>c. Conduct inventory of resources.</li> <li>d. Conduct inter-agency coordination to enhance and strengthen the four thematic pillars of DRRM.</li> <li>e. Institutionalize interoperability with other agencies through scenario-driven or scenario-based drills/exercises.</li> <li>f. Alert SRR units upon receipt of NDRRMC WARNO or alert status (transition phase).</li> </ul>
MMDA	Impact	<ul style="list-style-type: none"> <li>a. Provide SRR teams available for deployment to the affected areas in coordination with the National SRR cluster lead.</li> </ul>	<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible deployment for SRR operations.</li> <li>b. Submit to the Cluster Lead a list of available government SRR teams and assets for immediate possible deployment.</li> <li>c. Provide SRR teams available for deployment to the affected areas in coordination with the National SRR cluster lead.</li> </ul>	<ul style="list-style-type: none"> <li>a. Deploy Units for SRR operations in coordination with the AFP.</li> <li>b. Conduct SAR response operations in coordination and support of other agencies (BFP, PNRI-DOST, DOH, AFP, and DENR).</li> <li>c. Provide emergency medical services in support of DOH.</li> <li>d. Turn over rescued victims and recovered remains/bodies (transition phase).</li> </ul>
	Post-Impact	<ul style="list-style-type: none"> <li>a. Support other tasks requested by the Chairperson, NDRRMC/Vice-Chairperson for Disaster Response.</li> </ul>		<ul style="list-style-type: none"> <li>a. Consolidate and reorganize SRR teams after operations.</li> <li>b. Demobilize Teams.</li> <li>c. Conduct inter-agency post-SRR operations review.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
OCD	Pre-Impact	<ul style="list-style-type: none"> <li>a. Monitor and collect situation reports from the local DRRM operations centers.</li> <li>b. Alert national SRR groups for possible activation.</li> <li>c. Coordinate the prepositioning of SRR teams in critical areas.</li> <li>d. Issue and disseminate activation orders.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Monitor situation on the ground from the local DRRM operations center.</li> <li>b. Receive and endorse request for SRR augmentation to SRR cluster.</li> <li>c. Issue and disseminate deployment orders.</li> </ul>	<ul style="list-style-type: none"> <li>a. Monitor and collect situation reports from the local DRRM operations centers.</li> <li>b. Alert national SRR groups for possible activation.</li> <li>c. Coordinate the prepositioning of SRR teams in critical areas.</li> <li>d. Issue and disseminate activation orders.</li> </ul>	
OCD	Impact	<ul style="list-style-type: none"> <li>d. Deploy SRR augmentation groups in coordination with the DRRMCs and Cluster head.</li> </ul>	<ul style="list-style-type: none"> <li>e. Issue and disseminate activation orders.</li> <li>f. Monitor the situation on the ground from the LDRRM OpCen.</li> <li>g. Receive and endorse request for SRR augmentation to the SRR cluster.</li> <li>h. Issue and disseminate deployment orders.</li> <li>i. Deploy SRR augmentation groups in coordination with the DRRMCs and Cluster head.</li> </ul>	
	Post-Impact	<ul style="list-style-type: none"> <li>a. Consolidate and prepare report for submission.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PRC	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible deployment for SRR operations in all its branches/chapters.</li> <li>b. Coordinate with the NDRRMC through the Response Cluster group PRC's initial deployment plan that includes the list of available SRR teams and logistical equipment.</li> </ul>		<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible deployment for SRR operations in all its branches.</li> <li>b. Submit to the Cluster Lead its initial deployment plan that includes the list of available SRR teams and logistical equipment.</li> <li>c. Coordinate with partner agencies at the national level such as NDRRMC, Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), DOH, Department of Social Welfare and Development (DSWD), etc.</li> </ul>
	Impact	a. Provide required teams in disaster operations such as Emergency Response Unit, dead body management, water search and rescue, DSP, etc. for deployment in the affected areas in coordination with the SRR Cluster Lead.		
	Post-Impact	a. Conduct post-disaster needs assessment.		
DOH	Pre-Impact	<ul style="list-style-type: none"> <li>a. Coordinate with the SRR Cluster the result of the Health Risk Assessment that may pose SRR concerns later on.</li> <li>b. Re-conduct inventory of commodities and supplies with consideration to possible provision of augmentation to other clusters of Response Cluster as needed.</li> <li>c. Provide the SRR Cluster the directory for Health Facility or Hospital Referrals as necessary.</li> <li>d. Include the SRR Cluster in the dissemination of health information related to the incident.</li> </ul>		<ul style="list-style-type: none"> <li>a. Coordinate with the SRR Cluster the result of the Health Risk Assessment that may pose SRR concerns later on.</li> <li>b. Re-conduct inventory of commodities and supplies with consideration to possible provision of augmentation to other clusters of Response Cluster as needed.</li> <li>c. Provide the SRR Cluster the directory for Health Facility or Hospital Referrals as necessary.</li> <li>d. Include the SRR Cluster in the dissemination of health information related to the incident.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH	Pre-Impact	e. Proactively participate in the SRR Cluster and other related coordination meetings as invited/ called.		e. Proactively participate in the SRR Cluster and other related coordination meetings as invited/ called.
	Impact	a. Provide the SRR Cluster the copy of SRR-related result of the Rapid Health Assessment (RHA). b. Provide augmentation of health commodities and supplies to SRR-related activities as requested. c. Provide the Response Cluster information on the mobilized HERTs in the affected areas. d. Coordinate with the SRR Cluster the continuous observance and compliance with set health standards, guidelines, and protocols amidst the catastrophic incident. e. Ensure continuous implementation of established health systems especially on referral network for the continuum of care. f. Invite representative of SRR Cluster to Health Cluster as needed. g. Provide and facilitate assistance on health-related issues in SRR during Council Meetings (Response Cluster) and related coordination meetings as identified and requested.		
	Post - Impact	a. Ensure that all necessary members of Health Cluster are looped in on the dissemination of health situational reports. b. Continue provision of augmentation of health commodities and supplies to SRR-related activities as requested. c. Ensure provision of mental health and psychosocial support (MHPSS) services to the SRR Responders.		
DOST-PNRI	Pre-Impact			a. Establish coordination with other concerned agencies and conduct horizon scanning for situational awareness and information sharing to predict, prevent, and enhance preparedness for terrorism-related or human-induced disasters. b. Participate in testing and validation of the Emergency Preparedness and Response Plan for terrorism-related disaster through scenario-based tabletop exercise; c. Conduct inventory of resources and other capabilities.



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOST-PNRI	Pre-Impact			<ul style="list-style-type: none"> <li>d. Conduct inter-agency target hardening operations and other nuclear terrorism-related preventive measures.</li> <li>e. Institutionalize interoperability with other agencies through scenario-driven or scenario-based drills/exercises</li> <li>f. Upon receipt of NDRRMC WARNO or alert warnings, response units shall be alerted. In this situation, the Preparation Phase ends and transitions to Response Phase.</li> </ul>
	Impact			<ul style="list-style-type: none"> <li>a. Assist in the conduct of radiological emergency response in support of other SRR cluster members.</li> <li>b. The DOST-PNRI's radiological Emergency Monitoring and Control (REMCON) members provide response capabilities, coordination, and recommendations on Radiological and Nuclear matters to designated incident commander at the EOC for the Command and Control.</li> </ul>
	Post-Impact			<ul style="list-style-type: none"> <li>a. Assist, coordinate, and recommend proper decontamination procedures for the contaminated site and food stuff in coordination with EMB-DENR and other related agencies.</li> <li>b. Participate in the interagency post-SRR and security operations review.</li> <li>c. Conduct inter-agency post-SRR and security operations review.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
NGO, civil society organization (CSO), Volunteer Groups and Other Agencies recognized by the NDRRMC	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible for SRR operations.</li> <li>b. Submit to the Cluster Lead a list of available government SRR teams for immediate possible deployment.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Provide SRR teams available for deployment to the affected areas in coordination with the National SRR cluster lead.</li> </ul>	<ul style="list-style-type: none"> <li>a. Alert SRR teams for possible for SRR operations.</li> <li>b. Submit to the Cluster Lead a list of available government SRR teams for immediate possible deployment.</li> <li>c. Provide SRR teams available for deployment to the affected areas in coordination with the National SRR cluster lead.</li> </ul>	(No identified activities for this hazard/incident)
	Post-Impact	<ul style="list-style-type: none"> <li>a. Support other tasks requested by the Chairperson NDRRMC/Vice-Chairperson for Disaster Response.</li> </ul>		

C. Process

SRR RESPONSE CYCLE	
Preparedness	SRR teams conduct training and exercises, review lessons learned from previous experiences, update Standard Operating Procedures (SOPs) and Contingency Plans as needed, and plan for future disaster responses to ensure readiness for potential deployment.
Mobilization	SRR teams prepare for immediate response to affected areas by readying personnel and equipment for rapid deployment.
Operations	SRR teams deploy to perform search, rescue, and retrieval operations in disaster-affected areas, executing missions according to established protocols.
Demobilization	SRR teams terminate operations in coordination with the Emergency Operations Center (EOC). SRR teams submit all completed documents to the EOC before departure.
Post-Mission	SRR teams return to their home base, complete and submit a post-mission report within 45 days of operation termination, and conduct a lessons-learned review to enhance future response effectiveness and efficiency. The post-mission report is provided to the secretariat within the specified period.

Activation

The Mobilization and Operations part of the SRR Response Cycle shall commence upon the activation of the Response Cluster of the NDRRMC through a memorandum. The SRR Cluster shall be convened as deemed necessary.

Reporting

All member agencies of the SRR cluster are required to submit their response reports and updates to the AFP, which serves as the SRR cluster lead. The AFP will then consolidate and package these reports into a SRR cluster report for the information of the Vice-Chairperson for Disaster Response and Chairperson, NDRRMC.

Reporting channels and timelines indicated in the NDRRMC Response Clusters activation and deactivation memorandum shall be observed in the submission of reports.

Deactivation

Demobilization and Post-Mission part of the SRR Cycle shall commence upon the deactivation of the Response Cluster of the NDRRMC through a memorandum.

D. Concept of Sustainment

The AFP as SRR Cluster lead will coordinate all support, requirements, and requests for augmentation at the affected areas during the disaster. Concerned government agencies and their subordinate offices shall utilize their respective internal personnel. Additional personnel requirements shall be coordinated through the NDRRMC in collaboration with all Council members.

## ANNEX A.

### INVENTORY OF RESOURCES

1. AFP (Source: Major Services and Unified Commands as of May 2024)

UNIT	LAND ASSETS								AIR ASSETS		SEA ASSETS				
	KM250	KM450	M35	KM451	5 -10 Ton Truck	General Purpose Vehicle	Motorcycle	Heavy Equipment	Rotary	Fixed Wing	LD	LS	LC	PC	PS
PAF		112	99		17				28	7					
PA	26	36	48		48			1	3	2					
PN	8	10									1		1		
NOLCOM		5	15						2				1		
SOLCOM	31	38	3	6	1	10		4	1					2	
WESCOM	6	8										1	1	2	3
VISCOM	138	226		33	2	254	362	186	3				2	2	
EMC	98	343		8	3	3		9							
WMC	121	292	29						3				2		1
JTF-NCR	4	8													
<b>TOTAL</b>	<b>276</b>	<b>930</b>	<b>47</b>	<b>47</b>	<b>217</b>	<b>267</b>	<b>362</b>	<b>199</b>	<b>40</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>6</b>	<b>4</b>

## 2. BFP – Inventory Resources for SRR

STATUS OF RESCUE VEHICLE		
	BFP-OWNED	LGU-OWNED
NHQ	0	0
NCR	8	0
REGION 1	1	0
REGION 2	2	0
REGION 3	3	0
REGION 4A	4	2
REGION 4B	1	0
REGION 5	11	0
REGION 6	6	1
REGION 7	2	0
REGION 8	6	0
REGION 9	4	0
REGION 10	2	0
REGION 11	9	0
REGION 12	3	0
BARMM	5	0
CAR	4	2
CARAGA	2	0
<b>TOTAL</b>	<b>73</b>	<b>9</b>

STATUS OF AMBULANCE		
	BFP-OWNED	LGU-OWNED
NHQ	1	0
NCR	15	10
REGION 1	15	15
REGION 2	14	3
REGION 3	17	3
REGION 4A	14	4
REGION 4B	5	0
REGION 5	13	0
REGION 6	30	5
REGION 7	12	1
REGION 8	24	5
REGION 9	7	0
REGION 10	8	1
REGION 11	15	0
REGION 12	13	5
BARMM	12	0
CAR	14	11
CARAGA	10	4
<b>TOTAL</b>	<b>239</b>	<b>67</b>



## 2. BFP – Inventory Resources for SRR

STATUS OF FIRETRUCKS		
	BFP-OWNED	LGU-OWNED
NHQ	0	0
NCR	114	76
REGION 1	186	47
REGION 2	124	35
REGION 3	187	76
REGION 4A	242	92
REGION 4B	86	21
REGION 5	195	19
REGION 6	212	20
REGION 7	231	37
REGION 8	217	1
REGION 9	126	5
REGION 10	139	22
REGION 11	124	9
REGION 12	125	10
BARMM	91	10
CAR	83	23
CARAGA	129	8
<b>TOTAL</b>	<b>2,611</b>	<b>511</b>

STATUS OF AERIAL LADDER FIRETRUCK		
	BFP-OWNED	LGU-OWNED
NHQ	0	0
NCR	3	2
REGION 1	0	0
REGION 2	3	1
REGION 3	0	1
REGION 4A	0	0
REGION 4B	0	0
REGION 5	0	0
REGION 6	1	0
REGION 7	7	1
REGION 8	2	0
REGION 9	1	0
REGION 10	3	0
REGION 11	6	0
REGION 12	0	0
BARMM	0	0
CAR	0	0
CARAGA	0	0
<b>TOTAL</b>	<b>26</b>	<b>5</b>

## 2. BFP – Inventory Resources for SRR

STATUS OF RESCUE BOAT		
	BFP-OWNED	LGU-OWNED
NHQ	0	0
NCR	1	4
REGION 1	0	1
REGION 2	0	2
REGION 3	1	1
REGION 4A	1	2
REGION 4B	0	0
REGION 5	2	3
REGION 6	4	2
REGION 7	0	1
REGION 8	0	0
REGION 9	2	0
REGION 10	0	1
REGION 11	0	0
REGION 12	0	0
BARMM	1	0
CAR	0	0
CARAGA	1	1
<b>TOTAL</b>	<b>13</b>	<b>18</b>

STATUS OF BFP/LGU MOTORCYCLES		
	BFP-OWNED	LGU-OWNED
NHQ	0	0
NCR	20	23
REGION 1	14	38
REGION 2	25	11
REGION 3	5	26
REGION 4A	4	22
REGION 4B	1	15
REGION 5	10	7
REGION 6	3	25
REGION 7	1	29
REGION 8	9	10
REGION 9	1	0
REGION 10	1	12
REGION 11	0	0
REGION 12	0	3
BARMM	2	0
CAR	1	5
CARAGA	3	13
<b>TOTAL</b>	<b>100</b>	<b>239</b>

### 3. DOST-PNRI – Inventory Resources for SRR

Electronic Personal Dosimeter	15 units
Surface Contamination Meter	2 units
Survey Meter	4 units
Spectroscopic Personal Radiation Detector	2 units
Handheld Gamma and Neutron Search Instrument	1 unit
<ul style="list-style-type: none"> <li>External Detector (High Energy Gamma Radiation)</li> </ul>	2 units
<ul style="list-style-type: none"> <li>External Detector (Gamma, 1mSv/h – 100 Sv/h)</li> </ul>	2 units
<ul style="list-style-type: none"> <li>External Detector (low range gamma, 0.5 micro Sievert/h to 40 mSv/h)</li> </ul>	2 units
<ul style="list-style-type: none"> <li>External Detector (Beta-gamma contamination)</li> </ul>	2 units
<ul style="list-style-type: none"> <li>External Detector (Surface monitoring of alpha contamination)</li> </ul>	1 unit
Air Sampler (RADECO)	2 units
Long Tongs (1m, 2m, 3m, 4m)	
PPEs	
<ul style="list-style-type: none"> <li>Tyvek suit</li> <li>Shoe cover</li> <li>Socks</li> <li>Head cap</li> <li>Cotton working gloves</li> <li>Full face mask</li> <li>Half face mask</li> <li>Latex gloves</li> <li>Arm sleeves</li> <li>apron</li> </ul>	

Safety shoes	6 pairs
Hard hat	2 units
Nail brush	8 pcs
Long handle brush	10 pcs
Scrub brush	5 pcs
Bandage	
Detergent	
Traffic Cone	
Caution Tape	
External Detector (Surface monitoring of alpha contamination)	1 unit
Air Sampler (RADECO)	2 units
Long Tongs (1m, 2m, 3m, 4m)	
PPEs	
<ul style="list-style-type: none"> <li>Tyvek suit</li> <li>Shoe cover</li> <li>Socks</li> <li>Head cap</li> <li>Cotton working gloves</li> <li>Full face mask</li> <li>Half face mask</li> <li>Latex gloves</li> <li>Arm sleeves</li> <li>apron</li> </ul>	

#### 4. MMDA – Inventory Resources for SRR

WATER CRAFT VEHICLES									
NO	Name of Equipment	Unit	Total # of Equipment	BOAT NUMBER/Serial Number	Unit Value	Date Acquired	Status	Location	Remarks
1	Achilles Inflatable boat (11-man capacity)	1	2	ACH00153G819		April 12,2019	Operational	Napindan	
2				ACH00154G819			Operational	Napindan	
3	Bankapro Inflatable Boat (12-man capacity)	1	4	R1-21/1083661		March 7, 2022	Operational	Napindan	
4	with OBM and Trailer			R2-21/1082007			Operational	Napindan	
5				R3-21/1084712			Operational	Napindan	
6				R3-21/1086319			Operational	Napindan	
7	Bankapro Inflatable Boat (8-man capacity)	1	4	R5-21/1093052		March 7, 2022	Operational	Napindan	
8	with OBM and Trailer			R6-21/1093053			Operational	Napindan	
9				R7-21/1093054			Operational	Napindan	
10				R8-21/1093055			Operational	Napindan	
11	Bankapro Aluminum Rescue Boat/ with OBM and Trailer	1	4	A1-21/6C1L1097706		March 30,2022	Operational/Dated July 26, 2024	Napindan	
12				A2-21/061L1098455			Operational	Napindan	
13				A3-21/6C1L1096259			Non-Operational/ Dated April 5, 2024	Napindan	not starting/for repair
14				A4-21/061L1099318			Non-Operational/ Dated May 28, 2024	Napindan	not starting/for repair

#### 4. MMDA – Inventory Resources for SRR

WATER CRAFT VEHICLES									
NO	Name of Equipment	Unit	Total # of Equipment	BOAT NUMBER/Serial Number	Unit Value	Date Acquired	Status	Location	Remarks
15	10-man capacity Fiberglass Rescue Boat w/ OBM & Trailer	1 unit	4	F1-21/C6JL1108022		Sept. 12, 2022	Operational	Napindan	Dock in Napindan Pasig
16				F2-21/6CJL1109499			Operational	Napindan	Dock in Napindan Pasig
17				F3-21/6CJL1106487			Non-Operational/ Dated July 25, 2024	Napindan	not starting/for repair
18				F4-21/6CJL1107191			Non-Operational/ Dated July 25, 2024	Napindan	not starting/for repair
19	YAMAHA Outboard Motor (40) hp	1 unit	4	1075156		April 12, 2019	Operational	Napindan	
20				1075157		April 12, 2019	Operational	Napindan	
21				1024968			Operational	Napindan	
22				1025957			Operational	Napindan	
23	YAMAHA Outboard Motor (25) hp	1 unit	4	1064499	102,000.00	Oct 22, 2015	Operational	Napindan	
24				1063258	102,000.00	Oct 22, 2015	Operational	Napindan	
25				1062952	102,000.00	Aug 22, 2014	Operational	Napindan	
26				1063258	102,000.00	Aug 22, 2014	Operational	Napindan	



## 5. PCG – Inventory of Resources and Assets for SRR

DISTRICTS	FLOATING ASSETS		LAND ASSETS	
CGDNELZN	Type	Qty	Type	Qty
	Rubber Boat	26	Isuzu Mux	1
	Aluminum Boat	26	Toyota Hilux	7
	HSRB	2	Isuzu Truck	1
	RHIB	1	Rusi 150 Motorcycle	1
			Toyota Innova	1
			Hyundai Truck	2
			M35 Truck	2
			Yamaha NMAX Motorcycle	1
			Honda Xrm 125 Motorcycle (Donated by LGU Calayan)	1
CGDNWLZN				
	Aluminum Boat	17	Toyota Hilux	8
	Rubber Boat	2	Toyota Innova	1
	HSRB	1	Nissan Pathfinder	1
	JET SKI	1	Nissan Caravan	1
			Isuzu Truck	1
			Multi-Purpose Van, Hyundai	2
CGDNM				
	Aluminum Boat	11	TOYOTA HILUX	4
	Rubber Boat	3	HYUNDAI MPV	1
	RHIB	1	M35	1
			MOTORCYCLE	1
			TOYOTA INNOVA	1
			JAC TRUCK	1

## 5. PCG – Inventory of Resources and Assets for SRR

DISTRICTS	FLOATING ASSETS		LAND ASSETS	
CGDEV				
	Aluminum Boat	9	Toyota Hilux	6
	Rubber Boat	3	Hyundai Truck	2
	JET SKI	1	Isuzu Mux	1
			Toyota Innova	1
			PCG Bus	1
CGDBCL				
	Diesel Fast Boat	1	ISUZU MUX	1
	HSRB 008	1	TOYOTA HILUX	8
	HSRB 021	1	ISUZU TRUCK	1
	DA-BFAR MCS-3004	1		
	Metal Shark	1		
	Rigid Hull Inflatable Boat (RHIB)	1		
	Jet ski	2		
	Rubber Boat	5		
	Aluminum Boat	25		
CGDSWM				
	Aluminum Boat	13	TOYOTA INNOVA	1
	Rubber Boat	1	MULTI-PURPOSE HYUNDAI	1
	RHIB	2	ISUZU NHR TRUCK	1
	DOUBLE ENGINE MBCA	2	TOYOTA HILUX	4
	JETSKI	1	mitsubishi strada	1
	FB INTERCEPTOR	1	FORD RANGER	
			JAC TRUCK	1
			NISSAN PATHFINDER	1

## 5. PCG – Inventory of Resources and Assets for SRR

DISTRICTS	FLOATING ASSETS		LAND ASSETS	
CGDSWM				
			MITSUBISHI L-300 VAN	2
			RUSI MOTORCYCLE	7
			KAWASAKI BAJAJ	1
CGDWV				
	Aluminum Boat	12	NISSAN URVAN	1
	Rubber Boat	12	TOYOTA INNOVA	1
	RHIB	4	TOYOTA HILUX	10
	Speed Boat	2	ISUZU MU-X	1
	JETSKI	2	ISUZU NHR TILT 4-WHEELER LIGHT	1
	HSRB	1	YAMAHA NMAX	2
			MOTORCYCLE-RAMWIND, RUSI	3
			MOTORCYCLE, KAWASAKI	1
			MULTI-PURPOSE VAN (HYUNDAI)	1
			SUZUKI, MULTI CAB	1
CGDNEM				
	Aluminum Boat	6	Motorcycle	1
	JETSKI	1	TOYOTA HILUX	6
	RHIB	1	ISUZU MU-X	1
			TOYOTA INNOVA	1
			JAC TRUCK	1
			M35	1
CGDSM				
	Aluminum Boat	5	TOYOTA HILUX	2

## 5. PCG – Inventory of Resources and Assets for SRR

DISTRICTS	FLOATING ASSETS		LAND ASSETS	
CGDCV				
	Aluminum Boat	13	TOYOTA HILUX	8
	Rubber Boat	3	ISUZU MU-X	1
	JETSKI	1	TOYOTA INNOVA	1
	HSRB	1	JAC TRUCK	2
			Hyundai MV	1
			Kinglong Bus	1
			Toyota Revo	1
			Rusi Motorcycle	1
CGDSTL				
	Aluminum Boat	27	TOYOTA HILUX	8
	RHIB	2	TOYOTA INNOVA	1
	JETSKI	2	Hyundai MV	1
	HSRB	2	Isuzu Truck	2
	Diesel Fast Craft	2	Nissan Urban	1
			Toyota Hi-Ace	1
			ISUZU MU-X	1
			Motorcycle	6
CGDSEM				
	Aluminum Boat	19	TOYOTA HILUX	6
	Rubber Boat	16	Isuzu Jacktruck	1
	JETSKI	2	MPV	2
	Speed Boat	2	M-35 6x6	1
	RHIB	2	Motorcycle	3
			Toyota Innova	1

## 5. PCG – Inventory of Resources and Assets for SRR

DISTRICTS	FLOATING ASSETS		LAND ASSETS	
CGDPAL				
	Aluminum Boat	28	TOYOTA HILUX	7
	Rubber Boat	2	Hyundai Truck	2
	JETSKI	2	Isuzu Truck	2
	HSRB	6	ISUZU MU-X	1
	RHIB	2	HI-ACE VAN	1
	EXCALIBUR 0109	1	TOYOTA INNOVA	1
CGDNCR-CL				
	ALUMINUM BOAT	10	HI-LUX	9
	RUBBER BOAT	5	TOYOTA INNOVA	3
	SPEEDBOAT	1	MU-X SUV	1
	JETSKI	4	MOTORCYCLE (RUSI)	6
	PATROL BOAT	1	MAZDA MINI-CRUISER	1
	HSRB	1	KAWASAKI BAJAJ	3
	Yacht	1	ISUZU L300	1
CGDBARRM				
	ALUMINUM BOAT	10	TOYOTA HILUX	5
	RUBBER BOAT	6	NISSAN PICKUP RED	1
	SPEEDBOAT	1	3K TAMARAW FX	1
			ISUZU JACK TRACK	1
			ISUZU MUX	1



## ANNEX B.

### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Armed Forces of the Philippines (AFP)	ocsafp56@gmail.com ocsafp57@gmail.com	8911-6001	HADR Branch, Internal Security Operations Division, OJ3	ops.div.oj3@gmail.com	911-6001 local 6093
Department of Health (DOH)	dohosec@doh.gov.ph	8651-7800 local 1107, 1111, 1113, 1125	Health Emergency Management Bureau	hemb@doh.gov.ph hembopcen@doh.gov.ph	8651-7800 local 2200 8740-5030
Office of Civil Defense (OCD)	ocda@ocd.gov.ph ocda.ocd@gmail.com	8912-24-24 8912-66-75	Operations Service - Response and Operationa Coordination Division	rocd@ocd.gov.ph	911-5061 local 115 (632) 83764240
Department of the Interior and Local Government (DILG)	bcabalosjr@dilg.gov.ph	8925-0330 8925-0331	DILG Central Office Disaster Information Coordinating Center	dilgopcen@gmail.com dilgcodix@gmail.com	(02) 8876-3454 local 6102
Philippine National Police (PNP)	pnpdpcr@yahoo.com	02 8726-4361 local 6000	Directorate for Police Community Relations	dpcr@pnp.gov.ph psd.do2021@gmail.com	(632) 8537 4612 8723-0401
Bureau of Fire (BFP)	ofc@bfp.gov.ph	(02) 8426-0246 (02) 8426-0219	Directorate for Operations, NHQ	do.nhq@bfp.gov.ph sod.do@bfp.gov.ph	0917-127-9067
Metropolitan Manila Development Authority (MMDA)	oc@mmda.gov.ph	8898-4200 local 1902	Metropolitan Public Safety Office	psd@mmda.gov.ph the_director@gmail.com	8898 - 4200 local 1200-1201
DOST-Philippine Nuclear Research Institute (DOST-PNRI)	caarcilla@pnri.dost.gov.ph	(02) 8929-4719 8920-8738	Radiological Impact Assessment Section, Nuclear Regulatory Division	nrd-ria@pnri.dost.gov.ph	(02) 8929-6010 to 19; (02) 8920-1646
Philippine Red Cross (PRC)	opcen@redcross.org.ph	63 2 8790 2300	Disaster Management Service	prcosg@redcross.org.ph	Direct Line: +632-87902300  Trunk Line: +632-87902300 ext. 968

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Philippine Coast Guard (PCG)	office.cpcg@gmail.com flag.office@yahoo.com cpcg@coastguard.gov.ph	0945-248-3826 527-8481 Local 6001/6002 Fax: 527-8481 Local 600	Coast Guard District Northeastern Luzon	cgdnelzn.operations@gmail.com	0997-163-2854
			Coast Guard District North Western Luzon	cgdnwln@coastguard.gov.ph	0945-746-3430 0945-746-3430
			Coast Guard District National Capital Region–Central Luzon	ncrcldac@gmail.com	0956-162-4587
			Coast Guard District Southern Tagalog	hcgdstl_opn@yahoo.com	0997-785-4915
			Coast Guard District Bicol	cgd.bicol@yahoo.com	0977-612-1237
			Coast Guard District Palawan	cgdpal.pcg@gmail.com	0975-110-7858
			Coast Guard District Eastern Visayas	cgdev0518@gmail.com	0916-232-7414 0917-149-9928
			Coast Guard District Central Visayas	cgdcv.2022@gmail.com	0966-780-5606
			Coast Guard District Western Visayas	cgdww@coastguard.gov.ph	0945-687-5254
			Coast Guard District Northeastern Mindanao	cgdnemopns2022@gmail.com	0951-091-4219
			Coast Guard District Northern Mindanao	cgdnm.comcen@gmail.com	0967-438-0918
			Coast Guard District Southeastern Mindanao	d3.cgdsem@gmail.com	0953-280-8096
			Coast Guard District Southwestern Mindanao	hcgdswm@yahoo.com	0967-276-1478
			Coast Guard District Southern Mindanao	cgdsmd3.gov@gmail.com	0953-645-7373
			Coast Guard District BARMM	cgdbarmm@gmail.com	0917-153-6739

# Emergency Telecommunications Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

Located in the Pacific Ring of Fire and the Typhoon Belt, the Philippines is highly vulnerable to natural disasters such as typhoons, earthquakes, volcanic eruptions, floods, landslides, and the like. Communications play a vital role in all response and rehabilitation efforts in disaster operations. However, there are cases where commercial and terrestrial communications are impacted by disasters which render communications non-operational.

The government seeks to strengthen communications by establishing an interoperable and seamless telecommunications platform. This will contribute to effective and efficient management of emergency response; maintenance of command, control, and situational awareness; and unification of operations.

In line with this, the activation of the Emergency Telecommunications Cluster (ETC) is crucial to maintain a system of communications and to respond to emergency situations. The Office of Civil Defense (OCD) acts as the lead agency for ETC as stipulated in the National Disaster Response Plan (NDRP) developed by the National Disaster Risk Reduction and Management Council (NDRRMC). The OCD provides support to other clusters in executing their respective duties safely and effectively as they prepare for, respond to, and assist in recovery.

As a member of the NDRRMC, the Department of Information and Communications Technology (DICT) has been actively participating in the Council's programs and initiatives, as well as in disaster operations, including the Response Cluster Operations where the ETC operates. A proposed transfer of ETC chairmanship from OCD to DICT was discussed and led to the formulation of NDRRMC Memorandum Circular No. 01, s. 2019, which states the designation of the DICT as the Lead Agency of the ETC, as mandated in the approved NDRP and institutionalization of Cluster Approach in the Philippines. The

memo states that the DICT "shall ensure the attainment of the Cluster's objective to strengthen ICT capacities at the national Cluster level down to local levels to prepare for, respond to and recover from the impacts of disaster".

The purpose of these guidelines is to provide an overarching framework for effective and timely emergency telecommunications services to support other clusters in carrying out their respective mandates safely and efficiently. The vast majority of ETC key players are based in the field, and call on regional and even global level support as needed.

#### B. Scope and Limitation

This document seeks to provide organized and efficient services, with emphasis on the responsibilities of the Department on the coordination and collaboration at the local DRRMOs to organize, train, and equip the local government emergency telecommunications team (GETT) to align with the National and Regional GETT and strengthen the exercising leadership by providing command and control functions from the national down to regional level.

#### C. Legal Bases

- **R.A. 10121** – An Act Strengthening the Philippine Disaster Risk Reduction and Management System. Providing for the National Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefor and for Other Purposes
- **NDRRMC MEMORANDUM CIRCULAR 01 series of 2019** – designating the Department of Information and Communications Technology (DICT) as the lead agency of the Emergency Telecommunications Cluster (ETC).

## D. Cluster Objectives

The Emergency Telecommunications Cluster (ETC) aims to provide effective and timely emergency telecommunications services and ICT capacities at the national level down to local levels in areas affected by disaster.

This will be organized by providing timely, resilient, and predictable Information and Communications Technology (ICT) support to improve:

- **Operability:** Establish communications in safe and reliable conditions and ensure sustainability of communications in support of mission-essential operations according to pre-defined operational requirements.
- **Interoperability:** Ensure capability to exchange and make use of information through communication among various levels of government, through the use of diversified technologies such as radio frequency, satellite technologies, charging stations, and other emerging technologies and services as needed and as authorized.
- **Sustenance of Communication Flows:** Maintain communications in the event of disaster or devastation of the primary communications infrastructure.
- **ICT Emergency Assistance:** Provide other ICT support to the affected community and augment much needed telecommunications services specifically when communication systems are down.

## E. Composition

Lead	Department of Information and Communications Technology (DICT) through Disaster Risk Reduction and Management Division (DRRMD)
Co-Lead	Office of Civil Defense, ICTD
Member Agencies	<ul style="list-style-type: none"><li>• Armed Forces of the Philippines (AFP), J6</li><li>• Philippine National Police (PNP), CES</li><li>• Philippine Coast Guard (PCG), CGWEIS/CG-11</li><li>• Bureau of Fire Protection (BFP), DICTM</li><li>• Department of Social Welfare and Development (DSWD), DRMB</li><li>• National Telecommunications Commission (NTC)</li></ul>

## II. CONCEPT OF OPERATIONS

### A. Command and Control

1. Command Relationship – all DRRM actors and key players will refer and base their actions as prescribed in IRR of R.A. 10121, Rule 3, Section 2. Composition
2. Command Center – National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City
  - a. Succession of Command:
    - » (1) Emergency Telecommunications Cluster Lead (DICT-DRRMD)
    - » (2) Emergency Telecommunications Cluster Co-Lead (OCD-ICTD)
    - » (3) Emergency Telecommunications Cluster Members
  - b. Interagency Communication System Support
3. For the duration of the operations, the existing means of communications or whatever is applicable shall be utilized. However, the ETC will be activated once communication from affected areas is cut.

### B. Roles and Functions

The table on the next page shows the key players and actors that will implement ETC operations.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards; Earthquakes and Tsunamis; Consequence Management of Terrorism-Related Incidents
<p>LEAD:</p> <p>DEPARTMENT OF INFORMATION COMMUNICATIONS TECHNOLOGY (DICT) through the Disaster Risk Reduction and Management Division (DRRMD)</p>	Pre-Impact	<ul style="list-style-type: none"> <li>a. Act as the single focal point of national and/or local government authorities on behalf of the humanitarian community for all radio, voice, and data communications-related capabilities including frequency allocation, communications network diagrams, and mobilization of ICT resources.</li> <li>b. Alert and organize the Government Emergency Telecommunications Teams (GETT) and conduct immediate inventory of their ICT equipment on-hand.</li> <li>c. Pre-program all radios to the assigned disaster frequencies and ensure communications interoperability.</li> <li>d. Provide radio nets and call signs and manage the frequencies allocated by NTC.</li> <li>e. Provide a platform directory of services containing the contact information of key ICT players.</li> <li>f. In coordination with Logistics Cluster, make available mobility assets, protective suits/gears, shelters/Tents, basic provisions, and other essential needs of the GETT for the establishment of on-site EOCs.</li> <li>g. Provide standards for common ICT equipment and procedures.</li> <li>h. Provide ICT services support for other clusters as needed.</li> <li>i. Provide support by sending warning advisories to OCDRC/RDRRMC and LGUs, NDRRMC member agencies.</li> <li>j. Collect information regarding the impending disaster and corresponding situations of preparedness by LGUs and related agencies and inform/report them to N/RDRRMCs.</li> <li>k. Conduct scenario-based pre-deployment planning meeting in a predefined location/s.</li> <li>l. Collect and record all activities of GETT members for review and documentation.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Provide basic telecommunications coverage for the Command Center and other responders around the main operational area.</li> <li>b. Establish and maintain On-Site Command Operations Coordinating Center (OSOCC) in disaster area/s through the deployment of GETT.</li> <li>c. Program radios or other equipment belonging to individual responders, organizations, and other key players in disaster areas to ensure interoperability.</li> <li>d. Install and maintain internal ICT systems, independent of national or local public services, and between clusters and individuals.</li> <li>e. Establish a dedicated GSM/LTE mobile network to be used by cluster workers in the operational area in partnership with TELCO(s).</li> <li>f. Publish and maintain a list of GSM providers, availability of 2G/3G/4G/LTE and data services, and availability and reliability in partnership with TELCO(s).</li> <li>g. Provide and update a service directory with the contact information of key players in disaster areas of a specific humanitarian mission.</li> </ul>



AGENCY	DISASTER PHASE	Hydrometeorological Hazards; Earthquakes and Tsunamis; Consequence Management of Terrorism-Related Incidents
<p>LEAD:</p> <p>DEPARTMENT OF INFORMATION COMMUNICATIONS TECHNOLOGY (DICT) through the Disaster Risk Reduction and Management Division (DRRMD)</p>	Impact	<ul style="list-style-type: none"> <li>h. Conduct repair and maintenance activities as needed.</li> <li>i. Receive and consolidate reports related to ICT resource.</li> <li>j. Dispatch the GETT as per instruction from the NDRRMC and/or CDA, OCD.</li> <li>k. Coordinate with the GETT on the ground for updates and operational requirements.</li> </ul>
	Post-impact	<ul style="list-style-type: none"> <li>a. Coordinate the preparation of documentation for ETC requirements, lessons learned, and best practices.</li> <li>b. Ensure ETC and/or GETT deactivates all emergency telecommunication systems as soon as full resumption of the LGU's communication system is achieved.</li> <li>c. Coordinate PDNA activities in case they will be conducted at the National/Regional level.</li> <li>d. Receive and consolidate reports.</li> <li>e. Consolidate records of all events and activities conducted by GETT members.</li> <li>f. Conduct debriefing of all ETC-GETT members.</li> </ul>
<p>CO-LEAD:</p> <p>OFFICE OF CIVIL DEFENSE (OCD) through the Information and Communications Technology Division (ICTD)</p>	Pre-Impact	<ul style="list-style-type: none"> <li>a. Assist in acting as the single focal point of national and/or local government authorities on behalf of the humanitarian community for all radio, voice, and data communications-related capabilities including frequency allocation, communications network diagrams, and mobilization of ICT resources.</li> <li>b. Assist in alerting and organizing the GETT and conducting immediate inventory of their ICT equipment on-hand.</li> <li>c. Assist in pre-programming all radios to the assigned disaster frequencies and ensuring communications interoperability.</li> <li>d. Assist in providing radio nets, call signs, and manage the frequencies allocated by NTC.</li> <li>e. Assist in providing a platform directory of services containing the contact information of key ICT players.</li> <li>f. In coordination with the Logistics Cluster, make available mobility assets, protective suits/gears, shelters/tents, basic provisions, and other essential needs of the GETT to establish On-site EOCs.</li> <li>g. Assist in providing standards for common ICT equipment and procedures.</li> <li>h. Provide ICT services support for other clusters as needed.</li> <li>i. Provide support by sending warning advisories to OCDRC/RDRRMC and LGUs, NDRRMC member agencies.</li> <li>j. Collect information regarding the impending disaster and corresponding situations of preparedness by LGUs and related agencies and inform/report them to N/RDRRMCs.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards; Earthquakes and Tsunamis; Consequence Management of Terrorism-Related Incidents
CO-LEAD:  OFFICE OF CIVIL DEFENSE (OCD) through the Information and Communications Technology Division (ICTD)	Pre-Impact	k. Assist in conducting scenario-based pre-deployment planning meeting in a predefined location/s.  l. Assist in collecting and recording all activities of GETT members for review and documentation.
CO-LEAD:  OFFICE OF CIVIL DEFENSE (OCD) through the Information and Communications Technology Division (ICTD)	Impact	a. Provide basic telecommunications coverage around the main operational area for the Command Center and other responders. b. Establish and maintain On-Site Command Operations Coordinating Center (OSOCC) in disaster area/s through the deployment of GETT. c. Program radios or other equipment belonging to individual responders, organizations, and other key players in disaster areas to ensure interoperability. d. Install and maintain internal ICT systems independent of national or local public services, and between clusters and individuals. e. Establish a dedicated GSM/LTE mobile network to be used by the cluster workers in the operational area in partnership with TELCO(s). f. Publish and maintain a list of GSM providers, availability of 2G/3G/4G/LTE and data services, and availability and reliability in partnership with TELCO(s). g. Provide and update a service directory containing the contact information of key players in disaster areas in a specific humanitarian mission. h. Conduct repair and maintenance activities as needed. i. Receive and consolidate reports related to ICT resources. j. Dispatch the GETT as per instruction from the NDRRMC and/or CDA, OCD. k. Coordinate with the GETT on the ground for updates and operational requirements.
	Post-impact	a. Coordinate the preparation of documentation for ETC requirements, lessons learned, and best practices. b. Ensure ETC and/or GETT deactivates all emergency telecommunication systems as soon as full resumption of the LGU's communication system is achieved. c. Coordinate PDNA activities in case they will be conducted at the National/Regional level. d. Receive and consolidate reports. e. Consolidate records of all events and activities conducted by GETT members. f. Conduct debriefing of all ETC-GETT members.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards; Earthquakes and Tsunamis; Consequence Management of Terrorism-Related Incidents
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) through the Disaster Response Management Bureau (DRMB)	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert all DRTs, SWAD team, 4Ds, and KCC personnel at the local level of the impending disaster through WiServ SMS Service.</li> <li>b. Operate 24/7 the Disaster Response Operations Monitoring and Information Center that will receive reports from the DSWD Field Offices.</li> <li>c. Make available the Online DSWD Disaster Response Situation Map showing existing Evacuation Centers and populations at risk.</li> <li>d. Ensure multimodal voice and data communication for all DSWD field offices and warehouses.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Activate and deploy DRTs, SWAD Teams, NPS, and KCC personnel in the affected areas to conduct rapid assessment and provide TARA in DRRM programs and project</li> <li>b. Prepare data for FOS through WiServ and consolidate through DRRMC.</li> <li>c. Deploy national GETT to hardest hit regions.</li> <li>d. Regularly convene the DSWD-led Cluster response through ETC.</li> <li>e. Deploy 24/7 DSWD representative at the DRRMC OpCen for GETT-ETC.</li> <li>f. Collaborate with DRRMCs at all levels for cross-cutting concerns.</li> <li>g. Update the Online DSWD Disaster Response Situation Map showing all activated Evacuation Centers, donation drop off points, and affected populations at risk.</li> <li>h. Utilize social media in communicating updates, volunteer mobilizations, and requests for augmentation.</li> </ul>
	Post-impact	<ul style="list-style-type: none"> <li>a. Participate in the post GETT-ETC evaluation.</li> <li>b. Conduct Project Implementation Review (PIR) after disaster operations - Clusters, DSWD-FOS, Sub-Committee on Response.</li> <li>c. Conduct hand-over of GETT-ETC duties during Early Recovery and Rehabilitation Planning.</li> <li>d. Submit Terminal report to OCD.</li> </ul>
NATIONAL TELECOMMUNICATIONS COMMISSION (NTC)	Pre-Impact  Impact  Post-Impact	<ul style="list-style-type: none"> <li>a. Perform Frequency Manager to GETT-ETC.</li> <li>b. Monitor Telecom Network Situation.</li> <li>c. Ensure availability of Radio Frequency for DRRM.</li> <li>d. Man their staff to confirm and restore the function of the communication being managed by their own.</li> <li>e. Report to DICT the statuses of communication conditions of each type, such as radio wave communication service.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards; Earthquakes and Tsunamis; Consequence Management of Terrorism-Related Incidents
NATIONAL TELECOMMUNICATIONS COMMISSION (NTC)	Pre-Impact  Impact  Post-Impact	<ul style="list-style-type: none"> <li>f. Exert all effort to create new or revive redundant radio wave communication for emergency information communication under the coordination of the DICT Headquarter.</li> <li>g. Exert effort on proper and uninterrupted operation of communication, by allocating staff to disaster areas and implementing communication control, to deal with problems such as interference during congestion of communication in radio transmission stations at the time of disaster.</li> <li>h. Provide National Interagency Radio Support systems for use by disaster response teams to report information from the disaster area to the DRRMCs and such other applications as determined by the radio communications coordinator.</li> </ul>
(AFP) through the Deputy Chief of Staff for Communications, Electronics and Information System, J6	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert the designated/detailed first responders “on call”.</li> <li>b. Equip the first responders with communications equipment capable of sustained off-the-grid operation for at least seven days.</li> <li>c. Ensure operational readiness of Operations Center facilities.</li> <li>d. Perform other tasks as directed.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Provide personnel/technical and equipment assistance for communication between disaster site and DRRMCs, consistent with defense priorities.</li> <li>b. Coordinate with the DRRMCs on the optimum employment of communications assets, both manpower and equipment.</li> <li>c. Establish operations procedures consistent with the communications flow of the DRRMCs.</li> <li>d. Assist the DRRMCs in managing the spectrum by discouraging employment of unauthorized communications equipment.</li> <li>e. Perform other tasks as directed.</li> </ul>
	Post-impact	<ul style="list-style-type: none"> <li>a. Provide DRRMCs with the good practices employed during the disaster phase to serve as “lessons learned” documents.</li> <li>b. Be prepared to provide debriefing as part of communications education.</li> <li>c. Conduct retraining of technical personnel and refurbish ICT equipment to ensure operational readiness status.</li> </ul>
PHILIPPINE COAST GUARD (PCG) through Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics & Information System, CG-11	Pre-Impact	Disseminate early warning on weather forecast issued by PAGASA to coastal barangays, local fisher folk, and other maritime stakeholders through effective and fastest means of communications (text, Notice to Mariner, VHF/HF radio and e-mail).

AGENCY	DISASTER PHASE	Hydrometeorological Hazards; Earthquakes and Tsunamis; Consequence Management of Terrorism-Related Incidents
PHILIPPINE COAST GUARD (PCG) through Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics & Information System, CG-11	Impact	<ul style="list-style-type: none"> <li>a. Assess and collect information on the degree of damage related to sea navigation, immediately after a hydrometeorological disaster, especially a tropical cyclone disaster, and report to DRRMCs if navigation of marine vessels are found unsafe, due to wrecked ships and floating debris and other objects.</li> <li>b. Provide communications assistance and render reports/updates on activities and incidents to DRRMC and Cluster Lead.</li> </ul>
	Post-impact	<ul style="list-style-type: none"> <li>a. Provide reports of debriefing activities.</li> <li>b. Provide DRRMCs with the good practices employed during the disaster phase to serve as “lessons learned” documents.</li> <li>c. Be prepared to provide debriefing as part of communications education.</li> <li>d. Conduct retraining of technical personnel and refurbish ICT equipment to ensure operational readiness status.</li> </ul>
BUREAU OF FIRE PROTECTION (BFP) through Directorate for Communication and Information Technology Management (DCITM)	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert the designated/detailed first responders “on call”.</li> <li>b. Equip the first responders with communications equipment capable sustained off-the-grid operation for at least seven days.</li> <li>c. Ensure operational readiness of Operations Center facilities.</li> <li>d. Perform other tasks as directed.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Provide personnel/technical and equipment assistance for communication between disaster site and DRRMCs, consistent with defense priorities.</li> <li>b. Coordinate with the DRRMCs on the optimum employment of communications assets, both manpower and equipment.</li> <li>c. Establish operations procedures consistent with the communications flow of the DRRMCs.</li> <li>d. Assist the DRRMCs in managing the spectrum by discouraging employment of unauthorized communications equipment.</li> <li>e. Perform other tasks as directed.</li> </ul>
	Post-impact	<ul style="list-style-type: none"> <li>a. Shall provide DRRMCs the good practices employed during the disaster phase to serve as “lessons learned” documents;</li> <li>b. Shall be prepared to provide debriefing as part of communications education; and</li> <li>c. Shall conduct retraining of technical personnel and refurbish ICT equipment to ensure operational readiness status.</li> </ul>



AGENCY	DISASTER PHASE	Hydrometeorological Hazards; Earthquakes and Tsunamis; Consequence Management of Terrorism-Related Incidents
PHILIPPINE NATIONAL POLICE (PNP) through the National Operations Center and the Communications Electronics Service	Pre-Impact	<ul style="list-style-type: none"> <li>a. Maintain communications connectivity (voice and data) between NDRRMC/LDRRMC and PNP NOC/RTOC;</li> <li>b. Provide equipment support to SAR teams ; and</li> <li>c. Deploy communication team to provide technical assistance to radio users and to maintain serviceability of all issued communication equipment &amp; system.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Provide assistance in communication between disaster site and DRRMCs.</li> <li>b. Maintain communications connectivity (voice and data) between NDRRMC/LDRRMC and PNP NOC/RTOC.</li> <li>c. Provide equipment support.</li> <li>d. Provide technical assistance to radio users and maintain serviceability of all issued communication equipment and systems for PNP units deployed in disaster area.</li> <li>e. Ensure availability and operational readiness of all issued equipment.</li> </ul>
	Post-impact	<ul style="list-style-type: none"> <li>a. Provide DRRMCs with the good practices employed during the disaster phase to serve as “lessons learned” documents.</li> <li>b. Be prepared to provide debriefing as part of communications education.</li> <li>c. Conduct retraining of technical personnel and refurbish ICT equipment to ensure operational readiness status.</li> </ul>
NGOs, CSO, Volunteer Groups and other Civilian and Private Organizations recognized and acknowledged by NDRRMC	Pre-Impact	<ul style="list-style-type: none"> <li>a. Identify and preposition Key People and Resources for Disaster Response (work with ETC cluster members for easy transport and facilitation).</li> <li>b. Conduct Network Resiliency Check for both wired and wireless.</li> <li>c. Ensure that all alert/monitoring systems running on network are available (Infoboard, Social Media assets, NOAH, Weather alerts).</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Inform and alert during the disaster via:               <ul style="list-style-type: none"> <li>i. Cell Broadcast, in accordance with NDRRMC request;</li> <li>ii. Establishment of an InfoText;</li> <li>iii. Communications Support to Responders;</li> <li>iv. Libreng Tawag/Cellphone Charging Stations/Internet;</li> <li>v. Social Media engagements via Rappler, Relief.PH, rescue.ph;</li> <li>vi. Provision of reports for areas with no signals or communication networks; and</li> <li>vii. Acting as courier/messenger using motorcycle/bikes if needed.</li> </ul> </li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards; Earthquakes and Tsunamis; Consequence Management of Terrorism-Related Incidents
	Impact	<ul style="list-style-type: none"> <li>b. Deploy quick communications solution via:               <ul style="list-style-type: none"> <li>i. Satellite voice communications (Thuraya SatSleeves for Iphone);</li> <li>ii. Satellite Internet (BGAN, VSAT, Starlink);</li> <li>iii. Instant Network (in partnership with Vodafone and Telecoms Sans Frontiers);</li> <li>iv. Cell site – On-Wheels (prepositioned with satellite); and</li> <li>v. Connectivity augmentation in OpCen.</li> </ul> </li> <li>c. Use Social Media and other Emerging Technologies such as               <ul style="list-style-type: none"> <li>i. Crisis mapping;</li> <li>ii. Big data analytics; and</li> <li>iii. Mobile apps.</li> </ul> </li> </ul>
	Post-impact	<ul style="list-style-type: none"> <li>a. Audit network for fixed and wireless to consider 'adaptation' strategies.</li> <li>b. Ensure that all alert/monitoring systems running on network are available (Infoboard, Social Media assets, NOAA, Weather alerts).</li> </ul>

## C. Process

Following orders, the ETC will provide effective and timely emergency telecommunications services and ICT capacities at the national Cluster level down to local levels in the affected disaster areas.

This will be accomplished through the deployment of the GETT which will provide timely, resilient, and predictable ICT support. DICT will act as lead agency and OCD as co-lead agency supported by AFP, PNP, BFP, PCG, NTC, DSWD, and other NGOs, CSOs, Volunteer Groups, and other Civilian and Private Organizations recognized and acknowledge by NDRRMC. GETT will support other clusters in safely and efficiently carrying out their respective mandates as they prepare for, respond to, and help in recovery from the impacts of disasters.

At the end of the operations, when full normalcy of the telecommunication system services of the affected areas is attained, GETT will be deactivated and will follow formal hand-over of the ICT responsibility to concerned government units.

## D. Concept of Sustainment

1. The DICT as Cluster Lead and OCD as Co-Lead will coordinate the dispatch of the GETT and will handle all its needs to support its operation in the affected area.
2. All members of the cluster acting on request from the DICT will make available necessary and operational telecommunication equipment at the disposal of the GETT in the affected area.
3. Concerned government agencies and their subordinate offices shall utilize their respective personnel. Additional resources and funding requirements shall be coordinated through the NDRRMC in collaboration with all Council members.

## ANNEX A.

### INVENTORY OF RESOURCES

AGENCY	TYPE OF RESOURCE	QUANTITY	UNIT
DICT	HF Base Radio	55	unit
	VSAT/KYMETA	8	unit
	VHF Handheld Radio	10	unit
	Base Transceiver Station	1	set
	Mobile Operations Vehicle for Emergency (MOVE)	7	set
	HF Manpack Radio	1	unit
OCD	HF Base Radio	19	unit
	Starlink	20	unit
	UHF Handheld Radio	270	unit
	Satellite Phone	59	unit
AFP	HF Base Radio	1	unit
	UHF Handheld Radio	10	unit
	Satellite Phone	1	unit
	HF Manpack Radio	1	unit
PNP	Integrator	1	unit
	HF Manpack Radio (Codan)	1	unit
	VHF Manpack Radio (HARRIS)	2	unit
	VHF Handheld Radio (Thales)	2	unit
	UHF Base Radio (HYTERA DMR)	1	unit
	UHF Handheld Radio (HYTERA DMR)	6	unit
	Satellite Phone	1	unit
	Starlink	1	unit

AGENCY	TYPE OF RESOURCE	QUANTITY	UNIT
PCG	HF Manpack Radio	1	unit
	VHF Base Marine Band Radio	1	unit
	VHF Base Commercial Radio	1	unit
DSWD	Mobile Command Center	17	set

## ANNEX B.

### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Information and Communications Technology (DICT)	ivan.uy@dict.gov.ph; osec@dict.gov.ph	1005/1006	Disaster Risk Reduction Management Division	etc@dict.gov.ph; drmd@dict.gov.ph	(02) 8920-0101 loc 2430
Office of Civil Defense (OCD)	ocda@ocd.gov.ph; ocda.ocd@gmail.com	8912-24-24 8912-66-75	Information and Communications Technology Division	ictd@ocd.gov.ph	(02) 8911-5061 to 64 local 104
Armed Forces of the Philippines (AFP)	ocsafp56@gmail.com; ocsafp57@gmail.com	8911-6001	Communications, Electronics and Information Systems, J6	oj6_msgctr@afp.mil.ph	0977-624-8647
Philippine National Police (PNP)	pnpdpcr@yahoo.com	02 8726-4361 local 6000	Communications and Electronics Service	pnpces_opns@yahoo.com.ph; os.armd.ces@pnp.gov.ph	0917-591-2715
Philippine Coast Guard (PCG)	office.cpcg@gmail.com; flag.office@yahoo.com; cpcg@coastguard.gov.ph	527-8481 Local 6001/6002 Fax: 6003 0945-248-3826	Coast Guard Weapons, Communications, Electronics, and Information Systems Command, CG-11	cgwceiss@coastguard.gov.ph; cg11@coastguard.gov.ph; cg11.mcweis@gmail.com	0906-409-4900 0917-814-8615

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Bureau of Fire (BFP)	ofc@bfp.gov.ph	(02) 8426-0246 (02) 8426-0219	BFP-DICTM	dictm.nhq@bfp.gov.ph; ced.dictm@bfp.gov.ph	(02) 8426-0246 local 406
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68, 8-931-79-16  8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	Disaster Response Management Bureau	drmb@dswd.gov.ph	(02) 8931-8101 to 07
National Telecommunications Commission (NTC)	commissioner@ntc.gov.ph	632 8924-4042	Commissioner's Office	commissioner@ntc.gov.ph; regulation@ntc.gov.ph	(02) 8924-4042



# Logistics Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

With the approval of the 2024 version of the National Disaster Response Plan (NDRP), the speed, scale, and extent of disaster response was given importance to be in sync current trends and practices of disaster management in the country. As before, the NDRPs highlighted the need for coordinated logistics management that will cater not only to the affected population, but also to service providers and responders.

The Logistics Cluster was established under the guidance of the NDRPs, and focuses on specific disaster response logistics operations before, during, and after disaster. The plan is to organize all technical experts of the NDRPMC members agencies including private and volunteer partners and counterparts to address the three thematic areas of DRRM; Preparedness, Response and Early Recovery, and Rehabilitation and Recovery.

The Logistics Cluster is tasked with providing efficient and effective strategic logistics services for all clusters deployed by the National Response Cluster in disaster affected areas in terms of mobility, warehousing, supplies and inventory management, and restoration of basic lifelines. The Cluster is also tasked to formulate, update, implement, and monitor policies, plans, and programs pertaining to logistics that will promote a systematic and collaborative approach to disaster response.

#### B. Scope and Limitation

The Logistic Cluster will perform within the purview of the following scope and limitations:

1. Scope
  - a. The Operational Guidelines define the role of the Logistics Cluster in all phases of disasters and other national emergencies, as well as mobilization in times of peace;
  - b. The Guidelines will also detail the coordination mechanisms, chain of commands, and interagency collaboration strategies for improved implementation and continuity of operations;
  - c. The Operational Guidelines will also detail the role of the four Sub-Clusters of the Logistics Cluster, its responsibilities, and the expected actions;
  - d. It will briefly discuss the support of the Logistics Cluster in the Council's Early Recovery interventions;
  - e. It will cover the different roles of the agencies in the logistics response of the NDRPMC, defining each member's responsibility and expected actions;
  - f. It will detail the minimum available assets for logistics operations declared by the Logistics Cluster Member Agencies; and
  - g. The Guidelines will also cover the permanent focal persons of the Logistics Cluster Member Agencies, both primary and alternate.
2. Limitations
  - a. With the creation of the Debris Clearing and Civil Works Cluster, all related tasks identified as part of the Logistics Cluster's obligations will now no longer be included; until the operational guidelines of the DCCW clusters are approved and found that said related tasks are also considered.
  - b. Though the Guidelines will highlight the roles and actions of the Logistics Cluster Member Agencies, they will not, in any way, prescribe changes to the responsibilities and mandates of the agencies involved, nor will require the agencies to perform tasks not inherently part of their institutional repertoire; and

- c. The SOP will not cover the procedures on the provision of logistics assistance the Philippines may extend to other countries affected by disasters, or the processing of incoming relief though it may directly involve the Logistics Cluster and its member agencies.

The stipulations and policies already stated in the NDRRMC Logistics Cluster Standard Operating Procedures (SOP) 2021 will remain in force unless otherwise repealed or deemed inapplicable by the NDRRMC Chairperson, Vice-Chairperson for Response, Executive Director, or other similarly competent authority. As such, all provisions detailed within these Operational Guidelines shall complement if not improve the provisions of the said SOP.

## C. Legal Bases

The key actions and guiding instructions of the Logistics Cluster were based on the following institutional policy and established protocol:

- NDRRMC Logistics Cluster Standard Operating Procedures (2021)

This document define the responsibilities of the Cluster and encapsulate the essence of the Logistics Cluster and its role within the NDRRMC disaster management spectrum.

Other legal and institutional documents not cited above do not preclude their use as a reference for implementing logistics processes conducted by the Council.

## D. Cluster Objectives

The Logistics Cluster is mandated to provide an efficient and effective strategic emergency logistics service to all National Response Clusters and their deployed assets. Further, the Cluster is tasked to encourage regular information sharing among all stakeholders and other partners on logistics and supply chain issues and concerns present on the ground.

The Cluster also formulates, updates, implements, and monitors logistical policies, plans, programs, and procedures that will harmonize the logistics activities of each responding agency and

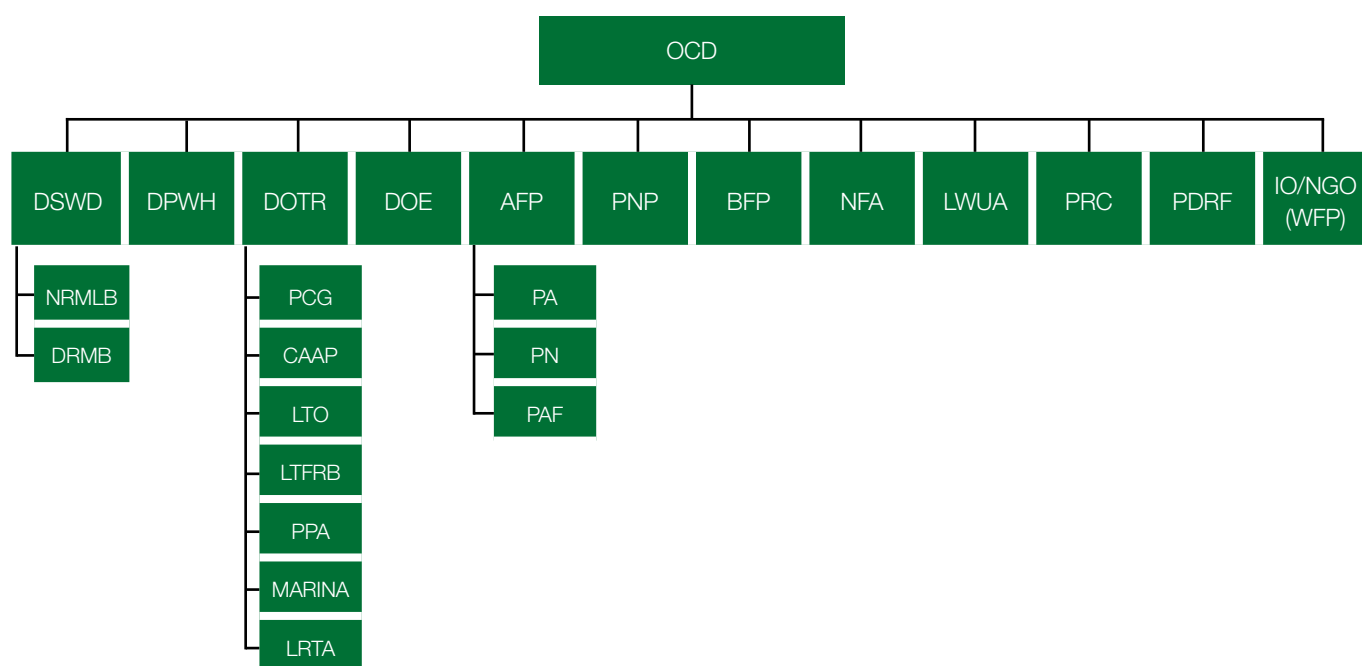
Response Cluster in times of disaster.

Further, the logistics cluster aims to provide effective and efficient logistics support that will enable the National Response Cluster to implement Humanitarian Assistance and Disaster Response (HADR) operations through the development of forces/units, synchronized logistics operations and assists in the rehabilitation.

## E. Composition

The Cluster is composed of key government agencies and bureaus, private sector actors, and international humanitarian organizations specialized and heavily involved in emergency logistics and the humanitarian supply chain.

Lead	Office of Civil Defense (OCD)
Member Agencies	<ul style="list-style-type: none"> <li>• Department of Social Welfare and Development (DSWD)</li> <li>• Department of Public Works and Highways (DPWH)</li> <li>• Department of Energy (DOE)</li> <li>• Department of Transportation (DOTr) <ul style="list-style-type: none"> <li>» Philippine Coast Guard (PCG)</li> <li>» Civil Aviation Authority of the Philippines (CAAP)</li> <li>» Land Transportation Office (LTO)</li> <li>» Land Transportation Franchising &amp; Regulatory Board (LTFRB)</li> <li>» Philippine Ports Authority (PPA)</li> <li>» Maritime Industry Authority (MARINA)</li> <li>» Light Rail Transit Authority (LRTA)</li> </ul> </li> <li>• Armed Forces of the Philippines (AFP) <ul style="list-style-type: none"> <li>» Philippine Army</li> <li>» Philippine Navy</li> <li>» Philippine Air Force</li> </ul> </li> <li>• Philippine National Police (PNP)</li> <li>• Bureau of Fire Protection (BFP)</li> <li>• National Food Authority (NFA)</li> <li>• Local Water Utilities Administration (LWUA)</li> <li>• Philippine Red Cross (PRC)</li> <li>• Philippine Disaster Resilience Foundation (PDRF)</li> <li>• World Food Programme – Philippines</li> </ul>



Also part of the Logistics Cluster are its partners from the Private Sector, namely:

UTILITIES	NAME OF AGENCY
Power	MERALCO
Water	Manila Water
	Maynilad
Transportation	Royal Cargo
	UPS
	DHL

Lastly, the ASEAN, as represented by the AHA Centre through its National Logistics Officer, shall serve as an independent partner of the Logistics Cluster and represent the ASEAN Response Mechanisms and the whole Region.

The Logistics Cluster operates in three (3) sub-clusters such as:  
 1.) Transportation sub-cluster, 2.) Warehousing sub-cluster, and  
 3.) Infrastructure and Utilities sub-cluster.

The Transportation Sub-Cluster is tasked to provide swift, efficient, and effective transportation services to other clusters and relevant stakeholders for their transportation requirements to expedite the delivery of needed resources, such as relief goods, food and non-food items, personnel, and equipment using air, land, and sea channels.

The Warehousing Sub-cluster maintains and updates a list of available warehouses and provides assistance in the provision of appropriate warehouses and storage facilities that might be needed for the processing and safekeeping of relief goods, materials, and equipment for different clusters to ensure the serviceability of their assets.

Lastly, the Infrastructure and Utilities Sub-Cluster is tasked to provide swift restoration assistance to basic lifelines damaged by disasters, such as water, power, communication, and road accessibility to affected areas.

The details of the Sub-Clusters' roles and functions are detailed in the NDRRMC Logistics Cluster Standard Operating Procedures or can be accessed in the QR Code provided:



## II. CONCEPT OF OPERATIONS

### A. Command and Control

Command Relationship – All DRRM actors and key players will refer to and base their actions on prescriptions in IRR of R.A. 10121, Rule 3, Section 2. Composition.

- i. Command Center – NDRRM Operations Center, Camp General Emilio Aguinaldo, Quezon City.
- ii. Succession of Command:
  1. For hydrometeorological hazards, earthquake and tsunamis: Logistics Cluster Leadership
    - a. Office of Civil Defense
    - b. Department of Social Welfare and Development
    - c. Office of the Deputy Chief of Staff for Logistics (OJ4), AFP, and
    - d. Logistics Cluster Members
  2. For consequence management of terrorism-related incidents: Logistics Cluster Lead
    - a. Office of Civil Defense
    - b. Office of the Deputy Chief of Staff for Logistics (OJ4), AFP,
    - c. Office of the Deputy Chief of Staff for Operations (OJ3), AFP, and
    - d. Logistical Cluster Members

- iii. Interagency Communication System Support. For the duration of the operations, the existing means of communications or whatever is applicable shall be utilized. However, the Emergency Telecommunication Cluster will be activated once communication from affected areas is cut.
- iv. Coordinating instruction
  1. Relief goods (supplies) to reach affected area/s first must be from the government agencies. NGOs must coordinate with the local disaster risk reduction management office.
  2. All member agencies are responsible for the continuous monitoring of the situation.
  3. All Clusters requesting logistical support shall communicate their requests to the Cluster Lead through the NDRRMC OpCen.
  4. All requests for the availability of platform/s must be coursed through OCD.
- v. For the entire duration of the operations, the existing means of communications shall be utilized whatever is applicable. However, the ETC will be activated once communication is cut-off from the affected areas.

## B. Roles and Functions

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
OCD	Pre-Impact	<ul style="list-style-type: none"> <li>a. Prepares database of all Logistics Cluster assets, equipment, resources, and focal persons (List of personnel, trainings, inventory of equipment, current activities/plans)</li> <li>b. Provides standards for common logistics management equipment and procedures that includes agreements, Memorandum of Understanding (MOU), Memorandum of Agreements (MOAs) as part of the short to long term actions</li> <li>c. Conduct series of meetings with the members of the Logistics Cluster for the improvement of coordination and strengthening of collaboration</li> <li>d. Create policies and guidelines relative to the actions undertaken by the Logistics Cluster, ensuring seamlessness of disaster response and interoperability</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Coordinate transportation requests to available service providers</li> <li>b. Facilitate all other logistics-related requests, i.e. RDANA helicopter assets, deployment of water filtration teams, and other similar activities</li> <li>c. Provide coordination support and process requests that will be received by the NDRRMOC</li> <li>d. Provide petroleum, oil, and fuel for response vehicles</li> <li>e. Coordinate with RDRRMCs regarding status of power lines, water connection, and power lines in affected areas</li> <li>f. Consolidate all activities conducted by the Logistics Cluster member agencies and submits a consolidated report to the NDRRMOC Cluster Coordinator</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Conduct reverse logistics and gradual demobilization of assets</li> <li>b. Coordinates the preparation of documentation for the Logistics Cluster requirements, lesson learned, and best practices;</li> <li>c. Continues implementation of capability development programs (organizational enhancement, training, procurement of equipment)</li> </ul>		
DSWD	Pre-Impact	<ul style="list-style-type: none"> <li>a. Conduct of regular inventory monitoring</li> <li>b. Creation of Memorandum of Agreements or Understanding to improve logistics capabilities</li> <li>c. Prepositioning and stockpiling of relief items in accordance to DSWD's role as lead, Food and Non-Food Items Cluster</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Assists in inventory management through the Food and Non-food Items Cluster</li> <li>b. Perform repacking of Food Packs</li> <li>c. Identify immediate logistics needs in evacuation centers and camps through the Camp Coordination and Camp Management Cluster</li> <li>d. Provides the availability of DSWD warehouses in the Regions and LGUs for storage of food and non-food items</li> <li>e. Assists in the transportation of DSWD relief items using their transportation vehicles</li> </ul>		



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DSWD	Post-Impact	<ul style="list-style-type: none"> <li>a. Perform repair and restoration of storage facilities (if damaged)</li> <li>b. Conduct monitoring and evaluation of the activities performed by DSWD</li> <li>c. Replenishment of stocks in accordance with organization's policies and procedures</li> <li>d. Conduct reverse logistics and gradual demobilization of assets</li> </ul>		
AFP-DND	Pre-Impact	<ul style="list-style-type: none"> <li>a. Requirements determination of assets in the areas likely to be affected by disasters.</li> <li>b. Planning, prepositioning of assets needed for transportation of supplies and equipment</li> <li>c. Direct coordination to other agencies and stakeholders to support the transportation of supplies</li> <li>d. Identify priority areas for the distribution of relief and coordinate with local government units for the requirements of the people.</li> <li>e. Determine the vehicle requirements for the hauling of relief goods and other supplies</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Identify the storage facilities for the warehousing of relief goods</li> <li>b. Safeguard the resources for distribution</li> <li>c. Hauling of resources and other relief goods to the affected area through the use of dedicated AFP assets</li> <li>d. Augment emergency transportation by providing military vehicles, aircraft, and vessels that have flexible mobility and capacity of mass transportation</li> <li>e. Assist in the distribution of relief goods</li> <li>f. Management of the distribution of relief goods</li> <li>g. Perform lateral coordination with other stakeholders.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Perform post-operations review and gather the lessons learned and best practices of the AFP.</li> <li>b. Gap identification and assessment</li> <li>c. Conduct of debriefing sessions.</li> </ul>		
DOTr	Impact	To lead the Transportation Cluster in the mobilization and deployment of transportation needs in times of emergencies		
	Post-Impact			
LTFRB	Impact	To assist the Transportation Cluster by providing public transportation assistance and delivery of goods/ services to the affected areas.		
	Post-Impact			
LTO	Pre-Impact	To perform the inspection of all motor vehicles committed by other member agencies to ensure that these vehicles are roadworthy and safe to be utilized by people. To escort the delivery of relief goods, personnel, and equipment.		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
MARINA	Impact	To provide emergency sealift requirements through water transport utilities and other maritime enterprises.		
	Post-Impact			
PPA	Pre-Impact	a. Risk Assessment and Planning b. Public Awareness Campaign		
	Impact	a. Facilitate interagency cooperation in order to ensure a unified approach on responding to the impacts of disasters b. Support to relief operations by facilitating the movement of relief goods, equipment and personnel at ports of concern		
	Post-Impact	a. Assist in the rehabilitation and reconstruction of ports b. Support to early recovery efforts and provision of relief.		
LWUA	Post-Impact	a. Conduct fieldwork to validate, evaluate, and assess damages reported by the water district to LWUA b. Generate PDNA reports based on findings, which are then submitted to the NDRRMC for funding consideration		
BFP	Pre-Impact	Activate OPLAN PAGHALASA		Strengthen interoperability with the Law and Order Cluster
		Prepositioning of assets in strategic areas		
	Impact	Augment resources as directed	Activate OPLAN PAGHALASA	May activate OPLAN PAGHALASA
		Provide manpower for grounding handling		
	Post Impact	Conduct road clearing	May deactivate OPLAN PAGHALASA	
		Conduct site and facility inspection		Assist in the decontamination
Meralco	Pre- Impact	Monitor track and intensity of Tropical Cyclone		
	Impact	a. Monitor areas with customers without power a. Restore power if possible		
	Post-Impact	a. Continue power restoration a. Continue monitoring of areas with customers without power		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOE	Pre-Impact	Activation of TFER	No activities on pre-impact	
		a. Conduct of emergency meeting in preparation to the possible effect of tropical cyclone a. Coordination with concerned due Bureaus and Stakeholders a. Reporting of preparedness measures		
	Impact	a. Conduct of RDANA of affected energy facilities b. Submission of status of lifelines report to concerned energy agencies (NEA, NPC) stakeholders (NOCP, PIAPA) c. Submission of consolidated report to concerned DOE Bureaus of then to the TFER Secretariat	a. Activation of TFER b. Conduct of RDANA of affected energy facilities c. Submission of status of lifelines report to concerned energy agencies (NEA, NPC) stakeholders (NOCP, PIAPA) and conduct of TFER emergency meeting re: initial impact assessment of affected energy facilities	
DOE	Impact	d. Consolidation of reports to be incorporated into the situational report e. Recommendation on the ways forward (priority of restoration, augmentation of TFR and other logistics requirements) based on the situational report f. Regular conduct of situational reports of continuous coordination to concerned DOT Bureaus, stakeholders and other agencies. g. Regular conduct of press briefings.	h. Submission of consolidated report to concerned DOE Bureaus of then to the TFEN Secretariat i. Consolidation of reports to be incorporated into the situational report j. Recommendation on the ways forward (priority of restoration, augmentation of TFR and other logistics requirements) based on the situational report k. Regular conduct of situational reports of continuous coordination to concerned DOT Bureaus, stakeholders and other agencies	
	Post Impact	a. Conduct of PDANA a. Submission of terminal report		
ROYAL CARGO INC.	Post Impact		a. Transport aids b. Help through restoration and storage of materials	a. Transport of needed supplies

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DPWH	Pre-Impact	<ul style="list-style-type: none"> <li>a. Activation of DPWH – DIMIT and prepositioning of quick response assets</li> <li>b. Update inventory of assets that will be utilized for response operations</li> <li>c. Conduct of necessary measures that will ensure mobility such as pruning of trees, declogging of canal, installation of warning signs</li> </ul>		
DPWH	Impact	<ul style="list-style-type: none"> <li>a. Cleaning of national roads for mobility and identification of alternate routes for response operations</li> <li>b. Submit report on the status of national roads and national bridges as well as providing traffic management and travel advisory to road users</li> <li>c. Execute palliative measures to infrastructure with minor damages to prevent further damage</li> <li>d. Provide temporary structures required to ensure continuous mobility</li> <li>e. Provide logistical support to other response agencies as requested by the logistics cluster, including through the deployment of available transportation assets for the delivery of goods and services in the affected areas</li> </ul>		
	Post Impact	<ul style="list-style-type: none"> <li>a. Continually remove obstruction and rehabilitate affected national road sections</li> <li>b. Continually construct temporary structures required to ensure continuous mobility</li> <li>c. Continually submit report on the status national roads and bridges until the final situational report</li> <li>d. Continually provide logistical support to other agencies as requested</li> </ul>		
AHA Centre	Pre-Impact	<ul style="list-style-type: none"> <li>a. Monitoring</li> <li>b. Prepositioning</li> <li>c. Stockpiling</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Monitoring</li> </ul>		
	Post Impact	<ul style="list-style-type: none"> <li>a. Provision of Relief Assistance as per Request of the Affected AMS</li> <li>b. Deployment of ERAT as per request and approval of affected AMS</li> </ul>		

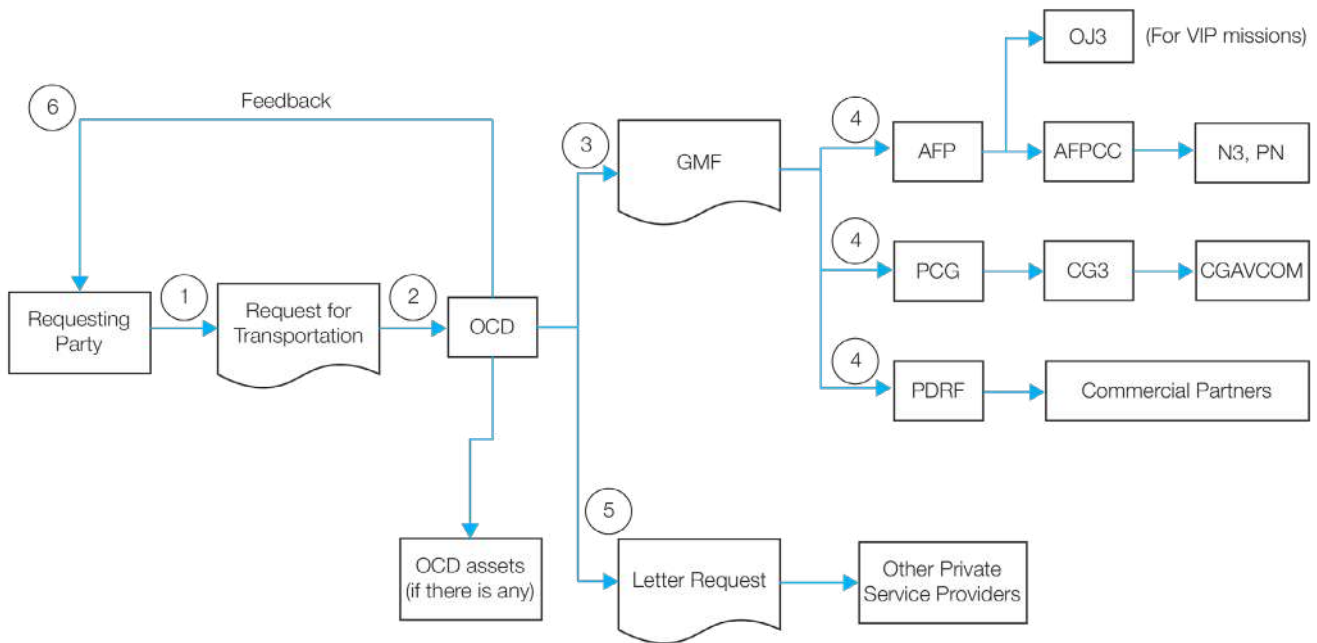
AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
NFA	Pre-Impact	During pre-impact NFA buys <i>palay</i> from individual farmers/farmer organizations at the government support price. This program is undertaken to ensure and establish manageable buffer stock in line with the agency function of maintaining optimal level of rice inventory that shall be maintained at any given time to be used for emergency situations and to sustain the disaster relief programs of the government during national or man-made calamities.		
	Impact	<ul style="list-style-type: none"> <li>a. NFA Distribution – It is the program of strategic positioning of the stocks in order to respond to relief operations of the government and also for the replacement of stocks.</li> <li>b. For emergency use: Rice releases in response to emergencies in support of disaster relief programs of the government through sales: Government Agencies, LGU and Private Institutions involved in relief operations.</li> </ul>		
	Post Impact	As stated under R.A 11203 Section 8 Maintenance of Rice Buffer Stocks the NFA shall, in accordance with the rules, regulations and procedures to be promulgated, maintain sufficient rice buffer stock to be sourced safety from local farmers.		
CAAP	Pre-Impact	<ul style="list-style-type: none"> <li>a. Conduct Capacity Development activities on getting airports ready to manage increased influx of passenger and cargo</li> <li>b. Identify airports that are capable to receive relief flights</li> <li>c. Establish or keep current – directory of determined stakeholders during disasters</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Help coordinate aviation agreements and other security needs for the transportation of relief goods, personnel, and equipment (through CAB-OTS)</li> <li>b. Activate learned procedures and determined teams to perform procedures</li> <li>c. Activate coordination with stakeholders</li> <li>d. To provide assistance with regard to air travel operations as well as the inspection of aircraft being utilized for mobilization of goods or equipment</li> </ul>		
	Post Impact	<ul style="list-style-type: none"> <li>a. Implement learned procedures</li> <li>b. Continue active and responsive coordination with all stakeholders</li> <li>c. Conduct Post Activity Meeting for Performance Review and update of procedures</li> </ul>		
PCG	Pre-Impact	<ul style="list-style-type: none"> <li>a. Participate in the development of national local disasters plans</li> <li>b. Participate in Risk Assessment and Planning</li> <li>c. Enforce safety regulations to prevent accidents and casualties</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. To augment personnel for safe maritime transport and provide assets such as vessels and equipment deemed necessary for disaster relief operations</li> <li>b. Enforce safety regulations to prevent accidents and casualties</li> </ul>		
PNP	Impact	<ul style="list-style-type: none"> <li>a. Augment emergency transportation by providing police vehicles, aircraft, and vessels</li> <li>b. Provide assistance to prioritize the delivery of goods and other relief operational requirements</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
Philippine Red Cross	Impact	Provide rescue and relief vehicles to augment operations in the affected areas as well as ensure the mobilization of rescue teams and medical equipment.		
BOC	Impact	a. The role of the Bureau of Customs starts when there are importations of donated goods under the call of International Humanitarian assistance whether under the National State of Calamity or local state of calamity.  b. The processing and documentation of properly endorsed Bill of Lading, invoice, packing list, goods declaration, Deed of Donation, Letter of Intent, and Deed of Acceptance. Informal Import Declaration and Entry (IIDE) BC. Form No. 177 and Permit to Deliver Imported Goods (PDIG) BC. Form No. 194 (for seaport shipment and gate pass form 201 (for airport shipment and other supporting documents)		
WFP	Pre-Impact	Conduct of Logistics Capacity Assessment		
	Impact	a. Provide transport assistance to the Government and its partners b. Support the following logistics response activities: c. Transportation of relief assets d. Augmentation of operational equipment such as MSUs, generator sets, telecommunications equipment, and other related assets e. Conduct of logistics capacity assessment and other field assessment missions f. Technical assistance on the humanitarian logistics and supply chain management		
	Post-Impact	Conduct of post-disaster logistics capacity assessment		
Private Organization	Impact	Provide the Transportation Cluster with necessary augmentation of needed resources upon proper coordination and request		



## C. Process

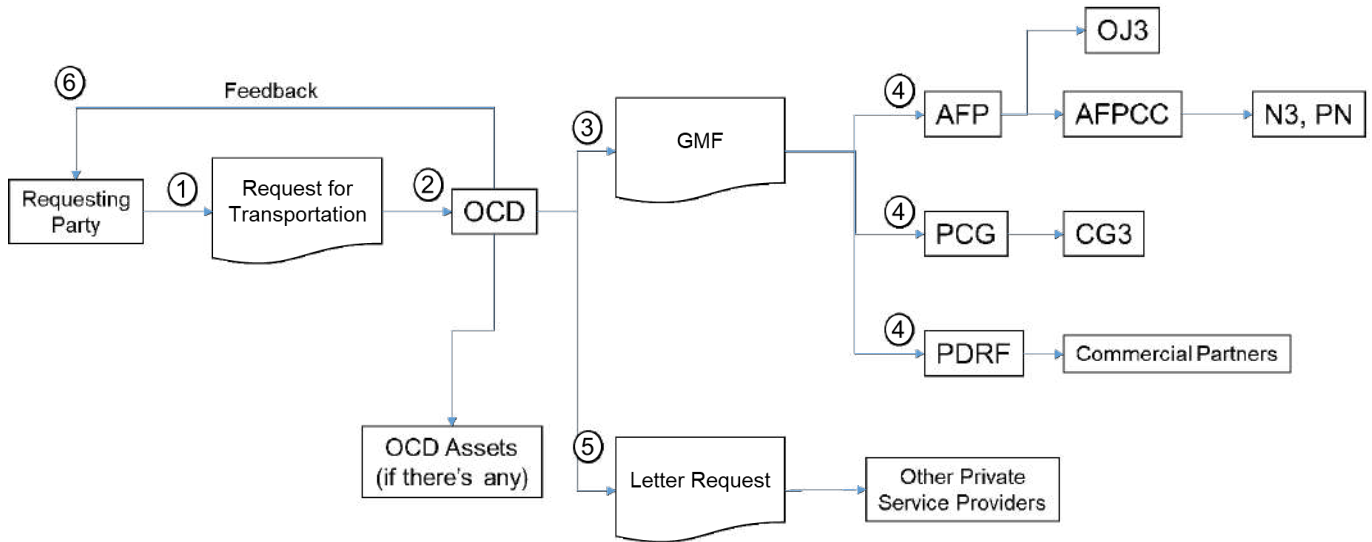
### PROCESSING OF TRANSPORTATION REQUESTS: AIR



1. Requesting Party sends out a request (either verbal or written) to OCD
2. OCD shall check first if it has available assets that could be used for this purpose
3. If none, OCD through the Operations Service will prepare a General Message Form (GMF) signed by the Director, Operations Service and Manager, NDRRM Operations Center to be forwarded to concerned Logistics Cluster Member Agencies
4. GMF will be disseminated to the following capable Logistics Cluster Member Agencies:
  - a. For AFP:
    - i. Request will be sent to the AFP Command Center (AFPCC) and the Office of the Deputy Chief of Staff for Operations, OJ3 for VIP requests.
    - ii. Directive to the Deputy Chief of Staff of Air Operations, A3, Philippine Air Force will emanate from either AFPCC or OJ3 for their appropriate action
    - iii. A3, PAF or AFPCC/OJ3 to give feedback to OCD regarding approval/disapproval of request and other important details
  - b. For PCG:
    - i. Request will be sent to the Deputy Chief of Coast Guard Staff for Operations, CG3 for their approval
    - ii. Directive to the Coast Guard Aviation Command will emanate from CG3 for their appropriate action
    - iii. CG3 to give feedback to OCD regarding approval/disapproval of request and other important details
  - c. For PDRF
    - i. Request will be sent to the PDRF Emergency Operations Center through their Logistics Sector Focal
    - ii. PDRF will coordinate with its partners from the private sector for the availability of air transportation assets for air delivery
    - iii. PDRF to coordinate with OCD regarding the availability of air assets and other important details.
5. Should there be no available air assets from the Logistics Cluster member agencies, OCD shall write a letter of request to external service providers that could accommodate the request.
6. OCD shall provide feedback to the requesting party regarding the status of their request and inform them of pertinent information and requirements for the accomplishment of their request.

The Logistics Cluster ensures to accommodate all requests and perform all transportation requests on the preferred time and without cost to the requesting party. Further, the Logistics Cluster ensures the safety and good condition of the items requested to be delivered.

## PROCESSING OF TRANSPORTATION REQUESTS: SEA

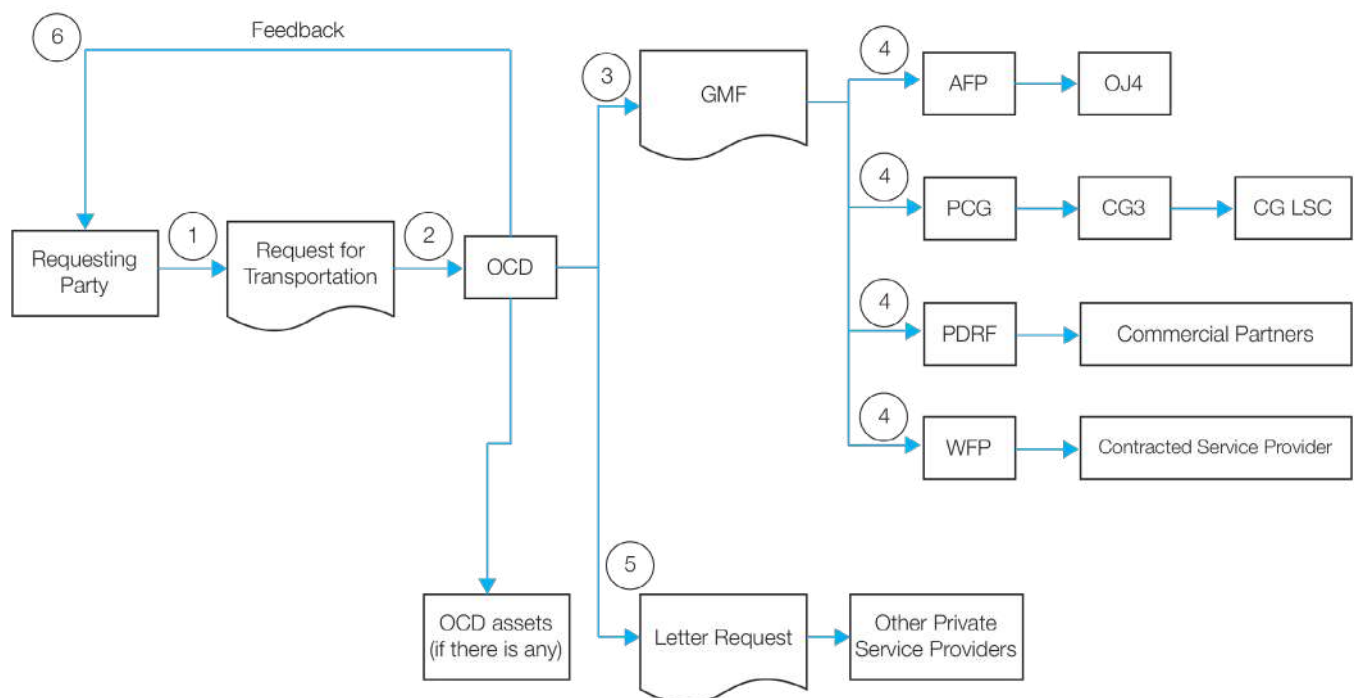


1. Requesting Party sends out a request (either verbal or written) to OCD
2. OCD shall check first if it has available assets that could be used for this purpose
3. If none, OCD through the Operations Service will prepare a General Message Form (GMF) signed by the Director, Operations Service and Manager, NDRRM Operations Center
4. GMF will be disseminated to the following capable Logistics Cluster Member Agencies:
  - a. For AFP:
    - i. Request will be sent to the AFP Command Center (AFPCC) and to the Office of the Deputy Chief of Staff for Operations, OJ3 for VIP requests.
    - ii. Directive to the Deputy Chief of Staff of Sea Operations, A3, Philippine Navy will emanate from either AFPCC or OJ3 for their appropriate action
    - iii. N3, PN or AFPCC/OJ3 to give feedback to OCD regarding approval/disapproval of request and other important details
  - b. For PCG:
    - i. Request will be sent to the Deputy Chief of Coast Guard Staff for Operations, CG3 for their approval
    - ii. CG3 will direct one of its PCG Districts or naval ships to prepare for sea voyage to accommodate said request
    - iii. CG3 to give feedback to OCD regarding approval/disapproval of request and other important details
  - c. For PDRF
    - i. Request will be sent to the PDRF Emergency Operations Center through their Logistics Sector Focal
    - ii. PDRF will coordinate with its partners from the private sector for the availability of sea transportation assets for sea cargo delivery
    - iii. PDRF to coordinate with OCD regarding the availability of naval assets and other important details.

5. Should there be no available naval assets from the Logistics Cluster member agencies, OCD shall write a letter of request to external service providers that could accommodate the request.
6. OCD shall provide feedback to the requesting party regarding the status of their request and inform them of pertinent information and requirements for the accomplishment of their request.

The Logistics Cluster ensures to accommodate all requests and perform all transportation requests on the preferred time and without cost to the requesting party. Further, the Logistics Cluster ensures the safety and good condition of the items requested to be delivered.

## PROCESSING OF TRANSPORTATION REQUESTS: LAND

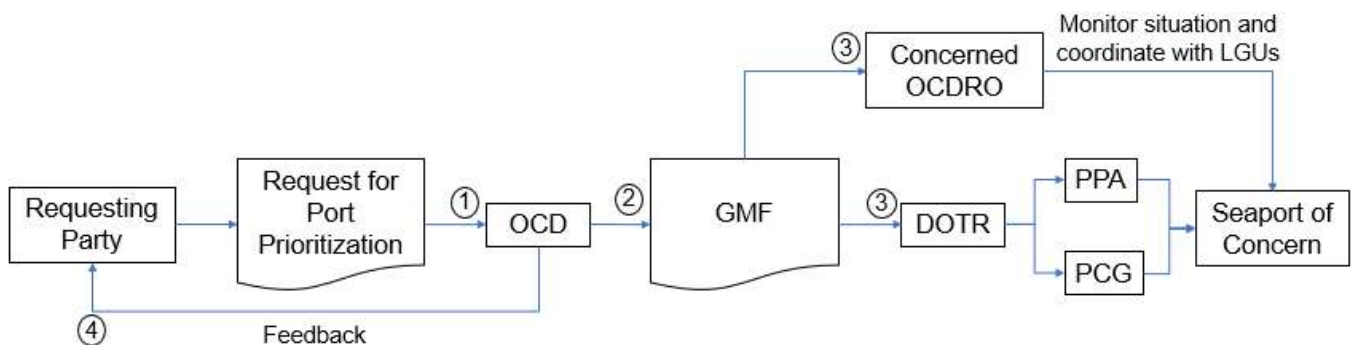


1. Requesting Party sends out a request (either verbal or written) to OCD
2. OCD shall check first if it has available assets that could be used for this purpose
3. If not, OCD through the Operations Service shall prepare a General Message Form (GMF) signed by the Director, Operations Service and Manager, NDRRM Operations Center
4. GMF will be disseminated to the following Logistics Cluster Member Agencies capable of providing land transport support.
  - a. For AFP:
    - i. Request will be sent to the Deputy Chief of Staff for Logistics, OJ4, AFP
    - ii. OJ4 will direct its land transportation units for the availability of land transportation support needed.
    - ii. OJ4 to give feedback to OCD regarding approval/disapproval of request and other important details
  - b. For PCG:
    - i. Request will be sent to the Deputy Chief of Coast Guard Staff for Operations, CG3 for their approval

- ii. CG3 to direct the CG Logistics Systems Command for the availability of land transportation assets
  - iii. CG3 to give feedback to OCD regarding approval/disapproval of request and other important details
- c. For PDRF
- i. Request will be sent to the PDRF Emergency Operations Center through their Logistics Sector Focal
  - ii. PDRF will coordinate with its partners from the private sector for the availability of land transportation assets for land delivery
  - iii. PDRF to coordinate with OCD regarding the availability of land assets and other important details.
- d. For WFP Philippines
- i. Request will be sent attentioned to the Logistics and Supply Chain Officer of WFP Philippines for their appropriate action
- ii. WFP Philippines to employ contracted service providers for the delivery of requirements
  - iii. WFP Philippines to coordinate with OCD regarding the availability of land assets and other important details.
5. Should there be no available land assets from the Logistics Cluster member agencies, OCD to write a letter of request to external service providers that could accommodate the request.
  6. OCD will provide feedback to the requesting party regarding the status of their request and inform them of pertinent information and requirements for the accomplishment of their request.

The Logistics Cluster ensures to accommodate all requests and perform all transportation requests on the preferred time and without cost to the requesting party. Further, the Logistics Cluster ensures the safety and good condition of the items requested to be delivered.

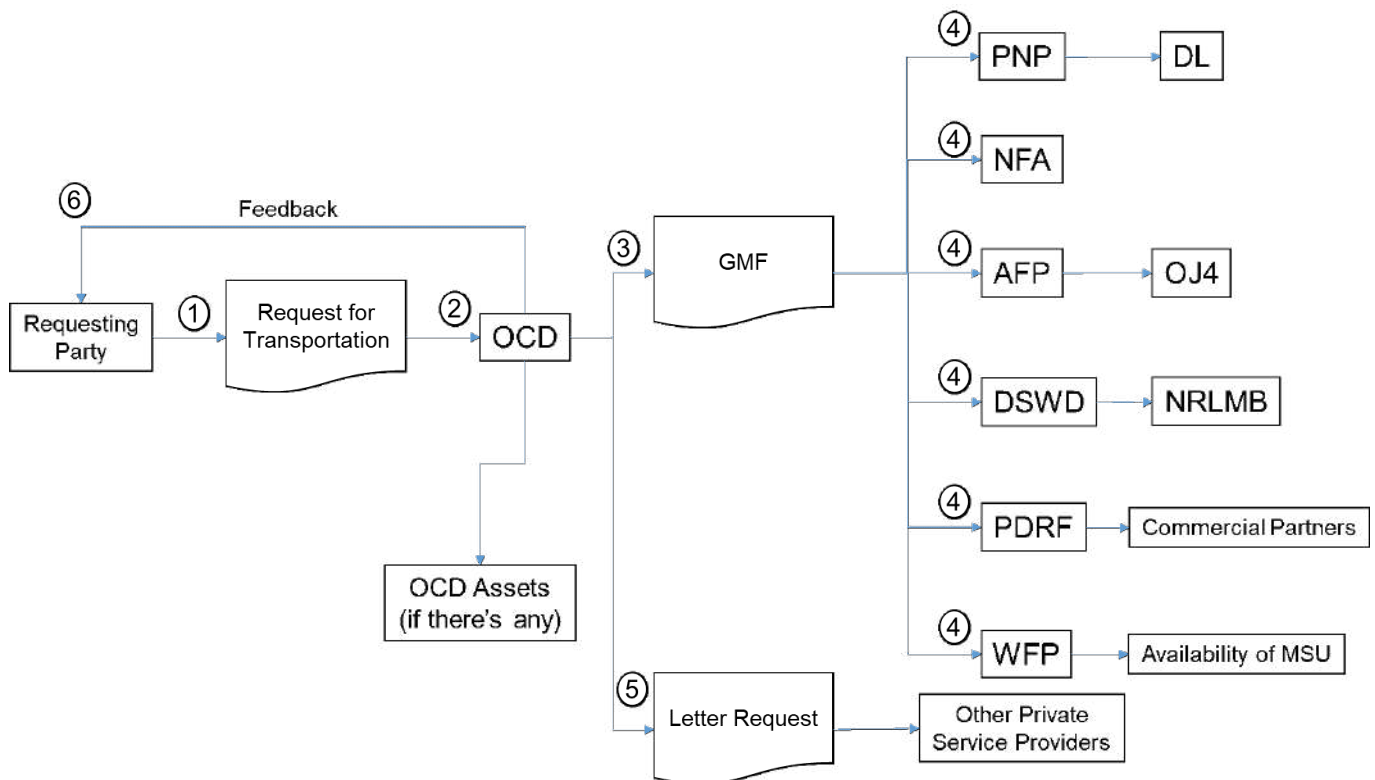
## PROCESSING OF PORT PRIORITIZATION REQUESTS



1. Requesting Party sends out a request (either verbal or written) to OCD for cargo vehicles requiring port prioritization.
2. OCD through the Operations Service shall prepare a General Message Form (GMF) signed by the Director, Operations Service and Manager, NDRRM Operations Center, forwarding the request to identified stakeholders
3. GMF will be disseminated to the following:
  - a. Department of Transportation (DOTR)
    - i. Request sent to the Office of the Secretary through the Office of the Undersecretary for Administrative Service or the Office of the Assistant Secretary for Special Concerns

- ii. DOTR to transmit the request to the Philippine Ports Authority (PPA) and Philippine Coast Guard (PCG) to accommodate the prioritization requirements
- iii. PPA and PCG to monitor the status of stranded vehicles and passengers in congested ports of concern.
- b. Office of Civil Defense Regional Office (OCDRO)
  - i. Concerned OCDROs to coordinate with concerned Local Governments to monitor the port operations of congested ports
- 4. OCD will provide feedback to the requesting party regarding the status of their request and inform them of pertinent information and requirements for the accomplishment of their request.

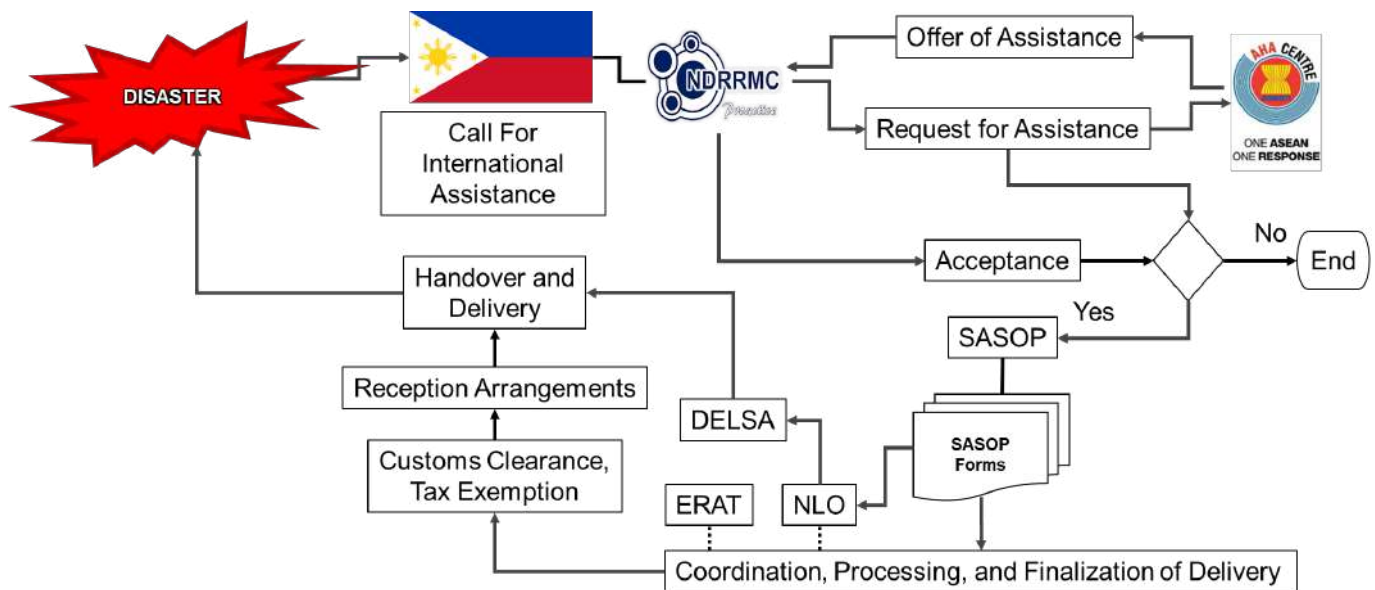
## PROCESSING OF WAREHOUSING AND STORAGE REQUESTS



1. The Requesting Party sends out a written request to OCD
2. OCD shall check first if it has available assets that could be used for this purpose
3. If not, OCD through the Operations Service shall prepare a General Message Form (GMF) signed by the Director, Operations Service and Manager, NDRRM Operations Center
4. GMF will be disseminated to the following Logistics Cluster Member Agencies capable of providing available storage spaces or lots for the installation of logistics hubs
  - a. For AFP:
    - i. Request will be sent to the Deputy Chief of Staff for Logistics, OJ4, AFP
    - ii. OJ4 to coordinate with the AFP Logistics Command or the different branch of service for the availability of warehouse spaces or lots within military camps nationwide
    - iii. OJ4 to give feedback to OCD regarding approval/disapproval of request and other important details
  - b. For DSWD:
    - i. The request will be the National Resource and Logistics Management Bureau (NRLMB) for the accommodation of the request
    - ii. NRLMB to coordinate with the National Resource Operations Center (NROC) in Pasay City, the Visayas Disaster Response Center (VDRC) in Pasay City or the different DSWD Field Offices for the availability of the request.
    - iii. DSWD to give feedback to OCD regarding approval/disapproval of request and other important details
  - c. For NFA:
    - i. The request will be sent to the NFA Administrator, through the Department Manager of Operations Coordination Department for the accommodation of the request
    - ii. NFA to coordinate with the different NFA warehouse units nationwide for the availability of warehouse space for response operations
  - d. For PDRF:
    - i. Request will be sent to the PDRF Emergency Operations Center through their Logistics Sector Focal
    - ii. PDRF will coordinate with its partners from the private sector for the availability of warehouse spaces or lots for the installation of Mobile Storage Units (MSUs)
    - iii. PDRF to coordinate with OCD regarding the availability of land assets and other important details.
  - e. For WFP Philippines
    - i. Request will be sent attention to the Logistics and Supply Chain Officer of WFP Philippines for their appropriate action
    - ii. WFP Philippines to provide available MSUs to be installed at open lots available for use.
    - iii. WFP Philippines to coordinate with OCD regarding the availability of land assets and other important details.
  - f. For PNP
    - i. Request will be sent to the Directorate for Logistics (DL), PNP
    - ii. DL to coordinate to LSS for the availability of warehouse spaces or lots within PNP camps nationwide
    - iii. DL to give feedback to OCD regarding approval/disapproval of request and other important details
5. Should there be no available warehouse space from the Logistics Cluster member agencies, OCD shall write a letter of request to external service providers that could accommodate the request.
6. OCD shall provide feedback to the requesting party regarding the status of their request and inform them of pertinent information and requirements for the accomplishment of their request.



## PROCESSING AND ACCEPTANCE OF DONATION FROM ASEAN



### For requested assistance

1. Upon the declaration of a State of Calamity or call for international assistance, the Philippines will request augmentation from the ASEAN through the AHA Centre
2. Upon confirmation that the assistance requested by the Philippines is accepted, both NDRRMC as the National Disaster Management Office (NDMO) and AHA Centre shall process the donation by accomplishing the SASOP Forms
3. NDRRMC shall facilitate the processing of customs clearance, tax exemption, and CIQ procedures for imported goods.
4. For items coming from DELISA, the National Logistics Coordinator to the Philippines or the AHA Centre Operations Center shall coordinate with OCD for the processing and finalization of delivery requirements.
5. NDRRMC and AHA Centre shall facilitate the reception arrangements and polish any last-minute requirements prior to acceptance.
6. Once accepted, NDRRMC shall facilitate the delivery of cargo to the designated delivery site.

### For offered assistance

1. AHA Centre will offer assistance to the Philippines in support of the disaster response operation.
2. If the assistance to be provided by AHA Centre is accepted, NDRRMC shall process the required documentation and the approval of the Chairperson, NDRRMC.
3. NDRRMC shall facilitate the processing of customs clearance, tax exemption, and CIQ procedures for imported goods.
4. For items coming from DELISA, the National Logistics Coordinator to the Philippines or the AHA Centre Operations Center shall coordinate with OCD to process and finalize delivery requirements.
5. NDRRMC and AHA Centre shall facilitate the reception arrangements and polish any last-minute requirements before acceptance.
6. Once accepted, NDRRMC shall facilitate the delivery of cargo to the designated delivery site.

### III. ANNEXES

#### ANNEX A. INVENTORY OF RESOURCES

AGENCY	TYPE OF RESOURCE	QUANTITY	UOM	LOCATION
DSWD	DSWD NROC – Warehouse	1	Lot	Pasay City
	DSWD VRDC – Warehouse	1	Lot	Mandaue City, Cebu
	DSWD Regional Warehouse	17	Lot	NCR to CARAGA
LWUA	Mobile Water Treatment Device	-	-	NCR
	Drilling Rigs	-	-	NCR
	Geo-Resistivity Survey Instrument	-	-	NCR
AFP	KM250 truck	276	Units	Nationwide (specific location not disclosed for security purposes)
	KM450 truck	930	Units	
	M35 truck	47	Units	
	Ambulance KM151 truck	47	Units	
	5 ton truck	217	Units	
	GPV truck	267	Units	
	Rotary Aircraft	40	Units	
	Fixed Wing Aircraft	9	Units	
	Sea Vessel	19	Units	
PPA	Ambulance	-	-	Head Office, Port Management Office, Port of Manila
	Fire Truck	-	-	
	Seismograph	-	-	
	Bus, coasters	-	-	

AGENCY	TYPE OF RESOURCE	QUANTITY	UOM	LOCATION
BFP	Fire Station	1,496	Units	Nationwide
	Fire Sub-Station	420	Units	
	Fire Trucks	3,595	Units	
	Ambulance	349	Units	
	Rescue Vehicle	91	Units	
	Aerial ladder truck	44	Units	NCR, 1-3, 4A, 4B, 6-11
	Rescue Boat	55	Units	NCR, 1-10, BARMM, CARAGA
	Personnel Transport Vehicle	311	Units	Nationwide
	Motorcycle	366	Units	
PDRF and Private Sector Partners	Trucks/Vans	-	-	Nationwide
	Forklifts	-	-	
	Fuel	-	-	
	Logisticians	-	-	
	LCT Barge	-	-	Batangas
	Materials Handling	-	-	Nationwide
AHA CENTRE	Non - Food Items (BSW)			Camp Aguinaldo (NCR)
	Family Kit	2,500	-	
	PHK	12,500	-	
	Tarps	2,500	-	
	STK	2,500		
	DSM			

AGENCY	TYPE OF RESOURCE	QUANTITY	UOM	LOCATION
AHA Centre	GenSets	2	-	Camp Aguinaldo (NCR)
	Tents	2	-	
	Water Filtration	2	-	
	MSU	2	-	
NFA	NFA Warehouses for Food Security (FS)	196	-	Regions I-XII
				CARAGA
	NFA Warehouses for Buying Section (BS)	231	-	Regions I-XII
				CARAGA
	Unutilized/Vacant NFA Warehouses for Leasing Out	95	-	Regions I-XII
				CARAGA
PNP	Truck	9	-	NCR

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## ANNEX B.

### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Office of Civil Defense (OCD)	ocda@ocd.gov.ph ocda.ocd@gmail.com ocdda-o@ocd.gov.ph	8912-24-24 8912-66-75	Operations Service	operationsservice@ocd.gov.ph; rocd@ocd.gov.ph	(02) 8911-5061 TO 64 loc. 104
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68, 8-931-79-16 8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	National Resource and Logistics Management Bureau	nrlmb@dswd.gov.ph	(02) 8-355-2849
Local Water Utilities Administration (LWUA)	oadproper@lwua.gov.ph	(8) 929-61-07 (3) 433-31-55	Engineering Service	es@lwua.gov.ph	(8) 929-61-07 (3) 433-31-55
Armed Forces of the Philippines (AFP)	ocsafp56@gmail.com ocsafp57@gmail.com	8911-6001	OJ4 and OJ3	oj4.messagecenter@gmail.com oj3.afp@gmail.com	0926-618-5172 0917-531-6972
Department of Transportation (DOTr)	osec@dotr.gov.ph	(02) 7944-2002	Office of the Secretary	sanmcph@yahoo.com	0917-568-9465
Philippine Ports Authority (PPA)	ogm@ppa.com.ph6	(0632) 8-527-8374 up to 77	Port Operations & Services Department	posd_ho@ppa.com.ph	(02) 5-336-5151
Bureau of Fire Protection (BFP)	ofc@bfp.gov.ph	(02) 8426-0246 (02) 8426-0219	Directorate for Operations, NHQ	do.nhq@bfp.gov.ph sod.do@bfp.gov.ph	0917-127-9067
Department of Energy (DOE)	rlotilla@doe.gov.ph	8840-2008 8840-2134	Office of the Undersecretary	msinocruz@doe.gov.ph; Smbolvido@doe.gov.ph	8840-1771
Department of Public Works and Highways (DPWH)	bonoan.manuel@dpwh.gov.ph	(632) 5304-3300	Bureau of Maintenance	bomsdmcd@dpwh.gov.ph	(02) 5304.3833 local 43833

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
National Food Authority (NFA)	administrator@nfa.gov.ph	0917-113-9347	Operation, Planning and Monitoring Division	opmd.ocd@nfa.gov.ph	0917-113-9347
Civil Aviation Authority of the Philippines (CAAP)	odg.caap@gmail.com	944-2001 944-2003 944-2007 to 2009	Business Continuity Management Group – Office of the Director General	adms_chief@caap.gov.ph admin@caap.gov.ph	8246 4988 loc 2007
Philippine National Police (PNP)	pnpdpcr@yahoo.com	02 8726-4361 local 6000	Disaster Management Section	omdpdcadg2022@gmail.com	02 8726-4361 Local 6000
Philippine Disaster Resilience Foundation (PDRF)	opscenter@pdrf.org.ph	8844-2700	Operations Center	pdrfopscenter@gmail.com pdrfcentral@pdrf.org.ph	8844-2700
World Food Programme (WFP)	wfp.philippines@wfp.org	0917-594-8633	Operations Center	wfp.philippines@wfp.org	0917-594-8633
Royal Cargo Inc.	info@royalcargo.com	63 (2) 8333 3000	Logistics/Transport	cargo@air-swift.com	63 (2) 8333 3000

May be updated without prior notice, accessible through the QR code:





# Debris Clearing and Civil Works Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

The Philippines is a high-risk country and disaster-prone due to its geographic location. Disaster events from hydrometeorological and geological hazards generate huge amounts of debris causing blockage of road systems, disruption of services, and other problems. Enormous amounts of debris such as soil erosions, wrecked vehicles, carcasses, and damaged lifeline structures are inevitable during these events, thus, debris clearing and civil works clusters are established.

Proper management of disaster debris diminishes the associated risks posed by a disaster to ensure the public's safety. It will provide ease of access for emergency response operations and emergency/critical facilities and will contribute to unhampered mobility of the affected area. The debris clearing may vary among local government units and government agencies. However, the common denominator is the need for organized and collaborative efforts.

#### B. Scope and Limitation

The scope and limitations of these Operational Guidelines are listed below.

- This Operational Guideline addresses the use of the resources of the cluster member agencies in times of disasters and other national emergencies.
- This document will not include agency-level procedures and protocols currently implemented in the respective Cluster Member Agencies. The guideline, for all intents and purposes, is not intended to promote abrupt changes to organizational processes. However, it can be used as a reference for calibrating agency processes concerning inter-agency collaboration related to emergency debris clearing.
- This document covers the clearing/removal and handling of disaster debris and civil works (e.g., provision of temporary detour roads, bridges, and slope protection). However, it does not include debris on private property, reuse/recycling, and segregation activities.
- This document is primarily intended for use by the Debris Clearing and Civil Works Cluster (DCCW). Therefore, it should be cascaded down to the Regional, Provincial, City, and Municipal Emergency Operations Centers (EOCs) of the Disaster Risk Reduction and Management Councils in support of the Cluster/Sectors in disaster-affected areas.
- This document will not cover the procedures for providing debris-clearing assistance to the Philippines, which may extend to other countries affected by disasters.
- This document is generally applicable to different types of disasters or emergencies. The procedures presented herein are applicable during preparedness and response and early recovery operations for hydrometeorological, geological, and human-induced hazards.
- Seeing the complexity of response for human-induced incidents such as terrorism-related incidents and chemical, biological, radiologic, and nuclear (CBRN) incidents, debris-clearing activities will need to be calibrated based on the advice of the NDRRMC Chairperson, Executive Director, and Vice-Chairperson for Response, prioritizing the safety and security of all Cluster personnel, assets, and resources.
- The Cluster's activities may be extended in times of protracted relief operations up to rehabilitation operations unless otherwise directed for termination.
- These Operational Guidelines shall be subject to continuous development and enhancement based on documented lessons learned and practice.

C. Legal Bases

- Republic Act (RA) No.10121, Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010;
- National Disaster Response Plans (NDRPs);
- National Disaster Risk Reduction and Management Plan (NDRRMP) 2020 – 2030;

D. Cluster Objectives

The Debris Clearing and Civil Works Cluster is mandated to remove all disaster debris that obstructs major thoroughfares, emergency operations, or access to emergency/critical facilities. This cluster shall ensure unhampered mobility of goods and services and assist responders in penetrating the disaster-affected areas by providing engineering support in the assessment of infrastructure and facilities.

The objectives of this cluster are the following:

- Clearing and removal of disaster debris and obstructions
- Provide temporary access/detour roads and bridges
- Ensure unhampered mobility
- Provide temporary service facilities and restoration of service facilities (e.g., ports and utilities)
- Readiness and coordination among DCCW Cluster member agencies and offices
- Provide accurate information to Response Cluster members

E. Composition

Lead	Department of Public Works and Highways (DPWH)
Member Agencies	<ul style="list-style-type: none"><li>• Department of Transportation (DOTr)</li><li>• Philippine Coast Guard (PCG)</li><li>• Philippine Ports Authority (PPA)</li><li>• Civil Aviation Authority of the Philippines (CAAP)</li><li>• Department of the Interior and Local Government (DILG)</li><li>• Department of Information and Communications Technology (DICT)</li><li>• Department of Energy (DOE)</li><li>• National Electrification Administration (NEA)</li><li>• National Power Corporation (NPC)</li><li>• National Transmission Corporation (TransCo)</li><li>• Local Water Utilities Administration (LWUA)</li><li>• Department of Environment and Natural Resources (DENR)</li><li>• Armed Forces of the Philippines (AFP)</li><li>• Philippine National Police (PNP)</li><li>• Bureau of Fire Protection (BFP)</li><li>• Metro Manila Development Authority of the Philippines (MMDA)</li><li>• Utility Service Providers (Electricity, Water, and Telecommunications)</li><li>• Philippines Red Cross (PRC)</li><li>• Non-Government Organization (NSO)</li><li>• Civil Society Organization (CSO)</li><li>• Volunteer Groups</li></ul>

The Cluster shall include the participation of other government and non-government agencies/offices/organizations deemed necessary or relevant in achieving the Cluster's objectives, roles, responsibilities, and deliverables.

## II. CONCEPT OF OPERATIONS

### A. Command and Control

1. Command Relationship
  - a. All DRRM actors and key players will refer to and base their actions as prescribed in the Implementing Rules and Regulations (IRR) of RA 10121, Rule 3, Section 2. Composition
2. Command Center
  - a. National Disaster Risk Reduction and Management Operations Center (NDRRMOC) Building, Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City.
3. Succession of Command
  - a. DCCW Cluster Lead (DPWH)
  - b. DCCW Cluster Alternate Lead (DOTr or DILG)
  - c. DCCW Cluster Members

## B. Roles and Function

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DPWH	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Ensure routine maintenance activities are implemented on national roads and bridges (e.g., pruning of trees and declogging of canals and waterways)</li> <li>b. Prepositioning of available Quick Response Assets (QRA) and manpower to national roads and bridges (for slow onset hazards only)</li> <li>c. Prepare road warning signs / informative signs, and barriers</li> <li>d. Ensure availability of materials for emergency response activities (e.g., sandbags, blue sheets, and modular bridge)</li> <li>e. Lead in the development, implementation, improvement of guidelines, procedures, policies, and plans of the Cluster.</li> <li>f. Conduct cluster meetings regularly</li> <li>g. Inform the cluster members on the activation of the DCCW Cluster</li> </ul>		
	Impact Phase	<ul style="list-style-type: none"> <li>a. Monitor the status of national roads and bridges</li> <li>b. Install road warning signs/informative signs on affected national roads and bridges</li> <li>c. Conduct the removal of obstructions and debris on national roads, bridges and/or rights-of-ways</li> <li>d. Deployment of equipment and manpower on debris collection and removal</li> <li>e. Identify alternate routes for affected national roads/bridges</li> <li>f. Provide temporary structures to ensure continuous mobility of response operations (e.g., detour roads, modular bridge, and slope protection for affected national roads and bridges)</li> <li>g. Provide traffic management on national roads and bridges</li> <li>h. Coordinate and consolidate all reports and activities of the cluster members for submission to the Response Cluster head</li> </ul>		
	Post-Impact Phase	<ul style="list-style-type: none"> <li>a. Continuous removal of obstructions and debris on national roads, bridges and/or rights-of-ways</li> <li>b. Constant deployment of equipment on debris collection and removal</li> <li>c. Continuous provision of temporary structures to ensure constant mobility of response operations (e.g., detour roads, modular bridges, and slope protection for affected national roads and bridges)</li> <li>d. Continuous traffic management on national roads and bridges</li> <li>e. Conduct of damage assessment on affected national infrastructures</li> <li>f. Assist with the debris removal activities on local roads and rights-of-ways in coordination with DILG and LGU</li> <li>g. Coordinate and consolidate all reports and activities of the cluster members for submission to the Response Cluster head</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DPWH	Post-Impact Phase	<ul style="list-style-type: none"> <li>h. Inform the cluster members of the deactivation of the DCCW Cluster</li> <li>i. Information dissemination on alternate routes due to damaged national roads and bridges, and road obstructions (landslides, toppled power lines, debris and wastes, fallen vegetation, among others.)</li> </ul>		
DOTr	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Update the inventory and preposition response assets</li> <li>b. Participate in meetings and activities of the DCCW cluster</li> </ul>		
	Impact Phase	<ul style="list-style-type: none"> <li>a. Removal and disposal of debris such as wrecked vehicles, etc.</li> <li>b. Coordinates status of expressways, railways, seaports, and airports</li> <li>c. Ensure immediate serviceability of ports</li> <li>d. Provide modes of transportation and additional heavy equipment with manpower</li> <li>e. Facilitate access to debris-clearing equipment and manpower in expressways in coordination with the Toll Regulatory Board</li> <li>f. Participate in DCCW cluster meetings</li> <li>g. Submit reports to DPWH as cluster lead</li> </ul>		
	Post-Impact Phase	<ul style="list-style-type: none"> <li>a. Submit a final report to DPWH as cluster lead</li> <li>b. Participate in DCCW cluster meetings</li> </ul>		
PCG	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Update the inventory and preposition response assets</li> <li>a. Participate in meetings and activities of the DCCW cluster</li> </ul>		
	Impact Phase	<ul style="list-style-type: none"> <li>a. Deployment of watercraft and floating equipment with manpower in clearing waterways and connecting/linking damaged bridges</li> <li>b. Removal and disposal of debris along coastal area/seaport</li> <li>c. Participate in DCCW cluster meetings</li> <li>d. Submit reports to DPWH as cluster lead</li> </ul>		
	Post-Impact Phase	<ul style="list-style-type: none"> <li>a. Submit a final report to DPWH as cluster lead.</li> <li>b. Participate in DCCW cluster meetings.</li> </ul>		
PPA	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Update the inventory and preposition response assets</li> <li>b. Participate in meetings and activities of the DCCW cluster</li> </ul>		
	Impact Phase	<ul style="list-style-type: none"> <li>a. Removal and disposal of debris along seaports such as wrecked sea vessels, etc.</li> <li>b. Provide additional equipment and manpower</li> <li>c. Ensure immediate restoration of seaport operations</li> </ul>		
	Post-Impact Phase	<ul style="list-style-type: none"> <li>a. Submit a final report to DPWH as cluster lead</li> <li>b. Participate in DCCW cluster meetings</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
CAAP	Pre-Impact Phase	a. Update inventory and preposition response assets. b. Participate in meetings and activities of the DCCW cluster.		
	Impact Phase	a. Remove and dispose of debris along airports such as wrecked aircraft, etc. b. Ensure immediate restoration of airport operations.		
	Post-Impact Phase	a. Submit a final report to DPWH as cluster lead. b. Participate in DCCW cluster meetings.		
DILG	Pre-Impact Phase	a. Assist in coordinating with affected LGUs to designate/identify debris storage/disposal sites and reduction sites located within their respective jurisdictions.		
	Impact Phase	a. Assist in coordinating with the concerned LGUs as necessary. b. Assist in coordinating with the concerned LGUs for the conduct of demolition of obstruction, debris removal activities on local roads and rights-of-ways c. Coordinate with the concerned affected LGUs to mobilize local utility companies to clear debris and restore services in their jurisdictions. d. Information dissemination on alternate routes due to damaged provincial/local roads and bridges, and road obstructions (landslides, toppled power lines, debris and wastes, fallen vegetation, among others.)		
	Post-Impact Phase	a. Submit a final report to DPWH as cluster lead. b. Participate in DCCW cluster meetings.		
DICT	Pre-Impact Phase	a. Preposition telecommunication assets in the nearest DICT Regional or Provincial Office. b. Coordinate with the Private Telecommunication Entities (PTEs) and other Government Agencies on the possible areas of concern that will be affected by the natural hazard(s). c. Participate in meetings and activities of the DCCW cluster.		
	Impact Phase	a. Secure and provide communications for the Cluster. b. Coordinate with the telecommunication providers on the rapid damage assessment being conducted by the RDANA Team. c. Coordinate with utility companies/ concessionaires on debris clearing under their jurisdiction. d. Ensure immediate restoration of telecommunication services.		
	Post-Impact Phase	a. Submit a final report to DPWH as cluster lead. b. Participate in DCCW cluster meetings.		
DOE	Pre-Impact Phase	a. Provide a hazard map of power and oil facilities susceptible to flooding.	a. Provide hazard maps of power and oil facilities prone to ground shaking and susceptible to liquefaction, and landslides.	N/A



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOE	Pre-Impact Phase	<ul style="list-style-type: none"> <li>b. Ensure line clearing activities pursuant to the Anti-Obstruction of Power Lines Act</li> <li>c. Ensure prepositioning of power restoration teams and assets.</li> <li>d. Ensure detangling of spaghetti wires attached to electric poles</li> <li>e. Ensure line clearing, safety, and awareness protocols are disseminated in coordination with DILG.</li> </ul>	b. Ensure line clearing, safety, and awareness protocols are disseminated in coordination with DILG.	a. N/A
	Impact Phase	a. Ensure line clearing, safety, and awareness protocols are disseminated.	a. N/A	a. N/A
	Post-Impact Phase	<ul style="list-style-type: none"> <li>a. Coordinate with utility companies/concessionaires on debris clearing under their jurisdiction.</li> <li>b. Ensure immediate restoration of services.</li> <li>c. Coordinate with law enforcement agencies and local government units on protecting toppled power lines from theft.</li> </ul>		
LWUA	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Update the inventory and preposition response assets.</li> <li>b. Participate in meetings and activities of the DCCW cluster.</li> </ul>		
	Impact Phase	<ul style="list-style-type: none"> <li>a. Coordinate with utility companies/concessionaires on debris clearing under their jurisdiction.</li> <li>b. Ensure immediate restoration of services.</li> </ul>		
	Post-Impact Phase	<ul style="list-style-type: none"> <li>a. Submit a final report to DPWH as cluster lead.</li> <li>b. Participate in DCCW cluster meetings.</li> </ul>		
DENR	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Ensure compliance with environmental laws/regulations</li> <li>b. Approves debris storage and disposal sites</li> <li>c. Ensure available landfill capacity is used appropriately</li> <li>d. Approve necessary permits for disposal sites and private partners in debris collection</li> <li>e. Update the inventory and preposition response assets</li> <li>f. Participate in meetings and activities of the DCCW cluster</li> </ul>		
	Impact Phase	a. Coordination with other relevant agencies pertaining to chemical spills or leaks that may endanger the public and those involved in rescue or emergency		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DENR	Post-Impact Phase	<ul style="list-style-type: none"> <li>a. Regulate and monitor the proper disposal of hazardous wastes through DENR-registered service providers.</li> <li>b. Monitors proper disposal of debris</li> <li>c. Release corresponding public advisories on chemical contamination.</li> <li>d. Submit a final report to DPWH as cluster lead</li> <li>e. Participate in DCCW cluster meetings</li> </ul>		
AFP	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Update the inventory and preposition response assets.</li> <li>b. Participate in meetings and activities of the DCCW cluster.</li> </ul>		
	Impact Phase	<ul style="list-style-type: none"> <li>a. Assist in the debris removal activities</li> <li>b. Lead in the debris removal on Consequence Management of Terrorism-Related Incidents</li> <li>c. Responsible for proper disposal of ammunition, explosives, and the like; deployment of search and rescue teams to clearing operations</li> </ul>		
	Post-Impact Phase	<ul style="list-style-type: none"> <li>a. Submit a final report to DPWH as cluster lead.</li> <li>b. Participate in DCCW cluster meetings.</li> </ul>		
PNP	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Coordinates security arrangements for clearing operations and designated debris disposal sites</li> <li>b. Coordinates traffic control at loading/disposal areas</li> <li>c. Ensure availability of appropriate equipment, facilities, and supplies.</li> <li>d. Update the inventory and preposition response assets</li> <li>e. Participate in meetings and activities of the DCCW cluster</li> </ul>		
	Impact Phase	<ul style="list-style-type: none"> <li>a. Provide logistical support.</li> <li>b. Ensure the smooth traffic flow by clearing the main thoroughfares of disaster debris.</li> <li>c. Establish disaster rescue lanes and/or other alternate routes to ensure access for SAR vehicles and equipment</li> </ul>		
	Post-Impact Phase	<ul style="list-style-type: none"> <li>a. Submit final report to DPWH as cluster lead.</li> <li>b. Participate in DCCW cluster meetings.</li> </ul>		
BFP	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Update the inventory and preposition response assets</li> <li>b. Participate in meetings and activities of the DCCW cluster</li> </ul>		
	Impact Phase	<ul style="list-style-type: none"> <li>a. Assist in the debris removal activities</li> <li>b. Provide fire trucks for flushing of cleared roads</li> <li>c. Determine and manage the disposal of flammable materials</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
BFP	Post-Impact Phase	a. Submit a final report to DPWH as cluster lead. b. Participate in DCCW cluster meetings.		
MMDA	Pre-Impact Phase	a. Update the inventory and preposition response assets. b. Participate in meetings and activities of the DCCW cluster.		
	Impact Phase	a. Deployment of search and rescue teams to clearing operations. b. Provide additional equipment and manpower		
	Post-Impact Phase	a. Submit a final report to DPWH as cluster lead b. Participate in DCCW cluster meetings		
Utility Service Providers	Pre-Impact Phase	a. Update the inventory and preposition response assets b. Participate in meetings and activities of the DCCW cluster		
	Impact Phase	a. Provide temporary service facilities b. Immediate restoration of services c. Coordinate with concerned Government Agencies (e.g., NEA, LWUA, and DICT)		
	Post-Impact Phase	a. Submit a final report to DPWH as cluster lead b. Participate in DCCW cluster meetings		
PRC	Pre-Impact Phase	a. Update the inventory and preposition response assets. b. Participate in meetings and activities of the DCCW cluster.		
	Impact Phase	Provide a medical team for the DCCW responders.		
	Post-Impact Phase	a. Submit a final report to DPWH as cluster lead. b. Participate in DCCW cluster meetings.		
NSO/CSO/ Volunteer Groups	Pre-Impact Phase	a. Update the inventory and preposition response assets. b. Participate in meetings and activities of the DCCW cluster.		
	Impact Phase	Provide additional equipment, manpower, experts, etc.		
	Post-Impact Phase	a. Submit a final report to DPWH as cluster lead. b. Participate in DCCW cluster meetings.		

## B. Process

### General Guidelines

1. Upon order by the NDRRMC and the Vice-Chairperson for the Response Cluster, the DCCW Cluster will lead in the activation, operations, management, and monitoring of all activities. The same principle shall also apply to the Regional DRRMCs.
2. Debris removal priorities must start from main thoroughfares, especially roads leading to emergency services and facilities, hospitals and other medical facilities, transport, and other public facilities.
3. Scope of work in this cluster shall include demolishing and removal of obstructions, disposal of debris, and restore mobility.
4. Debris storage/disposal sites must be pre-identified by LGU and approved by DENR. These sites should be strategically located within the local area of operations.
5. The DCCW Cluster aims to other Response Clusters or other member agencies and support/partner organizations as they accomplish their mission. Towards this end, the Cluster will employ national, regional, and local teams from the N/R/P/M/CDRRMC member agencies, volunteer groups, and private partners with support from the NDRRMC.
6. The cluster members shall create a Memoranda of Agreement (MOA) with private contractors/ technical specialists to establish effective debris removal and civil works that can be activated quickly.
7. The DCCW Cluster shall collaborate with other Clusters (e.g., Logistics Cluster) to accomplish its objectives.
8. The DCCW Cluster implementing and operational member agencies, CSO, and private partners are expected to adhere to existing environmental policies or issuances.
9. Organizing, capacitating, and equipping respective personnel in debris clearing and civil works shall be undertaken by the member agencies.
10. DPWH will ensure that all debris clearing and civil works required of the Cluster are accomplished. Relatedly, all members of the Cluster are tasked to provide services

in support of the debris-clearing operations, ensuring the safety, welfare, integrity, and condition of the resources, assets, property, and personnel accounted to the Cluster.

### Triggers for Activation and Deactivation

1. Activation
  - a. DCCW Cluster shall be activated upon the issuance of an NDRRMC Memorandum signed by the Secretary of the DSWD in their capacity as the Vice-Chairperson for Disaster Response.
2. Deactivation
  - a. All debris that obstructs emergency operations or access to emergency/critical facilities is completely removed.
  - b. All disposal activities are completed.
  - c. Deactivation of the Cluster is directed by the Vice-Chairperson for Response and/or Executive Director, NDRRMC.
  - d. Deactivation of the National Response Cluster is directed by the Vice-Chairperson for Response and/or Executive Director, NDRRMC.

### Reporting

1. All Cluster Members shall submit their consolidated Situational Reports to the Cluster Lead periodically and/or as needed.
2. Usual reporting channels, timelines, and other requirements of the NDRRMC Response Clusters shall be observed in the submission of reports.

## C. Concept of Sustainment

### Funding Source

Operation and management shall be charged from the Quick Response Fund (QRF) of the member agencies or LGU subject to the usual accounting and auditing requirements. If QRF is not available, funds shall be requested from the National Disaster Risk Reduction and Management Fund (NDRRMF).

III. ANNEXES

ANNEX A.  
INVENTORY OF RESOURCES

AGENCY	TYPE OF RESOURCE	QTY	UNIT
DPWH	Dredging Equipment	2	Unit
	Heavy Equipment	1448	Unit
	Light Equipment	128	Unit
	Service Vehicle	762	Unit
PNP-HPG	Flatbed Tow Truck	1	Unit
MMDA	Man Lifter	2	Unit
	Service Vehicle	10	Unit
	Heavy Equipment	2	Unit
	Light Equipment	12	Unit
	Wing Van	1	Unit
DICT	Communications Vehicle	1	Unit

## ANNEX B.

### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Public Works and Highways (DPWH)	bonoan.manuel@dpwh.gov.ph	(632) 5304-3300	Bureau of Maintenance	bomsdmcd@dpwh.gov.ph	5304-3611 5304-3606
Department of Energy (DOE)	rlotilla@doe.gov.ph	8840-2008 8840-2134	Office of the Undersecretary	msinocruz@doe.gov.ph; smbolvido@doe.gov.ph	8840-1771
DOE-National Electrification Administration (NEA)			Disaster Risk Reduction Management Department	ebcampoto@nea.gov.ph cafaustino@nea.gov.ph	0917-633-1495 0993-782-4538
Bureau of Fire (BFP)	ofc@bfp.gov.ph	(02) 8426-0246 (02) 8426-0219	Directorate for Operations, NHQ	do.nhq@bfp.gov.ph sod.do@bfp.gov.ph	0917-127-9067 0956-526-4886 0919-431-9697
Philippine National Police (PNP)	pnpdpcr@yahoo.com	02 8726-4361 local 6000	Highway Patrol Group	davinllarenas@yahoo.com ruelsalvino494@gmail.com	0945-258-1537 0947-187-4778
Department of Transportation (DOTr)	osec@dotr.gov.ph	(02) 7944-2002	Office of the Secretary	sanmcph@yahoo.com	0917-568-9465
Philippine Ports Authority (PPA)	ogm@ppa.com.ph6	(0632) 8-527-8374 up to 77	Port Operations & Services Department	posd_ho@ppa.com.ph	(02) 5-336-5151
Metropolitan Manila Development Authority (MMDA)	oc@mmda.gov.ph	8898-4200 loc 1902	Directorate for Operations, NHQ	fb.martinez@gmail.com arch.enmojica1294152@gmail.com	0977-768-3162 0949-172-1929
Civil Aviation Authority of the Philippines (CAAP)	odg.caap@gmail.com	944-2001 944-2003 944-2007 to 2009	Business Continuity Management Group – Office of the Director General	jknoable@caap.gov.ph; bcmg@caap.gov.ph	8246 4988 loc 2007



AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Transportation (DOTr)	osec@dotr.gov.ph	(02) 7944-2002	Office of the Secretary	sanmcph@yahoo.com	0917-568-9465
Philippine Coast Guard (PCG)	office.cpcg@gmail.com flag.office@yahoo.com cpcg@coastguard.gov.ph	527-8481 local 6001/6002 Fax: 6003 0945-248-3826	Operations Division	imjackryan@gmail.com kristan.dacumos@gmail.com	527-8481 local 6141, 6143
Philippine Ports Authority (PPA)	ogm@ppa.com.ph6	(0632) 8-527-8374 up to 77	Port Operations and Services Department	mhhdelossantos@ppa.com.ph	5336-5151
Department of the Interior and Local Government (DILG)	bcabalosjr@dilg.gov.ph	8925-0330 8925-0331	DILG Central Office Disaster Information Coordinating Center	dilgpcen@gmail.com dilgcodix@gmail.com	(02) 8876-3454 loc 6102
Department of Information and Communications Technology (DICT)	ivan.uy@dict.gov.ph; Osec@dict.gov.ph	1005 1006	Disaster Risk Reduction Management Division	etc@dict.gov.ph drrmd@dict.gov.ph	(02) 8920-0101 local 2430
Department of Environment and Natural Resources (DENR)	osec@denr.gov.ph	8926-3011 8920-4301	Environmental Management Bureau	jperez@denr.gov.ph recordsco@emb.gov.ph	02) 8539-4378 local 133, 134, 184
Armed Forces of the Philippines (AFP)	ocsafp56@gmail.com ocsafp57@gmail.com	8911-6001	Office of The Chief Engineer	amando_moncayo@yahoo.com ecccmagsino@gmail.com	0998-958-7025
Local Water Utilities Administration (LWUA)	oadproper@lwua.gov.ph	(8) 929-61-07 (3) 433-31-55	Engineering Service	es@lwua.gov.ph	(8) 929-61-07 (3) 433-31-55
Philippine Red Cross (PRC)	opcen@redcross.org.ph	63 2 8790 2300	Disaster Management Service	prcosg@redcross.org.ph	Direct Line: +632-87902300  Trunk Line: +632-87902300 ext. 968

# Food and Non-Food Items (FNI) Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

One of the many impacts of a disaster on the affected communities is an interrupted food supply and the interruption of the means to prepare daily meals. The operations of the Food and Non-Food Items (FNI) Cluster focus on providing affected families with sustenance and other daily requirements such as clothing, sleeping gear, utensils, health, and hygiene, among others.

#### B. Scope and Limitation

These Operational Guidelines cover all processes, roles, and responsibilities of the FNI Cluster members at the national level and other relevant government and non-government agencies involved in providing augmentation support on the provision of food and non-food items to the affected LGUs and in supporting the needs of the affected communities.

#### C. Legal Bases

1. Republic Act 7160 - Local Government Code of 1991, which recognizes the role of the Local Government units as frontline or service delivery in carrying out emergency measures and relief services as may be necessary during and in the aftermath of natural or human-induced disasters.
2. DSWD MC 24 s. 2024 Enhanced Omnibus Guidelines on Food and Non-Food Items and Logistics Management for Disaster Response Operations, which shall ensure that preparedness activities, specifically on the strategic prepositioning and management of food and non-food items are institutionalized as the primary support of the Department.

#### D. Cluster Objectives

The FNI Cluster aims to provide food that is nutritious, age-appropriate, and socially and culturally acceptable to the affected population; to include essential non-food items during the

emergency response phase in the short-term; and to restore at least the pre-impact level of food security in the affected areas in the long-term.

Specifically, the Cluster aims:

3. To ensure availability of family food packs, ready-to-eat food, drinking water, and essential non-food items such as sleeping kits, family clothing kits, hygiene kits, kitchen kits, sectoral kits, and shelter materials stockpiled at all levels;
4. To undertake the coordinated provision of food and non-food assistance to the affected families; and
5. To regularly monitor, in coordination with the Nutrition Cluster as a part of the Health Cluster, the nutritional status (including nutritional content, social and cultural acceptability anywhere in the food/non-food items) of the affected population, identify gaps in the provision of food assistance, and formulate strategic interventions to address such gaps.

#### E. Composition

Lead	Department of Social Welfare and Development (DSWD)
Member Agencies	<ul style="list-style-type: none"><li>• Department of Health-National Nutrition Council (DOH-NNC)</li><li>• Department of Agriculture (DA)</li><li>• Office of Civil Defense (OCD)</li><li>• Metropolitan Waterworks and Sewerage System (MWSS)</li><li>• Philippine Red Cross (PRC)</li><li>• Philippine Disaster Resilience Foundation (PDRF)</li></ul>

## II. CONCEPT OF OPERATIONS

### A. Command and Control

1. **Command Relationship:** all DRRM actors and key players will refer and base their actions as prescribed in IRR of R.A. 10121, Rule 3, Section 2. Composition
2. **Command Center:** National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.
3. Succession of Command:
  - Chairperson, NDRRMC (S, DND)
  - Vice-Chairperson for Disaster Response (S, DSWD)

- FNI Cluster Lead (DRMB)
- FNI Cluster Members

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

### B. Roles and Functions

The table below lists the members of the FNI Cluster and their prescribed functions during specific hazards and according to disaster phases.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DSWD	Pre-Impact	a. Check level of standby funds and stockpile of food, water, and non-food commodities at all field offices as well as provincial and city/municipal to ensure sufficient funds and stockpile are available at any given time. b. Allocate/replenish standby funds to field offices. c. Submit a status report of prepositioned resources to the NDRRMC. d. Attend Inter-agency Pre-Disaster Risk Assessment (PDRA) to monitor situation awareness of impending disaster. e. Prepare Predictive Analytics on Humanitarian Assistance based on the PDRA recommendation regarding the range of affected areas and population. f. Coordinate with the food and non-food items (FNI) cluster members for the activation of the Response Cluster at any given time.	(No activities on pre-impact)	a. Check level of standby funds and stockpile of food and non-food commodities at all field offices as well as provincial and city/municipal to ensure sufficient funds and stockpile are available at any given time. b. Allocate/replenish standby funds to field offices. c. Submit a status report of prepositioned resources to the NDRRMC. d. Attend Inter-agency assessments to monitor situational awareness of impending disaster e. Prepare a Predictive Analytic on Humanitarian Assistance based on NDRRMC/ Response and Early Recovery Pillar/warning agencies' recommendations regarding the range of affected areas and population; f. Coordinate with the FNI cluster members for the activation of Response Cluster at any given time.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DSWD	Pre-Impact	<ul style="list-style-type: none"> <li>g. Prepare Contingency Plan.</li> <li>h. Ensure the safety and well-being of responders before deployment such as via immunization, PPEs, and proper orientation for health and safety protocols.</li> </ul>	(No activities on pre-impact)	<ul style="list-style-type: none"> <li>g. Prepare Contingency Plan.</li> <li>h. Ensure the safety and well-being of responders before deployment such as via immunization, PPEs and proper orientation for health and safety protocols.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Activate and deploy Quick Response Teams.</li> <li>b. Activate and deploy pool of volunteers for repacking, delivery of goods, management of donations, and monitoring and distribution of FNI.</li> <li>c. Activate 24/7 operation of Disaster Response Operations and Monitoring and Information Center (DROMIC) at central office and field offices.</li> <li>d. Continue disaster response monitoring and coordination to mobilize instrumentalities and entities of the LGUs, civil society organizations (CSOs), and private groups and organize volunteers for response.</li> <li>e. Provide emergency relief (FNI and drinking water) inside and outside evacuation center.</li> <li>f. Determine logistical requirements for FNI (warehouse and transport), coordinate with Logistics Cluster and other humanitarian and commercial partner.</li> <li>g. Render duty at the Philippine International Humanitarian Assistance Reception Center (PIHARC) once activated.</li> <li>h. Coordinate with internal donor/donating agencies and assist in the allocation of goods to affected areas.</li> <li>i. Allocate/augment additional Quick Response Fund (QRF) to the Field Office for purchase of welfare goods, and for operational and administrative costs.</li> <li>j. Participate in the conduct of Rapid Damage Assessment and Needs Analysis (RDANA), specifically the immediate needs for food and non-food items requirement.</li> <li>k. Coordinate with the Law and Order (LAO) Cluster to ensure the security of relief goods and safety of volunteers and responders.</li> <li>l. Implement Contingency Plan when needed.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Participate in the conduct of Post-Disaster Needs Assessment (PDNA) with partner agencies.</li> <li>b. Develop a post-distribution monitoring system. Evaluate quality, sufficiency, effectiveness, and timeliness of distributions to help improve the overall distribution system and approach.</li> <li>c. Establish complaints mechanisms to ensure affected families can voice their complaints and the proper agency can take action. In case of fraud, theft, or abuse, camp residents/families must be able to voice their complaints and must know that the lead and coordinating agency including service providers will take action.</li> <li>d. Provide "Pabaon Package" (provision of food packs and other FNI kits) to those who want to go back to their respective places of origin.</li> <li>e. Provide continuing relief assistance when needed.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DA	Pre-Impact	<ul style="list-style-type: none"> <li>a. Participate in PDRA meetings.</li> <li>b. Issue advisories for farmers and fisherfolk, particularly in areas to be affected based on PDRA results.</li> <li>c. Ensure availability and sufficient supply of basic agricultural and fishery commodities, such as but not limited to rice stocks and assorted vegetables at the regional/provincial level.</li> <li>d. Position agri-fishery commodities in areas particularly with deficit and those identified as disaster-prone. Provide avenues and mediums for proper storage of stocks.</li> <li>e. Coordinate with LGUs nationwide and pursue advocacy on NFA programs and availability of rice security stocks, and encourage LGUs to enter into a memorandum of agreement (MOA) on credit sales prior to calamities.</li> </ul>	(No activities on pre-impact)	<ul style="list-style-type: none"> <li>a. Continue OPEN operations.</li> <li>b. Participate in NDRRMC/Response and Early Recovery Pillar meetings</li> <li>c. Issue advisories for farmers and fisherfolk, particularly in areas to be affected by the disturbance.</li> <li>d. Ensure availability and sufficient supply of basic agricultural and fishery commodities, such as but not limited to rice stocks, assorted vegetables at the regional/provincial level.</li> <li>e. With the assistance of the security group, position agri-fishery commodities in areas particularly with deficit and those identified as disaster-prone. Provide avenues and mediums for proper storage of stocks.</li> <li>f. Coordinate with LGUs nationwide and pursue advocacy on NFA programs and availability of rice security stocks, and encourage LGUs to enter into a MOA on credit sales prior to calamities.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Continue OPCEN operations.</li> <li>b. Note the situation of production areas and agricultural and fishery infrastructure.</li> <li>c. Continue adopting flexible market-distribution schemes through private sector-led DA-supported marketing and DA-LGU partnerships.</li> <li>d. Link farmer and fisherfolk groups to the LGUs for the supply of basic food commodities to the emergency food kitchens of business institutions, LGUs, and NGOs.</li> <li>e. Ensure unhampered flow of agricultural and fishery commodities through the availability of transport facilities and schemes that can be used for delivery.</li> </ul>		<ul style="list-style-type: none"> <li>a. Continue OPCEN operations.</li> <li>b. Note the situation of production areas and, agricultural and fishery infrastructures.</li> <li>c. With the assistance of the security group, continue adopting flexible market-distribution schemes through private sector-led DA-supported marketing and DA-LGU partnerships.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DA	Impact	<ul style="list-style-type: none"> <li>f. Recommend Suggested Retail Price (SRP) for agricultural and fishery commodities in affected areas.</li> <li>g. Closely coordinate/facilitate the requests of the DSWD and other relief and concerned government and private entities on rice requirements. Issue/deliver rice stocks as requested by DSWD upon payment/submission of necessary documents.</li> </ul>		<ul style="list-style-type: none"> <li>d. Link farmer and fisherfolk groups to the LGUs for the supply of basic food commodities to the emergency food kitchens of business institutions, LGUs, and NGOs.</li> <li>d. Ensure unhampered flow of agricultural and fishery commodities through the availability of transport facilities and schemes that can be used for delivery.</li> <li>e. Recommend SRP for agricultural and fishery commodities in affected areas.</li> <li>f. Closely coordinate/facilitate the requests of the DSWD and other relief and concerned government and private entities on rice requirements. Issue/deliver rice stocks as requested by DSWD upon payment/submission of necessary documents.</li> </ul>
	Post-Impact	<ul style="list-style-type: none"> <li>a. Monitor the post-impact supply, demand, and prices of agricultural and fishery commodities, and the extent of damages.</li> <li>b. Continuously coordinate with different markets to provide supply support, and tap/accredit retailers in the affected areas to sustain/stabilize the supply and prices of agricultural and fishery goods.</li> <li>c. Coordinate/facilitate the requests for their agriculture and fishery goods requirements of NGAs, LGUs, and NGOs.</li> <li>d. Provide Early Recovery interventions (provision of seeds reserves, planting inputs, etc.) to affected farmers and fisherfolk.</li> </ul>		
DOH - NNC	Pre-Impact	<ul style="list-style-type: none"> <li>a. Update capacity maps in coordination with the National and Local Nutrition Clusters and coordinate actions needed to ensure capacity to provide nutrition response in areas threatened by the event.</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>a. Update capacity maps in coordination with the National and Local Nutrition Clusters and coordinate actions needed to ensure capacity to provide nutrition response in areas threatened by the event.</li> </ul>



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH - NNC	Pre-Impact	<ul style="list-style-type: none"> <li>b. Advise the local nutrition clusters to monitor the incident and put on stand-by, breastfeeding support groups and supplies needed for the response, and also to retrieve pre-event data on the nutritional status of children in areas that are at great risk due to the incoming disaster/emergency.</li> <li>c. Use National Nutrition Information System (NNIS) with Nutrition in Emergencies Reporting System (NIE RS), if applicable, in updating capacity maps and data repository (OPT Plus reports).</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>b. Advise the local nutrition clusters to monitor the incident and put on stand-by breastfeeding support groups and supplies needed for the response, and also to retrieve pre-event data on the nutritional status of children in areas that are at great risk due to the incoming disaster/emergency.</li> <li>c. Use NNIS with NIE RS, if applicable, in updating capacity maps and data repository (OPT Plus reports).</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Monitor and provide technical support to local nutrition clusters in supporting, promoting, and protecting the nutritional status of vulnerable populations including but not limited to pregnant women, lactating women, and mothers with infants and young children (6-23 months old). This support includes providing mother-baby sanctuary and monitoring compliance with the Milk Code and acting accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>a. Update capacity maps in coordination with the National and Local Nutrition Clusters and coordinate actions needed to ensure capacity to provide nutrition response in areas threatened by the event.</li> <li>b. Advise the local nutrition clusters to monitor the incident and put on stand-by, breastfeeding support groups and supplies needed for the response, also to retrieve pre-event data on the nutritional status of children in areas that are at great risk due to the incoming disaster/emergency.</li> </ul>	<ul style="list-style-type: none"> <li>a. Monitor and provide technical support to actions of local nutrition clusters in supporting, promoting, and protecting the nutritional status of vulnerable populations including but not limited to pregnant women, lactating women, and mothers with infants and young children (6-23 months old). This support includes providing mother-baby sanctuary and monitoring compliance to the Milk Code and act accordingly.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH - NNC	Impact	b. Coordinate the Nutrition Cluster and mobilize the following from members and partners of the National Nutrition Cluster and local nutrition clusters:	c. Monitor and provide technical support to actions of local nutrition clusters in supporting, promoting, and protecting the nutritional status of vulnerable populations including but not limited to pregnant women, lactating women, and mothers with infants and young children (6-23 months old). This includes providing mother-baby sanctuary and monitoring compliance to the Milk Code and acting accordingly.  d. Coordinate the Nutrition Cluster and mobilize the following from members and partners of the National Nutrition Cluster and local nutrition clusters:	b. Coordinate the Nutrition Cluster and mobilize the following from members and partners of the National Nutrition Cluster and local nutrition clusters:
		i. Nutrition logistics (e.g., vitamin A capsules, multiple micronutrient powder, iron-folic acid supplements, ready-to-use therapeutic food (RUTF), ready-to-use supplementary food (RUSF), human milk, mid-upper arm circumference or mid-upper arm circumference (MUAC) tapes, weighing scales, height board, breastfeeding kit, Child Growth Standards (CGS) reference tables;		i. Nutrition logistics (e.g., vitamin A capsules, multiple micronutrient powder, iron-folic acid supplements, RUTF, RUSF, human milk, mid-upper arm circumference or MUAC tapes, weighing scales, height board, breastfeeding kit, CGS reference tables;
		ii. Conduct of general/ blanket and targeted supplementary feeding as needed;		ii. Conduct of general/ blanket and targeted supplementary feeding as needed;
		iii. Management of cases of severe and moderate acute malnutrition;		iii. Management of cases of severe and moderate acute malnutrition;
		iv. Mobilization of nutrition assessment teams, infant feeding, and breastfeeding support groups to provide skilled infant and young child feeding counseling and support to mothers of infants 0-23 months old;		iv. Mobilization of nutrition assessment teams, infant feeding, and breastfeeding support groups to provide skilled infant and young child feeding counseling and support to mothers of infants 0-23 months old;
		v. Active monitoring and timely reporting of Milk Code violations.	iii. Management of cases of severe and moderate acute malnutrition;	v. Active monitoring and timely reporting of Milk Code violations.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH - NNC	Impact	<ul style="list-style-type: none"> <li>d. Participate in Rapid Damage and Needs Assessment (RDANA).</li> <li>e. Prepare reports as needed.</li> <li>f. Activate an emergency at the Regional or National level through the NIE RS.</li> <li>g. Enable use of NIE RS for local and national government agencies, and partner organizations to manage information during the impact of an emergency or disaster.</li> <li>h. Enable use of NIE Information management tools via the NNIS mobile application and the NNIS Web Portal. IM tools: NINA tool, 4Ws, Nutrition Cluster monitoring tool)</li> </ul>	<ul style="list-style-type: none"> <li>iv. Mobilization of nutrition assessment teams, infant feeding, and breastfeeding support groups to provide skilled infant and young child feeding counseling and support to mothers of infants 0-23 months old;</li> <li>iv. Active monitoring and timely reporting of Milk Code violations.</li> <li>e. Participate in RDANA.</li> <li>f. Prepare reports as needed.</li> <li>g. Activate an emergency at the Regional or National level through the NIE RS.</li> <li>h. Enable use of NIE RS for local and national government agencies, and partner organizations to manage information during the impact of an emergency or disaster.</li> <li>i. Enable use of NIE Information management tools via the NNIS mobile application and the NNIS Web Portal. IM tools: NINA tool, 4Ws, Nutrition Cluster monitoring tool).</li> </ul>	<ul style="list-style-type: none"> <li>d. Prepare reports as may be needed.</li> <li>e. Activate emergency at the Regional or National level through the NIE RS.</li> <li>f. Enable use of NIE RS for local and national government agencies, and partner organizations to manage information during the impact of an emergency or disaster.</li> <li>g. Enable use of NIE Information management tools via the NNIS mobile application and the NNIS Web Portal. IM tools: NINA tool, 4Ws, Nutrition Cluster monitoring tool)</li> </ul>
	Post-Impact	<ul style="list-style-type: none"> <li>a. Prepare report of the response of the Nutrition Cluster (national and local).</li> <li>b. Utilize the NIE RS web portal to generate reports such as Nutrition Cluster monitoring report, Gap Analysis.</li> <li>c. Coordinate the conduct of follow-up nutrition assessments in affected areas.</li> <li>d. Coordinate the continued provision of services as needed, e.g., infant and young child feeding, micronutrient supplementation, and management of acute malnutrition.</li> <li>e. Participate in the Post Damage and Needs Assessment (PDNA).</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PRC	Pre-Impact	<ul style="list-style-type: none"> <li>a. Assess chapter preparedness and status of all assets and resources including manpower, supplies, equipment and tools, and funds from chapters in preparation for resource prepositioning.</li> <li>b. Mobilize and deploy assessment teams to assist in information gathering of status in the field through the rapid damage assessment and needs analysis (RDANA) through its chapters.</li> <li>c. Develop overall emergency response action plan of PRC.</li> </ul>	<ul style="list-style-type: none"> <li>a. Develop a contingency plan.</li> </ul>	<ul style="list-style-type: none"> <li>a. Develop a contingency plan.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Augment relief operation activities in coordination with the lead cluster and all its members with relief supplies such as food (relief goods, hot meals, etc.) and non-food items (sleeping kits, mother's kit and newborn kits, hygiene kits, emergency shelter kits etc.).</li> <li>b. Mobilize the logistical support required to augment response capacity and/or field base operations managed by the PRC through its chapters.</li> <li>c. Assist in the information gathering of the affected population through its chapter setup of welfare desks and conduct tracing by restoring family link (RFL) in evacuation centers coordination with LGU.</li> </ul>	<ul style="list-style-type: none"> <li>a. Conduct assessment of the affected areas, coordinate with identify key agencies on the ground, and check the assistance provided to avoid duplication.</li> <li>b. Augment relief operation activities in coordination with the lead cluster and all its members with relief supplies such as food (relief goods, hot meals, etc.) and non-food items (sleeping kits, mother's kit and newborn kits, hygiene kits, emergency shelter kits etc.).</li> <li>c. Mobilize the logistical support required to augment response capacity and/or field base operations managed by the PRC through its chapters.</li> </ul>	<ul style="list-style-type: none"> <li>a. Coordinate with the lead agencies and identify possible assistance to be provided.</li> <li>b. Augment relief operation activities in coordination with the lead cluster and all its members with relief supplies such as food (relief goods, hot meals, etc.) and non-food items (sleeping kits, mother's kit and newborn kits, hygiene kits, emergency shelter kits etc.)</li> <li>c. Be capable of conducting debriefing or Psychosocial support for humanitarian workers involved in the operation.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PRC	Impact	<ul style="list-style-type: none"> <li>d. Support the NDRRMC Operation Center in gathering and collating disaster reports and statistics.</li> <li>e. Ensure PRC coordination of activities of disaster operations at NHQ, chapters, and other field operation levels with the cluster.</li> </ul>	<ul style="list-style-type: none"> <li>d. Assist in the information gathering of the affected population through its chapter.</li> <li>e. Ensure the setup of welfare desks, and conduct tracing by restoring family link (RFL) in evacuation centers coordination with LGU whenever applicable.</li> <li>f. Support the NDRRMC Operation Center in the gathering of disaster reports.</li> <li>g. PRC-NHQ shall ensure activities of its field operation level are coordinated with the cluster lead.</li> </ul>	
	Post-Impact	<ul style="list-style-type: none"> <li>a. Conduct continuous monitoring and coordination on needs and gaps with the cluster members</li> <li>b. Be capable of conducting debriefing or Psychosocial support for humanitarian workers involved in the operation.</li> <li>c. Strengthen volunteer management by recruiting, training, and mobilizing RC143s in the community.</li> </ul>	<ul style="list-style-type: none"> <li>a. Conduct continuous monitoring and coordination on needs and gaps along with the cluster members.</li> <li>b. Be capable of conducting debriefing or Psychosocial support for humanitarian workers involved in the operation.</li> </ul>	<ul style="list-style-type: none"> <li>a. Be capable of conducting debriefing or Psychosocial support for humanitarian workers involved in the operation.</li> </ul>
OCD	Pre-Impact	<ul style="list-style-type: none"> <li>a. Attend Pre-Disaster Risk Assessment (PDRA) meetings.</li> <li>b. Inventory resources (local and national) to identify gaps.</li> <li>c. Preposition FNIs.</li> </ul>	<ul style="list-style-type: none"> <li>a. Prepare Contingency Plan.</li> <li>b. Preposition FNIs.</li> </ul>	<ul style="list-style-type: none"> <li>a. Coordinate the prepositioning of Non-Food Items with OCD-ROs.</li> <li>b. Alert available personnel and resources for activities for the supply of FNIs.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
OCD	Impact	<ul style="list-style-type: none"> <li>a. Receive and consolidate reports on FNI requirements from OCDRCs for submission to the NDRRMC. NDRRMC shall copy and furnish all stakeholders for the conduct of rapid damage assessment.</li> <li>b. Receive and facilitate requests for the hauling and transportation of FNIs.</li> <li>c. Receive and facilitate requests for downloading of funds to RDRRMC for the immediate procurement of needed FNIs.</li> <li>d. Process request/s for rice assistance and prepare documents required by NFA for approval of the Administrator.</li> <li>e. Submit request for the release of rice to the NFA Central Office.</li> <li>f. Provide feedback to requesting DRRMCs/organization.</li> <li>g. Institutionalize a tracking system of all HA/DR assistance provided for coordination; this includes including international donations of equipment and others.</li> <li>h. Identify prioritization of aid cargo as “must load”;</li> <li>i. Ensure the constant gathering of official reports and significant data.</li> <li>j. Update assessment of warehouse stocks.</li> <li>k. Commence arrangements for logistics and transportation of FNI support with concerned agencies;</li> <li>l. Coordinate the usage of hauling and delivery means for transporting goods to affected areas based on the direction of the Cluster Lead and N/RDRRMC.</li> </ul>		<ul style="list-style-type: none"> <li>a. Interpret the occurring disaster situation(s), and RDRRMC(s) concerned and prepare the necessary preemptive follow-up actions.</li> <li>b. Receive and consolidate reports on FNI requirements from OCDRCs for submission to the NDRRMC. NDRRMC shall copy and furnish all stakeholders for rapid damage assessment.</li> <li>c. Process request/s for rice assistance and prepare documents required by NFA for approval of the Administrator.</li> <li>d. Submit request for the release of rice to NFA Central Office.</li> <li>e. Issue Authority to Withdraw to concerned OCD Regional Directors.</li> <li>f. Commence arrangement of logistics and transportation support with concerned agencies.</li> <li>g. Coordinate the conduct of Food/Non-Food Cluster Meeting with DSWD.</li> <li>h. Refer FNI-related donations to the FNI Cluster for clearance prior to acceptance.</li> <li>i. Prepare documents for procurement of requested non-food items (NFIs).</li> </ul>



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
OCD	Post-Impact	<ul style="list-style-type: none"> <li>a. Coordinate the usage of hauling and means for transport of goods to affected areas based on the direction of N/RDRRMC.</li> <li>b. Update available resources at OCD Warehouses (NFIs).</li> <li>c. Update available resources for QRF and Rice.</li> <li>d. Deploy additional NFIs in disaster-affected areas in coordination with OCDROs and DSWD.</li> </ul>		<ul style="list-style-type: none"> <li>a. Provide rice assistance to affected areas through the OCDRC.</li> <li>b. Initiate the One-Stop-Shop (OSS) to process international humanitarian assistance with DOF, BOC, DOH, DSWD, and BFAD.</li> <li>c. Deploy NFIs to affected OCD RC.</li> <li>d. Collate distribution reports of deployed NFIs from OCDRCs.</li> <li>e. Participate in PDNA.</li> </ul>
MWSS	Pre-Impact (MWSS Service Areas)	<ul style="list-style-type: none"> <li>a. Conduct monitoring of Dam Levels.</li> <li>b. Issue necessary warnings/advisories for forthcoming spilling operations in accordance with the existing Dam Protocols, Emergency Preparedness Plans (EPPs), and Emergency Action Plans (EAPs).</li> <li>c. Continue reengineering of existing raw water conveyance systems and water treatment and distribution systems.</li> <li>d. Construct water augmentation sources (deep wells, modular water treatment plants, etc.).</li> </ul>		<ul style="list-style-type: none"> <li>a. Coordinate with the Armed Forces of the Philippines (AFP), the Department of National Defense (DND), and the National Security Council (NSC) for the provision and deployment of military security to all the MWSS' water sources, watersheds, and water treatment facilities.</li> </ul>
	Pre-Impact (National Level)	<ul style="list-style-type: none"> <li>a. Coordinate with concerned National Government Agencies for the proper interfacing of the required actions and determination of specific areas/LGUs with immediate need for the deployment of MWSS' and Concessionaires' relief response assets, supplies, and personnel.</li> <li>b. Coordinate with the AFP (Air Force and Navy) for the immediate transport of the MWSS' Contingent to the deployment area.</li> </ul>		N/A (No applicable activities)
	Impact (MWSS Service Areas)	<ul style="list-style-type: none"> <li>a. Closely coordinate with the LGUs regarding immediate water needs.</li> <li>b. Provide safe drinking water in the MWSS Service Area (comprising the entire Metro Manila, and parts of Cavite, Rizal, and Bulacan) through the Concessionaires (i.e., Luzon Clean Water Development Corporation, Manila Water Company, Inc., and Maynilad Water Services, Inc.) in accordance with the Memorandum of Understanding between the DSWD, MWSS, and the Concessionaires.</li> </ul>		<ul style="list-style-type: none"> <li>a. Ensure adequate security support of the LGU and PNP.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
MWSS	Impact (MWSS Service Areas)	<ul style="list-style-type: none"> <li>c. Provide treated water through supply of bottled water, deployment of mobile water tankers, mobile water treatment plants, and static water tanks to areas where there is low to no supply of treated water. The quality of the treated water shall be compliant with the Philippine National Standards for Drinking Water.</li> <li>d. The MWSS through their concessionaires shall immediately install water service connections from the nearest tapping point to identified evacuation centers and/or temporary shelters, if applicable and possible.</li> </ul>		<ul style="list-style-type: none"> <li>a. Ensure adequate security support of the LGU and PNP.</li> </ul>
	Impact (National Level)	<ul style="list-style-type: none"> <li>a. Coordinate with concerned National Government Agencies for the proper interfacing of the required actions and determination of specific areas/LGUs with immediate need for the deployment of MWSS' and Concessionaires' relief response assets, supplies, and personnel.</li> <li>b. Coordinate with the AFP (Air Force and Navy) for the immediate transport of the MWSS' Contingent and equipment to the deployment area.</li> <li>c. Provide treated water to calamity-stricken areas through bottled water, mobile water tankers, and static water tanks. The quality of the treated water shall be compliant with the Philippine National Standards for Drinking Water.</li> <li>d. Mobilize, deploy, and operate Mobile Water Treatment Plants, tankers, static tanks, and support units of the MWSS and the Concessionaires for calamity-stricken areas.</li> </ul>		<ul style="list-style-type: none"> <li>a. Ensure adequate and continued security support of the LGU, PNP, and AFP during the period of deployment of the MWSS' Contingent.</li> </ul>
	Post-Impact (MWSS Service Areas)	<ul style="list-style-type: none"> <li>a. Immediately repair and restore (through the Concessionaires) within the MWSS Service Area (comprising the entire Metro Manila, and parts of Cavite, Rizal, and Bulacan) depending on the situation of emergency or calamity.</li> </ul>		<ul style="list-style-type: none"> <li>a. Coordinate with PNP/ AFP and LGU for security support.</li> </ul>
	Post-Impact (National Level)	<ul style="list-style-type: none"> <li>a. Coordinate with concerned National Government Agencies and AFP for the transport of MWSS' and Concessionaires' relief response assets and personnel during demobilization after the tour of duty.</li> <li>b. The MWSS and its Concessionaires can provide technical assistance in the restoration of raw water conveyance systems, water treatment, and distribution systems to calamity-hit areas outside the MWSS Service Area, if necessary, and upon official request.</li> <li>c. Provide the necessary materials (through MWSS Concessionaires) to disaster-stricken areas for the rehabilitation of their affected water distribution systems upon official request.</li> </ul>		<ul style="list-style-type: none"> <li>a. Establish a permanent camp/facility of the security forces to minimize and/ or eliminate the security threats.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PDRF	Pre-Impact	<ul style="list-style-type: none"> <li>a. Foster partnerships and regularly coordinate with other private sector entities, government agencies, NGOs, and international organizations to ensure a coordinated response.</li> <li>b. Identify and inventory FNI resources that can be mobilized quickly during a disaster.</li> <li>c. Ensure supply chains are in place to quickly mobilize and distribute FNI.</li> <li>d. Assess and strengthen partnerships for logistics and infrastructure, including warehouses, transportation, and communication networks.</li> </ul>		Not Applicable
	Impact	<ul style="list-style-type: none"> <li>a. Maintain coordination with the NDRRMC and private sector entities when mobilizing resources to ensure a coordinated and efficient response.</li> <li>b. Coordinate the deployment and allocation of private sector's resources.</li> <li>c. Mobilize private sector's resources to areas needing augmentation.</li> <li>d. Engage with and support government and international humanitarian partners for augmentation support from the private sector.</li> <li>e. Provide logistical support to the other organizations involved in the disaster response.</li> <li>f. Engage and deploy volunteers for distribution and support activities.</li> <li>g. Submit situation reports to NDRRMC EOC to share response initiatives.</li> </ul>		Not Applicable
	Post-Impact	<ul style="list-style-type: none"> <li>a. Continue to mobilize resources based on the ongoing needs of the affected areas, in coordination with NDRRMC EOC.</li> <li>b. Conduct joint post-disaster assessment to evaluate the effectiveness of the response and additional resources needed for response and early recovery, and identify areas for improvement.</li> <li>c. Submit a consolidated list of response activities to the NDRRMC EOC to ensure comprehensive documentation and reporting.</li> </ul>		Not Applicable

Refer to these acronyms for the column on agencies: DSWD - Department of Social Welfare and Development; DA-NFA - Department of Agriculture, National Food Authority; AFP - Armed Forces of the Philippines; DOH-NNC - Department of Health, National Nutrition Council; PRC - Philippine Red Cross; and, OCD - Office of Civil Defense

## C. Process

1. The FNI Cluster shall convene to account for all resources from cluster members, including all FNI that can be tapped whenever necessary.
2. The FNI Cluster shall augment the resources of the affected LGUs (City/Municipal/Province) during the pre-impact, impact, and post-impact phases. LGUs must have prepositioned resources that will first be distributed to the affected population to ensure that the IDPs are provided with needed FNI.
3. The Cluster Lead shall coordinate, allocate, orchestrate, and monitor the delivery of FNI to affected families and communities.
4. All members of the FNI Cluster shall coordinate and submit reports on their relief distribution/augmentation to the Cluster Lead during activation of the response cluster.
5. The FNI Cluster will follow the cluster approach taking into account that the direction of operations will be guided by the information provided at the local DRRMCs.
6. The local DRRMCs should establish an information management system for the inventory of available resources and distribution of relief goods to IDPs. The system will be used to submit requests of resources to the next higher level of government for augmentation of requirements.
7. The Cluster Lead shall ensure the safety and well-being of the responders before and after going to the disaster operations in an affected area.
8. The DSWD as Cluster Lead, using the support of the Logistics Center, shall coordinate all movement of FNI including those coming from other public or private organizations.

## D. Concept of Sustainment

1. The DSWD as Cluster Lead, using the support of the Logistics Cluster, will coordinate all movement of FNI including those coming from other public or private organizations.
2. Concerned government agencies and their subordinate offices shall utilize their respective internal personnel. Additional personnel requirements shall be coordinated through the NDRRMC in collaboration with all Council members.

III. ANNEXES

ANNEX A.  
INVENTORY OF RESOURCES

Agency	Warehouses	Type of Resources (Prepositioned)	Minimum Quantity	Unit
DSWD	National Resource Operation Center (NROC)	Family Food Packs	250,000	packs
		Non-food Items (Family Clothing Kits, Sleeping Kits, Hygiene Kits, Kitchen Kits, Modular Tents, Family Tents etc.	100,000	kits
	Visayas Disaster Resource Center (VDRC)	Family Food Packs	200,000	packs
		Non-food Items (Family Clothing Kits, Sleeping Kits, Hygiene Kits, Kitchen Kits, Modular Tents, Family Tents etc.	100,000	kits
	Sixteen (16) DSWD Field Offices @50,000 FFPs & 15,000 assorted non-food items each	Family Food Packs	800,000	packs
		Non-food Items (Family Clothing Kits, Sleeping Kits, Hygiene Kits, Kitchen Kits, Modular Tents, Family Tents etc.	240,000	kits

## ANNEX B.

### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68, 8-931-79-16  8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	Disaster Response Management Bureau	drmb@dswd.gov.ph	(02) 8931-8101 to 07
Office of Civil Defense (OCD)	ocda@ocd.gov.ph ocda.ocd@gmail.com ocdda-o@ocd.gov.ph	8912-24-24 8912-66-75	Operations Service	operationsservice@ocd.gov.ph; rocd@ocd.gov.ph	(02) 8376-4240
Metropolitan Water Works and Sewerage System (MWSS)	dcc@mwss.gov.ph	8920-55-21	Office of the Administrator	office.administrator@mwss.gov.ph	8920-5521 loc 102-103
Department of Agriculture (DA)	osec@da.gov.ph	(02) 8928 8741 - 64 local 2804	Field Programs Operational Planning Division	drmc@da.gov.ph	(02) 8929-0140
Department of Health (DOH)	dohosec@doh.gov.ph	651-7800 local 1111	National Nutrition Council	oed@nnc.gov.ph nppd@nnc.gov.ph ellen.abella@nnc.gov.ph	8892-4271
Philippine Disaster Resilience Foundation (PDRF)	opscenter@pdrf.org.ph	8844-2700	Operations Center	ctalaran@pdrf.org.ph opscenteam@pdrf.org.ph	0918-336-2695 0949-614-2063



# Camp Coordination and Camp Management (CCCM) Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

The Camp Coordination and Camp Management (CCCM) cluster aims to provide timely and well-coordinated humanitarian assistance and augmentation support in managing evacuation centers and camps and ensure the availability of safe, secure, and accessible evacuation centers for emergencies and disasters.

In responding to the consequences brought about by terrorism-related incidents or human-induced disasters, CCCM's paramount task is to save lives. It is also critical for responders to prioritize their safety through decontamination after undergoing response operations in an area affected by hazardous Chemical, Biological, Radiological, and Nuclear components.

#### B. Scope and Limitation

These Operational Guidelines shall cover all processes, roles, and responsibilities of the Camp Coordination and Camp Management Cluster members at the national level, and other relevant government and non-government agencies involved in providing augmentation support in camp management of LGUs and in supporting the needs of the affected communities.

#### C. Legal Bases

1. Joint Memorandum Circular 02 Guideline on Camp Coordination and Camp Management and Internally Displaced Persons Protection
2. DILG MC No. 122 s/ 20218 Guidelines for Local Government Units on the Strengthening of Evacuation Systems using the Local Disaster Risk Reduction and Management Fund
3. RA 10821 Children Emergency and Relief and Protection Act
4. Operation LISTO Disaster Preparedness Manual 2018 for City and Municipal LGUs
5. DSWD MC 006, s.2015 Guidelines in the Institutionalization of Women-Friendly Space (WFS) in Camp Coordination and Camp Management

#### D. Cluster Objectives

The CCCM Cluster aims to provide timely and well-coordinated humanitarian assistance and support in managing evacuation centers to ensure the needs of disaster-affected families are met.

Specifically, it aims to:

1. Ensure the availability of identified safe, secure, and accessible evacuation centers for emergencies and disasters;
2. Ensure establishment of sex and age-disaggregated data e.g., listing and profiling of affected families and IDPs in evacuation centers or temporary displacement sites;
3. Ensure that all IDPs in evacuation centers are provided with basic humanitarian needs compliant with the Sphere Standards<sup>1</sup> such as, but not limited to, food with enough nutritional value, potable water, clothing, family items, hygiene kits, and other essential non-food items;
4. Ensure provision of MHPSS service to the IDPs inside evacuation centers; and
5. Continuously seek opportunities for early recovery, rehabilitation, and developmental tasks as post-response activities are undertaken, in case of prolonged stay.

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<sup>1</sup> Sphere is a global organization comprised of humanitarian experts that is responsible for establishing humanitarian standards. The Sphere Handbook, its principal publication, has gained significant recognition due to its compilation of universal standards and common principles in humanitarian response ([Sphere](#))

E.Composition

Lead	Department of Social Welfare and Development (DSWD)
Member Agencies	<ul style="list-style-type: none"><li>Department of Education (DepEd)</li><li>Department of Health (DOH)</li><li>Department of the Interior and Local Government (DILG)</li><li>Philippine Red Cross (PRC)</li></ul>

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

B. Roles and Functions

The table below lists the members of the CCCM Cluster and their prescribed functions during specific hazards and according to disaster phases.

II. CONCEPT OF OPERATIONS

A. Command and Control

1. Command Relationship - All DRRM actors and key players will refer to and base their actions on prescriptions in IRR of R.A. 10121, Rule 3, Section 2. Composition.
2. Command Center - National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City.
3. Succession of Command:
  - Chairperson, NDRRMC (Secretary, DND)
  - Vice-Chairperson for Disaster Response (Secretary, DSWD)
  - CCCM Cluster Lead (DRMB)
  - CCCM Cluster Members
4. Inter-agency Communication System Support

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DSWD	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Alert all its quick response teams, social welfare and development team, and project development officers at all levels (central and field offices and other DSWD personnel on the ground).</li> <li>b. Conduct inventory of resources.</li> <li>c. Coordinate with the Regional counterpart and cluster members on the regional and local stockpile resources in Camp Management.</li> </ul>	(No activities on pre-impact)	<ul style="list-style-type: none"> <li>a. Coordinate with the other member agencies for activation at any given time.</li> <li>b. Alert concerned DSWD field offices and quick response teams on standby to be ready for augmentation at any given time.</li> <li>c. Conduct inventory of resources.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Monitor the status of all opened evacuation/camp centers including their facilities.</li> <li>b. Coordinate with Regional counterparts and LGUs on the number of families inside evacuation centers.</li> <li>c. Ensure that the evacuation center manager uses the Family Assistance Card in Emergencies and Disasters (FACED) as the basis for master listing of evacuees.</li> <li>d. Coordinate with the food and non-food (FNI) cluster on the sufficient allocation of items to evacuees inside evacuation centers.</li> <li>e. Coordinate with evacuation center managers if there are protection issues being reported.</li> <li>f. Coordinate the mobilization of rapid assessment teams from the field offices.</li> </ul>	<ul style="list-style-type: none"> <li>a. Alert all quick response teams, social welfare and development team, and project development officers at all levels (central and field offices and other DSWD personnel on the ground).</li> <li>b. Attend Response Cluster Meetings.</li> <li>c. Coordinate with the Regional counterpart and cluster members on the regional and local stockpile resources on Camp Management.</li> <li>d. Monitor the status of all opened evacuation centers including their facilities.</li> <li>e. Coordinate with LGU on the number of families inside evacuation centers.</li> <li>f. Ensure that the evacuation center manager uses DAFAC as basis for master listing of evacuees.</li> </ul>	<ul style="list-style-type: none"> <li>a. Monitor the status of all evacuation centers opened and determine the number of families evacuated.</li> <li>b. Ensure that the evacuation center managers use DAFAC as the basis for master listing of evacuees to come up with an evacuee's profile.</li> <li>c. Ensure availability of timely and accurate data/reports for dissemination to cluster partners and as the basis for providing augmentation of assistance.</li> <li>d. Coordinate with the F/NFI Cluster on the sufficient allocation of F/NFIs to evacuees inside evacuation centers.</li> <li>e. Coordinate with other Response Clusters for other services needed by the evacuees.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DSWD	Impact	g. Ensure availability of timely and accurate data/reports for information dissemination to cluster partners and as basis for the provision of augmentation of assistance.	g. Coordinate with the F/ NFI Unit on the sufficient allocation of F/NIs to evacuees inside evacuation centers. h. Coordinate with evacuation center managers if there are protection issues being reported. i. Coordinate the mobilization of rapid assessment teams from the field offices. j. Ensure availability of timely and accurate data/reports for information dissemination to cluster partners as basis for providing augmentation of assistance.	f. Ensure functionality of the facilities inside the evacuation center and monitor the services provided/activities conducted by the different service providers or key players.
	Post-Impact	a. Assess evacuees' movement to the transitional site. b. List evacuees who will be prioritized for moving to transitional site. c. Provide technical assistance to LGUs on the construction of transitional site or bunk houses. d. Assess for further early recovery needs of the displaced families. e. Monitor the number of evacuees transferred to transitional site who returned to their places of origin and were provided transportation assistance under the Balik-Probinsya Program. f. Conduct Post-Disaster Needs Assessment (PDNA) together with concerned agencies.	a. Assess evacuees' movement to the transitional site. b. List evacuees who will be prioritized for moving to transitional site. c. Provide technical assistance to LGUs on the construction of transitional site or bunk houses. d. Assess for further early recovery needs of the displaced families. e. Monitor the number of evacuees transferred to transitional site who returned to their places of origin and were provided transportation assistance under the Balik-Probinsya Program. f. Conduct Post-Disaster Needs Assessment (PDNA) together with concerned agencies.	a. Assess evacuees' movement to the transitional site. b. List evacuees who will be prioritized for moving to transitional site. c. Assess for further early recovery needs of the displaced families. d. Monitor the number of evacuees transferred to transitional site who returned to their places of origin and were provided with transportation assistance under the Balik-Probinsya Program.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepEd	Pre-Impact	<ul style="list-style-type: none"> <li>a. Coordinate with LGUs on the use of schools as evacuation centers.</li> <li>b. Identify temporary learning areas.</li> <li>c. Prepare learning activities for school-age children.</li> </ul>	(No activities on pre-impact)	<ul style="list-style-type: none"> <li>a. Coordinate with LGUs on the use of schools as evacuation centers.</li> <li>b. Identify temporary learning areas.</li> <li>c. Prepare learning activities for school-age children.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Provide safe emergency shelter to affected populations (3 days for short-term up to 15 days for medium- to long-term).</li> <li>b. Assist LGUs/municipal social welfare and development office (MSWDO) to obtain the detailed profiles of evacuees/IDPs, including the needs of vulnerable groups especially children (with special needs).</li> <li>c. Orient evacuees on schools' rules and regulations as evacuation center.</li> <li>d. Monitor evacuation centers.</li> <li>e. Conduct learning sessions for school-age children.</li> <li>f. Provide psychosocial support activities for affected children.</li> <li>g. Prepare and submit a report to DepEd Management.</li> </ul>	<ul style="list-style-type: none"> <li>a. Prepare evacuation center (as to room assignments e.g., lactating mothers, persons with disabilities, male, female).</li> <li>b. Coordinate with LGUs on the use of schools as evacuation centers.</li> <li>c. Identify temporary learning areas.</li> <li>d. Prepare learning activities for school-age children.</li> <li>e. Provide safe emergency shelter to affected populations (3 days for short-term up to 15 days for medium- to long-term).</li> <li>f. Assist LGUs/MSWDO to get the detailed profiles of evacuees/IDP's including the needs of vulnerable groups especially children (with special needs).</li> <li>g. Orient evacuees on schools' rules and regulations as evacuation center.</li> <li>h. Monitor evacuation centers.</li> <li>i. Conduct learning sessions for school-age children</li> <li>j. Provide psychosocial support activities for affected children.</li> <li>k. Prepare and submit a report to DepEd Management.</li> </ul>	<ul style="list-style-type: none"> <li>a. Provide safe emergency shelter to affected populations (3 days for short-term up to 15 days for medium- to long-term).</li> <li>b. Assist LGUs/MSWDO to obtain the detailed profiles of evacuees/IDP's including the needs of vulnerable groups especially children (with special needs).</li> <li>c. Orient evacuees on schools' rules and regulations as evacuation center.</li> <li>d. Monitor evacuation centers.</li> <li>e. Conduct learning sessions for school-age children.</li> <li>f. Provide psychosocial support activities for affected children.</li> <li>g. Prepare and submit a report to DepEd Management.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepEd	Post-Impact	<ul style="list-style-type: none"> <li>a. Inspect facilities (DepEd, Education Facilities Division).</li> <li>b. Assess damages to properties.</li> <li>c. Coordinate with LGUs as to the repair and rehabilitation of schools.</li> <li>d. Oversee the repair and rehabilitation of damaged properties.</li> </ul>		
DOH	Pre-Impact	<ul style="list-style-type: none"> <li>a. Alert all Response Teams - Water, Sanitation, and Hygiene (WASH) Teams, Mental Health and Psychosocial Support (MHPSS) Team, Rapid Nutrition Assessment Team and Infant Feeding/Breastfeeding support groups.</li> <li>b. Monitor and coordinate status/needs through Center for Health Department (CHD) by DOH national.</li> <li>c. Ensure that stockpiles of key health-related supplies are ready for augmentation.</li> </ul>	(No activities on pre-impact)	<ul style="list-style-type: none"> <li>a. Activate all Response Plans.</li> <li>b. Alert all Response Teams - WASH Teams, MHPSS, Nutrition and Health (including Reproduction Health) on stand-by ready for possible deployment at any given time.</li> <li>c. Ensure preposition of logistics and check inventory of resources and prepare logistical needs.</li> <li>d. Coordinate with concerned agencies on the status of the incident and ensure collection and dissemination of information to partners.</li> <li>e. Check coverage of health and nutrition programs in the areas to be affected.</li> <li>f. Collect and gather data about the hazard event and its possible impact.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Ensure interoperability with the cluster members in the Response Operation Center.</li> <li>b. Monitor the status of all affected families in the evacuation centers.</li> <li>c. Provide potable water (bottled water, water rationing/trucking, water treatment) by LGU and partner.</li> <li>d. Install/Construct toilet facilities (in case of gaps) by LGUs and partners.</li> </ul>	<ul style="list-style-type: none"> <li>a. Alert all Response Teams - WASH Teams, MHPSS Team, Rapid Nutrition Assessment Team and Infant Feeding/Breastfeeding support groups.</li> <li>b. Monitor and coordinate status/needs through CHD by DOH national.</li> <li>c. Ensure that stockpiles of key health-related supplies are ready for augmentation.</li> <li>d. Ensure interoperability with the cluster members in the Response Operation Center.</li> </ul>	<ul style="list-style-type: none"> <li>a. Immediately deploy medical assets (human and non-human resources).</li> <li>b. Conduct Rapid Health Assessment, if deemed necessary.</li> <li>c. Set up medical posts and provide consultation, treatment, and primary health services.</li> </ul>



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH		<ul style="list-style-type: none"> <li>e. Provide hygiene kits and conduct hygiene promotion.</li> <li>f. Monitor and coordinate with Center for Health Department (CHD) regarding status/needs.</li> <li>g. Deploy MHPSS teams to communities and evacuation centers to provide Psychological First Aid (PFA).</li> </ul>	<ul style="list-style-type: none"> <li>e. Monitor the status of all affected families in the ECs.</li> <li>f. Provide potable water (bottled water, water rationing/trucking, water treatment) by LGU and partner.</li> <li>g. Install/Construct toilet facilities (in case of gaps) by LGUs and partners.</li> <li>h. Provide hygiene kits and conduct hygiene promotion.</li> <li>i. Monitor and coordinate with Center for Health Department (CHD) regarding status/needs.</li> <li>j. Deploy MHPSS teams to communities and evacuation centers to provide PFA.</li> </ul>	
	Post-Impact	Continue assistance in camp management activities to optimize provision of health (public health and medical), nutrition, WASH, and MHPSS services.		<ul style="list-style-type: none"> <li>a. Continue provision of public health, pre-hospital, and hospital services (Health including RH, WASH, nutrition, and psychosocial services).</li> <li>b. Provide technical assistance in the preparation of the Recovery and Rehabilitation Plan in coordination with the affected areas.</li> <li>c. Conduct inventory of all resources for replacement, repair, or reconstruction.</li> <li>d. Deactivate the Response Teams once the local health office is fully functional.</li> </ul>
PRC	Pre-Impact	a. Assess chapter preparedness and status of all assets and resources including manpower, supplies, equipment and tools, and funds from the chapter to prepare for resource prepositioning.	(No activities on pre-impact)	(No identified activities for this hazard/incident)

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PRC	Pre-Impact	b. Mobilize and deploy assessment teams to assist in gathering information on status in the field via the rapid damage assessment and needs analysis through the concerned chapter.		
	Impact	a. Develop PRC operational action plan based on the needs and gaps identified related to CCCM. b. Contribute to the cluster in providing, setting up, and managing a camp that can accommodate 2,000 families; camps must have necessary equipment such as tents, wilkhalls (rub halls), emergency health and WASH facilities, and FNI as required. c. Provide assistance to target beneficiaries based on needs analysis and available resources - food, non-food including sleeping kits, hygiene kits, and tarpaulin), welfare (PSP, tracing, & restoration family link), soup kitchen (hot meals on wheels), water/sanitation (water treatment and distribution), emergency health station. d. Provide pre-hospital care for injured and ill persons, and an ambulance for patient transport..		(No identified activities for this hazard/incident)
	Post-Impact	a. Conduct PDNA in coordination with the CCM Cluster and its members. b. Develop an operational action plan for Early Recovery Program. c. Conduct inventory of existing resources. d. Prepare and submit end-emergency operation activities, narrative on progress and accomplishment, finance, and statistics data.		(No identified activities for this hazard/incident)

## C. Process

The CCCM Cluster aims to provide timely and well-coordinated humanitarian assistance and augmentation support in managing the evacuation center so as to ensure that the needs of disaster-affected families are attended to appropriately.

The DSWD leads the operation and coordination with other partners/stakeholders especially with key players/service providers such as DepEd and the DOH, to ensure that facilities inside the evacuation center are established and basic services are accessible and available when needed.

The DSWD as Cluster Lead shall also coordinate all support and requirements of the affected LGUs for evacuation centers'

sustained operations. Such centers include those under the supervision of the LGU, DepEd, and privately-owned places utilized during disasters.

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

For natural hazards such as hydrometeorological hazards and earthquakes and tsunamis, the following concept of operations applies:

ALERT	RESPONSE TRIGGERS		
LEVEL	AGENCY	SPECIFIC CLUSTER	INTER-CLUSTER
	Level 1	Level 2	Level 3
WHITE			
BLUE	Pre-Disaster Risk Assessment (PDRA) Result or Directives from the Vice-Chair for Disaster Response	PDRA result  Orders or directives from the Vice-Chair for Disaster Response	PDRA-Result Plan and Protocols Orders or directives from Vice-Chair for Disaster Response
RED	PDRA Result  Activation Orders or Directives from the Vice-Chair for Disaster Response	Rapid Damage Assessment and Needs Analysis (RDANA) Result  Report on the number of displaced population inside evacuation center	RDANA Result  Report on the number of displaced population inside evacuation center Report on number of casualties and injuries

## D. Concept of Sustainment

The CCCM cluster lead agency shall coordinate and facilitate all requests on camp management and updating of CCCM reports.

All cluster members will provide support, facilitate all needs on Camp Management, and update reports on CCCM.

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

### III. ANNEXES

#### ANNEX A.

#### INVENTORY OF RESOURCES

Agency	Type of Resources	Quantity	Unit
DSWD	Trained Personnel on Camp Management	391	Quick Response Team Personnel
	CCCM Kits	17	kits

#### ANNEX B.

#### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68 8-931-79-16 8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	Disaster Response Management Bureau	dromd-group@dswd.gov.ph	8932-2573
Department of Education (DEPED)	osec@deped.gov.ph	8687-2922 8636-4876 8636-4995	Disaster Risk Reduction and Management Service	drmo.od@deped.gov.ph	T (02) 635-3764 TF (02) 637-4933
Department of the Interior and Local Government (DILG)	bcabalosjr@dilg.gov.ph	8925-0330 8925-0331	DILG Central Office Disaster Information Coordinating Center (CODIX)	dilgopcen@gmail.com dilgcodix@gmail.com	(02) 8876-3454 loc 6102
Department of Health (DOH)	dohosec@doh.gov.ph	8651-7800 local 1111	Health Emergency Management Bureau	hemb@doh.gov.ph hembopcen@doh.gov.ph	8651 7800 local 2202; 2206
Philippine National Police (PNP)	pnpdpcr@yahoo.com	02 8726-4361 local 6000	Women and Child Protection Center	wpcp_vamcd@yahoo.com	0948-765-7896
International Organization for Migration (IOM)	IOMPhilippines@iom.int	02 8230-1999	Emergency Preparedness and Response Unit	tburnett@iom.int kgotian@iom.int	0916-340-3663

# Internally Displaced Persons (IDP) Protection Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

As the government cluster lead for the protection of internally displaced persons (IDP), the Department of Social Welfare and Development (DSWD) shall put in place effective mechanisms to prevent sexual violence and provide accessible prompt services during disasters. In the Philippines, the Protection Cluster has two arms: the Child Protection Working Group (CPWG) and the Gender-Based Violence (GBV) Sub-cluster. The CPWG aims to bring together child protection actors and partners operational in areas affected by both natural and human-induced disasters and to facilitate the development and coordination of child protection strategies and responses, including advocacy with authorities and humanitarian actors as necessary. The GBV Sub-cluster aims to coordinate and support relevant stakeholders to put in place mechanisms to prevent GBV and provide survivor-centered and appropriate services to GBV survivors during natural and human-induced disasters.

#### B. Scope and Limitation

These Operational Guidelines shall cover all processes of the IDP Protection Cluster members and other relevant government and non-government agencies involved in providing affected LGUs augmentation support on protection services and in supporting the affected communities by ensuring their needs are met.

#### C. Legal Bases

1. Joint Memorandum Circular No. 02, Series of 2021 - Guidelines on Camp Coordination and Camp Management and Internally Displaced Persons Protection
2. Republic Act No. 10821 or the Children's Emergency Relief and Protection Act - provides emergency relief and protection for children when they are gravely threatened or are endangered by circumstances that affect their survival and normal functioning.

3. Comprehensive Emergency Program for Children (CEPC) is the basis for handling disasters and other emergencies to protect children and pregnant and lactating mothers, and to support them immediately once a local or national state of calamity is declared

#### D. Cluster Objectives

The IDP Protection cluster aims to ensure the provision of support, readily accessible assistance, and protection services to the affected internally displaced population and to establish a strong mechanism to prevent sexual violence and child protection issues during disaster operations.

Specifically, it aims to:

1. Ensure timely, appropriate, and quality provision of multi-sectoral and survivor-centered child protection and gender-based violence services in accordance with local, national, and international guidelines or standards on child protection and GBV;
2. Establish and maintain appropriate coordination mechanisms among all humanitarian actors including coordination of protection inputs, reports, humanitarian plans, and generation of resources;
3. Ensure that their protection response adequately takes into account the primary responsibility of the government to ensure the protection of affected persons by, among others, establishing adequate response mechanisms and coordination with the national and local authorities;
4. Advocate to all humanitarian clusters, protection, child protection, and GBV duty bearers, government, private sector, and civil society organizations to mainstream child protection and GBV response in programs, policies, and plans;
5. Establish partnerships for complementation and coordinated child protection and GBV response through

the regional and local interagency committees on anti-trafficking (IACAT) and violence against women and their children (VAWC) and the local Council for the Protection of Children; and

6. Establish common information, monitoring, and reporting systems on child protection and gender-based violence, linked to the IDP Protection Cluster.

### E. Composition

Lead	Department of Social Welfare and Development (DSWD)
Member Agencies	<ul style="list-style-type: none"> <li>Department of Health (DOH)</li> <li>Department of the Interior and Local Government (DILG)</li> <li>Philippine National Police-Women and Children Protection Unit (PNP-WCPU)</li> <li>Inter-Agency Committee Against Trafficking and Violence Against Women and Children</li> <li>GBV Sub-cluster member agencies</li> </ul>

## II. CONCEPT OF CONTAINMENT

### A. Command and Control

1. Command Relationship - All DRRM actors and key players will refer to and base their actions as prescribed in IRR of RA 10121, Rule 3, Section 2. Composition.
2. Command Center - NDRRM Operations Center, Camp General Emilio Aguinaldo, Quezon City.
3. Succession of Command:
  - Chairperson, NDRRMC (Secretary, DND)
  - Vice-Chairperson for Disaster Response (Secretary, DSWD)
  - IDP Protection Cluster Lead (DSWD) – Disaster Response Management Bureau (DRMB)
  - IDP Protection Cluster Members
4. Inter-agency Communication System Support

For the duration of the operations, the existing means of communications or whatever is applicable shall be utilized. However, the ETC will be activated once communication from affected areas is cut.

### B. Roles and Functions

The table below lists the members of the IDP Protection Cluster and their prescribed functions during specific hazards and according to disaster phases.



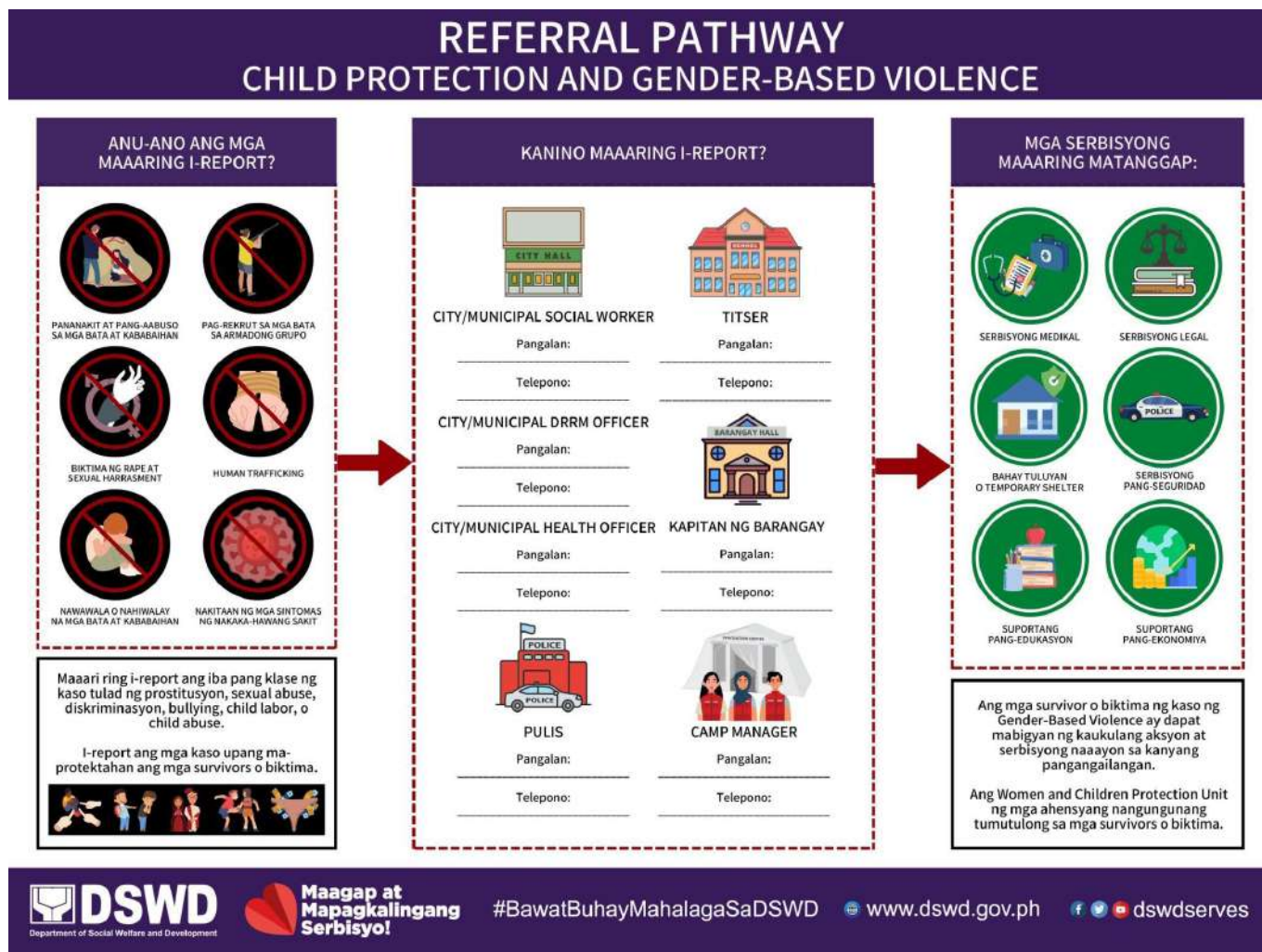
AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DSWD	Pre-impact Phase	<ul style="list-style-type: none"> <li>a. Coordinate with member agencies for activation of response operations.</li> <li>b. Conduct/Facilitate cluster meeting.</li> <li>c. Ensure the establishment of protection facilities (Women and Child-Friendly Spaces, Modular tents, Temporary Learning Spaces inside evacuation centers).</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>d. Establish information systems for measuring emergency child protection and Gender Based Violence (GBV) needs in coordination with member agencies.</li> <li>e. Ensure availability of age/sex disaggregated data of all children, women, lactating mothers, persons with disabilities, and elderly inside and outside evacuation centers in coordination with member agencies.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>f. Ensure availability of timely and accurate reports for information dissemination to cluster partners as basis in provision of augmentation of assistance.</li> <li>g. Coordinate proper referral to local committees on anti-trafficking desks and/or VAWC desks or other existing women and child protection structures.</li> </ul>		
DOH	No identified disaster phase	<ul style="list-style-type: none"> <li>a. Provide health, medical, and nutritional needs of IDP in the evacuation center including psychosocial interventions, especially for children in different stages of development, women, persons with disabilities, and the elderly and interventions related to water, hygiene, and sanitation.</li> <li>b. Assist and coordinate with other member agencies through the GBV/child protection sub-cluster in reporting sexual violence cases.</li> <li>c. Operationalize Minimum Initial Services Package for Sexual Reproductive Health in affected areas.</li> </ul>		
DILG	No identified disaster phase	Ensure the organization and functionality of the local council for the protection of children.		
PNP Women and Children Protection Center	No identified disaster phase	Monitor and ensure safety and security, and protect the affected IDPs from all forms of violence, abuse, neglect, and exploitation in coordination with the member agencies.		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
IACAT and IAC VAWC	No identified disaster phase	(No identified activities for this hazard/incident)	(No identified activities for this hazard/incident)	<ul style="list-style-type: none"> <li>a. Establish systems for surveillance, investigation, and rescue to ensure effective and efficient coordination.</li> <li>b. Establish a feedback mechanism between and among concerned agencies to ensure assistance is provided.</li> </ul>
PRC	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Assess chapter preparedness and status of all assets and resources including manpower, supplies, equipment and tools, and funds from chapters in preparation for resource prepositioning.</li> <li>a. Mobilize and deploy assessment teams through its chapters to assist in information gathering of status in the field through the rapid damage assessment and needs analysis (RDANA).</li> <li>a. Develop the overall emergency response action plan of PRC.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Assist in providing relief supplies such as food (relief goods, hot meals, etc.) and non-food items (hygiene kits, dignity kits, emergency shelter kits, etc.) to augment relief operation activities in coordination with the lead cluster and all its members.</li> <li>b. Mobilize the logistical support required to augment response capacity and/or field base operations managed by the PRC through its chapters.</li> <li>c. Assist in information gathering of the affected population through its chapter welfare desks and conduct tracing by restoring family links in evacuation centers in coordination with LGU.</li> <li>d. Support the DRRMC Operation Center in gathering and collating disaster reports and statistics.</li> <li>e. Ensure coordination of PRC disaster operations and activities at national headquarters, chapter, and other field operation levels to the cluster.</li> </ul>		
	Post Impact	<ul style="list-style-type: none"> <li>a. Provide updates and/or situational reports to the NDRRMC through the Food and Non-Food Cluster (FNF).</li> <li>b. Continuously monitor and coordinate with cluster members as to needs and gaps.</li> </ul>		
Other NGOs working for the protection of women and children	No identified disaster phase	Participate in IDP Protection Cluster meetings, assessments, and provision of services.		

## C. Process

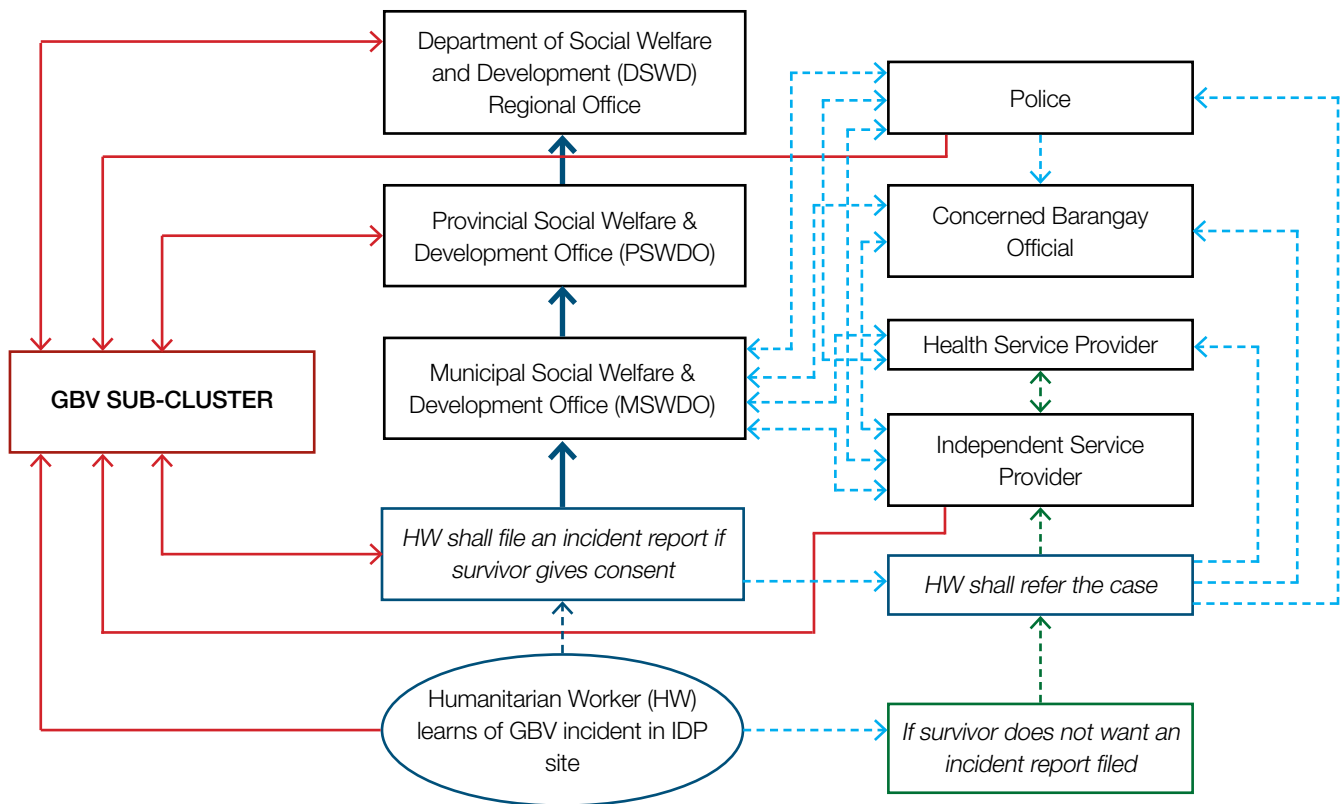
The IDP Protection Cluster operations support and enhance the government's capacity to ensure that protection issues do not arise in emergencies and to respond to and mitigate the effect of any protection issues that may arise inside and outside evacuation centers.

It is critical to prioritize the protection of IDPs by addressing GBV and attending to individuals requiring special protection, such as children. The subsequent figures illustrate the reporting and referral procedures for GBV-related incidents and instances where special protection of children is required.



The figure above presents the process for reporting and referral of GBV and child protection cases. The process shows how reporting and referral is facilitated by the GBV and Child Protection sub-cluster where the survivor consents to file an incident or refuses to do so.

## GBV REPORTING AND REFERRAL FLOWCHART



The figure above presents the process for reporting and referral of GBV cases. The process shows how reporting and referral are facilitated by the GBV sub-cluster where the survivor consents to file an incident or refuses to do so.

### D. Concept of Sustainment

The IDP Protection cluster lead agency shall coordinate and facilitate all requests on camp management and updating of IDP Protection reports.

All cluster members will provide support, facilitate all needs on protection service, and update reports on IDP Protection

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

### III. ANNEXES

#### ANNEX A.

#### INVENTORY OF RESOURCES

Agency	Type of Resources	Quantity	Unit
DSWD - Regional Warehouse	Non-Food Items (Protection Facilities) Women Friendly Spaces sets	160	Sets
Regions	Child-Friendly Spaces	160	Sets
DSWD-NROC	Modular Tents (donations)	493	Sets

#### ANNEX B.

#### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/OFFICE/ DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68 8-931-79-16 8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	Disaster Response Management Bureau	dromd-group@dswd.gov.ph	8932-2573
Department of Health (DOH)	dohosec@doh.gov.ph	8651-7800 local 1111	Health Emergency Management Bureau	hemb@doh.gov.ph hembopcen@doh.gov.ph	8651 7800 local 2202; 2206
Philippine National Police (PNP)	pnpdpcr@yahoo.com	02 8726-4361 local 6000	Women and Child Protection Center	wcpc_vamcd@yahoo.com	0948-765-7896
Department of Education (DEPED)	osec@deped.gov.ph	8687-2922 8636-4876 8636-4995	Disaster Risk Reduction and Management Service	drmo.od@deped.gov.ph	T (02) 635-3764 TF (02) 637-4933

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/OFFICE/ DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Philippine Commission on Women (PCW) IAC Members	records@pcw.gov.ph	8735-1654, 8735-4767 8736-7712 loc. 103	Executive Director's Office	kacmborlado@pcw.gov.ph mkjgbalmes@pcw.gov.ph	8735-1654 loc 108, 110
Commission on Human Rights (CHR) IAC Members	ocrpp@chr.gov.ph	(02) 8928-5655	Center for Gender Equality and Women's Human Rights	genderequalitycenter@chr.gov.ph kmobantang@chr.gov.ph	0917-177-4660 0917-522-4057
United Nations Population Fund (UNFPA)  (Gender-Based Violence Sub-Cluster Co- Lead)	phl.co@unfpa.org	(02) 7902 9900	Gender and Gender-Based Violence Unit	mchua@unfpa.org granil@unfa.org	0917-708-5801 0917-186-8851



# Law and Order Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

Preventing the loss of lives and casualties, protecting and preserving the populace and properties, and ensuring the security of responding personnel and the populace in general are the main concerns of all government agencies involved in disaster management and response operations, specifically in the Security, Law, and Order requirements.

Effective security response operations rely on the timely and organized deployment of security forces particularly during disasters. Disasters like tsunamis, earthquakes, landslides, and other calamities may lead to immense loss of lives and properties.

The Law and Order (LAO) Cluster shall be organized to deal directly with the security needs of member agencies and the community.

To align with the national government's enhanced concept on disaster risk reduction and management systems, agencies with law enforcement functions shall collaborate and synchronize their respective disaster operations and procedures with the National Disaster Response Plan (NDRP) 2024.

#### B. Scope and Limitation

1. Based on the NDRP implemented by the National Disaster Risk Reduction and Management Council (NDRRMC), the PNP as the lead agency in the LAO Cluster and other cluster members shall actively participate in the operational response during disaster and critical incident management in affected areas. The LAO Cluster shall coordinate and collaborate with other member cluster agencies concerned based on the NDRP.
2. The LAO Cluster shall function under the concept and structure stipulated in the NDRP 2024, including the Cluster's interoperability with the Incident Command

System (ICS). The LAO Cluster's Response Teams and their resources will enforce law and order during disaster response operations. Once deployed in the disaster area, the Resource Teams shall check-in with the Incident Management Team (IMT) under the Operations Section.

3. On orders by the NDRRMC, the LAO Cluster led by the PNP shall undertake law and order and security operations in support of all Clusters in their respective disaster management operations. LAO Teams shall be established at the national, regional, provincial, city, and municipal levels. At the tactical level on the ground, the LAO Cluster team/personnel deployed shall operate to provide security assistance to response clusters, traffic management, and law and order enforcement on the affected population and responding agencies. The teams/ personnel shall abide by the principles of the ICS upon check-in while performing their specific mandates, SOPs, and technical expertise. The Incident Management Team (IMT) shall manage them tactically for proper placement and efficiency.

#### C. Legal Bases

1. Republic Act (RA) No. 10121, otherwise known as, "The Philippine Disaster Risk Reduction and Management Act of 2010";
2. Executive Order (EO) No. 24 series of 2023 entitled, "Constituting the Disaster Response and Crisis Management Task Force"; and
3. EO No. 82, s. 2012 entitled, "Operationalizing the Practical Guide for Crisis Managers and the National Crisis Management Core Manual"

D. Cluster Objectives

The LAO Cluster will assist the Response Operations and provide assistance to the affected areas in the ways listed below.

- 1. Provide security to the Response Clusters operating in the affected area.
- 2. Provide traffic management that will facilitate the speedy movement of people, goods, and equipment to the affected population and responding agencies.
- 3. Enforce law and order in the community by providing information on the disaster response operations and by maintaining community policing to reduce or arrest criminality in the area.

E. Composition

Lead	Philippine National Police (PNP)
Member Agencies	<ul style="list-style-type: none"><li>• Armed Forces of the Philippines (AFP)</li><li>• Bureau of Fire Protection (BFP)</li><li>• Bureau of Jail Management and Penology (BJMP)</li><li>• Philippine Coast Guard (PCG)</li><li>• National Bureau of Investigation (NBI)</li><li>• Bureau of Corrections (BuCor)</li></ul>

II. CONCEPT OF OPERATIONS

The PNP as the lead agency in the Law and Order and Security Operations, together with members of the LAO Cluster such as the AFP, BFP, BJMP, PCG, NBI, BuCor, and other agencies that may be called upon by the PNP, will assist the response operations by providing security assistance and other law and order measures. Other agencies may be included based on their law enforcement functions, as the situation warrants.

Cluster members shall maintain interoperability through their established Operations Center (OPCEN). At the provincial levels down to the municipalities and barangays, the leadership in providing law and order shall be determined by the local DRRMCs (LDRRMC) depending on which component of the government is necessary.

The LAO Cluster shall perform its task in coordination with the designated Incident Commander through the IMT. Security operations will be conducted through collaborative efforts with cluster member agencies and other agencies to ensure that safety and security are being maintained in the area.

The condition/s that will trigger the deployment of security personnel in LAO operations will depend on:

- 1. Orders from the NDRRMC Chairperson, Vice-Chairperson, or from the President; and
- 2. The results of the Rapid Damage Assessment and Needs Analysis (RDANA) conducted by LDRRMC concerned in the affected area/s. The results shall be provided immediately to NDRRMC Operations Center to determine what security response is needed.

A. Command and Control

- 1. Command Relationship – All DRRM actors and key players shall refer and based their actions on prescriptions in the IRR of RA No. 10121, Rule 3, Section 2. Composition.
- 2. Command Center – National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Emilio Aguinaldo, Quezon City
- 3. Succession of Command:
  - Law and Order Cluster Leadership
    - a. Philippine National Police (PNP)
    - b. LAO Cluster Members
- 4. Interagency Communication System Support

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

B. Roles and Functions

The LAO Cluster shall consider the immediate establishment of 1) communications through the ETC and 2) the Advance Command Post from the possible affected areas by the nearest territorial forces to stabilize security situation.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PNP	Pre-Impact	<ul style="list-style-type: none"> <li>a. May establish Command Post and Sub-Command Post in the possible affected area.</li> <li>b. Ensure situational/regular conduct of police presence (mobile, motorcycle, and foot patrol) in the possible area affected.</li> <li>c. Review the Crime Environment in the possible affected areas.</li> <li>d. Participate in the conduct of Pre-Disaster Risk Assessment (PDRA) (Regional, Provincial, City, Municipal and/or Barangay Level).</li> <li>e. Prepare appropriate number of security personnel for identified evacuation areas in coordination with LGUs.</li> <li>f. Recommend to the Office of Civil Defense (OCD) the conduct of training to improve interoperability among member agencies.</li> <li>g. Perform other tasks as directed.</li> </ul>	-	<ul style="list-style-type: none"> <li>a. Enhance capability and capacity readiness.</li> <li>b. Prepare deployment plan of personnel, logistics, and communication plan of identified priority Police Regional Offices (PROs) for deployment and forward deployment, as the case requires at critical junctures.</li> <li>c. Prepare appropriate number of security personnel for identified evacuation centers, critical infrastructures, and facilities in coordination with LGUs and facilities.</li> <li>d. Update data on crime environment and security threats in the possible affected area.</li> <li>e. Identify primary and alternate Incident Command Posts (ICPs) in the possible affected areas.</li> <li>f. Ensure security of custodial facilities in police stations and jails in AOR in coordination with the BJMP.</li> <li>g. Ensure that all Chiefs of Police (COPs) adhere to the PNP ICS Organizational Structure and Checklist Handbook.</li> <li>h. Participate in the conduct of risk assessment.</li> <li>i. Perform other tasks as directed.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Participate in the conduct of PDRA (Regional, Provincial, City, Municipal and/or Barangay level).</li> </ul>	<ul style="list-style-type: none"> <li>a. Establish a Command Post and Sub-Command Post in the possible affected area.</li> </ul>	<ul style="list-style-type: none"> <li>a. Activate the LAO SRU with the established PNP CIMOP in collaboration with member support agencies.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PNP	Impact	<ul style="list-style-type: none"> <li>b. Provide security for evacuation areas in collaboration with other agencies and force multipliers.</li> <li>c. Assist in relief and recovery operations and maintain law and order in affected areas.</li> <li>d. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>f. Ensure situational/regular conduct of police presence (mobile, motorcycle and foot patrol) in the possible affected area.</li> <li>g. Review the Crime Environment in the possible affected area</li> <li>h. Participate in the conduct of PDRA (Regional, Provincial, City, Municipal and/or Barangay level).</li> <li>i. Prepare appropriate number of security personnel for the identified evacuation areas in coordination with LGUs.</li> <li>j. Activate the LAO Security Response Unit (SRU) with the established PNP Critical Incident Management Operational Procedures (CIMOP) in collaboration with member support agencies.</li> <li>k. Prioritize strategic support (land, air, and sea transport with consideration of other response agencies).</li> <li>l. Prepare SRU based on the immediate requirements on the ground.</li> <li>m. Participate in the conduct of RDANA) (Regional, Provincial, City, Municipal and/or Barangay level).</li> <li>n. Establish coordination with the local DRRMCs.</li> <li>o. Perform other tasks as directed.</li> <li>p. Provide security to evacuation areas in collaboration with other agencies and force multipliers;</li> </ul>	<ul style="list-style-type: none"> <li>b. Ensure participation in coordination meetings with LDRRMC.</li> <li>c. Participate in the conduct of RDANA (Regional, Provincial, City, Municipal and/or Barangay Level) and deploy LAO based on the RDANA and the immediate requirements on the ground as the need arises.</li> <li>d. Perform other tasks as directed.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PNP	Impact		<ul style="list-style-type: none"> <li>q. Assist in the relief and recovery operations and maintain law and order in affected areas;</li> <li>r. Perform other tasks as directed.</li> </ul>	
	Post-Impact	<ul style="list-style-type: none"> <li>a. Conduct debriefing and post assessment review.</li> <li>b. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Conduct debriefing and post assessment review.</li> <li>b. Recommend to OCD the conduct of training to improve interoperability among member agencies.</li> <li>c. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Maintain law and order in affected areas.</li> <li>b. Reorganize and redeploy personnel for law and order and other security operations based on the Post Incident Needs Assessment.</li> <li>c. Facilitate the conduct of debriefing and post assessment review.</li> <li>d. Recommend the termination of LAO operations to LDRRMC.</li> <li>e. Submit After Operations Report to NDRRMC through LDRRMC.</li> <li>f. Perform other tasks as directed.</li> </ul>
AFP	Pre-Impact			<ul style="list-style-type: none"> <li>a. Ensure operational readiness of the AFP Law and Order Cluster member teams/ units.</li> <li>b. Activate LAO Cluster Team in collaboration and coordination with the PNP.</li> <li>c. Designate a focal person with the PNP and establish Peace and Order Councils (POCs) among LAO members.</li> <li>d. Attend coordination/ planning meetings of the LAO and LDRRMC.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
AFP	Pre-Impact			<ul style="list-style-type: none"> <li>e. Provide information support about the terror incident and affected areas in coordination with the PNP.</li> <li>f. Participate in the conduct of PDRA and prepare deployment plan of resources (troops and other resources).</li> <li>g. Coordinate with the PNP for the availability of resources that can be earmarked for the cluster.</li> <li>h. Coordinate with the PNP for the conduct of LAO operations- related training.</li> <li>i. Coordinate with the LAO Lead for the conduct of target hardening operations.</li> <li>j. Perform other tasks as directed.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Be prepared to provide security augmentation (infantry unit/s, K9 Team/s, EOD Team/s, CDM Units) in support of the PNP's law enforcement operations.</li> <li>b. Be prepared to provide security augmentations at the designated evacuation centers in support of the PNP.</li> <li>c. Be prepared to provide security augmentation in securing the repacking, transport, and distribution of relief goods at the evacuation and/or distribution areas in support of PNP, LGUs, and DSWD.</li> <li>d. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Be prepared to provide security augmentation (infantry unit/s, K9 Team/s, EOD Team/s, CDM Units) in support of the PNP's law enforcement operations.</li> <li>b. Be prepared to provide security augmentations at the designated evacuation centers in support of the PNP.</li> <li>c. Be prepared to provide security augmentation in securing the repacking, transport, and distribution of relief goods at the evacuation and/or distribution areas in support of PNP, LGUs, and DSWD.</li> <li>d. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Deploy Security Teams as component units of the LAO Cluster, in law and order enforcement operations.</li> <li>b. Provide transportation support (land, air, sea) for the deployment of the LAO Cluster as necessary.</li> <li>c. Participate in the conduct of RDANA.</li> <li>d. Participate in coordination meetings with LDRPMC.</li> <li>e. Perform other tasks as directed.</li> </ul>



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
AFP	Post-Impact	<ul style="list-style-type: none"> <li>a. Coordinate with the PNP for the release of security augmentation.</li> <li>b. Consolidate security units for redeployment.</li> <li>c. Be prepared to participate in LAO Cluster planning meeting/s.</li> <li>d. Coordinate with the PNP for the capability enhancement program/inter-agency training.</li> <li>e. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Coordinate with the PNP for the release of security augmentation.</li> <li>b. Consolidate security units for redeployment.</li> <li>c. Be prepared to participate in LAO Cluster planning meeting/s.</li> <li>d. Coordinate with the PNP for the capability enhancement program/inter-agency training.</li> <li>e. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Coordinate with the PNP for the capability enhancement program/inter-agency training.</li> <li>b. Consolidate and reorganize forces/units for redeployment/demobilization to respective commands.</li> <li>c. Participate in the conduct of debriefing and post law enforcement operations assessment review.</li> <li>d. Perform other tasks as directed.</li> </ul>
BFP	Pre-Impact	<ul style="list-style-type: none"> <li>a. Immediately activate the Emergency Operations Center and alert all stations covered by the projected emergency. (BFP's preparations depend on the type of anticipated hydrometeorological hazard).</li> <li>b. Activate OPLAN PAGHALASA.</li> <li>c. Coordinate with the NDRRMC and continuously monitor and act on the situation's possible effects.</li> <li>d. Participate in the PDRA.</li> <li>e. Preposition resources for identified strategic areas for immediate action.</li> <li>f. Assist in the pre-incident evacuation procedures.</li> <li>g. Assist the PNP whenever necessary.</li> <li>h. Prepare a disaster proof mode of communication.</li> <li>i. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Ensure public cooperation in earthquake preparation drills.</li> <li>b. Ensure stability and safety of structure.</li> <li>c. Capacitate resources through: <ul style="list-style-type: none"> <li>» Training,</li> <li>» Equipage, and</li> <li>» Operational readiness.</li> </ul> </li> <li>d. Identify and designate evacuation areas in every community/purok.</li> <li>e. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Work interoperability with the LAO lead.</li> <li>b. Educate the public about basic safety protocols and reporting for suspected individuals or items.</li> <li>c. Capacitate resources through: <ul style="list-style-type: none"> <li>» Training,</li> <li>» Equipage, and</li> <li>» Operational readiness.</li> </ul> </li> <li>d. Perform other tasks as directed.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
BFP	Impact	<ul style="list-style-type: none"> <li>a. Brief all Resource overheads.</li> <li>b. Monitor areas of concern.</li> <li>c. Coordinate with NDRRMC and LAO through liaisons.</li> <li>d. Identify hardly affected areas and send teams to provide assistance.</li> <li>e. Conduct swift evacuation of the population in danger.</li> <li>f. Augment additional resources to more affected areas.</li> <li>g. Assist and ensure the safety of all evacuees in all evacuation centers.</li> <li>h. Assist the PNP whenever necessary.</li> <li>i. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Activate OPLAN PAGHALASA.</li> <li>b. Brief all Resource overheads.</li> <li>c. Assist in the Triage of Structures.</li> <li>d. Deploy Special Units and Teams to affected areas.</li> <li>e. Assist in the safe evacuation of affected individuals.</li> <li>f. Identify and search for missing individuals.</li> <li>g. Augment additional resources whenever necessary.</li> <li>h. Assist the PNP in ensuring safety and security and other tasks as necessary.</li> <li>i. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. May activate OPLAN PAGHALASA.</li> <li>b. Brief all Resources overheads.</li> <li>c. Deploy specialist teams.</li> <li>d. Suppress fire, remove and identify hazards, decontaminate affected individuals.</li> <li>e. Work interoperability with the LAO lead.</li> <li>f. Triage affected individuals, do first aid, and transport victims to hospitals.</li> <li>g. Prevent contamination of the crime scene.</li> <li>h. Collaborate with LAO head during engagements.</li> <li>i. Ensure the safety of all responders.</li> <li>j. Perform other tasks as directed.</li> </ul>
	Post-Impact	<ul style="list-style-type: none"> <li>a. Conduct inspection on affected areas.</li> <li>b. Coordinate with NDRRMC and LAO through liaisons.</li> <li>c. Review and finalize report.</li> <li>d. Conduct debriefing of personnel.</li> <li>e. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Deactivate OPLAN PAGHALASA, if appropriate.</li> <li>b. Recheck the stability of structures in the affected area in collaboration with structural engineers.</li> <li>c. Coordinate with NDRRMC and LAO through liaisons.</li> <li>d. Review and finalize report.</li> <li>e. Conduct debriefing of personnel.</li> <li>f. Assist in community rehabilitations and other activities beyond the rubble activities.</li> <li>g. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Deactivate OPLAN PAGHALASA, if appropriate.</li> <li>b. Assist in the decontamination of affected area.</li> <li>c. Coordinate with NDRRMC and LAO through liaisons.</li> <li>d. Review and finalize report.</li> <li>e. Conduct debriefing of personnel.</li> <li>f. Perform other tasks as directed.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
BJMP	Pre-Impact	<ul style="list-style-type: none"> <li>a. Conduct risk assessments to identify vulnerable areas and facilities.</li> <li>b. Develop emergency response plans and protocols specific to hydrometeorological hazards.</li> <li>c. Train personnel on disaster preparedness and response procedures.</li> <li>d. Coordinate with local disaster risk reduction and management offices for early warning systems.</li> <li>e. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Ensure that BJMP's disaster response protocols are fully integrated into the Incident Command System (ICS) to facilitate coordinated operations with other agencies.</li> <li>b. Maintain an updated inventory of BJMP resources that can be quickly mobilized during disasters. This includes transportation, communication equipment, and personnel with specialized training in disaster response.</li> <li>c. Ensure all BJMP personnel are regularly trained in disaster response protocols and updated on new procedures.</li> <li>d. Maintain a detailed roster of trained personnel ready for deployment in disaster scenarios.</li> <li>e. Establish clear logistical support protocols to assist in the rapid deployment and sustainment of BJMP personnel and resources in disaster-affected areas.</li> <li>f. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Enhance security measures in jail facilities to prevent terrorist attacks.</li> <li>b. Conduct intelligence gathering and threat assessments.</li> <li>c. Train staff on counter-terrorism protocols and response tactics.</li> <li>d. Perform other tasks as directed.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Implement evacuation procedures for PDL and personnel in affected facilities.</li> <li>b. Ensure the safety and security of PDL during the disaster.</li> <li>c. Provide support to affected communities by assisting in rescue and relief operations.</li> <li>d. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Activate emergency response plans and procedures.</li> <li>b. Conduct search and rescue operations in affected facilities.</li> <li>c. Coordinate with other agencies for mutual aid and support.</li> <li>d. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Activate crisis management plans to secure jail facilities and respond to terrorist incidents.</li> <li>b. Coordinate with law enforcement agencies for joint operations and investigations.</li> <li>c. Perform other tasks as directed.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
BJMP	Post-Impact	<ul style="list-style-type: none"> <li>a. Conduct damage assessments of jail facilities.</li> <li>b. Initiate recovery and rehabilitation efforts for affected facilities.</li> <li>c. Collaborate with relevant agencies for the reconstruction of damaged infrastructure.</li> <li>d. Provide psycho-social support to PDL and personnel affected by the disaster.</li> <li>e. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Assess structural damage of jail facilities.</li> <li>b. Implement repairs and reconstruction efforts.</li> <li>c. Provide counseling and support services to PDL and personnel traumatized by the disaster.</li> <li>d. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Conduct debriefings and evaluations of response efforts.</li> <li>b. Enhance security protocols and measures to prevent future terrorist threats.</li> <li>c. Provide support and counseling to affected PDL and personnel.</li> <li>d. Perform other tasks as directed.</li> </ul>
BuCor	Pre-Impact			<ul style="list-style-type: none"> <li>a. Determine the structural integrity of facilities to secure all inmates.</li> <li>b. Secure the penitentiary facility from possible breakouts in case of severe damage caused by terrorism-related incidents to the facility.</li> <li>c. Suspend all visitation privileges.</li> <li>d. Designate focal person in the ICP.</li> <li>e. Participate in the conduct of RDANA.</li> <li>f. Perform other tasks as directed.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Conduct RDANA of the whole facility to determine the structural integrity of the prison.</li> <li>b. Prioritize the security of the inmates. Ensure all inmates are accounted for.</li> <li>c. Report all prison breaks/jailbreaks immediately.</li> <li>d. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Conduct RDANA of the whole facility to determine the structural integrity of the prison.</li> <li>b. Prioritize the security of the inmates. Ensure all inmates are accounted for.</li> <li>c. Report all prison breaks/jailbreaks.</li> <li>d. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Conduct RDANA of the whole facility to determine the structural integrity of the prison.</li> <li>b. Prioritize the security of the inmates. Ensure all inmates are accounted for.</li> <li>c. Report all prison breaks/jailbreaks immediately.</li> <li>d. Perform other tasks as directed.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PCG	Impact	<ul style="list-style-type: none"> <li>a. Deploy appropriate number of security personnel to devastated areas.</li> <li>b. Support other tasks as requested by Cluster Lead.</li> <li>c. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Deploy appropriate number of security personnel to devastated areas.</li> <li>b. Support other tasks as requested by Cluster Lead.</li> <li>c. Perform other tasks as directed.</li> </ul>	-
	Post-Impact	<ul style="list-style-type: none"> <li>a. Maintain necessary security requirements.</li> <li>b. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Maintain necessary security requirements.</li> <li>b. Perform other tasks as directed.</li> </ul>	-
NBI	Impact	<ul style="list-style-type: none"> <li>a. Deploy appropriate number of security personnel to devastated areas.</li> <li>b. Support other tasks as requested by Cluster Lead.</li> <li>c. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Deploy appropriate number of security personnel to devastated areas.</li> <li>b. Support other tasks as requested by Cluster Lead.</li> <li>c. Perform other tasks as directed.</li> </ul>	
	Post-Impact	<ul style="list-style-type: none"> <li>a. Maintain necessary security requirements.</li> <li>b. Perform other tasks as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Maintain necessary security requirements.</li> <li>b. Perform other tasks as directed.</li> </ul>	-

## C. Process

The LAO Response Cluster involves a series of coordinated actions aimed at maintaining public order and safety during disasters.

1. **Activation:** The cluster is activated in response to a disaster or when there is a high risk of a disaster occurring. This is often based on alerts from the Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA) or other relevant agencies.
2. **Coordination:** The cluster coordinates with other response clusters and agencies to ensure a unified approach to disaster response. This includes sharing of information, resources, and strategies.
3. **Assessment:** Law enforcement agencies assess the situation to determine the extent of the disaster's impact on public order and safety.
4. **Deployment:** Personnel and resources are deployed to affected areas to provide security, control traffic, manage crowds, and assist with evacuation efforts if necessary.
5. **Operation:** The cluster carries out its operations, which may include establishing checkpoints, patrolling affected areas, and providing security at shelters and relief distribution centers.
6. **Support:** The cluster supports other response clusters by ensuring the security of supply routes, assisting in search and rescue operations, and helping maintain overall law and order.
7. **Reporting:** Regular updates and reports are provided to NDRRMC and other relevant authorities to inform ongoing response efforts and decision-making.
8. **Demobilization:** Once the situation is under control and the risk has subsided, the cluster may be demobilized and personnel and resources are withdrawn or redirected as needed.

## D. Concept of Sustainment

9. The PNP as Cluster Lead will coordinate all movements of incoming products, personnel, and equipment from the point of embarkment prior to the turnover to the Response Clusters activated for any disaster.
10. Government agencies concerned and their subordinate offices shall utilize their respective internal personnel. Additional personnel requirements shall be coordinated through the NDRRMC in collaboration with all its members.



## ANNEX A.

### INVENTORY OF RESOURCES

Agency	Type of Resources	QTY	Office/Unit
PNP	Patrol Vehicles	257	NCRPO
	Patrol Jeep	407	
	Motorcycle	1,322	
	Patrol Vehicles	44	PRO 1
	Patrol Jeep	395	
	Motorcycle	422	
	Patrol Vehicles	8	PRO 2
	Patrol Jeep	274	
	Motorcycle	430	
	Patrol Vehicles	19	PRO 3
	Patrol Jeep	396	
	Motorcycle	580	
	Patrol Vehicles	345	PRO CALABARZON
	Patrol Jeep	502	
	Motorcycle	235	
	Patrol Vehicles	39	PRO MIMAROPA
	Patrol Jeep	188	
	Motorcycle	235	
	Patrol Vehicles	27	PRO 5
	Patrol Jeep	224	
	Motorcycle	255	
	Patrol Vehicles	16	PRO 6
	Patrol Jeep	522	
	Motorcycle	527	

Agency	Type of Resources	QTY	Office/Unit
PNP	Patrol Vehicles	127	PRO 7
	Patrol Jeep	150	
	Motorcycle	320	
	Patrol Vehicles	314	PRO 8
	Patrol Jeep	60	
	Motorcycle	308	
	Patrol Vehicles	-	PRO 9
	Patrol Jeep	262	
	Motorcycle	373	
	Patrol Vehicles	51	PRO 10
	Patrol Jeep	244	
	Motorcycle	283	
	Patrol Vehicles	8	PRO 11
	Patrol Jeep	64	
	Motorcycle	188	
	Patrol Vehicles	35	PRO 12
	Patrol Jeep	128	
	Motorcycle	170	
	Patrol Vehicles	-	PRO 13
	Patrol Jeep	244	
	Motorcycle	231	
	Patrol Vehicles	45	PRO-CAR
	Patrol Jeep	91	
	Motorcycle	337	
	Patrol Vehicles	15	PRO BAR
	Patrol Jeep	360	
	Motorcycle	130	

## ANNEX B.

### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Philippine National Police (PNP)	pnpdpcr@yahoo.com	02 8726-4361 local 6000	Directorate for Operations, Public Safety Division	psd.do2021@gmail.com psd.do@pnp.gov.ph	8723-0401
Armed Forces of the Philippines (AFP)	ocsafp56@gmail.com ocsafp57@gmail.com	8911-6001	HADR Branch, Internal Security Operations Division, OJ3	ops.div.oj3@gmail.com	911-6001 local 6093
Bureau of Fire Protection (BFP)	ofc@bfp.gov.ph	(02) 8426-0246 (02) 8426-0219	Special Operations Division	do.nhq@bfp.gov.ph sod.do@bfp.gov.ph	8426-0246 8426-0219 0917-127-9067
Bureau of Jail Management and Penology (BJMP)	chief@bjmp.gov.ph	(02) 927-6383	National Headquarters –Directorate for Operations – Safekeeping Management and Tactical Operations Division	operations@bjmp.gov.ph	0969-122-6538 0906-311-4903
Bureau of Corrections (BuCor)	odg@bucor.gov.ph	8809-80-73 8809-97-75	Directorate for Security and Operations	bucor.dsodirector@gmail.com bucor.iid@gmail.com	8809-8299 0999-833-2291
Philippine Coast Guard (PCG)	office.cpcg@gmail.com flag.office@yahoo.com cpcg@coastguard.gov.ph	527-8481 local 6001; 6002 Fax: 6003 / 0945-248-3826	Deputy Chief Coast Guard Staff for Operations	pcgcomcen@coastguard.gov.ph	0966-217-9610 (Command Center) 0945-652-3204 (Central)
National Bureau of Investigation (NBI)	director@nbi.gov.ph	8523-8231 loc 38	Forensic and Scientific Research Services	director@nbi.gov.ph	8525-1264

# Health Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

The Health Cluster is headed by the DOH through its Health Emergency Management Bureau (HEMB) in coordination with national government agencies, LGUs and key stakeholders which is tasked to lead four key services:

1. Medical and Public Health
2. Water, Sanitation and Hygiene (WASH)
3. Nutrition
4. Mental Health and Psychosocial Support (MHPSS)

#### B. Scope and Limitation

The Health Cluster guidelines establish a clear division of responsibilities for government agencies in delivering healthcare during public health emergencies, focusing on four key areas of health – medical and public health; water, sanitation and hygiene; nutrition; and mental health and psychosocial support. The guidelines outline specific actions for each phase of a disaster regardless of what hazard caused it, from pre-impact prepositioning to post-impact early recovery. While the guidelines offer a robust framework, consideration should be given to potential limitations such as resource constraints, response scalability based on disaster severity, logistical challenges in deploying assistance, and maintaining clear communication during emergencies.

#### C. Legal Bases

Republic Act no. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010 paved the way to the formulation of the National Disaster Risk Reduction and Management (NDRRM) Framework which provided a comprehensive, all-hazards, multi-sectoral, interagency and community-based approach to implement disaster risk reduction and management in the Philippines.

Additionally, the provisions of Republic Act No. 11223 or the Universal Health Care Act of 2019 stipulated the inclusion of “timely, effective, and efficient preparedness and response to public health emergencies and disasters” as part of the minimum population-based health services that should be delivered by province-wide and city-wide health systems.

To support this, a National Policy on Disaster Risk Reduction and Management in Health or Department of Health Administrative Order No. 2019-0046 was issued. This is an updated version of the Administrative Order No. 168 s. 2004 or the National Policy on Health Emergencies and Disasters. The updated policy serves as the guiding policy of the health sector in mainstreaming the concepts of disaster risk reduction and management aligned with the international and national frameworks in implementing health programs and ensuring uninterrupted delivery of health services amidst any untoward incident or public health emergency and guaranteeing a progress towards a resilient health system.

#### D. Cluster Objectives

The Health Cluster aims to ensure access to quality, appropriate and timely essential health services for the affected population. The following are the specific objectives of the Health Cluster per key area:

1. Medical and Public Health
  - To manage injuries and acute medical conditions, patient transport and hospital care;
  - To provide Maternal and Child Health services;
  - To provide Minimum Initial Service Package for Sexual and Reproductive Health
  - To prevent and control spread of communicable and non-communicable diseases (such as but not limited to disease surveillance, vector control, etc.); and
  - To ensure functionality of the patient referral system

2. WASH

- To assess WASH conditions in the evacuation centers;
- To identify possible sources of drinking and domestic water;
- To conduct water quality surveillance, disinfection and treatment; and
- To coordinate the provision of sanitation facilities (toilets/portalets, bathing, hand washing, laundry, etc.) excreta disposal and solid waste management.

3. Nutrition

- To conduct Rapid Nutrition Assessment;
- To support infant and young feeding;
- To manage acute malnutrition cases; and
- To promote and deliver proper nutritional interventions during public health emergencies.

4. Mental Health and Psychosocial Support

- To provide Psychological First Aid to the general population;
- To refer psychiatric cases to appropriate Mental Health Facilities;
- To protect and promote the well-being of responders; and
- To provide psychological interventions to survivors of sexual violence and vulnerable groups (elderly, PWDs, persons with special needs, etc.)

E. Composition

Lead	Department of Health (DOH)
Member Agencies	<ul style="list-style-type: none"><li>• Department of Social Welfare and Development (DSWD)</li><li>• Office of Civil Defense</li><li>• Department of National Defense (through AFP - Office of the Surgeon General)</li><li>• Department of the Interior and Local Government</li><li>• Philippine National Police (PNP through Health Service and Women and Children Protection Center)</li><li>• Bureau of Fire Protection</li><li>• Department of Education (DepEd)</li><li>• Department of Transportation (DOTr) (through PCG)</li><li>• Department of Foreign Affairs</li><li>• Professional Regulation Commission</li><li>• volunteers/CSOs, and</li><li>• other health sector partners</li></ul>

## II. CONCEPT OF OPERATIONS

### A. Command and Control

1. Command Relationship - All DRRM actors and key players will refer and base their actions as prescribed in IRR of R.A. 10121, Rule 3, Section 2. Composition
2. Command Center - NDRRM Operations Center, Camp General Emilio Aguinaldo, Quezon City.
3. Succession of Command:
  - Chairperson, NDRRMC (Secretary, DND)
  - Vice-Chairperson for Disaster Response (Secretary, DSWD)
  - Health Cluster Lead (DOH)
  - Health Cluster Members

4. Inter-agency Communication System supports the entire duration of the operations. The existing means of communications shall be utilized whatever is applicable. However, the Emergency Telecommunications Cluster (ETC) will be activated once communication is cut-off from the affected areas

### 5. B. Roles and Functions

The following members shall perform the minimum prescribed functions in support to Health Cluster based on specific hazard and according to the disaster phases as described below:

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH	Pre-Impact	a. Release alert memo to all Regional Offices and hospitals; b. Raise appropriate DOH Code Alert at Central Office, Centers for Health Development and Hospitals; c. Alert Health Cluster members d. Activate Emergency Operations Center; e. Activate Incident Command System (ICS) f. Activate the health emergency plan g. Conduct inventory of current and prepositioned logistics and prepare for mobilization h. Alert and order stand-by Health Emergency Response Teams (HERTs)		a. Release alert memo to all Regional Offices and hospitals; b. Raise appropriate DOH Code Alert at Central Office, Centers for Health Development and Hospitals; c. Alert Health Cluster members d. Activate Emergency Operations Center/ Operations Centers; e. Establish ICS f. Activate the health emergency plan g. Conduct inventory of current and prepositioned logistics and prepare for mobilization h. Alert and order stand-by HERTs

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH	Pre-Impact	<ul style="list-style-type: none"> <li>i. Ensure continuous monitoring and prompt dissemination of information through the submission of timely reports</li> <li>j. Attend and send representatives to inter-cluster and other coordination meetings</li> </ul>		<ul style="list-style-type: none"> <li>i. Conduct continuous monitoring, dissemination of information updates and submit reports</li> <li>i. Attend and send representatives to inter-cluster and other coordination meetings</li> </ul>
	Impact		All activities in the pre-impact phase of hydrometeorological hazards will be performed in the impact phase of earthquakes and tsunamis	
		<ul style="list-style-type: none"> <li>a. Continuous coordination with the Health Cluster members and provide status per key area.</li> <li>b. Ensure the following activities are being implemented per key area:               <ul style="list-style-type: none"> <li>1. Medical /Public Health                   <ul style="list-style-type: none"> <li>a. Deploy teams to conduct Rapid Health Assessment;</li> <li>b. Augment logistics;</li> <li>c. Deploy HERTs to evacuation centers and priority communities in affected areas;</li> <li>d. Provide health services (e.g., General consultation and treatment; immunization, reproductive health services, chemoprophylaxis, health education, promotion and advocacy including basic sanitation, nutrition and mental health, etc.);</li> <li>e. Provide field treatment, first aid and pre-hospital care;</li> <li>f. Perform patient referral/conduction to health facilities;</li> <li>g. Provide hospital services;</li> <li>h. Activate surveillance and reporting systems;</li> <li>i. Conduct health facility assessment, immediate cleaning activities / clearing activities and repair to restore functionality;</li> </ul> </li> <li>2. Water, Sanitation, and Hygiene (WASH)                   <ul style="list-style-type: none"> <li>a. Conduct Rapid WASH Assessment;</li> <li>b. Augment WASH logistics (e.g., water containers, water disinfectants, hygiene kits, water testing reagents, fund/supplies for toilet constructions, and other WASH commodities);</li> <li>c. Augment provision of safe drinking water through the mobilization of water treatment units, water distribution tanks, and water storage tanks;</li> <li>d. Coordinate installation/construction of toilet facilities, repair/restoration of water facilities;</li> <li>e. Hygiene promotion from WASH Cluster members and partners;</li> <li>f. Provide technical assistance in the installation and construction of WASH facilities;</li> </ul> </li> </ul> </li> </ul>		



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH	Impact	<ul style="list-style-type: none"> <li>g. Assistance in waste management and vector control; and</li> <li>h. Continuous monitoring and reporting of WASH activities and services.</li> </ul> <p>3. Nutrition</p> <ul style="list-style-type: none"> <li>a. Conduct Rapid Nutrition Assessment;</li> <li>b. Augment nutrition logistics (e.g., Vitamin A, multiple micronutrient packs, ferrous sulfate and folic acid, MUAC tapes, weighing scale, weight-for-height reference table, height board, breast-feeding kit);</li> <li>c. Coordinate with cluster members/partners provision of ready-to-use supplementary and therapeutic food (RUSF/RUTF), human milk banking;</li> <li>d. Coordinate the mobilization of nutrition assessment teams, infant feeding, and breast-feeding support groups;</li> <li>e. Assist in the referral of severely malnourished patients to appropriate facilities; and</li> <li>f. Continuous monitoring and reporting of malnutrition cases and interventions.</li> </ul> <p>4. Mental Health and Psychosocial Support (MHPSS)</p> <ul style="list-style-type: none"> <li>a. Conduct Rapid MHPSS Assessment;</li> <li>b. Augment psychotropic medications;</li> <li>c. Coordinate the mobilization of MHPSS teams;</li> <li>d. Assists in the provision of psychological first aid; activation of community and family support systems, and provision of other specialized MHPSS services;</li> <li>e. Assists in the referral of cases to higher level of care; and</li> <li>f. Continuous monitoring and reporting of MHPSS cases and interventions.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Continue the deployment of HERTs as necessary;</li> <li>b. Continue logistics provision as necessary;</li> <li>c. Continue the provision of essential health services;</li> <li>d. Continue monitoring of health conditions;</li> <li>e. Continue coordination with Health Cluster members;</li> <li>f. Participate in Post-Disaster Needs Assessment activities</li> <li>g. Conduct Recovery and Rehabilitation Planning</li> <li>h. Repair and rehabilitate damaged health facilities;</li> <li>i. Conduct post-incident evaluation / after action review;</li> <li>j. Document lessons learned and good practices; and</li> <li>k. Generate necessary reports.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DSWD	Pre-Impact	<ul style="list-style-type: none"> <li>a. Ensure the provision of facilities within the evacuation centers that would be conducive to good health outcomes (e.g., breastfeeding corner, space for pregnant and lactating mothers, gender sensitive toilet and bathing facilities, medical consultation area, priority lane for vulnerable population, etc.)</li> <li>b. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Ensure coordination with health cluster on the health services delivery and needs assessment in the evacuation centers/camps</li> <li>b. Assist in the delivery of basic health services required by the affected Internally Displaced Persons (IDPs) in the evacuation centers.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Assist in the provision of Psychosocial Support services in the evacuation centers and refer patients needing specialized care.</li> <li>b. Coordinate with the DOH regarding milk donations in the evacuation centers in coordination with the local government units.</li> <li>c. Provide Health Cluster reports on health-related interventions conducted.</li> </ul>		
OCD	Pre-Impact	<ul style="list-style-type: none"> <li>a. Provide space at OCD logistics hubs for prepositioning and deployment of non-perishable health commodities (eg. Hygiene kits), subject to availability of space.</li> <li>b. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Continuous monitoring and coordination of health-related concerns</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Assist the Health Cluster in the transport of HERTs and health logistics.</li> <li>b. Refer health-related donations/assistance (financial donations, international relief workers, and in-kind donations) to the DOH for clearance prior processing and acceptance.</li> <li>c. Copy furnish Health Cluster with the final report of health-related donations/assistance (financial donations, international relief workers, and in-kind donations)</li> </ul>		
DND through AFP (Office of the Surgeon General)	Pre-Impact	<ul style="list-style-type: none"> <li>a. Activate the established mechanism or framework for enhanced coordination and collaboration between the AFP, the DOH, and other health organizations utilizing available models such as the WHO CMAP and similar platforms as well. Alert trained personnel in MASCAL and trauma events that support the interoperability and synchronization of efforts</li> <li>c. Alert personnel who have been part of bilateral and multilateral military training and exercises such as the PH-US Balikatan Exercise, Salaknib, Kamandag and other activities who can support the Health Cluster efforts.</li> <li>d. Ensure access to available military medical capabilities to be contributed to the Health Cluster during emergencies and disaster events to prevent duplication and effectively and efficiently manage health resources.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DND through AFP (Office of the Surgeon General)	Pre-Impact	e. Activate the created communications and coordination platforms for other military medical units, especially those countries where the Philippines have defense treaties such as the US, Australia and Japan). Likewise, the AFP will develop coordinating mechanisms with countries where the nation has existing Defense Cooperation Agreements (DCAs) as invaluable sources of international assistance during emergencies and disaster events.  f. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.		
	Impact	a. Mobilize and deploy medical teams (FST, FMST, COSM, Public Health & Preventive Medicine Teams) to augment other health teams or organizations in the affected areas, especially in dangerous and austere environments.  b. Deploy aeromedical evacuation teams with limited critical care capabilities while in-flight.  c. Provide maritime medical evacuation capabilities with limited trauma and other medical support activities (shipboard medical support) when access to land and air evacuations are not available  d. Provide medical logistics activities utilizing AFP assets especially in areas or communities not accessible by normal transportation vehicles or those considered as hazardous to civilian health workers.  e. In consultation with the other agencies (DOH, DFA, PCVF and PRC), facilitate the administrative requirements of the influx of foreign military medical counterparts through the MNCC in coordination with ODCS for Plans, OJ5 and foreign civilian medical teams augmenting military capabilities through the CMCC in coordination with the ODCS for CMO, OJ7.		
	Post-Impact	a. Provide HERTs or medical teams with or without ambulances in support of the Health Cluster. b. Provide transportation support to the Health Cluster deployed HERTs and logistics. c. Provide security personnel for HERTs if necessary. d. Provide access to use of land, air and sea assets for emergency medical evacuation. e. Coordinate with foreign military medical team augmentation through the Multinational Coordination Center (MNCC). f. Coordinate with other foreign medical teams augmenting military health units or capabilities through the Civilian Multinational Coordinating Center (CMCC) g. Lead the provision of MHPSS services for military personnel and families and refer patients needing specialized care. h. Facilitate access and use of military facilities/station hospitals to the Health Cluster if necessary. i. Provide Health Cluster reports on health-related interventions conducted.		
DILG	Pre-Impact	a. Activate the established mechanism or framework for enhanced coordination and collaboration between DILG and DOH, and other health organizations.  b. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.		
	Impact	a. Continuous monitoring and coordination of health-related concerns		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DILG	Post-Impact	<ul style="list-style-type: none"> <li>a. Facilitate the coordination of the Health Cluster and DOH with the concerned LGUs.</li> <li>b. Assist HERTs in coordinating with the LGUs.</li> <li>c. Provide Health Cluster reports on health-related interventions conducted.</li> </ul>		
PNP through the Health Service	Pre-Impact	<ul style="list-style-type: none"> <li>a. Activate the established mechanism or framework for enhanced coordination and collaboration between the PNP and the DOH and other health organizations.</li> <li>b. Ensure access to available medical capabilities that support the Health Cluster during emergencies and disaster events to prevent duplication and effectively and efficiently manage health resources.</li> <li>c. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Continuously monitor the situation and areas prone to looting.</li> <li>b. Assist in the imposition of forced relocation of remaining residents to evacuation centers.</li> <li>c. Provide security during the conduct of response operations by concerned agencies</li> <li>d. Assist concerned agencies and offices in the conduct of medical assistance</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Provide HERTs or medical teams with or without ambulances in support of the Health Cluster.</li> <li>b. Provide transportation support to the Health Cluster deployed HERTs and logistics.</li> <li>c. Provide security personnel for HERTs if necessary.</li> <li>d. Provide access to use of land, air and sea assets for emergency medical evacuation.</li> <li>e. Facilitate access and use of police health facilities to the Health Cluster if necessary.</li> <li>f. Take lead in the provision of MHPSS services for police personnel and families and refer patients needing specialized care.</li> <li>g. Provide Health Cluster reports on health-related interventions conducted.</li> </ul>		
BFP	Pre-Impact	<ul style="list-style-type: none"> <li>a. Activate the established mechanism or framework for enhanced coordination and collaboration between the BFP and the DOH and other health organizations.</li> <li>b. Facilitate the preposition activities including human resources to foster interoperability and synchronization of efforts.</li> <li>c. Ensure access to available medical capabilities that support the Health Cluster during emergencies and disaster events to prevent duplication and effectively and efficiently manage health resources.</li> <li>d. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Continuous monitoring and coordination of health-related concerns</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Provide HERTs or medical teams with or without ambulances and hazardous materials (HAZMAT) team in support of the Health Cluster.</li> <li>b. Assist in the distribution of water supply, and cleaning/clearing of health facilities.</li> <li>c. Take lead in the provision of MHPSS services for personnel and families and refer patients needing specialized care.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepEd	Pre-Impact	<ul style="list-style-type: none"> <li>a. Activate the health-related response activities in the School Disaster Risk Reduction and Management (SDRRM) plans.</li> <li>b. Stockpile necessary health supplies, such as first aid kits, hygiene kits, and personal protective equipment (PPE).</li> <li>c. Participate in health cluster meetings and coordination activities to ensure integrated planning and response.</li> <li>d. Ensure that school facilities, such as water and sanitation systems, meet health and safety standards.</li> <li>e. Ensure health-related infrastructure and facilities in school premises are retrofitted.</li> <li>f. Ensure sufficient health-related promotion to assure observance of health, sanitation and hygiene practices even during emergencies or disasters.</li> <li>g. Support prepositional health campaigns on public health issues as necessary, such as vaccination and disease prevention, to contribute in the prevention of secondary outbreaks.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. If necessary, activate the Contingency Plan where health-related components are included.</li> <li>b. Maintain clear communication with learners, parents, and the community regarding health risks and safety measures.</li> <li>c. Provide updates on the health status of the school community and available health services.</li> <li>d. Ensure that school-based health facilities are operational and accessible.</li> <li>e. Collaborate with other health cluster members, government agencies, and NGOs to ensure a coordinated response.</li> <li>f. Share information and resources to avoid duplication of efforts and address gaps in services.</li> </ul>	<ul style="list-style-type: none"> <li>a. If necessary, activate the Contingency Plan where health-related components are included.</li> <li>b. Provide first aid and emergency health care to affected students, teachers, and staff.</li> <li>c. Coordinate with local health authorities for immediate medical assistance and referral services.</li> <li>d. Implement measures to prevent the outbreak and spread of diseases in schools and evacuation centers.</li> <li>e. Distribute hygiene kits, as needed and promote proper handwashing and sanitation practices.</li> <li>f. Maintain clear communication with learners, parents, and the community regarding health risks and safety measures.</li> <li>g. Provide updates on the health status of the school community and available health services.</li> <li>h. Ensure that school-based health facilities are operational and accessible.</li> <li>i. Coordinate with local health authorities to set up temporary health facilities if needed.</li> <li>j. Collaborate with other health cluster members, government agencies, and NGOs to ensure a coordinated response.</li> <li>k. Share information and resources to avoid duplication of efforts and address gaps in services.</li> </ul>	
	Post-Impact	<ul style="list-style-type: none"> <li>a. Conduct rapid assessments of the impact of the disaster on schools, learners, and personnel to identify and address their health needs.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepEd	Post-Impact	<ul style="list-style-type: none"> <li>b. Take the lead in the provision of MHPSS for learners and personnel in schools during the first week/s of the resumption of in-person classes. Distribute health and hygiene kits to learners and personnel, as needed.</li> <li>c. Conduct emergency school feeding, if necessary, and ensure that the nutritional status of learners is being monitored and address any issues of malnutrition.</li> <li>d. Assists in school-based surveillance and immunization activities upon the request of the Health Cluster or DOH.</li> <li>e. Collaborate with other health cluster members, government agencies, and NGOs to ensure a coordinated response.</li> <li>f. Make note of the additional training for teaching and non-teaching personnel on emergency preparedness and response, including health and safety protocols.</li> <li>g. Support in advocating for policies and resources that support health and education in emergencies.</li> <li>h. Develop and implement guidelines and protocols for health and safety in schools during and after emergencies.</li> <li>i. Implement health and hygiene education campaigns in schools.</li> <li>j. Provide Health Cluster reports on health-related interventions conducted to avoid duplication of efforts and address gaps in services.</li> </ul>		
DOTr through the PCG	Pre-Impact	<ul style="list-style-type: none"> <li>a. Activate the established mechanism or framework for enhanced coordination and collaboration between the DOTr through the PCG and the DOH and other health organizations.</li> <li>b. Ensure the access to available medical capabilities to be contributed to the Health Cluster during emergencies and disaster events to prevent duplication and effectively and efficiently manage health resources.</li> <li>c. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Continuously monitor the situation.</li> <li>b. Provide access to use of land, air and sea assets for emergency medical evacuation.</li> <li>c. Coordinate with the Health Cluster on the movement and activities of their health personnel.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Provide HERTs or medical teams with or without ambulances in support of the Health Cluster.</li> <li>b. Provide transportation support to the Health Cluster deployed HERTs and logistics.</li> <li>c. Facilitate access and use of PCG health facilities and vessels to the Health Cluster if necessary.</li> <li>d. Provide Health Cluster reports on health-related interventions conducted.</li> </ul>		



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DFA	Pre-Impact	a. Develop international agreements for mutual assistance in case of health-related disasters. b. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.		
	Impact	a. Continuous monitoring and coordination of health-related concerns		
	Post-Impact	a. Assist the Health Cluster with regards to the entry, processing and deployment of inbound and outbound International HERTs / Emergency Medical Teams b. Coordinate with the DOH regarding foreign donations of health and health related commodities. c. Provide Health Cluster reports on health-related interventions conducted.		
PRC	Pre-Impact	a. Activate the established mechanism or framework for enhanced coordination and collaboration between the PRC and the DOH and other health organizations.		
	Pre-Impact	b. Ensure access to available medical capabilities that support the Health Cluster during emergencies and disaster events to prevent duplication and effectively and efficiently manage health resources. c. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.		
	Impact	a. Continuous monitoring and coordination of health-related concerns		
	Post-Impact	a. Assist the Health Cluster in the provision of its available resources related to health response that can be contributed to addressing the medical and psychosocial needs of the affected population through the deployment of first aid teams / medical teams in evacuation centers, mobilization of logistical assets such as equipment and medical personnel in the possible set-up of an emergency field hospital based on the gaps in medical infrastructure. b. Assist in the provision of safe and potable water through the deployment of available water filtration units and storage containers (jerry cans) as well as personnel such as hygiene promoters to conduct hygiene promotion sessions in communities and evacuation centers. c. Ensure access to sufficient blood and blood products in times of emergencies and disasters through its network of blood service facilities nationwide. d. Assist in the conduct of community based psychosocial support activities and set up of welfare desks in evacuation centers targeting beneficiaries in the affected population. e. Provide Health Cluster reports on health-related interventions conducted		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
Volunteers/ civil society organiza- tions and other health sector partners	Pre-Impact	a. Activate the established mechanism or framework for enhanced coordination and collaboration between the PRC and the DOH and other health organizations. b. Ensure access to available medical capabilities that support the Health Cluster during emergencies and disaster events to prevent duplication and effectively and efficiently manage health resources. c. Ensure participation in health cluster meetings and coordination activities to ensure integrated planning and response.		
	Impact	a. Continuous monitoring and coordination of health-related concerns		
	Post-Impact	a. Coordinate with the Health Cluster in the conduct of health and health-related interventions in the affected area. b. Provide Health Cluster reports on health-related interventions conducted.		

Refer to these acronyms for the column on agencies: DOH - Department of Health; DSWD - Department of Social Welfare and Development; OCD - Office of Civil Defense; DND - Department of National Defense; AFP - Armed Forces of the Philippines; OTSG - Office of the Surgeon General; DILG - Department of the Interior and Local Government; PNP - Philippine National Police; BFP - Bureau of Fire Protection; DepEd - Department of Education; DOTr - Department of Transportation; PCG - Philippine Coast Guard; DFA - Department of Foreign Affairs; and, PRC - Philippine Red Cross

NOTE: In the event of a large-scale terrorist-related event, the DOH shall do the following:

- a. DOH Central Office or other non-affected Regional Offices assumes command and control of the Health Cluster on site;
- b. Mobilize all resources of the DOH to the affected regions;
- c. Prioritize response over regular activities by all DOH offices and attached agencies.

### C. Process

The Health Cluster will observe the following phases of operations:

- **Pre-Impact:** hydrometeorological hazards and consequence management of terrorism-related incidents
- **Impact:** hydrometeorological hazards, earthquake and tsunamis, and consequence management of terrorism-related incident
- **Post-Impact:** hydrometeorological hazards, earthquake and tsunamis, and consequence management of terrorism-related incident

At each distinct phase, specific activities and interventions will be carried out.

1. During the pre-impact phase, intra-cluster coordination and information sharing will be strengthened. These will be accomplished through positive joint capacity resource sharing that will be initiated by the DOH;
2. The impact phase shall commence upon activation of the Response Cluster of the NDRRMC. The Health Cluster will readily convene and initiate appropriate and necessary interventions. The DOH will notify its attached agencies, Regional Offices and Retained Hospitals to provide needed health services as part of consequence management. Health Cluster members will be provided with updated situational reports and will be consulted accordingly in the implementation of their assigned task;
3. During response operations, the Health Cluster shall ensure the safety of responders and the public through the strict adherence to the universally accepted infection prevention and control practices, use of appropriate personal protective equipment (PPE), and faithful compliance with existing health protocols and guidelines;

4. In response to the abovementioned hazards and incidents that affect health, the DOH shall be the office of primary responsibility. As such, it shall establish an Emergency Operation Center operating the 4C's (command, control, coordination and communication). Moreover, the Health Cluster will deliver a broad spectrum of health interventions aligned with the quad services (Medical and Public Health, WASH, Nutrition and MHPSS). Such will be completed by mobilization of response teams and provision of logistics. During operation, teams deployed by the Health Cluster will be placed under the supervision of the Operations Section Chief of the existing Incident Management Team in charge of the incident or disaster. Concurrently, the DOH will represent the Health Cluster at the Emergency Operations Center to provide additional support if necessary; and
5. Termination of operation will be upon the instructions of the NDRRMC Chairperson or the Response Pillar. Health Cluster Response Teams under IMT will be demobilized as stated in their deployment mission order and responsible office-specific requirements.

## D. Concept of Sustainment

1. The DOH will lead in the coordination meetings, joint planning activities and joint exercises with partners, including information sharing, resource mapping and sourcing out mechanisms for needed resources for response operations.
2. Concerned government agencies and their subordinate offices shall utilize their respective internal personnel. Additional personnel requirements shall be coordinated through the NDRRMC in collaboration with all Council members.

III. ANNEXES

ANNEX A.  
INVENTORY OF RESOURCES

Department of Health	
Emergency Medical Team Type 1	3 Teams
Region Composite Team	17 Teams
Hospital HERTs	73 Teams
Logistics/Commodities	
<ul style="list-style-type: none"><li>Assorted Medicines</li><li>Assorted Medical Supplies</li><li>Nutrition Supplies</li><li>WASH Supplies</li><li>Hygiene Kits</li><li>First Aid Kits</li><li>IEC Materials</li></ul>	

Department of Social Welfare and Development	
DSWD Trained personnel on Psychosocial First Aid	
Resources	
<ul style="list-style-type: none"><li>Hygiene Kits</li><li>Family Clothing Kits</li><li>Modular Tents</li><li>WFS Sets</li></ul>	

Department of Education
DSWD Trained personnel on Psychosocial First Aid
Resources:
<ul style="list-style-type: none"><li>Prepositioned response intervention funds that can be utilized for the provision of the following:<ul style="list-style-type: none"><li>Hygiene kits</li><li>First aid kits</li><li>Temporary WASH facilities</li></ul></li></ul>

## ANNEX B.

### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Health (DOH)	dohosec@doh.gov.ph	651-7800 local 1111	Health Emergency Management Bureau	hemb@doh.gov.ph hembopcen@doh.gov.ph	8651 7800 local 2202; 2206
Office of Civil Defense (OCD)	ocda@ocd.gov.ph ocda.ocd@gmail.com ocdda-o@ocd.gov.ph	8912-24-24 8912-66-75	Operations Service	operationsservice@ocd.gov.ph rocd@ocd.gov.ph	(02) 8376-4240
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68, 8-931-79-16 8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	Disaster Response Management Bureau	dromd-group@dswd.gov.ph drmb@dswd.gov.ph	932-2573
Department of the Interior and Local Government (DILG)	bcabalosjr@dilg.gov.ph	8925-0330 8925-0331	DILG Central Office Disaster Information Coordinating Center	dilgopcen@gmail.com dilgcodix@gmail.com	(02) 8876-3454 loc 6102
Department of Foreign Affairs (DFA)	osec@dfa.gov.ph	8 551-0357 8 834-4881 8 834-4160	Office of Civilian Security - Domestic Concerns Division	ocs@dfa.gov.ph	8 834 3938 8 834 3506 8 834 3811
Department of Education (DEPED)	osec@deped.gov.ph	8687-2922 8636-4876 8636-4995	Disaster Risk Reduction and Management Service	drmo.od@deped.gov.ph	T (02) 635-3764; TF (02) 637-4933

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Philippine Coast Guard (PCG)	office.cpcg@gmail.com flag.office@yahoo.com cpcg@coastguard.gov.ph	527-8481 Local 6001, 6002 Fax: 6003 0945-248-3826	Command Center	cgmedcommand.surgeon@coastguard.gov.ph rs.manalus@gmail.com	0918 406 4555 0917 714 1421
Philippine National Police (PNP)	pnpdpcr@yahoo.com	02 8726-4361 Local 6000	Plans, Operation and Police Community Relation Division	pnphs_oc@yahoo.com pps.opd@gmail.com	0998-598-8156 0945-502-0152



# Education Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

Coordination ensures that humanitarian response to an emergency is provided in an effective and targeted manner. It also ensures that there are fewer gaps and overlaps in the assistance delivered. To improve coordination, the Cluster Approach was adopted by the Inter-Agency Standing Committee (IASC) in 2005. Through this strategy, humanitarian organizations and stakeholders are grouped into clusters based on their areas of expertise. Each cluster is led by a designated agency with specific responsibilities.

At the global level, eleven IASC-designated clusters are each led or co-led by a designated UN and/or non-UN organization. They are responsible for strengthening system-wide preparedness and providing technical capacity to respond to humanitarian emergencies within their respective sectors.

In the Philippines, the Cluster Approach was adopted through the issuance of the National Disaster Coordinating Council (NDCC)<sup>2</sup> Circular No. 5, s. 2007, dated May 10, 2007, titled *Institutionalization of the Cluster Approach in the Philippine Disaster Management System, Designation of Cluster Leads and Their Terms of Reference at the National, Regional, and Provincial Level*. This strategy involves collaboration among government agencies, international organizations, non-governmental organizations (NGOs), and other stakeholders. It aims to ensure predictability, accountability, inclusivity, and partnership in all sectors. Specifically, this will clearly define leadership roles among the government cluster leads. Said leads are expected to orchestrate the crafting of cluster operational strategies covering phases before, during, and after disasters. These operational

strategies will offer cluster partners and other stakeholders a clear picture of their roles and how they will contribute to cluster efforts, and will ensure more benefits are delivered to wider areas in a timely manner.

The said Circular designates government cluster leads that will serve as main interlocutors for the different clusters, define their roles and responsibilities, and identify deliverables at the regional and provincial level. For the Education Cluster, the Department of Education leads the operationalization of the emergency response and early recovery of the education system with UNICEF and Save the Children as co-leads, and the Commission on Higher Education (CHED) and Technical Education and Skills Development Authority (TESDA) as members. To support this strategy, the DepEd has released the DO 74, s. 2007 titled *Institutionalization of the Cluster Approach in Humanitarian Response*.

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<sup>2</sup> With the passage of Republic Act No. 10121, also known as the "Philippine Disaster Risk Reduction and Management Act of 2010," the NDCC was renamed to the NDRRMC to emphasize a more proactive and preventive approach to disaster risk reduction and management.

## B. Objectives

Based on DO 74, s. 2007 titled Institutionalization of the Cluster Approach in Humanitarian Response, the Education Cluster aims to respond to emergencies spawned by any disaster and to bring together national government agencies, local government units, non-government organizations, and the international and local donor communities to:

- a. discuss education-related issues and response in areas affected by any disaster;
- b. raise awareness, provide support, and act on the education needs and lifesaving skills of communities affected; and
- c. agree as a group on bilateral arrangements on management, coordination, and tracking of resources (allocated by the government or donated by others) as part of the emergency responses for education.

The specific aims of the cluster are listed below.

1. Ensure/maintain uninterrupted learning for all learners, including young children, during emergencies;.
2. Deliver an inclusive and protective quality education that meets the diverse needs of affected populations;.
3. Provide safe, inclusive, and protective learning environments.
4. Strengthen the capacities of education stakeholders in disaster preparedness and response.
5. Facilitate a return to normalcy and stability through strengthened systems, tools, and effective coordination and partnerships in times of disasters and emergencies.
6. Promote coordinated efforts and advocate for education as a priority in emergency response.

## C. Composition

Cluster Lead	<b>Department of Education</b> <ul style="list-style-type: none"><li>• Provide overall leadership and strategic direction.</li><li>• Ensure alignment with national education policies and standards.</li><li>• Coordinate with other clusters and government bodies.</li></ul>
Co-Leads	<b>CHED and TESDA</b> <ul style="list-style-type: none"><li>• Support the cluster lead in strategic planning and coordination.</li><li>• Provide technical assistance and capacity-building support.</li><li>• Mobilize resources and advocate for funding.</li></ul>
Cluster Members	<b>UNICEF, Save the Children, Early Childhood Care and Development, local and international NGOs, CSOs, and individual and corporate private partners</b> <ul style="list-style-type: none"><li>• Participate in needs assessments, planning, and implementation of activities.</li><li>• Submit situation reports, share information, and best practices.</li><li>• Collaborate on resource mobilization and advocacy efforts.</li></ul>

## D. Concept of Operations

- Preparedness
  - Conduct regular risk assessments and develop/review/enhance contingency plans.
  - Provide training for teaching and non-teaching personnel, school administrators, and learners on emergency preparedness, Climate Change Adaptation and Mitigation (CCAM), and Education in Emergencies (in the context of Armed Conflict).
  - Preposition educational supplies and materials especially in high-risk areas.
  - Map out and mobilize resources—technical, financial logistical, etc.—to effectively implement DRRM, CCAM and EIE-AC programs.
  - Strengthen preparedness and response capacity of sub-national education clusters through capacity-building opportunities that address their identified needs.
- Response
  - Disseminate alerts and warnings based on weather bulletins and/or local issuances and potential terrorist threats from authorized agencies.
  - Conduct rapid impact and needs assessment on affected teaching and non-teaching personnel, learners, and education resources (infrastructure and non-infrastructure).
  - Promote and activate the use of alternative delivery modes of learning and flexible learning.
  - Provide a package of education response interventions which includes funds for clean-up and clearing operations, minor repair, temporary learning spaces, learners' and teachers' kits (with hygiene kits), emergency school feeding, temporary WaSH facilities, and conduct of Psychological First Aid (PFA).
  - Provide other resources and support to facilitate delivery of other relevant education assistance to affected teaching and non-teaching personnel.
  - Hold regular coordination meetings to ensure a unified response.
- Recovery and Rehabilitation
  - Rebuild, repair, and rehabilitate damaged school infrastructure.
  - Implement catch-up classes and accelerated learning programs.
- Adapt curricula to address the psychosocial needs of learners and incorporate DRR education.
- Monitor and evaluate the impact of interventions and adjust strategies as needed.
- Coordination Mechanisms
  - Hold regular cluster meetings at national and sub-national (regional and division) levels to review progress, share information, and coordinate activities.
  - Establish an information management system to collect, analyze, and disseminate data on education needs and responses.
  - Foster partnerships with government agencies, NGOs, the private sector, and communities to enhance the effectiveness of the response.
  - Advocate for the integration of education into emergency response plans as well as for sufficient funding to support education in emergencies.
- Monitoring and Evaluation
  - The following are the major performance indicators of the Cluster:
    - i. Number of learners accessing education during emergencies;
    - ii. Number of education personnel provided with capacity building on preparedness, EIE, and other response capacity needs;
    - iii. Number of Personnel provided with capacity building on preparedness, EIE, and other response capacity needs;
    - iv. Number of temporary learning spaces established;
    - v. Availability and distribution of educational materials; and
    - vi. Quality of education services provided.
  - Establish feedback mechanisms to gather input from affected communities, ensuring that their needs and concerns are addressed.
  - Regularly report on progress, challenges, and lessons learned to stakeholders and donors.
  - Conduct impact evaluations to assess the effectiveness of interventions and inform future planning.

## E. Roles and Functions

The table below lists the members of the Education Cluster and their prescribed functions based on specific hazards and according to the disaster phases:

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepEd	Pre-Impact Phase	<ul style="list-style-type: none"> <li>a. Issue initial alerts and warnings as projected by relevant agencies (DOST-PAGASA, NDRRMC) to Schools, Field Offices, and Education Cluster Members.</li> <li>b. Attend Pre-Disaster Risk Assessment (PDRA) Meetings.</li> <li>c. Prepare baseline reports of exposed and possible impact areas (e.g., enrolment, classrooms, and personnel).</li> <li>d. Reinforce alerts issued to field offices and education cluster members as may be appropriate upon advice made by NDRRMC.</li> <li>e. Enforce the strict implementation of school safety and preparedness measures such as ensuring the protection of education property.</li> <li>f. Project the possible impact of the impending threat to the following: safety of learners and personnel, destruction of properties, and disruption of educational services.</li> </ul>	(No activities on pre-impact)	<p>Similar to Hydrometeorological Hazards, additional measures are listed below:</p> <ul style="list-style-type: none"> <li>a. Prepare baseline reports of potential schools to be affected based on reports .</li> <li>a. Project the possible impact of the human-induced hazard on the safety of learners and education personnel, destruction of properties, and disruption of educational services.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepEd	Pre-Impact	<ul style="list-style-type: none"> <li>g. Adhere to the policies on suspension of classes based on Executive Order 66 (s. 2012). If learners and personnel are already in school upon suspension, it should consider their safety before allowing them to leave the school premises.</li> <li>h. Prepare for the possible activation of Emergency Operation Centers (EOC).</li> <li>i. Convene the Education Cluster for response planning and pre-positioning.</li> <li>j. Perform other tasks as directed.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Activate Emergency Operations Center at concerned levels</li> <li>b. Convene the Education Cluster.</li> <li>c. Closely coordinate with relevant government agencies (NDRRMC, OCD, DOST-PAGASA, DOST-PHIVOLCS, DSWD, DOH, among others) to appropriately inform field offices on the possible occurrence of related events.</li> <li>d. Track key officials and personnel.</li> <li>e. Monitor the status of office operations in affected divisions and regions.</li> <li>f. Conduct a rapid assessment to gather data on the impact on education and generate reports. This includes the conduct of Rapid Assessments Damages Report through (RADAR).</li> <li>g. Monitor school operations such as class suspensions and schools used as evacuation centers.</li> <li>h. Submit reports to Management for appropriate and immediate action from concerned offices.</li> <li>i. Disseminate situation reports to NDRRMC, Inter-Cluster, Education Cluster, and field offices affected.</li> <li>j. Monitor possible escalation of the situation that may aggravate the impact on learners, personnel, and properties.</li> <li>k. Prepare for the deployment/provision of resources (i.e. personnel, learning materials, support for Temporary Learning Spaces (TLS), psychosocial support and services).</li> <li>l. Coordinate with Health Cluster to provide affected learners and personnel with health services and psychosocial support.</li> <li>m. Coordinate with Camp Coordination and Camp Management (CCCM) for the schools used as evacuation centers.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepEd	Impact	<ul style="list-style-type: none"> <li>n. Coordinate with Search Rescue and Retrieval (SRR) Cluster for reports related to SRR of affected learners and personnel, if necessary.</li> <li>o. Coordinate with Law and Order (LAO) Cluster to provide necessary security to affected schools and local EOC, if necessary.</li> <li>p. Perform other tasks as directed.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Monitor school operations such as class suspensions and resumption, and schools used as Evacuation Centers and decampment</li> <li>b. Ensure continuous tracking of key officials and personnel.</li> <li>c. Establish temporary learning spaces in affected schools and schools used as evacuation centers.</li> <li>d. Monitor the availability of areas for temporary learning spaces in affected schools.</li> <li>e. Mobilize appropriate educational interventions such as, but not limited to, the following:               <ul style="list-style-type: none"> <li>i. Psychosocial support and services;</li> <li>ii. Teaching and learning materials;</li> <li>iii. Conduct of life skill education and alternative delivery modes;</li> <li>iv. Conduct school clean-up;</li> <li>v. Emergency feeding programs;</li> <li>vi. Minor repairs of school facilities; and</li> <li>vii. Life-saving supplies for education (health, nutrition, protection).</li> </ul> </li> <li>f. Mobilize and facilitate appropriate personnel assistance.</li> <li>g. Attend NDRPMC coordination meetings.</li> <li>h. Conduct Education Cluster meetings.</li> <li>i. Conduct Post-Disaster Needs Assessment (PDNA) in coordination with other cluster members.</li> <li>j. Coordinate with Logistics Cluster to transport education supplies and services.</li> <li>k. Coordinate with Health Cluster to provide affected learners and personnel with health services and psychosocial support.</li> <li>l. Coordinate with the CCCM Cluster for the schools used as evacuation centers.</li> <li>m. Coordinate with LAO Cluster to provide necessary security to affected schools and local EOC, as necessary.</li> <li>n. Coordinate with the Philippine International Humanitarian Assistance Cluster (PIHAC) for education services and support, as necessary.</li> <li>o. Perform other tasks as directed.</li> </ul>		



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
CHED	Pre-Impact	<ul style="list-style-type: none"> <li>a. Identify high-risk institutions for hydrometeorological hazards, earthquakes, tsunamis, and terrorism-related incidents.</li> <li>b. Conduct impact analysis on high-risk areas, focusing on learners, personnel, properties, and services for higher education institutions.</li> <li>c. Coordinate with relevant agencies in communicating alerts and warnings to field offices/ regional offices and institutions.</li> <li>d. Ensure higher education safety compliance.</li> <li>e. Engage in continuous development of policies for risk mitigation and appropriate actions.</li> <li>f. Ensure preparedness measures such as Learning Continuity Plan (LCP) and/or Business Continuity Plan (BCP).</li> <li>g. Facilitate periodic drills for the disaster/emergency to ensure safety of the personnel and learners.</li> <li>h. Coordinate and prepare for possible activation of Emergency Operation Centers.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Activate CHED's Public Service Continuity Plan (PSCP), Incident Management Team (IMT), and Emergency Response Team (ERT).</li> <li>b. Track and monitor operations of field offices/regional offices and higher education institutions.</li> <li>c. Coordinate with relevant agencies and field offices/ regional offices in conducting monitoring and assessment.</li> <li>d. Participate in Education cluster meeting.</li> <li>e. Share monitoring and assessment reports with education cluster.</li> <li>f. Establish manual workaround and internal arrangement subject to the approval of the Civil Service Commission.</li> <li>g. Observe the applicable guidelines issued by concerned government agencies.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Coordinate and participate in the conduct of PDNA.</li> <li>b. Monitor school operations such as class suspensions and resumption, and schools used as Evacuation Centers and decampment.</li> <li>c. Monitor high-risk areas, focusing on learners, personnel, properties, and services for higher education institutions.</li> <li>d. Track and monitor personnel and students of field offices/regional offices and higher education institutions.</li> <li>e. Assist in establishing temporary learning spaces.</li> <li>f. Monitor the implementation of learning delivery modalities.</li> <li>g. Mobilize and support the lead education cluster in providing appropriate educational intervention and international appeals.</li> <li>h. Keep account and secure property and records.</li> <li>i. Ensure regional offices decide on whether to return or relocate to an alternate site or build a new facility for the office operations based on the IMT recommendation</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
TESDA	Pre-Impact	<ul style="list-style-type: none"> <li>a. Assist the lead agency in communicating alerts and warnings to TESDA field offices and TESDA Technology Institutions (TTIs).</li> <li>b. Participate in Education Cluster meetings relative to the mandate of TESDA.</li> <li>c. Prepare baseline reports detailing exposed and potential impact areas, particularly on the number of learners/enrollees, TTI classrooms, TTI personnel, Regional/Provincial Office personnel).</li> <li>d. Strictly enforce the implementation of office/school safety and preparedness measures in TTIs and Offices, including the protection of office buildings/training facilities.</li> <li>e. Adhere to policies regarding the suspension of classes. If learners and personnel are already present in TTI training rooms and offices at the time of suspension, prioritize their safety by allowing them to leave the school or office premises immediately.</li> <li>f. Activate Emergency Response and Disaster Control Group in the regional/provincial office and TTIs.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Activate Emergency Response and Disaster Control Group in the regional/provincial office and TTIs.</li> <li>b. Assist in tracking key officials and personnel and monitoring field offices and TVET operations.</li> <li>c. Participate in Education Cluster meetings.</li> <li>d. Monitor the status of office operations, suspension of classes, and TTIs used as evacuation centers.</li> <li>e. Share monitoring and assessment results at the cluster level.</li> <li>f. Monitor and submit reports.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Coordinate with lead agency on the conduct of PDNA.</li> <li>b. Participate in education cluster meetings.</li> <li>c. Track Provincial Office personnel, TTI personnel, and enrolled learners.</li> <li>d. Coordinate with proper agency on the assessment of the damages to and/or impact on TTI buildings and facilities.</li> <li>e. Submit narrative reports with photos/videos.</li> <li>f. Provide skills training programs for affected individuals/communities through the LGU.</li> </ul>		
All cluster members	Pre-Impact	<ul style="list-style-type: none"> <li>a. Assist the Lead Agency in communicating alerts and warnings to field offices and schools.</li> <li>b. Pre-position resources for the projected impact on schools.</li> <li>c. Participate in Education Cluster meetings.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Assist in the tracking of key officials and personnel and monitoring of field office and school operations.</li> <li>b. Participate in Education Cluster meetings.</li> <li>c. Share monitoring and assessment results at the cluster level.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
All cluster members	Post-Impact	a. Coordinate with the Lead Agency on the conduct of PDNA. b. Participate in Education Cluster meetings. c. Assist in the continuous tracking of personnel and students d. Assist in the establishment of temporary learning spaces.		
	Post-Impact	e. Mobilize and support appropriate educational interventions such as, but not limited to, the following: <ul style="list-style-type: none"> <li>• School clean-up;</li> <li>• Teaching and Learning Materials;</li> <li>• Minor and Major repairs of school facilities;</li> <li>• School building construction compliant with the government's building code and design;</li> <li>• Psychosocial support and services;</li> <li>• Life skill education and alternative delivery modes;</li> <li>• Emergency feeding programs;</li> <li>• Life-saving supplies for education (health, nutrition, protection);</li> <li>• Support for teaching and non-teaching personnel to enable them to return to their roles and function after disaster/emergencies;</li> </ul> f. Support the Lead Agency's appeal for international assistance.		

## F. Concept of Sustainment

The concept of sustainment for the Education Cluster focuses on ensuring the continuity, quality, and resilience of education services during and after emergencies. This involves maintaining and supporting educational activities and resources to ensure they are effective and sustainable over the long term. The Cluster has specific aims which are listed below.

- Ensure ongoing access to education for all learners, even during protracted crises.
- Maintain high standards of education that meet the diverse needs of learners in emergency contexts.
- Adapt curricula to be flexible and inclusive to address the needs of all learners, including those with disabilities and those who are psychologically distressed.
- Build resilient education systems that can adapt to changing conditions and recover quickly from disruptions.
- Advocate for strong community involvement and ownership of education initiatives and services to ensure relevance, accountability, and sustainability. Do so by involving PTAs and community members in school management and decision-making.
- Secure and effectively manage resources to support sustained education activities.
- Provide continuous professional development for teaching and non-teaching personnel, administrators, and other stakeholders and partners.
- Enhance the capacity of education personnel in the field offices and local officials to plan, implement, and monitor education programs before, during, and after disasters/emergencies.
- Implement continuous assessment mechanisms to regularly evaluate and improve teaching and learning processes, and education activities to assess progress and identify areas for improvement.

- j. Advocate for and secure long-term funding commitments from the government, donors, and the private sector.
  - k. Ensure efficient use of resources, including materials, infrastructure, and financial assets.
  - l. Invest in nature-based solutions and disaster-resilient school infrastructure.
  - m. Ensure that learning environments are safe, inclusive, and conducive to learning.
  - n. Advocate for policies that support sustained education services during and after emergencies.
  - o. Develop and implement strategic plans that outline long-term goals and actions for sustained education services in collaboration with other thematic sectors (e.g., health, protection, WASH) and the private sector. This will provide comprehensive support for learners and schools through corporate social responsibility (CSR) programs and other means.
  - p. Ensure that the activities of the Education Cluster and its members adhere to the principles and guidelines set forth by RA10821, also known as the Children's Emergency Relief and Protection Act.
  - q. Hold regular meetings to coordinate sustainment activities and share updates.
- b. Command Center
    - i. Education Cluster Operation Center, Meralco Avenue, Pasig City
    - ii. Alternate Operation Center: to be determined
  - c. Succession of Command:
    - i. Chairperson, Department of Education (Secretary)
    - ii. Vice-Chairpersons, CHED Chairperson/commissioner, TESDA representative
    - iii. Save the Children Philippines and UNICEF (Authorized Representatives)
    - iv. Local and international NGOs, and CSOs authorized representatives, individual and corporate representatives
  - d. Inter-agency Communication System Support
    - i. For the duration of the operations, use the existing means of communication or whatever is applicable. However, the ETC will be activated once communication from the affected areas is cut.
    - ii. Conduct weekly or bi-weekly coordination meetings at national, regional, and local levels.
    - iii. Submit regular situation reports to update all stakeholders on progress, challenges, and needs.
    - iv. Use online platforms and databases for real-time information sharing and coordination.
    - v. Use standardized tools for data collection on educational needs, resources, and gaps.
    - vi. Disseminate information in a timely manner to all stakeholders through reports, newsletters, and briefings.

## G. Command and Control

The Command and Control (C2) structure of the Education Cluster is designed to ensure effective leadership, coordination, and decision-making in managing educational services during emergencies. The C2 structure facilitates clear communication, accountability, and efficient resource allocation among all stakeholders involved in the Education Cluster.

- a. Command Relationship
  - i. The Department of Education authorized by Republic Act 10121, Rule 3, Section 5, titled Duties and Responsibilities of the National Council Members" and NDRRMC Memorandum No. 054 s. 2024 titled "Submission of Response Cluster Operational Guidelines" shall lead the Education Cluster to ensure effective disaster risk reduction and management through the implementation of DRRM initiatives, efficient coordination with its cluster members, and accurate reporting to the NDRRM Council.
- e. Decision-Making Process
  - i. i. The Steering Committee is responsible for making high-level strategic decisions based on input from the Cluster Coordination Team and Working Groups.
  - ii. Decisions are made through consensus where possible, with a clear process for resolving disagreements

- iii. The Cluster Coordination Team handles day-to-day operational decisions, guided by the strategic direction set by the Steering Committee.
  - iv. Flexible decision-making allows the Team to adapt to changing conditions on the ground.
  - v. The Quick Response and Recovery Team (Incident Management Team or IMT) is activated during emergencies and consists of key members from the Cluster Coordination Team and relevant Working Groups. The IMT manages the day-to-day response operations in Central and affected field offices.
  - vi. The Incident Commander is responsible for making swift decisions to address urgent needs and mobilize resources quickly.
- f. Accountability Mechanisms
- i. Conduct regular monitoring of activities and outcomes to ensure alignment with objectives.
  - ii. Conduct periodic evaluation reporting to assess the effectiveness and impact of cluster activities.
  - iii. Establish clear and transparent reporting lines to ensure accountability to donors, government, and affected communities.
  - iv. Establish channels for stakeholders, including community members, to provide feedback on cluster activities.

### III. ANNEXES

#### ANNEX A.

#### INVENTORY OF RESOURCES

Agency	Type of Resources	Quantity	Unit
DepEd- DRRMS	Funds for Response Interventions <ul style="list-style-type: none"> <li>• Temporary Learning Space</li> <li>• Clean-up and Clearing Operations</li> <li>• Minor Repair</li> <li>• Emergency School Feeding</li> <li>• Psychological First Aid</li> <li>• Response Mobilization (Teachers' Kits, Learners' Kits, Hygiene Kits)</li> <li>• Supplies and Equipment for extreme heat</li> <li>• First-aid Kits</li> </ul>	1,000,000,000.00  (charged against FY 2024 Disaster Preparedness and Response Program (DPRP) Funds)	PHP
TESDA	TESDA Technology Institutions (TTIs) as possible evacuation facilities  Clean-up and clearing operations		
UNICEF	<ul style="list-style-type: none"> <li>• High Performance Tents - 72M2</li> <li>• High Performance Tents - 48M2</li> <li>• Student kits</li> <li>• Teacher kits</li> <li>• School-in-a-box, 40 students, 2016</li> <li>• Early Childhood Dvt (ECD) kits, 2016</li> <li>• ECCD Learn-At-Home kits, customized</li> <li>• Recreation kit, 2016</li> </ul>	13,416,000.00  (current prepositioned stock)	PHP
SCP	<ul style="list-style-type: none"> <li>• Temporary Learning Spaces</li> <li>• Teacher Kits</li> <li>• Student Kits</li> <li>• School in a Box</li> <li>• Psychological First Aid</li> <li>• ECCD interventions</li> </ul>		



## ANNEX B.

### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Education (DEPED)	osec@deped.gov.ph	8687-2922 8636-4876 8636-4995	Disaster Risk Reduction and Management Service	drmo.od@deped.gov.ph	T (02) 635-3764; TF (02) 637-4933
Technical Education and Skills Development Authority (TESDA)	odg@tesda.gov.ph	8893-2454 8815-3622	Office of the Deputy Director General for TVET Partnership and Community-Based TVET	oddg.catp@tesda.gov.ph	(02) 8836-8384
United Nations Children's Fund (UNICEF)	msimangan@unicef.org	+63 2 8249 5400	Education Section	afushimi@unicef.org mtan@unicef.org fltguzman26@gmail.com	
Save the Children Philippines	supportercare.ph@savethechildren.org	8682-7283 loc 300	Risk Mitigation and Climate Resilience/ Humanitarian	marlon.matuguina@savethechildren.org Faisah.ali@savethechildren.org	

# Shelter Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

From 2010-2015, the number of housing units damaged by major calamities was estimated at 1.8 million units of which 1,086,365 housing units (60 percent) were partially damaged and 724,973 housing units (40 percent) totally damaged.

Moreover, the table below shows the data on households with damaged houses caused by recent disasters. Information is based on the Department of Social Welfare and Development – Disaster Response Operations Monitoring and Information Center (DSWD-DROMIC).

Severe Tropical Storm	Number of Totally Damaged Houses	Number of Partially Damaged Houses
<b>STS Odette</b> December 2021  Regions MIMAROPA, VI, VII, VIII, IX, X, XI, and CARAGA	401,486	1,741,614
<b>STS Egay</b> July 2023  Regions I, II, III, CALABARZON, MIMAROPA, V, VI, VII, VIII, XI, XII, and CAR	3,108	92,190

This underscores the importance of the shelter cluster in the response and early recovery phase: the cluster will address the shelter needs of families affected by calamity/disaster.

In line with this, the National Disaster Risk Reduction and Management Council (NDRRMC) issued Memorandum Circular No. 01, s. 2022 on 6 January 2022, establishes the Shelter Cluster at the NDRRMC and RDRRMC levels and designates the Department of Human Settlements and Urban Development (DHSUD) as the Cluster Lead. It was later amended on 11 January 2022 through NDRRMC Memorandum No. 05, s. 2022 which aimed to expand the organization and functions of the cluster.

#### B. Scope and Limitation

These Operational Guidelines cover processes and roles and responsibilities of the Shelter Cluster member-agencies at the national level and highlight the coordination mechanism between and among the member-agencies in the aspects of planning, implementation, and monitoring, and assessment of the delivery of shelter assistance programs, projects, and activities (PPAs) to the disaster-affected population. The regional and LGU counterparts of the Shelter Cluster shall develop their respective operational guidelines, aligned with these operational guidelines.

#### C. Legal Bases

1. **Republic Act No. 11201 – Creation of the Department of Human Settlements and Urban Development (DHSUD).**

The Department shall act as the primary national government entity responsible for the management of housing, human settlements, and urban development. It shall be the sole and main planning and policy-making, regulatory, program coordination, and performance

monitoring entity for all housing, human settlements, and urban development concerns. DHSUD shall primarily focus on the access to and affordability of basic human needs.

2. **National Disaster Risk Reduction and Management Council (NDRRMC) Resolution No. 10, series of 2021.**

DHSUD was designated as the Lead for Shelter and Housing Assistance Programs during Emergency Response, Early Recovery, and Rehabilitation and Recovery Phases, and tasked to propose a sufficient amount of Quick Response Funds (QRF) within its budget proposal to be utilized to support/augment the implementation of Response and Early Recovery interventions as determined.

3. **National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 5, series of 2022.**

This memorandum provides for the establishment and organization of the Shelter Cluster at the National and Regional levels with DHSUD as the Cluster Lead.

4. **National Disaster Response Plan 2024**

The National Disaster Response Plan 2024 is the “multi-hazard” response and early recovery plan of the government of the Philippines. It is a strategic plan that provides general directions in managing the consequences of hazards and potential risks that need a national level response.

D. Cluster Objectives

The National Shelter Cluster aims to ensure a systematic, harmonized, and efficient delivery of shelter-related programs and services to affected families whose houses were damaged by calamity. The Cluster is the central body that will assess, plan, coordinate, and deploy all available resources from the government, civil society, private sector, and the international community, through and with its counterpart in the region and the LGU, to the disaster-affected population needing shelter-related interventions.

Specifically, the Cluster aims to:

- 1. Assess the emergency shelter needs of affected communities and set targets for prioritization;

- 2. Plan for a harmonized implementation of disaster/emergency shelter PPAs, ensuring fair and equal distribution of assistance, and compliance with the guidelines and standards for provision of emergency shelter assistance, and other shelter-related support services;
- 3. Regularly monitor and evaluate the status of affected families, identify gaps in the provision of shelter assistance, and formulate strategic intervention to address the gaps; and
- 4. Assess the overall implementation of disaster/emergency shelter programs and services, for further enhancement of service delivery and development of new programs and policies.

E. Composition

Lead	Department of Human Settlements and Urban Development (DHSUD)
Members	<div>1. National Housing Authority (NHA);</div> <div>2. Department of Social Welfare and Development (DSWD);</div> <div>3. Department of the Interior and Local Government (DILG);</div> <div>4. Department of Environment and Natural Resources (DENR);</div> <div>5. Department of Public Works and Highways (DPWH);</div> <div>6. Office of Civil Defense (OCD); and</div> <div>7. Philippine Red Cross (PRC)</div>

## II. CONCEPT OF OPERATIONS

### A. Command and Control

- **Command Relationship:** All DRRM actors and key players will refer and base their actions as prescribed in the implementing rules and regulations of Republic Act No. 10121, Rule 3, Section 2. Composition.
- **Command Center:** National Disaster Risk Reduction and Management Operations Center (NDRRMOC), Camp General Aguinaldo, Quezon City.
  - Succession of Command:
    - a. Shelter Cluster Lead (DHSUD)

- b. Shelter Cluster Vice-Chairperson (NHA)
- c. Shelter Cluster Members
- Interagency Communication System Support

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

### B. Roles and Functions

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
Lead: DHSUD	Pre-Impact	<ul style="list-style-type: none"><li>• Undertake shelter-related preparedness activities such as resource mapping in coordination with the National Shelter Cluster member-agencies, and establishment of Emergency Operations Center (EOC).</li><li>• Oversee preparedness for response activities at the regional level.</li></ul>		
	Impact	<ul style="list-style-type: none"><li>• Closely monitor the cluster operations at the Regional and LGU level and assess possible need for augmentation support.</li><li>• Activate the National Shelter Cluster and regularly convene the member-agencies.</li><li>• Consolidate Shelter Cluster reports by member-agencies for onward submission to the Response and Early Recovery Pillar Chair and Secretariat.</li><li>• Lead the conduct, or provide human resource augmentation in the conduct of, shelter damage assessment. Request augmentation from other member-agencies as needed.</li><li>• Consolidate shelter damage assessment report and submit to the Early Recovery Pillar Chair and Secretariat.</li><li>• Lead the assessment and planning for the implementation of disaster/emergency shelter programs and services.</li></ul>		
	Post-Impact	<ul style="list-style-type: none"><li>• Lead in resource generation and mobilize resources in coordination with the Response and Early Recovery Pillar Chair and Secretariat.</li><li>• Implement the Integrated Disaster Shelter Assistance Program (IDSAP).</li><li>• Lead the monitoring of the implementation of disaster/emergency shelter programs and services.</li><li>• Continuously monitor and assess the situation on the ground for further shelter intervention needs.</li></ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
NHA	Pre-Impact	<ul style="list-style-type: none"> <li>Provide additional manpower and assistance in the deployment of SRTs in the affected areas.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>Assist in the assessment and validation of damaged housing units.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>Assist in the distribution of shelter assistance to affected households. Coordinate with other member agencies for activation at any given time to avoid duplication of shelter assistance to qualified beneficiaries.</li> </ul>		
DSWD	Pre-Impact	<ul style="list-style-type: none"> <li>Coordinate and/participate in shelter-related preparedness for response activities.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>Participate in Shelter Cluster meetings and submit shelter cluster reports to the Cluster Lead.</li> <li>Provide human resource augmentation and other available logistical support for the conduct of shelter damage assessment.</li> <li>Provide input on the shelter damage assessment report.</li> <li>Participate in the conduct of assessment and planning for the implementation of disaster/emergency shelter programs and services.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>Implement programs and services to support/complement/augment the Cluster Lead's and other member-agencies' disaster/emergency shelter programs and services.</li> <li>Ensure inclusion of accomplishment reports of the programs, projects, and activities (PPA) being implemented by the Agency in the Shelter Cluster Report being submitted to the Cluster Lead.</li> </ul>		
DILG	Pre-Impact	<ul style="list-style-type: none"> <li>Provide support in the identification of available resources at the local level that can be utilized for shelter-related activities.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>Facilitate coordination between the Shelter Cluster and LGUs to ensure a collaborative and synchronized effort in the provision of shelter assistance.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>Assist in mobilizing resources at the local level.</li> </ul>		
DENR	Post-Impact	<ul style="list-style-type: none"> <li>Facilitate the issuance of necessary permits for utilizing damaged and/or fallen trees intended for the production of materials for shelter repairs.</li> <li>Ensure compliance with environmental standards and guidelines when processing damaged and/or fallen trees to be used for shelter repair materials.</li> </ul>		
DPWH	Pre-Impact	<ul style="list-style-type: none"> <li>Maintain an updated list of available and operational Quick Response Assets (QRA) to be utilized in any emergency response operation and ensure availability of materials (e.g., embankment materials, road signs, temporary bridge, etc.) for immediate palliative measures on National roads and bridges for unhampered mobility.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>Assess damages to public infrastructure (National Roads, Bridges, Flood Control Structures, and Government-Owned Buildings).</li> <li>Implement immediate repair and restoration of critical infrastructure for unhampered mobility.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DPWH	Post-Impact	<ul style="list-style-type: none"> <li>Facilitate clearing of national roads and restoring access to affected areas for efficient transportation of SRTs and other resources crucial for the provision of shelter assistance.</li> <li>Provide technical assistance in the implementation of engineering-related programs of the cluster.</li> </ul>		
OCD	Pre-Impact	<ul style="list-style-type: none"> <li>Allocate area within the OCD logistics hub for the prepositioning of shelter logistics.</li> </ul>		
	Impact Phase	<ul style="list-style-type: none"> <li>Refer foreign shelter teams to the Shelter Cluster for registration, coordination and deployment except for foreign military teams.</li> <li>Provide Shelter Cluster access to emergency telecommunications facilities.</li> <li>Attend pre-deployment meetings.</li> <li>Assist the Cluster in mobilizing resources for effective disaster shelter response.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>Refer shelter related donations to the Shelter Cluster for clearance prior to acceptance.</li> </ul>		
PRC	Pre-Impact	<ul style="list-style-type: none"> <li>Conduct pre-disaster meeting and ensure local chapter's preparedness and status of all assets and resources including manpower, supplies, equipment, tools, and funds from chapters in preparation for resource prepositioning.</li> <li>Alert all national disaster response teams and concerned chapters to monitor and report related incidents within their AoR.</li> <li>Implement Anticipatory Action Program on Shelter Strengthening (Hydromet).</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>Mobilize and deploy assessment teams to assist in the information gathering of status in the field through the rapid damage assessment and needs analysis (RDANA) through its chapters and national disaster response team to augment in relief operations.</li> <li>Mobilize the logistical support required to augment response capacity and/or field base operations managed by the PRC through its chapters.</li> <li>Provide relief supplies such as household essential NFIs and emergency shelter assistance (tents, tarpaulins, shelter toolkit) to the most vulnerable affected-community, in coordination with the lead cluster and all its members.</li> <li>Ensure coordination of PRC activities during disaster operations at national headquarters, chapter, and other field operation levels to the cluster.</li> <li>Provide reports on shelter-related interventions to the cluster and council.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>Provide updates and/or situational report to the NDRRMC and cluster lead.</li> <li>Continuously monitor, and coordinate on, the needs and gaps along with the members of the cluster.</li> <li>Conduct continuous/detailed assessment for the development of early recovery and rehabilitation plans (For possible transitional and/or core shelter assistance).</li> </ul>		

## C. Concept of Sustainment

- The DHSUD as Cluster Lead will coordinate all support and requirements of the Shelter Cluster in their activities to augment the requirements at the affected areas during disasters.
- Concerned government agencies and their subordinate offices shall utilize their respective internal personnel. Additional personnel requirements shall be coordinated through the NDRPMC in collaboration with all Council members.



### III. ANNEXES

#### ANNEX A.

#### INVENTORY OF RESOURCES

Agency	Type of Resources	Quantity	Unit
Department of Human Settlements and Urban Development (DHSUD)	Financial Assistance	193,665,938.00 (as of July 26, 2024)	PHP
National Housing Authority (NHA)			
Department of Social Welfare and Development (DSWD)			
Department of the Interior and Local Government (DILG)			
Department of Public Works and Highways (DPWH)			
Office of Civil Defense (OCD)	Shelter Repair Kit : <ul style="list-style-type: none"> <li>• One (1) piece Combination Pliers</li> <li>• One (1) piece Shovel</li> <li>• One (1) piece Wood Hand Saw</li> <li>• One (1) piece Hammer</li> <li>• One (1) piece Crowbar</li> <li>• One (1) piece Sledged Hammer</li> <li>• One (1) piece Snip</li> <li>• One (1) 30m 12mm Rope</li> <li>• One (1) 30m 3mm Rope</li> <li>• One (1) piece Bolo with sheath</li> <li>• Two (2) kg Assorted Nails</li> <li>• One (1) roll Tie Wire</li> <li>• One (1) piece Measuring Tape</li> </ul> (for augmentation only/not regular program)	1,453 (as of June 26, 2024)	kit
	4x6m Shelter-grade Tarpaulin (for augmentation only/not regular program)	120 (as of June 26, 2024)	sheet

Agency	Type of Resources	Quantity	Unit
Office of Civil Defense (OCD)	2x100m Sakoline (for augmentation only/not regular program)	344 (as of June 26, 2024)	roll

## ANNEX B.

### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Human Settlements and Urban Development (DHSUD)	osec@dhsud.gov.ph	8424 40 70	Public Housing and Settlements Service	phss@dhsud.gov.ph	8424-4074, local 1865
National Housing Authority (NHA)	ogm@nha.gov.ph	8922-2460 8922-2987 8922-2058	Corporate Planning Department	cpd@nha.gov.ph nha.cpdrrpdd@gmail.com	0929-968-1320
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68, 8-931-79-16 8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	Disaster Response Management Bureau	dromd-group@dswd.gov.ph	932-2573
Department of Public Works and Highways (DPWH)	bonoan.manuel@dpwh.gov.ph	(632) 5304-3300	Bureau of Maintenance	bomsdmcd@dpwh.gov.ph	5304-3611 5304-3606
Office of Civil Defense (OCD)	ocda@ocd.gov.ph ocda.ocd@gmail.com; ocdda-o@ocd.gov.ph	8912-2424 8912-6675	Operations Service	operationsservice@ocd.gov.ph; rocd@ocd.gov.ph	8911-5061-64 loc. 115
Department of Environment and Natural Resources (DENR)	osec@denr.gov.ph	8926-3011 8920-4301	Mines and Geosciences Bureau	opcen@mgb.gov.ph;l hea@denr.gov.ph	8-667-6700 loc 171, 189 (02) 8920-0689; 0927-121-1953

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Philippine Red Cross (PRC)	opcen@redcross.org.ph	63 2 8790 2300	Disaster Management Service	prcosg@redcross.org.ph	Direct Line: +632-87902300  Trunk Line: +632-87902300 ext. 968

# Management of the Dead and Missing Persons Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

In disaster and emergency management, most of the efforts are focused on the management of survivors, while the least consideration is given to the dead and the missing, to the extent that there have been no clear and specific tasks assigned to agencies to handle them. The major disasters in the past years served as eye-openers for affected governments to focus their attention on the management of the dead and missing persons (MDM). It is now a widely accepted norm that MDM is indeed a major component of the overall management of disasters.

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

The NDRRMC, through the Management of the Dead and the Missing Persons (MDM) Cluster, has a critical role in providing the standards and guidelines for the proper handling of human remains (storage, identification, transfer, and final disposal), building the capacities and capabilities of all member agencies, ensuring that legal norms are followed, and guaranteeing that the dignity of the deceased and their families is respected in accordance with their cultural values and religious beliefs (DOH: AO18, s. 2007).

In light of these, the MDM Cluster has developed the MDM Field Manual, which contains protocols, guidelines, and relevant reference materials, including the various forms to be used for specific MDM-related activities. It aims to enhance and

harmonize the competencies of the MDM team members in the performance of their functions and to institutionalize MDM among all the concerned agencies and LGU stakeholders during disasters and emergencies. More specifically, the Field Manual is expected to be used by MDM team members as a preparatory tool for training and as major reference material when they go on fieldwork doing MDM activities.

The NDRP 2024: MDM Operational Guidelines is based on the MDM Field Manual, which was adopted by the NDRRMC through NDRRMC Memorandum Circular No. 04. Series of 2023. For a more comprehensive guide on the MDM processes, refer to the MDM Field Manual.

#### B. Scope and Limitation

These operational guidelines encompass all aspects of managing the dead and missing persons during disasters, including the retrieval, identification, storage, and final disposal of human remains at the national down to the local level. The guidelines also cover the handling and reporting of missing persons, ensuring a holistic approach to managing such incidents.

#### C. Legal Bases

**NDRRMC Memorandum Circular No. 19. Series of 2016.**  
*Rules and Regulations Governing the Implementation of the Management of the Dead and Missing Persons.*

This was promulgated to standardize the system of handling dead bodies, from their identification, transfer, and final disposal to the management of missing persons and bereaved families.

**NDRRMC Memorandum Circular No. 04. Series of 2023.**  
*Adoption of Management of the Dead and Missing Persons Field Manual and Training Package*

## D. Cluster Objectives

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

Specifically, the Cluster aims to:

1. Provide assistance in the proper identification and disposition of human remains in a sanitary and dignified manner, with caution to prevent a negative psychological and social impact on the bereaved families and the community;
2. Strengthen coordination, collaboration, and partnerships among agencies and stakeholders (non-government agencies, international humanitarian country teams, and the private sector) of MDM at all levels (national, regional, and local); and
3. Establish resource-sharing mechanisms among key players in the MDM.

## E. Composition

Lead	Department of the Interior and Local Government (DILG)
Members	<ul style="list-style-type: none"><li>• DND-Office of Civil Defense (DND-OCD)</li><li>• Department of Health (DOH)</li><li>• Department of Social Welfare and Development (DSWD)</li><li>• DOJ-National Bureau of Investigation (DOJ-NBI)</li><li>• Philippine National Police (PNP) – Forensic Group (PNP-FG)</li><li>• Department of Foreign Affairs (DFA) through the Philippine International Humanitarian Assistance (PIHA) Cluster</li><li>• Philippine Red Cross (PRC)</li><li>• Local Government Units (LGUs)</li></ul>

## II. CONCEPT OF OPERATIONS

The MDM Cluster operational guidelines aim to enhance the government's capacity in ensuring the proper monitoring, reporting and documentation of disaster occurrences and their effects, especially in handling dead bodies (retrieval, identification and final disposal), processing reports of, and scientific search for, missing persons, and taking care of the basic psychological, physiological and social needs of bereaved families while ensuring that legal norms are followed and guaranteeing that the dignity of the deceased and their families is respected in accordance with their cultural and religious beliefs.

The DILG, as the cluster lead, shall head the operations and coordinate all support and resource requirements among member agencies and their activities to address MDM needs in the affected areas. Based on the NDRRMC Memo Circular No. 19, s. 2016, the MDM Team shall be led by the following government offices/units:

### For the Management of the Dead:

- The Philippine National Police (PNP) will take the lead in identifying human remains caused by human-induced disasters, while
- The National Bureau of Investigation (NBI) will take the lead in identifying human remains caused by natural hazards.
- In cases of disasters caused by natural hazards, the Local Health Officer shall issue a Death Certificate based on the Certificate of Identification issued by the NBI/PNP, while in cases of human-induced disasters, the PNP/NBI shall issue the Certificate of Death.

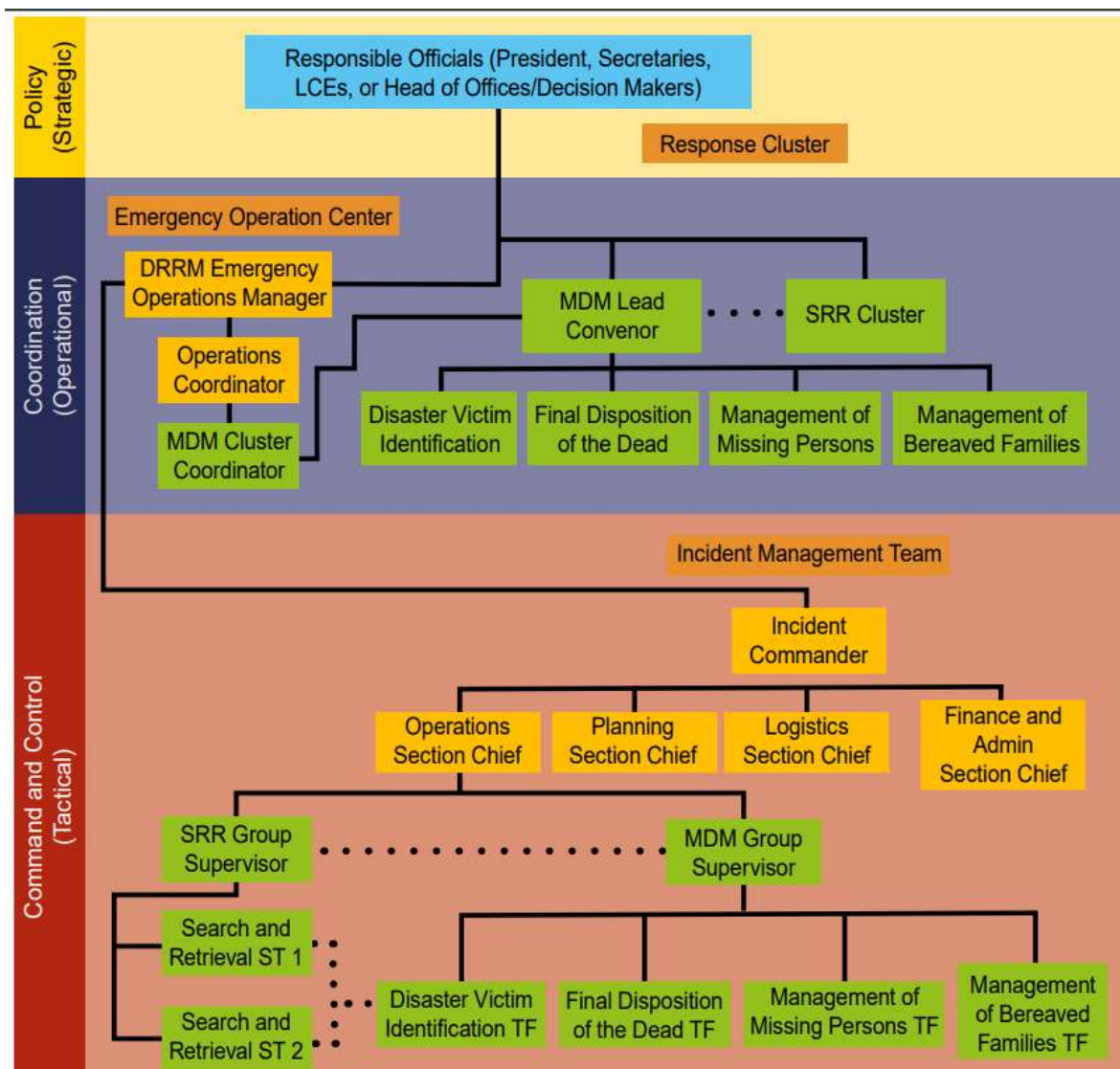
### For the Management of Missing Persons:

- The PNP shall take the lead and shall declare if the person is missing, as recommended by the LGU through the Local Social Welfare and Development Office (LSWDO); and
- The DSWD, through the Local Social Welfare and Development Office (LSWDO), shall provide technical assistance in the coordination and provision of financial assistance and psychosocial support to the bereaved families of the dead and missing persons.

Complementing the roles and responsibilities of the National Government Agencies, the Local Government Unit must establish a separate and trained MDM Team in the locality. The MDM Team must always be ready to respond, regardless of the scale and complexity of the disaster or emergency.

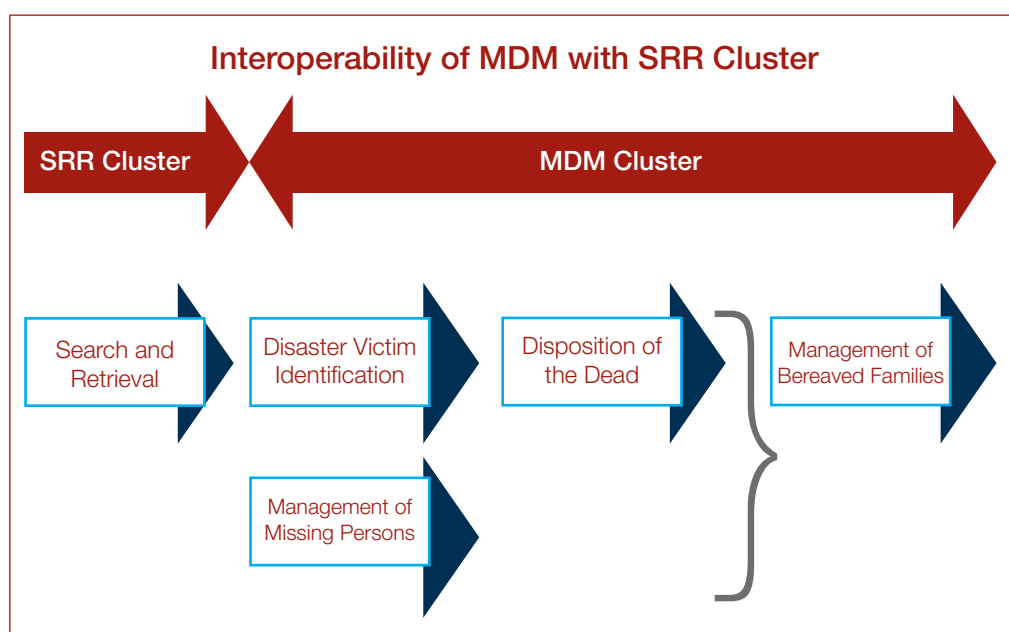
the detailed organizational structure). An MDM component shall join the SRR team, specifically to provide technical advice in the retrieval procedures, ensure proper documentation of the retrieval of dead bodies and body parts, and assess the necessary MDM resources that must subsequently be deployed.

During incident management at the local level, the MDM team shall be attached or assigned under the Operations Section Chief of the Incident Management Team (see the figure below for

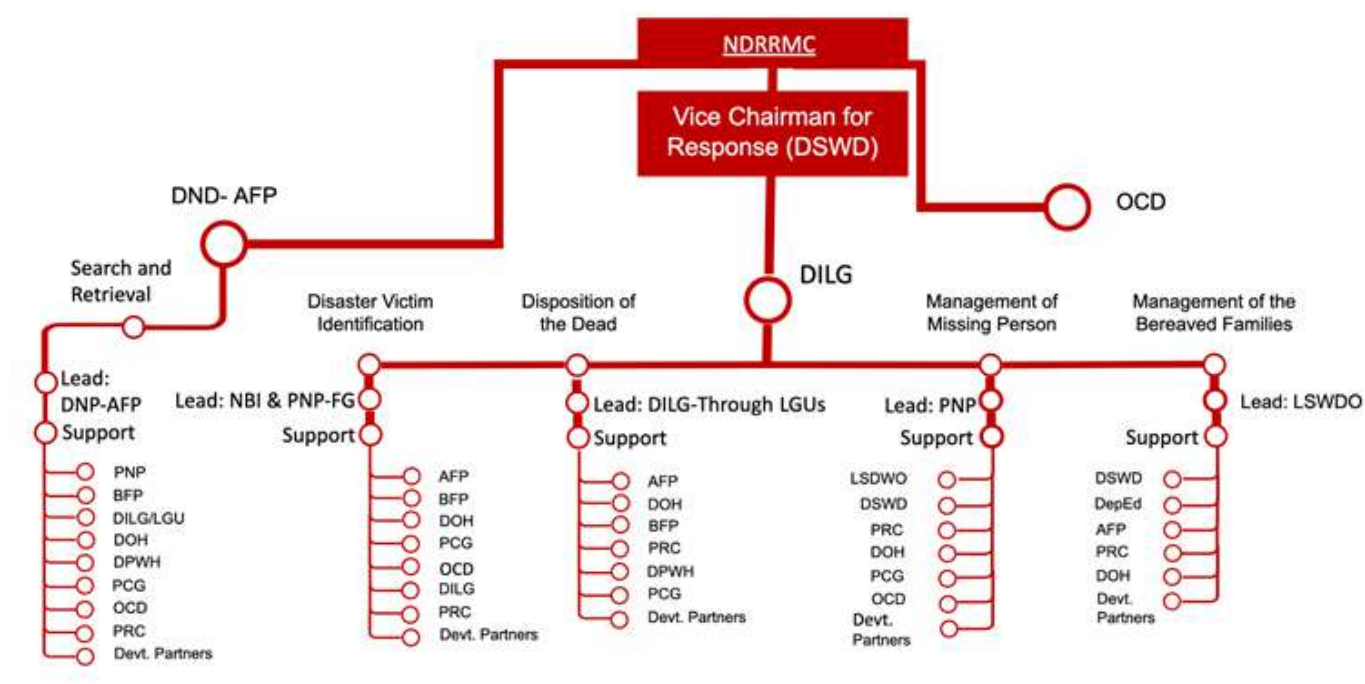


The MDM operational flow on the right shows where the SRR and MDM are interfacing. It is understood that as Disaster Victim Identification commences, the Management of the Missing Persons will also start as unidentified bodies or human remains entail missing persons.

The Disposition of the Dead shall proceed after the Disaster Victim Identification and overarching the three sub-clusters is the Management of the Bereaved Families.



## ORGANIZATIONAL/FUNCTIONAL CHART





Each sub-cluster is being led by a specific office/agency with support agencies from various National, Regional, and Local DRRMC Member-agencies. It is worth noting that the MDM Cluster has an interfacing mechanism with the Search, Rescue, and Retrieval (SRR) Cluster being led by the DND-Armed Forces of the Philippines.

Complementing the roles and responsibilities of the National Government Agencies, the Local Government Unit's MDM Team comprises the following:

- a. MDM Group Supervisor
  1. Directs the execution of all actions related to MDM
- b. Disaster Victim Identification Task Force
  1. Leads the Disaster Victim Identification
  2. Determines the most appropriate method of identification
  3. Joins the Search and Retrieval Team
  4. Prepares the list and actual number of processed human remains, classified as identified and unidentified
  5. Collects, documents, and reports post-mortem data
  6. Coordinates with other MDM sub-clusters
- c. Final Disposition of the Dead Task Force
  1. Coordinates with other MDM sub-clusters
  2. Processes the burial and other related documents for purposes of proper disposition of identified and unidentified human remains or dead bodies
  3. Provides the list of claimed and unclaimed identified dead bodies
  4. Facilitates the disposition and/or exhumation of human remains
  5. Identifies legal issues encountered, recommends and coordinates with other stakeholders for appropriate legal remedies
- d. Management of Missing Persons Task Force
  1. Collects, documents, and reports the names, physical characteristics, and other ante-mortem information of a reported missing person

2. In collecting and documenting reported missing persons, the Checklist for Absent/Missing Person Form (PNP Memorandum Circular Number 2016-033 dated June 1, 2016) shall be used. In the case of reported missing foreign nationals, the INTERPOL Ante-Mortem (AM) Form will be used, as applicable.
3. Issues the Certificate of Missing Person immediately after proper verification has been completed
4. Coordinates with other MDM sub-clusters
- e. Management of the Bereaved Families Task Force
  1. Coordinates with other MDM sub-clusters
  2. Establishes the relationship between families and the dead, and reported missing persons, based on endorsements from either the Management of Missing Persons Task Force or Final Disposition of the Dead Task Force
  3. Provides the necessary psychological, physiological, and social interventions to bereaved families

## A. Command and Control

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

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

1. Succession of Command:
  - a. MDM Cluster Lead (DILG)
  - a. NBI or PNP-FG
  - a. Local MDM Teams
2. Interagency Communication System Support

The MDM Cluster must have its own effective and efficient internal telecommunication support system with high-speed data transmission capability to accurately transmit data, communicate with its support agencies/units, and perform its tasks and responsibilities.

## B. Roles and Functions

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
Lead: DILG	Pre-Impact	<ul style="list-style-type: none"> <li>a. Activates the Management of Dead and Missing persons (MDM) Cluster at the national level.</li> <li>b. Coordinates with the Office of Civil Defense for the confirmation of all available MDM Teams of all national agencies for possible deployment or pre-positioning;</li> <li>c. Submits to the NDRPMC a list of available government MDM Teams for immediate possible deployment;</li> <li>d. Meets with the Response Cluster to do scenario-building activities to determine the projected areas for the deployment of MDM Teams. This includes the system for receiving MDM Teams from international agencies and INGOs;</li> <li>e. Deploys pre-positioned MDM Teams to the projected affected areas and their adjacent LGU/s;</li> <li>f. Establishes MOA with Philippine Medical Associations (PMA) and Philippine Dental Associations (PDA) for technical augmentation; and</li> <li>g. Establishes MOA with Philippine Mortuary Associations (PMA) for the provision of facilities and personnel.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
Lead: DILG	Post-Impact	<ul style="list-style-type: none"> <li>a. Deploys pre-positioned MDM Teams to assist the affected areas. MDM Teams are to coordinate with the LCEs of the affected areas for proper endorsement to the Incident Command Posts on the ground;</li> <li>b. Collects status reports and requests from the deployed MDM Teams on the ground;</li> <li>c. Submits status reports, requests, and proposes actions to the Response Cluster to integrate all activities at the NDRRMC Operations Center;</li> <li>d. Coordinates with other Clusters for their MDM requirements;</li> <li>e. Deploys batches of MDM Teams for augmentation in the affected areas;</li> <li>f. Coordinates with the LGUs to determine if there is a Mass Casualty Incident (MCI) in the disaster-stricken areas and proper management of the dead must be conducted;</li> <li>g. Submits the MDM Task Force status reports to the NDRRMC; and</li> <li>h. Prepares and submits a report of all operations to the NDRRMC.</li> </ul>		
OCD	Pre-Impact	<ul style="list-style-type: none"> <li>a. Monitors and collects situation reports from the LDRRM Operations Centers;</li> <li>b. Alerts the national MDM group for possible activation;</li> <li>c. Coordinates the prepositioning of MDM groups in critical areas; and</li> <li>d. Issues and disseminates activation orders.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Monitors the situation on the ground from the LDRRM OpCen;</li> <li>b. Receives request for MDM augmentation;</li> <li>c. Issues and disseminates deployment orders; and</li> <li>d. Deploys MDM augmentation groups in coordination with the DRRMCs and Cluster heads.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Consolidates and prepare report for submission; and</li> <li>b. Conducts debriefing of MDM groups at the national level in coordination with DOH.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH	Post-Impact	a. Provides support for medical services/ MHPSS for responders and bereaved families; b. Provides technical assistance on health and safety concerns; c. Assists in the validation and reporting of casualties; and d. Augments manpower for the Disaster Victim Identification (DVI) process.		
DSWD	Pre-Impact	Provides technical assistance and resource augmentation in the coordination and provision of financial assistance, psychosocial support, and the overall management of the bereaved families together with the P/C/MSWDO.		
	Post-Impact	Provides technical assistance and deploys resources for augmentation in the coordination and provision of financial assistance, psychosocial support, and the overall management of the bereaved families together with the P/C/MSWDO.		
PRC	Post-Impact	a. Assists in the provision of resources, both personnel and equipment, and supplies (e.g., cadaver bags), needed in the management of the dead, through its SRR teams as the need arises. b. Assists in establishing welfare desks to facilitate information gathering on affected populations as well as missing persons, and mobilizes its RC143 volunteers to conduct tracing in restoring family links (RFL). c. Assists in the management of bereaved families through the conduct of community-based psychosocial support and referral.		
NBI	Post-Impact	a. Leads the identification of the declared human remains caused by natural hazards; b. Coordinates and manages the requirements for identifying and burial of all dead victims with the MDM Task Force; c. Submits status reports to the Cluster Lead including a request for additional manpower to hasten the process of identification and proper burial of the dead; and d. Coordinates with Interpol for the appropriate guidelines for identification and documentation of the dead victim(s).		
DFA	Post-Impact	Assists in informing the families of all foreign nationals who are victims of disaster through their respective diplomatic missions with jurisdiction over the Philippines. In the event that the citizen has no diplomatic mission with jurisdiction over the Philippines, the DFA, through the concerned Foreign Service Post, shall directly inform the relevant Ministry of Foreign Affairs.		
PNP	Post-Impact	a. Takes the lead in the identification of human remains due to human-induced disasters; b. Assists the NBI in the identification of human remains. c. Takes the lead in the management of missing persons. The declaration, if the person is missing, shall be based on the recommendation of the LGUs through the LSWDO.		

## C. Process

The MDM Cluster has five major components:

<b>I</b>	MDM and SRR
<b>II</b>	Dead Body Management
<b>III</b>	Final Arrangements of the Dead
<b>IV</b>	Management of Missing Persons
<b>V</b>	Management of the Bereaved Families

### COMPONENT I:

Management of the Dead and Missing (MDM) and Search, Rescue and Retrieval (SRR)

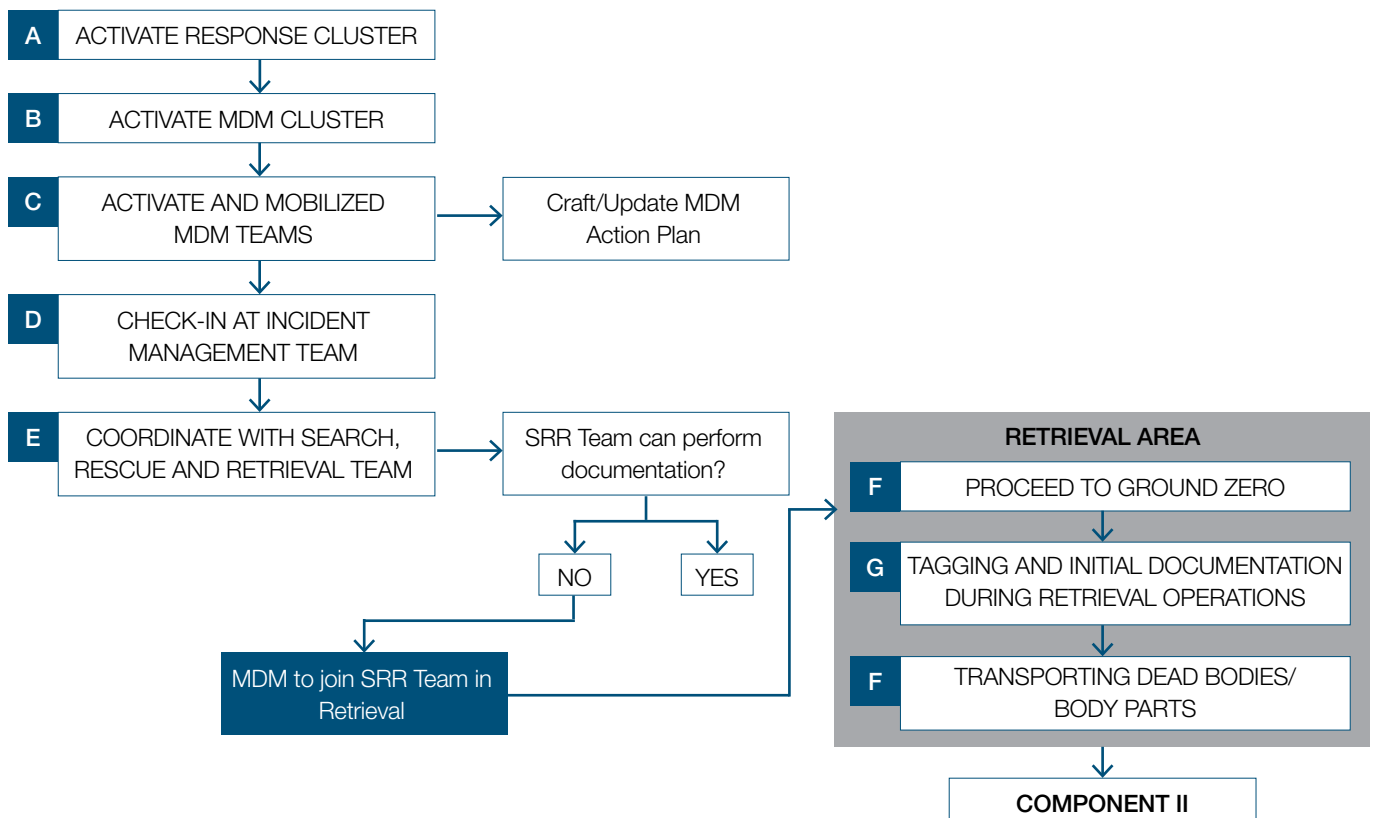
**Component I** presents the working relationships between the SRR and MDM Teams, and the various activities to be performed to efficiently undertake MDM. The process begins when the Response Cluster is activated, and the MDM Cluster and its teams are also activated. The team uses the MDM Action Plan prepared by the Local DRRM Office or the Local MDM Cluster. The Action Plan contains the deployment plan and information

about the available MDM team members in the locality, facilities and inventory of materials and equipment that can be used for the operations.

An important task of the MDM team is to immediately coordinate with the Incident Management Team, which will provide them with a clear understanding of the current situation, including important precautionary measures to be observed. As the MDM Team proceeds to Ground Zero, they coordinate with the Search, Rescue and Retrieval (SRR) Team and representatives of the local government unit (LGU), which provides them with the actual or estimated number of dead and missing persons.

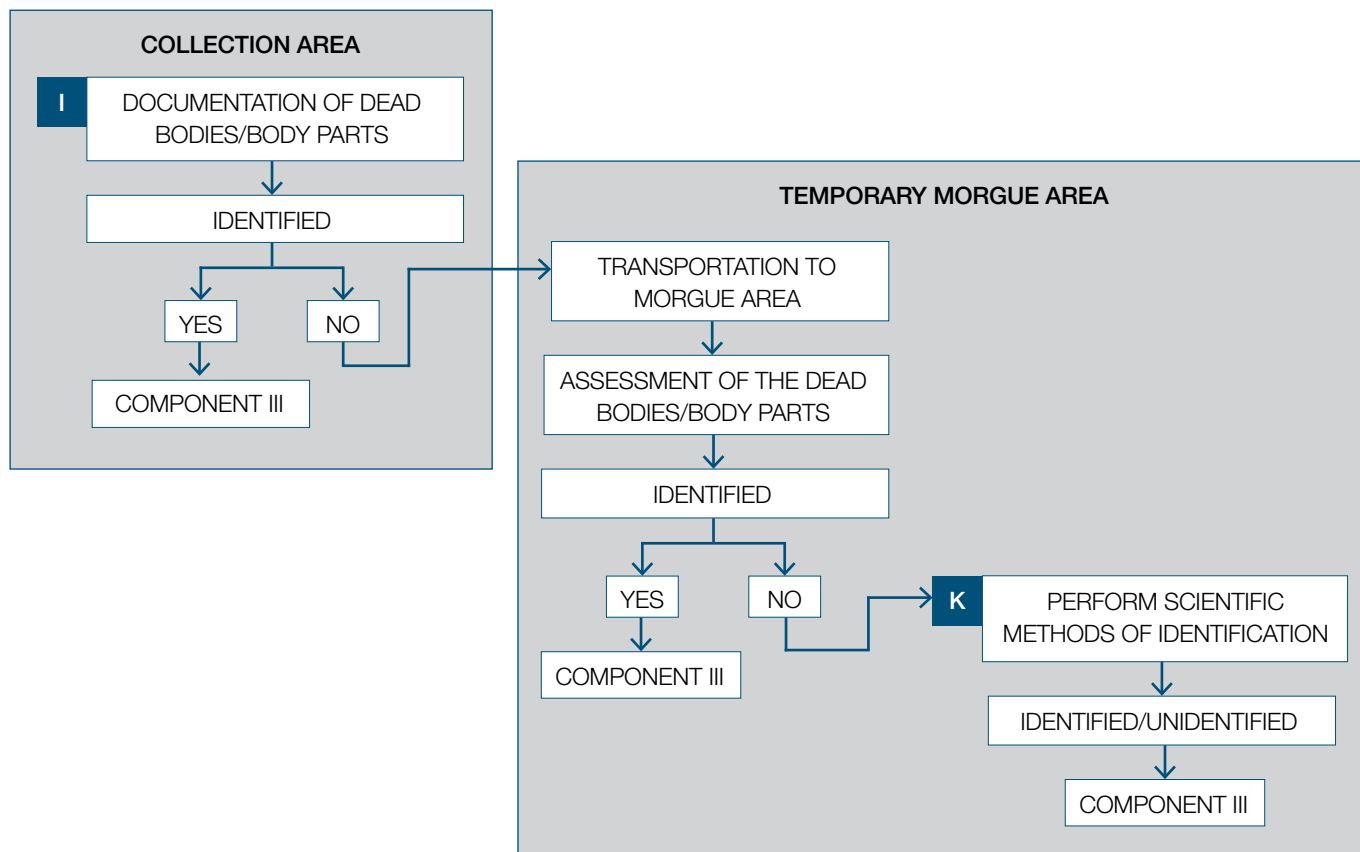
One of the most important functions of the MDM Team is to document all the gathered data and information, which includes the use of a unique code system to ensure traceability. If the SRR Team will not be able to do the proper documentation, the MDM component (who is trained in conducting proper documentation) will join the SRR Team to perform advisory, documentation and assessment functions. If the SRR Team is able to document the bodies and the number of missing persons, the MDM Team should ensure that the proper Disaster Victim Identification (DVI) data and information have been collected, verified/validated, documented and reported.

If the bodies have been properly and positively identified, final arrangements for their disposal are carried out. If the bodies are not properly and positively identified, they shall undergo the proper management of the dead, which will bring us to the next component (Component 2) of MDM.



## COMPONENT II:

### Dead Body Management



**Component II** shows the process of managing dead bodies and the various steps to be taken to ensure that the victims are accurately identified using all possible means of verification and validation.

When proper positive identification of the dead body/body parts is established at the Retrieval and/or Collection Areas, the final arrangements for the dead can already be made. When the dead body cannot be positively identified, it is brought to the Temporary Morgue Area where the MDM team again tries to establish victim identification using the human identification process and other available means.

It is important to note that the National Bureau of Investigation (NBI) is tasked with leading the identification of dead bodies during disasters caused by natural hazards, while the Philippine National Police (PNP)-- is responsible for human-induced disasters (e.g., terrorist attacks, armed conflict). However, in the absence of one, the other must assume responsibility until properly relieved. As soon as the lead agency arrives at the scene, the agency, taking temporary responsibility, shall immediately turn over operational control.

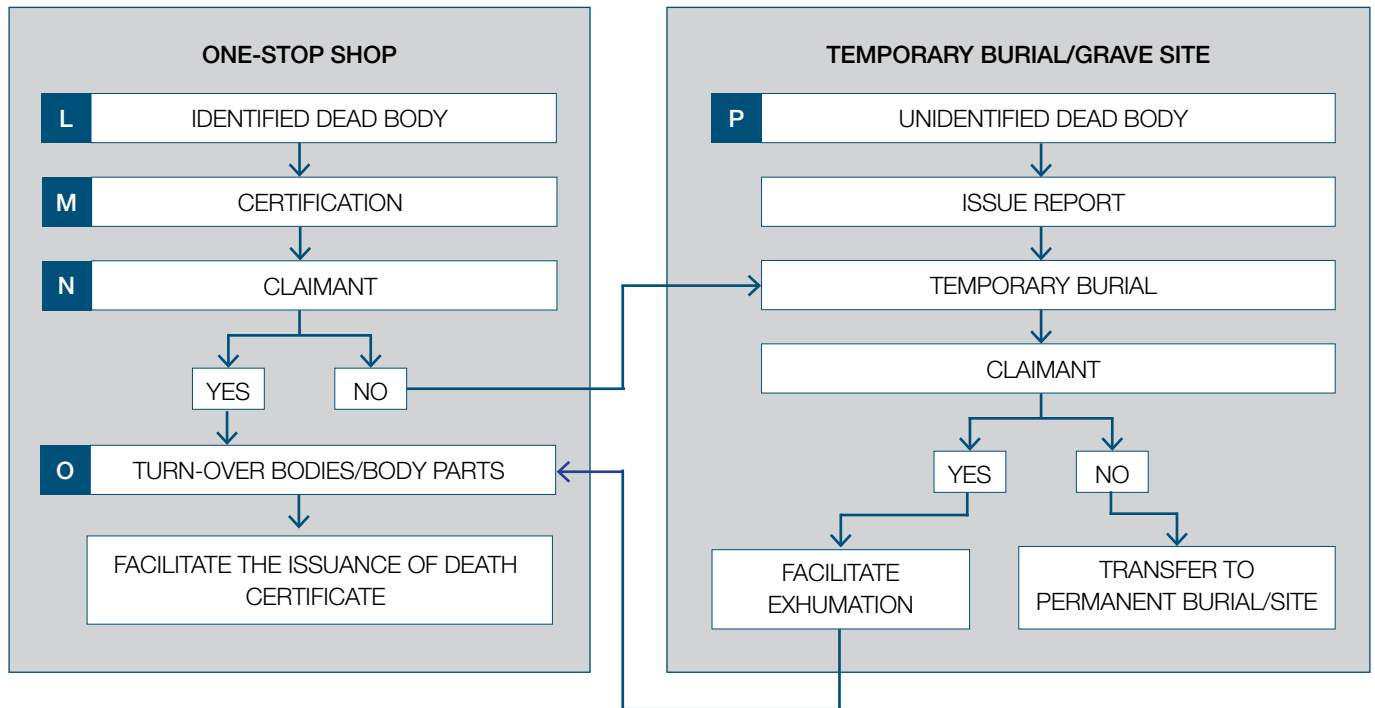
A Certificate of Identification will be issued by either the NBI or the PNP for processed and identified dead bodies, which will be subsequently turned over to the Final Disposition of the Dead Task Force through the Local Health Office for the issuance of a death certificate and formal handover to the rightful claimant prior to burial or cremation.

The processed but unidentified dead bodies will be turned over to the Final Disposition of Dead Bodies Task Force for temporary burial, pending the ongoing Disaster Victim Identification (DVI) process.

The DVI teams work in an interdisciplinary manner and may engage the services of experts in different fields when needed. It can take a long time to accurately identify the retrieved dead bodies of disaster victims, especially if a large number of people were killed. Depending on the nature and place of the incident, it can take weeks, months, or even years for all the victims to be identified and their property to be recovered.

### COMPONENT III:

#### Final Arrangements of the Dead

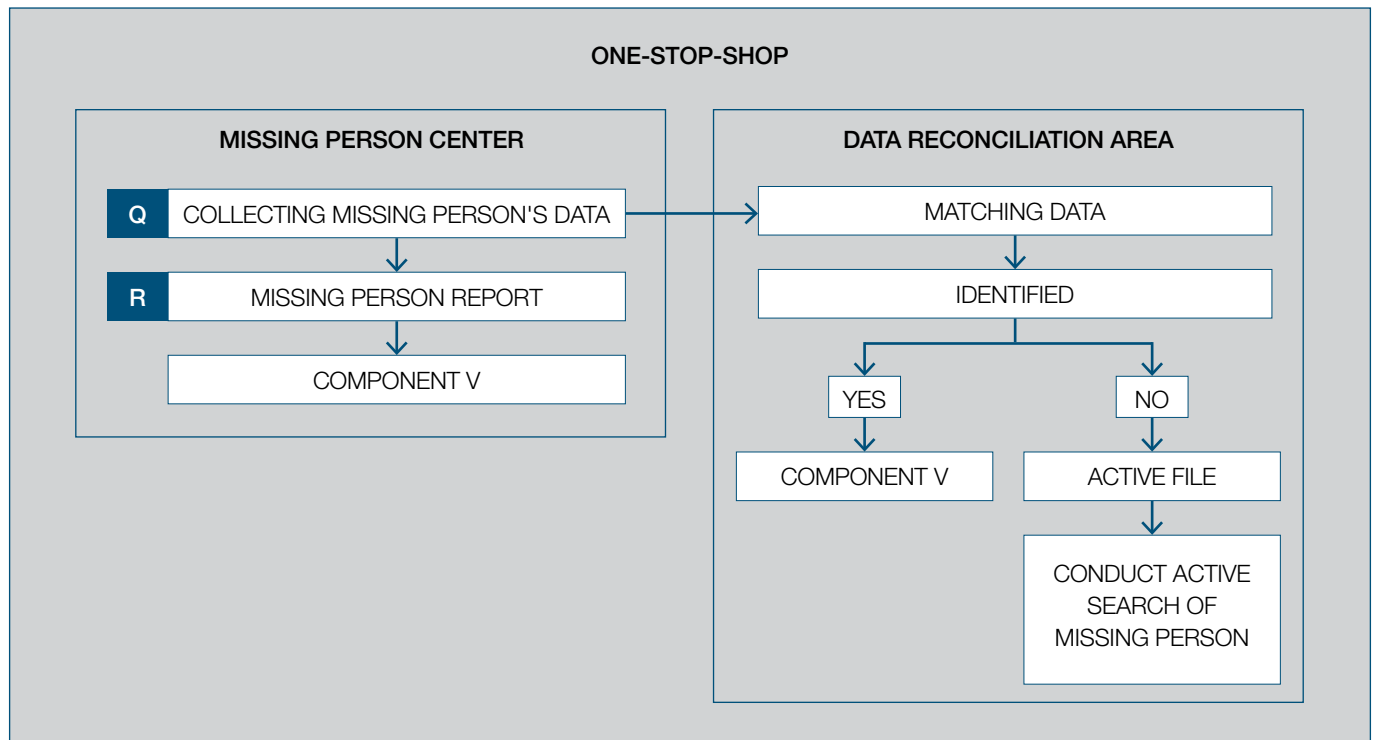


**Component III** shows the process that the MDM Team undergoes in making final arrangements for the dead – from the search and retrieval of human remains to identification, establishing the time of death, causes and circumstances of death, and preparation of the human remains for final disposal. Each step is described according to the legal guidelines issued by the government and other relevant agencies, as well as some practical recommendations from the field.



## COMPONENT IV:

### Management of Missing Persons



**Component IV** of the MDM shows the process observed by the MDM Team in the processing of reported missing persons. In the aftermath of a disaster with a significant number of casualties, it is especially important to collect, record, and process information regarding injured, missing, and deceased persons, as well as individuals otherwise affected by the disaster, in order to obtain an overview of the scope of the disaster as quickly as possible.

The PNP, integrated within the chain of command, is tasked with collecting and recording all information related to individuals who may be regarded as potential disaster victims. It is essential that further decentralized teams be carried out on the basis of the presumed victim data pool for the purpose of verifying or disproving the actual total number of missing persons. Continuous comparison with the lists kept by the Search and Rescue Team (list of injured and uninjured survivors) can result in a systematic reduction of the presumed number of victims.

The PNP/DSWD should, however, not begin collecting the victim's data from relatives, friends, and other appropriate persons who have personal knowledge about the source of identification of the victim until a reliable list of actual victims is available and processed for psychological support.

- 1. Collection of the victim's data.** DVI Teams should ensure that all victim identification data is collected using the Interpol DVI Ante-mortem Form (yellow form) or, at a minimum, the Missing Person Information Form. It is also important to ensure that the victim's data is collected by the assigned specialists as completely as possible and granted equal value. The non-availability of specific victim data should also be documented. For the purpose of collecting primary identification features, both the domicile and the personal workplace of each missing person and other areas in which the presumed missing person has been should be treated like crime scenes.

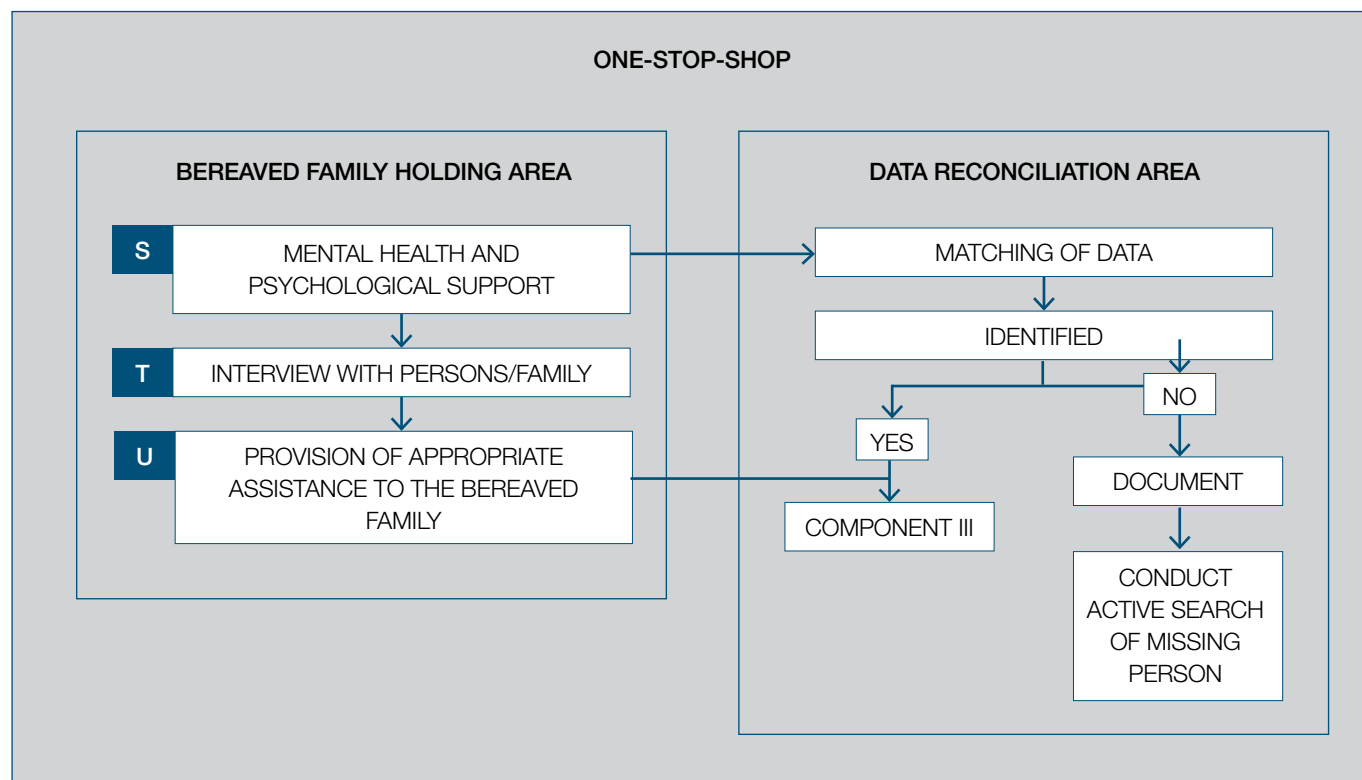
2. After the collection of the victim's data, the team should deliver or arrange for the delivery of DNA material, fingerprints, an identification card, original medical or original odontology records, and X-ray exposures, as well as photographs and other documents obtained during or after the interview, to the PNP.
3. All postmortem data obtained from bodies is evaluated with reference to information obtained on missing persons. It is therefore necessary for the PNP/NBI Team to get Missing Person's Reports from the list provided by the LGU through the Local Social Welfare and Development Office (LSWDO).
4. The PNP Team who leads the management of the missing persons shall be the one to declare if the absent person is considered missing, as recommended by the LGU/s through the LSWDO;
5. After establishing the fact that a person is indeed missing, the DSWD, through the LSWDOs, shall provide assistance in the coordination and provision of financial assistance and psychosocial support to the bereaved families of the dead and missing persons. If the circumstances of a reported missing person cannot be ascertained, the report goes to the Active File of the LGU through the LSWDO.

The goal of this approach is twofold:

1. To ensure that actual cases of missing persons are not overlooked; and
2. To list all actual missing persons in order to facilitate the collection of data from relatives on the basis of the corresponding victim lists.

## COMPONENT V:

### Management of Bereaved Families



**Component V** shows the process by which the LGU, through the LSWDO, proceeds to implement the management of bereaved families.

1. After the PNP Team, which leads the management of the missing persons, has declared that the absent person has been considered missing, the DSWD, through the LSWDOs, shall immediately render technical assistance in the form of coordination, interview, and the provision of food, financial and livelihood assistance, clothing, shelter, management of orphans, and psychosocial and mental health support to the bereaved families of the dead and missing persons.
2. Part of the technical assistance is the conduct of interviews with the family of the dead or missing person in order to obtain more facts that can help the PNP/NBI in body identification. The data gathered from the family may also serve the purpose of determining the appropriate form of support to be provided to the bereaved family.

The social needs of the bereaved may include family or peer support and assistance through the Local Social Welfare and Development Office/Social Welfare Inquiry Desk/Information Center. Other social needs may include educational assistance and legal support. In some instances, the psychological needs of the bereaved may include psychological first aid and other special needs, such as psychiatric or mental health services.

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

#### MDM Facility Component

1. **Collection Area:** an open space that will be used for receiving human remains following their retrieval from the disaster site after initial identification and documentation were made based on the most available general features or

other distinguishing features. Further, the collection area is a facility to receive dead bodies that are being transferred without undergoing examination because family members have been able to identify them, making it possible to release them according to certain legal provisions. The collection area is also used to facilitate the identification of dead bodies.

2. **Temporary Morgue Area:** a facility to place bodies while family members are in the process of completing the required documents and/or processes before they can take possession of the body because the remains have not been identified or the body must be embalmed before being transported out of the country. This also serves as a temporary storage area of bodies and body parts.
3. **Viewing Area:** a designated facility where family members and others will view photographs except those photographs of body/body parts that are in the advanced stage of decomposition or any objects pertaining to the deceased and the body itself.
4. **One-Stop-Shop**
  - a. **Data Reconciliation Area** provides storage of collected objects, pieces of evidence or property found at the disaster site. Ideally, the Data Reconciliation Center should be established in the vicinity of the disaster area. A dedicated staff should prepare a master list of all found and registered objects and decide which objects are suitable for identification purposes.
  - b. **Missing Person Center** provides care and restitution and processes the collection and management of information on the missing, including those presumed dead. The goal of the Missing Person Center is to ensure that the required information will be collected in a timely and efficient manner to aid in the possible identification of retrieved unidentified bodies and the status of missing persons.
  - c. **Bereaved Families Holding Area** provides psychosocial support for the bereaved families, which should be in a safe, accessible and comfortable place on the site.
5. **Temporary Burial/Grave Site** provides storage of the body. Following the allocation of the unique body code, taking photographs and completion of the Dead Body Information Form, dead bodies, identified or unidentified, require long-term temporary storage where it does not

conflict with cultural norms. The underground temperature is usually lower than that at the surface, thereby providing a form of natural cooling and protection, including from scavengers. Temporary burial sites should be constructed in ways to help ensure the future location and recovery of bodies. The temporary burial/grave sites must also be in accordance with the standards prescribed by relevant laws on the construction, establishment or maintenance of a burial ground or cemetery. In mass casualty incidents, authorities might not be able to quickly process the remains in terms of data collection. In these cases, respectful short-term storage to protect the remains as efficiently as possible needs to be established. Temporary burials can be considered. The selection of the burial site needs to be carefully considered, taking into account local customs, proximity to the local community, soil conditions, distance from drinking water sources, and relevant laws on the disposition of human remains. All human remains should be buried in clearly marked individual graves, which need to be carefully documented and mapped to ensure continuity and traceability.

#### Additional Facility

1. **Temporary Work Camps or Sites:** Temporary Camps serve as an intermediate stop in the transfer of human remains. It must be established for the personnel carrying out MDM works because search and recovery of human remains and disaster relief activities in rural areas can last for days and sometimes even weeks or months.

#### D. Concept of Sustainment

1. The DILG, as Cluster Lead, will coordinate all support requirements of member agencies in their activities to augment the affected areas during disasters.
2. Concerned government agencies and their subordinate offices shall utilize their respective personnel. Additional personnel requirements will be coordinated through the NDRRMC.

### III. ANNEXES

## ANNEX A. DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of the Interior and Local Government (DILG)	bcabalosjr@dilg.gov.ph	8925-0330 8925-0331	DILG Central Office Disaster Information Coordinating Center	dilgopcen@gmail.com; dilgcodix@gmail.com	(02) 8876-3454 loc 6102
Office of Civil Defense (OCD)	ocda@ocd.gov.ph ocda.ocd@gmail.com ocdda-o@ocd.gov.ph	8912-24-24 8912-66-75	Operations Service	operationsservice@ocd.gov.ph; rocd@ocd.gov.ph	8911-5061-64 loc. 115
Department of Health (DOH)	dohosec@doh.gov.ph	651-7800 local 1111	Health Emergency Management Bureau	hemb@doh.gov.ph; hembopcen@doh.gov.ph	8651 7800 local 2202; 2206
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68 8-931-79-16 8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	Disaster Response Management Bureau	dromd-group@dswd.gov.ph; drmb@dswd.gov.ph	932-2573
Philippine Red Cross (PRC)	opcen@redcross.org.ph	63 2 8790 2300	Disaster Management Service	prcosg@redcross.org.ph	Direct Line: +632-87902300  Trunk Line: +632-87902300 ext. 968
National Bureau of Investigation (NBI)	director@nbi.gov.ph	8523-8231 loc 38	Forensic and Scientific Research Services	director@nbi.gov.ph	8525-1264
Department of Foreign Affairs (DFA)	osec@dfa.gov.ph	8 551-0357 8 834-4881 8 834-4160	Office of Civilian Security - Domestic Concerns Division	ocs@dfa.gov.ph; ocs.div4@dfa.gov.ph	8 834 3938 8 834 3506 8 834 3811
Philippine National Police (PNP)	pnpdpcr@yahoo.com	02 8726-4361 Local 6000	Forensic Group	psd.do2021@gmail.com; psd.do@pnp.gov.ph	(02) 8723-0401 loc. 4216

# Philippine International Humanitarian Assistance (PIHA) Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

The vulnerability of the Philippines to major and increasingly frequent disasters necessitates that the country enhance existing coordinating mechanisms among various government agencies, non-government stakeholders, and foreign-based government agencies. There is also a need to formulate and enhance appropriate policies responsive to the demands of disaster risk reduction management and to allocate sufficient resources to effectively respond to such emergencies.

The proposed Enhanced Policy Guidelines on the PIHA improves National Disaster Coordinating Council (now NDRRMC) Circular No. 01 series of 2007, and NDCC Circular No. 02 series of 2008 entitled "Revised Implementing Guidelines of the MOU on International Humanitarian Assistance Network (IHAN)". It will also establish the PIHAC as reflected under the NDRP.

As the primary coordinating body, the PIHAC shall provide the institutional framework and mechanism for coordinating incoming and outgoing international humanitarian assistance and response efforts that seek to deal with the impacts of natural hazards. The Circular also aims to enhance and institutionalize Philippine One-Stop-Shop Facilities located in our international airports and seaports, among others.

Further, it aims to formulate policies and mechanisms incorporating international efforts using a "whole of society approach". It will do so by taking into account the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), "One ASEAN, One Response", and East Asia Summit (EAS) at the regional level, Asia Pacific Economic Cooperation (APEC), and the UN and EU at the global level. All of this will be accomplished with complete respect for the primacy and sovereignty of the Philippines as the host country.

Given these dynamics, the PIHAC will pool the resources and institutional knowledge of the government, non-government

organizations, and the international community and create greater synergy in disaster risk reduction and management.

In summary, the PIHA guidelines shall spell out the enhanced policy guidelines on international humanitarian assistance containing the following: the operational guidelines specifically on sub-clusters on financial donations, international relief workers and in-kind donations; reporting mechanism; transparency, accounting, and evaluation requirements; functions of government agencies and instrumentalities and stakeholders; and the PIHAC's roles and functions.

#### B. Scope and Limitation

- a. The scope of international humanitarian assistance shall include any action taken by any duly coordinated foreign government or organization in the form of financial donations, international relief workers, and in-kind donations, for the benefit of disaster-stricken areas, aimed at providing emergency response and early recovery operations.
- b. PIHAC shall coordinate with concerned agencies and stakeholders on donations to ensure consistency and coherence in national policies on donations.
- c. For the purposes of determining the appropriate regulatory treatment, all humanitarian assistance shall be classified according to the following categories:
  1. Foreign governments
    - i. Military capabilities
    - ii. Foreign-based government agencies and institutions
    - iii. Local embassies
  2. International organizations
  3. Intergovernmental organizations
  4. Non-government organizations
    - i. Local
    - ii. International
    - iii. Faith-based Organizations

5. Overseas Filipino Communities
  - i. Individuals
  - ii. Groups
6. Corporations
  - i. Corporate Foundations

The guidelines are bound by the provisions of NDRRMC Memorandum Circular No. 158, series of 2017, and must align with the Implementing Rules and Regulations (IRR) of R.A. 10121.

The successful execution of these guidelines depends significantly on the availability of adequate financial and logistical resources to bolster comprehensive disaster risk reduction and management efforts.

Efficient coordination among diverse government agencies, non-government stakeholders, and international partners presents opportunities for collaboration, although challenges may arise from differing priorities, policies, and operational protocols.

The effectiveness of proposed communication systems and technological components is contingent upon addressing existing infrastructure limitations. Particularly critical during disaster scenarios, ensuring the availability and reliability of infrastructure plays a crucial role in successfully implementing these guidelines.

Despite the complexities posed by legal frameworks, resource allocation, coordination challenges, sovereignty considerations, and technological constraints, these guidelines represent a strong framework aimed at advancing disaster risk reduction and management efforts in the Philippines.

## C. Legal Bases

The legal framework supporting the PIHAC section is founded on key legislative and regulatory documents. Central to this framework is the NDRRMC Memorandum Circular No. 158, series of 2017, or the Enhanced PIHA Guidelines, which provides the foundational provisions for the PIHAC. This cluster comprises different national government agencies tasked with implementing the various mandates outlined in the Guidelines. The PIHAC is the primary coordinating body of the NDRRMC for international humanitarian assistance (IHA). The Cluster aims to ensure efficient and effective implementation of rules and regulations attendant to IHA. Furthermore, the implementation and adherence to the Enhanced PIHA Guidelines are crucial, ensuring alignment with the Implementing Rules and Regulations (IRR) of Republic Act No. 10121.

The Republic Act No. 10121 or "An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefor and For Other Purposes (2010)", is a cornerstone of the PIHAC framework. This Act institutionalizes a comprehensive national disaster risk reduction and management system, outlining the roles and responsibilities of various government agencies and ensuring the funding needed for implementation.

The Joint Administrative Order (JAO) No. 1-2020 pertains to the clearance of relief consignments during a state of calamity. This order facilitates the efficient and timely entry of relief goods, ensuring that aid reaches affected populations effectively during emergencies. Moreover, the Bureau of Customs Memorandum No. 53-2020, issued on 18 March 2020, on Provisional Goods Declaration for Relief Consignment under a State of Calamity, provides further guidelines for the expedited processing of relief consignments.

The COA Circular No. 2014-002 dated 15 April 2014, prescribes the accounting and reporting guidelines on the receipt and utilization of National Disaster Risk Reduction and Management Fund (NDRRMF) as well as the cash or in-kind aid/donations from local and foreign sources intended for humanitarian assistance, supplemented by the Government Accounting Manual (GAM) for National Government Agencies (NGAs) Volumes I to III, COA Circular No. 2022-004, and other relevant issuances.

## D. Cluster Objectives

The PIHAC aims to provide timely, efficient, and effective delivery of humanitarian assistance from various stakeholders, specifically to:

1. Develop, enhance, streamline, and institutionalize capacities, mechanisms, guidelines, protocols, and policies in managing IHA to and from the country based on best practices and national protocols and policies.
2. Coordinate and consolidate policy matters between the various government agencies and instrumentalities including local government units (LGUs) and private and public, civilian and military, national and international stakeholders involved in incoming and outgoing humanitarian assistance.
3. Ensure an effective and efficient implementation of Philippine policies and procedures on IHA.



4. Ensure that coordination of international efforts takes on the "whole of society approach" by taking into account the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and East Asia Summit (EAS) at the regional level, and the Asia Pacific Economic Cooperation (APEC), United Nations (UN) and European Union (EU) at the global level, without due recognition for the primacy and sovereignty of the Philippines as the host country on decisions arising from this matter.
5. Ensure transparency and accountability by installing assessment and report mechanisms readily available for public information.

## E. Composition

Lead	Department of Foreign Affairs (DFA)
Members	<ul style="list-style-type: none"> <li>• Armed Forces of the Philippines</li> <li>• Bureau of Animal Industry</li> <li>• Bureau of Customs</li> <li>• Bureau of Immigration (BI)</li> <li>• Bureau of Quarantine</li> <li>• Commission on Audit</li> <li>• Department of Education</li> <li>• Department of Information and Communications Technology</li> <li>• Department of the Interior and Local Government</li> <li>• Department of Finance</li> <li>• Department of Health</li> <li>• Department of National Defense</li> <li>• Department of Social Welfare and Development</li> <li>• Department of Transportation</li> <li>• Food and Drug Administration</li> <li>• Office of Civil Defense</li> <li>• Presidential Management Staff (PMS)</li> <li>• Professional Regulation Commission (PRC)</li> <li>• Subic Bay Metropolitan Authority</li> <li>• Clark Development Corporation</li> </ul>

## II. CONCEPT OF OPERATIONS

### A. Command and Control

1. Command Relationship. All DRRM actors and key players will refer and base their actions as prescribed in IRR of R.A. 10121, Rule 3, Section 2. Composition.
2. Command Center. NDRRM Operations Center, Camp General Emilio Aguinaldo, Quezon City.
3. Succession of Command:
  - PIHAC Cluster Lead (DFA)
  - DOF through BOC
  - OCD
4. Inter-agency Communication System Support. The PIHA Cluster must have its own effective and efficient internal telecommunication support system with high-speed data transmission capability to accurately transmit data and communication with its support agencies/units to facilitate the performance of its tasks and responsibilities.

### B. Roles and Functions

The members of the PIHAC shall perform the prescribed functions based on specific hazard and according to the disaster phases as described in the table on the next page.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DFA	Pre-Impact	<ul style="list-style-type: none"> <li>a. Coordinate with external partners, particularly with the United Nations (UN) Emergency Relief Coordinator (ERC), Resident Coordinator (RC), and Humanitarian Country Team (HCT), and ASEAN Coordinating Centre for Humanitarian Assistance (AHA Centre).</li> <li>b. Oversee the country's adherence to relevant international and regional humanitarian treaties and frameworks, such as, inter alia, the International Disaster Response Laws (DRL), ASEAN Agreement on Disaster Management and Emergency Response Laws (AADMER), and other bilateral civil and military humanitarian cooperation arrangements.</li> <li>c. Issue an advisory, upon consultation with NDRRMC, to the international community both locally and abroad on the potential disaster situation, including information about whether international humanitarian assistance shall be needed.</li> <li>d. Establish a mechanism for the facilitation of the registration and monitoring process of international relief workers, in coordination with other concerned government agencies.</li> <li>e. Develop guidelines on incoming and outgoing humanitarian assistance in coordination with other concerned government agencies.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Coordinate with external partners, particularly with the UN, ERC, RC, HCT, and AHA Centre.</li> <li>b. Submit reports to the NDRRMC Operations Center on any offers of humanitarian assistance from in-country and outside of the country international donors.</li> <li>c. Issue an advisory, upon consultation with NDRRMC, to the international community both locally and abroad on the disaster situation, including information about whether international humanitarian assistance is needed.</li> <li>d. Disseminate all information on the requirements for response and early recovery efforts for disaster areas, as well as operational protocols on the entry and distribution of all international humanitarian assistance, through its Foreign Service Posts (FSP).</li> <li>e. Coordinate International Humanitarian Assistance Disaster Relief Operations through the Multi-National Coordination Center (MNCC) and Civilian-Military Coordination Center (CMCC) of the AFP. Assign a DFA liaison officer at the MNCC.</li> <li>f. Provide advisories to Diplomatic Missions and International Organizations in the Philippines, as well as non-resident missions with jurisdiction in the Philippines, in the event of a disaster, e.g., advice on which authorities to contact when their nationals are affected by disasters, evacuation scenarios in case of major disasters.</li> <li>g. Register international relief workers in FSPs.</li> <li>h. Facilitate and negotiate cooperation agreements with foreign countries concerning deployment of experts in the event of natural hazards or major emergencies, in coordination with other government agencies.</li> <li>i. Issue flight clearances for the entry of international humanitarian assistance.</li> <li>j. Issue Special Non-immigrant visa in FSPs for duly accredited international relief workers by concerned NGAs.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DFA	Post-Impact	<ul style="list-style-type: none"> <li>a. Coordinate with external partners, particularly with the UN, ERC, RC, HCT, and AHA Centre.</li> <li>b. Oversee the country's adherence to relevant international and regional humanitarian treaties and frameworks, such as, inter alia, DRL, AADMER, and other bilateral civil and military humanitarian cooperation arrangements.</li> <li>c. Issue an advisory, upon consultation with NDRRMC, to the international community both locally and abroad on the potential disaster situation, including information about whether international humanitarian assistance shall be needed.</li> <li>d. Establish a mechanism for the facilitation of the registration and monitoring process of international relief workers, in coordination with other concerned government agencies.</li> </ul>		
AFP	Pre-Impact	<ul style="list-style-type: none"> <li>a. Establish close coordination with DFA for the activation of the PIHAC during the pre-impact phase.</li> <li>b. Establish PIHAC Desk at OJ7 (Civil Affairs Division) to address PIHA-related coordination and requirement.</li> <li>c. Designate Liaison Officer (OJ7) as Point of Contact for PIHAC-related coordination and requirement; International Assistance by NDRRMC through DFA.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Monitor issuance of Request for Detail Action Officer to the PIHAC monitoring and coordinating center upon activation.</li> <li>b. During the disaster phase, activate and oversee the operations of the MNCC in accordance with Defense policies and procedures in support of the PIHAC.</li> <li>c. Activate, facilitate, and oversee the operations of the CMCC to address the coordination requirement of local or international civilian humanitarian entities in support of the national, Regional, and Local DRRMCs during disaster response operations.</li> <li>d. Determine the requirement (assets / equipment or capabilities) for the Request for Assistance (RFA) from the assisting nation's military through validation, sourcing, monitoring request accomplishment, and closing the request.</li> <li>e. Provide security briefing to international relief team/s / workers before deployment at disaster-affected areas as necessary.</li> <li>f. Provide security forces in support of the international humanitarian entities as necessary.</li> <li>g. Provide assistance in the conduct of aerial Rapid Damage Assessment and Needs Analysis (RDANA) by international assessment team/s as necessary.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. During the post-impact phase, coordinate with the international relief teams / workers for the after humanitarian mission debriefing and submission of after mission report.</li> <li>b. Facilitate coordination for the departure of the foreign military response team/s through the PIHAC.</li> <li>c. Establish database of inventory of resources and other capabilities and mission reports of international relief teams / workers involved in disaster response operations and disaster recovery and rehabilitation in the country.</li> <li>d. Submit database to PIHAC for consolidation and record purposes.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
BAI	Impact	Facilitate and expedite processing and releasing without unnecessary delays of animals brought by international relief teams / workers, necessary in the relief and early recovery operations.		
BOC	Impact	<ul style="list-style-type: none"> <li>a. Designate an overall focal point who shall assist and provide proper guidelines for entry of international donations and shipments at the PIHAC within the period of the declared call for International Humanitarian Assistance.</li> <li>b. Assign authorized representatives of BOC to act on the screening, facilitating, and expediting the processing of goods and equipment at the designated PIHAC facilities.</li> <li>c. Facilitate and expedite processing and releasing of international donations shipments from customs custody intended for calamity declared areas to avoid unnecessary delays.</li> <li>d. Institute the necessary controls and safeguards against unlawful importations of in-kind donations for a purpose other than its delivery and distribution to calamity declared areas.</li> <li>e. Submit reports on the entry of international donations processed to DFA, DOF, OCD, and Commission on Audit (COA).</li> </ul>		
BI	Impact	<ul style="list-style-type: none"> <li>a. Implement policies on the granting of Special Non-immigrants visas to duly accredited international experts and personnel to provide humanitarian assistance in disaster-stricken areas.</li> <li>b. Designate specific areas for Immigration Officers at international airports to allow the immediate entry of specialist teams provided that the relief operations in case of emergency or disaster must be under the control and supervision of their team leaders/respective embassies.</li> <li>c. Validate identification cards of international support teams as against the advance list of members submitted to DND-OCD.</li> <li>d. Facilitate the entry of duly accredited international experts and personnel and volunteers to provide humanitarian assistance in disaster-stricken areas as Special Non-immigrants, free from payment of immigration and alien registration fees, under Section 47(a)(2) of the Philippine Immigration Act of 1940 as amended. The said accredited international experts and personnel shall be subject to existing immigration rules and regulations, provided that they are given distinctive identification while performing official duties and are not included in the Philippine Bureau of Immigration watchlist/blacklist.</li> </ul>		
BOQ	Impact	Ensure that international relief workers are subjected to the regular screening procedures at the port of entry.		
COA	Pre-Impact	<ul style="list-style-type: none"> <li>a. Formulate accounting and reporting guidelines on the receipt and utilization of international donations (financial and goods and equipment) intended for humanitarian assistance.</li> <li>b. Formulate guidelines on international donations (financial and goods and equipment) intended for humanitarian assistance.</li> <li>c. Conduct financial, compliance, and performance evaluation of the receipt and utilization of international donations (financial and goods and equipment) intended for humanitarian assistance.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepEd	Impact	<ul style="list-style-type: none"> <li>a. Identify the needs in the basic education sector in affected areas.</li> <li>b. Undertake rapid assessment of education needs in affected areas.</li> <li>c. Coordinate with the Education Cluster and other partners for the baseline and situation reports and priority areas.</li> <li>d. Identify priority areas, allocate assistance, and report to relevant authorities and external partners and donors.</li> <li>e. Facilitate the release of assistance, with the support of the Education Cluster and other partners.</li> <li>f. Coordinate with PIHAC for the list of external partners deployed to affected areas for assistance and support.</li> </ul>		
DICT	Impact	<ul style="list-style-type: none"> <li>a. Ensure and protect the rights and welfare of consumers and business users to privacy, security, and confidentiality in matters relating to ICT, in coordination with agencies concerned, the private sector, and relevant international bodies.</li> <li>b. Cooperate and assist the DFA and OCD in managing the Philippine Humanitarian Assistance Registry (PHAR) website to ensure transparency of the distribution and utilization of humanitarian assistance, including in-kind and financial donations, and deployment of Humanitarian workers and accountability in allocating resources to the intended beneficiaries.</li> </ul>		
DILG	Impact	Consolidate and report all negotiated and secured international and in-country humanitarian assistance received by the local government units through the <a href="http://www.phar.gov.ph">www.phar.gov.ph</a> .		
DOF	Impact	<ul style="list-style-type: none"> <li>a. Coordinate with the DFA for donated shipments of International Humanitarian Assistance (IHA).</li> <li>b. Formulate guidelines in the monitoring of international financial donations intended for humanitarian assistance.</li> </ul>		
DOH	Impact	<ul style="list-style-type: none"> <li>a. Provide the DFA with the DOH essential health service package (EHSP), list of kits and components, drugs/medicines, medical supplies and equipment, and logistics for ready mobilization. Ensure implementation of guidelines on logistics management in emergencies and disasters (Administrative Order 2012-0013).</li> <li>b. Issue guidelines on the: (i) registration and acceptance of international emergency medical teams (EMTs) in the country, including accreditation of all teams (as well as military), securing of credentials, and reporting of activities; (ii) facilitation and management of international donations, whether cash or in-kind, to the sector.</li> <li>c. Facilitate the entry and deployment of international EMTs, including coordination with the Professional Regulation Commission (PRC) that regulates and oversees all medical practitioners in the Philippines.</li> <li>d. As Health Cluster Lead Agency, assign EMTs to disaster-affected areas based on needs and priorities.</li> <li>e. Ensure implementation of the DOH policies in the facilitation and management of foreign donations involving health and health-related products (AO 2016-0004) and guidelines on the acceptance and processing of foreign and local donations during emergency and disaster situations (AO 2007-0017).</li> <li>f. Oversee the mobilization of international Health Emergency Response Teams (HERTs).</li> </ul>		

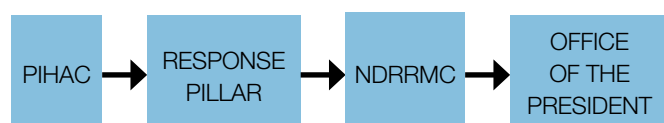
AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DOH	Impact	g. Coordinate with various concerned agencies to facilitate the entry and exit of international HERTs. h. Ensure that international HERTs comply with the requirements indicated in DOH AO No. 2022-0002.		
DND	Impact	a. Facilitate processing of diplomatic clearances for military aircraft and sea craft from donor countries, which will be issued by the DFA. b. Designate a representative to man the Philippine International Humanitarian Assistance Reception Center (PIHARC).		
DOTr	Impact	a. Facilitate clearance and monitor the movement of aircraft and vessels transporting relief teams/workers, and in-kind donations through the Philippine Coast Guard (PCG), and concerned airport authorities (i.e. Civil Aviation Authority of the Philippines (CAAP), Manila International Airport Authority (MIAA), Clark International Airport Corporation (CIAC), Mactan-Cebu International Airport Authority (MCIAA)) and port authorities (i.e. Philippine Ports Authority (PPA), Cebu Ports Authority (CPA)) in the country. b. Provide space in identified points of entry (i.e. airports and seaports) for use of PIHARC.		
DSWD	Impact	a. Coordinate with PIHAC the facilitation of internal and external donor capacities to provide complete delivery of service. b. Facilitate the release of received donations according to priority disaster-affected area or as requested by donors. c. Identify beneficiaries, allocate resources, and report distribution of donated resources according to priority disaster-affected areas or as requested by donor, and provide the standard relief goods, equipment, and relief workers needed by disaster-affected areas. d. The termination of PIHAC One-Stop-Shop shall be determined by the DSWD as the Vice Chair for Disaster Response and Early Recovery in relation to the declaration of the transition phase of response to early recovery activities upon the approval of the NDRRMC. e. Submit an itemized list of prioritized humanitarian civil-military assistance requirements i.e. donations in kind, foreign medical teams, search and rescue teams, among others. This information will be collated and conveyed to foreign embassies, the UN, and international organizations in the form of a circular Note Verbale.		
FDA	Impact	Facilitate issuance of clearance of all health and health related products, including, but not limited to, processed foods, pharmaceutical products, medical supplies, and equipment.		
OCD	Impact	a. Orchestrate national response, either for augmentation or assumption of disaster response activities. b. Call member agencies for scheduled regular or emergency meetings, c. Facilitate and mediate any concern/s arising between and among member agencies relative to PIHA issues. d. Ensure dissemination of the Memorandum Orders, Resolutions pertaining to IHA.		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
OCD	Impact	e. Being the National Disaster Management Office (NDMO) that serves as the counterpart of the AHA Centre, assist in the coordination and processing of offer of and/or request for assistance coursed through the AHA Centre using established tools and mechanisms (e.g., ASEAN Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations).		
PMS	Impact	Act as a conduit and liaison to facilitate the process of obtaining Presidential approval for IHA offered by foreign governments, international organizations, and their agencies, following endorsement by the DFA for donations and/or the DOF for grants.		
PRC	Impact	Assist PIHAC, in coordination with concerned national government agencies, in the issuance of Special Temporary Permits to foreign professionals who will be providing assistance during a Declaration of State of National Calamity with a Call for IHA in the Philippines.		

Refer to these acronyms for the column on agencies: DFA - Department of Foreign Affairs; AFP - Armed Forces of the Philippines; BAI - Bureau of Animal Industry; BOC - Bureau of Customs; BI - Bureau of Immigration; BOQ - Bureau of Quarantine; COA - Commission on Audit; DepEd - Department of Education; DOF - Department of Finance; DOH - Department of Health; DOJ - Department of Justice; DND - Department of National Defense; DOTr - Department of Transportation; DSWD - Department of Social Welfare and Development; DICT - Department of Information and Communications Technology; FDA - Food and Drug Administration; OCD - Office of Civil Defense; and, PMS - Presidential Management Staff

## C. Process

1. The PIHA Cluster has three (3) sub-clusters:
  - a. Financial Donations Sub-cluster (Leads: DOF and Department of Budget and Management [DBM])
  - b. International Relief Works Sub-cluster (Leads: DOH, DND through the AFP)
  - c. In-Kind Donations Sub-cluster (Lead: DSWD)
2. Issuance of Call for IHA



- a. PIHAC, in coordination with the Response Pillar, shall determine the start and end for the call for IHA in relation to the declaration of state of calamity by the Office of the President and NDRRMC.

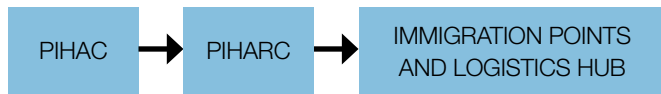
- b. The Response Pillar shall recommend to the NDRRMC the call for IHA. The NDRRMC shall recommend to the President the issuance of an appeal for IHA.

Upon the "Call for International Assistance" and/or requirement for international coordination, the PIHAC shall undertake the following activities specifically for the hydrometeorological, earthquake, and tsunami-related hazards and consequence management-related response operations, to wit:

- a. Pre-Impact Phase: Gather and disseminate the necessary relief and recovery and rehabilitation requirements and information to the international community.
- b. Impact Phase: Ensure the implementation of the PIHAC policy guidelines.
- c. Post-Impact Phase: Ensure that information pertaining to updates on the IHA is ready for and available to the international community.



### 3. Activation of Call for IHA



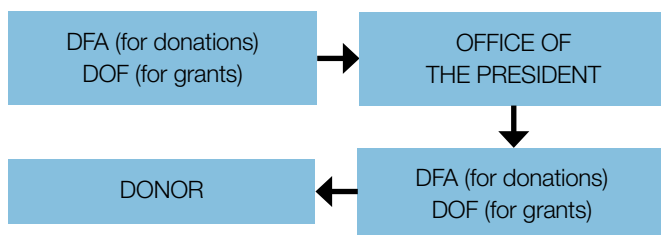
Once the call for IHA / Request for Assistance (RFA) is issued, PIHAC in coordination with the appropriate agencies will identify potential areas (airports or seaports) for the installation of the Philippine International Humanitarian Assistance Reception Center (PIHARC) (One-Stop-Shop Facility) in immigration points, in points of entry near a disaster area and a logistics hub at military bases, in coordination with the Armed Forces of the Philippines (AFP). A PIHARC or One-Stop-Shop Facility shall be established and operationalized by the PIHAC composed of an inter-agency team.

### 4. Termination of Call for International Humanitarian Assistance



- a. The period of effectivity of the PIHARC and call for IHA shall be determined by the NDRRMC through the Response Pillar.
- b. NDRRMC shall determine the necessity and coordinate with the Office of the President for request on the termination of the call for IHA.

### 5. Activation of PIHARC (One-Stop-Shop)

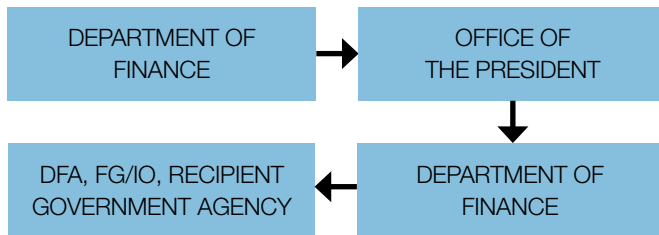


- a. The PIHARC or OSS processes the requirements in relation to in-kind donations. Processing is done following the provisions of R.A. No. 10863, or the Customs Modernization and Tariff Act on “relief

consignment”, which covers importations of relief goods during a state of calamity, and exempts relevant donations from duties and other taxes. Aside from this, the PIHARC or OSS is also guided by the provisions of the General Appropriations Act and other relevant issuances.

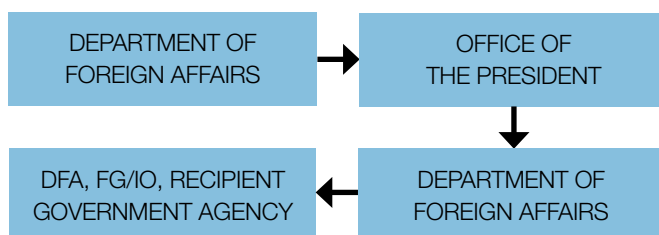
- b. Under the General Appropriations Act of 2024, the DFA and DOF must endorse donations and grants, respectively, to the Office of the President for approval and clearance.
- c. The PIHARC or OSS also caters to assistance brought in the country by private international entities. At the PIHARC or OSS, private entities will be allowed to avail of duty and tax exemptions and obtain registration, licensing, accreditation from the relevant government agencies.
- d. During the period of a state of calamity, the PIHA Cluster undergoes the following processes:
  - i. First, the Cluster receives all offers of IHA from the international community. The DFA receives offers through its foreign service posts. For in-country humanitarian assistance, these are directly referred to the NDRRMC or the Office of Civil Defense.
  - ii. In case of international relief workers, the DFA’s IHA Coordinators at either the foreign service posts or at the PIHARC/OSS orients international relief workers on the requirements and other directives of the Philippine Government.
  - iii. The PIHA Cluster consolidates all humanitarian assistance received, whether international or in-country, and prepares a report to the NDRRMC within 120 working days from the deactivation of the PIHARC or OSS
  - iv. Offers and requests of IHA are matched through the Philippine Humanitarian Assistance Registry. For reference, the PHAR may be accessed through [www.gov.ph/web/phar](http://www.gov.ph/web/phar), which was developed jointly by the Department of Information and Communications Technology (DICT), the Office of Civil Defense (OCD), and the DFA.

#### 6. Grants (Regular Offers)



- The Department of Finance (DOF) receives an intent to provide a grant from foreign governments, intergovernmental organizations, or recipient government agencies and initiates a process to manage the offer.
- The DOF reviews and processes the grant proposal and formulates a recommendation, which is then forwarded to the President for consideration.
- The final decision on whether to accept or decline the grant offer is made by the Office of the President or an authorized representative.
- The DOF communicates the decision to the DFA, the respective foreign government, the international organization, and the recipient government agency.
- In cases where the grant is approved, the funds are directly deposited into the account of the recipient government agency.

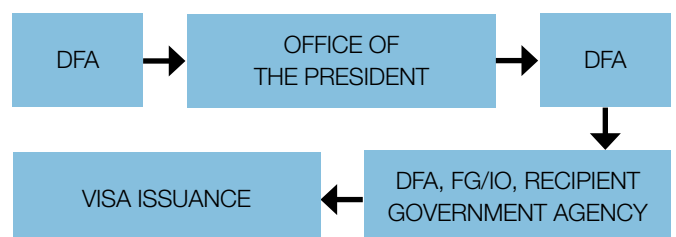
#### 7. Financial / In-kind (Regular Offers)



- The DFA receives an intent to donate (financial/in-kind) from foreign governments, intergovernmental organizations, or recipient government agencies and initiates a process to manage the offer.
- The DFA reviews and processes the offer and submits a recommendation to the President for consideration.

- The final decision on whether to accept or decline the offer is made by the Office of the President or an authorized representative.
- The DFA communicates the decision to the foreign government, the international organization, and the recipient government agency.
- In cases where the offer is approved, the financial and in-kind donation are directly deposited into the account of the recipient government agency.

#### 8. International Relief Workers (Regular Offers)



- The DFA receives intent to send international relief workers from a foreign government or an intergovernmental organization.
- Upon favorable consideration by the recipient government agency, the DFA submits a Memorandum for the President, recommending acceptance or non-acceptance of the offer.
- The President or authorized representative decides on whether or not to accept the offer.
- The DFA updates the foreign government or international organization, and the recipient government agency on the approval status of the offer.
- The DFA issues appropriate visas for international relief workers.

### D. Concept of Sustainment

- The PIHAC will coordinate all movement of incoming IHA before, during, and after the emergency/disaster situation.
- Further, the PIHAC shall comply with all instructions/directives set by the National DRRM Council.

### III. ANNEXES

#### ANNEX A.

#### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Foreign Affairs (DFA)	osec@dfa.gov.ph	8 551-0357 8 834-4881 8 834-4160	Office of Civilian Security, Domestic Security Division	ocs@dfa.gov.ph	8 834 3938 8 834 3506 8 834 3811
Armed Forces of the Philippines (AFP)	ocsafp56@gmail.com ocsafp57@gmail.com	8911-6001	Civil-Military Relations Division, OJ7	cmrd.oj7.afp@gmail.com carpioa.afp@gmail.com	0916 529 6064 0977 736 5463
Bureau of Animal Industry (BAI)	director@bai.gov.ph	(02) 8528 2240 local 1101-1103	Office of the Director	director@bai.gov.ph assistantdirector@bai.gov.ph	(02) 8528 2240 local 1101-1103
Bureau of Customs (BOC)	ocom@customs.gov.ph boc.cares@customs.gov.ph donato.sanjuan@customs.gov.ph	8527-4573	Port Operations Service	geniefelle.lagmay@customs.gov.ph boc.ocom@customs.gov.ph pos@customs.gov.ph	0917 500 8136 (02) 8660 1972; 0917-746-1168
DOH-Bureau of Quarantine (BOQ)	dohosec@doh.gov.ph	651-7800 local 1711-1714 2916-2918	Office of the Director	director@quarantine.doh.gov.ph	(02) 5318 7500
Bureau of Immigration (BI)	immigPH@immigration.gov.ph xinfo@immigration.gov.ph	(+632) 8-524-3769	Immigration Regulation Division	immigration310@gmail.com xinfo@immigration.gov.ph	8465-2400 local 130; 306
Commission on Audit (COA)	cho@coa.gov.ph	8952-5700 local 1011; 1012; 1030	Accounting Systems Development and Other Services Office	asdosso@coa.gov.ph gso@coa.gov.ph	8931-9230; 8932-8046 Local 2001; 2006 8931-5121 Local 2003

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Education (DEPED)	osec@deped.gov.ph	8687-2922 8636-4876 8636-4995	Disaster Risk Reduction and Management Service	drmo.od@deped.gov.ph	T (02) 635-3764; TF (02) 637-4933
Department of Information and Communications Technology (DICT)	ivan.uy@dict.gov.ph osec@dict.gov.ph	1005/1006	DRRMD	etc@dict.gov.ph drmd@dict.gov.ph	(02) 8920-0101 loc.2430
Department of the Interior and Local Government (DILG)	bcabalosjr@dilg.gov.ph	8925-0330 8925-0331	DILG Central Office Disaster Information Coordinating Center	dilgpcen@gmail.com dilgcodix@gmail.com	(02) 8876-3454 loc 6102
Department of Finance (DOF)	dofosec2022@gmail.com	8523-9219	International Finance Policy Office/ Revenue Office (Tax Exemption)	ifg_ifpo@dof.gov.ph revenueoffice@dof.gov.ph	(632) 8400-7446, (02) 8526- 8458
Department of Health (DOH)	dohosec@doh.gov.ph	651-7800 local 1111	Health Emergency Management Bureau	hemb@doh.gov.ph hembpcen@doh.gov.ph	8651 7800 local 2202/2206
Department of Justice (DOJ)	osec@doj.gov.ph	8521-8348	Planning And Management Service	pms@doj.gov.ph planning@doj.gov.ph	(02) 8521-3385 (02) 8526-7643
Department of National Defense (DND)	osec301@gmail.com	8982-5601	Office of the Undersecretary for the Civil, Veterans and Reserve Affairs	ouscvra.dnd@gmail.com	982-5604 loc. 5647
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68 8-931-79-16 8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	National Resource and Logistics Management Bureau	dromd-group@dswd.gov.ph	02) 8511 1259

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Transportation (DOTr)	osec@dotr.gov.ph	(02) 7944-2002	Finance and Management Office	fs-od@dotr.gov.ph	8790-8300 8790-8400 local 5401
Food and Drug Administration (FDA)	info@fda.gov.ph	632 8 857-1900	Head Office	info@fda.gov.ph	(02) 8 857-1900
Office of Civil Defense (OCD)	ocda@ocd.gov.ph ocda.ocd@gmail.com ocdda-o@ocd.gov.ph	8912-24-24 8912-66-75	Operations Service	operationsservice@ocd.gov.ph; rocd@ocd.gov.ph	8911-5061-64 loc. 115
Presidential Management Staff (PMS)	pmsosecop1@gmail.com	8876-8450		info@pms.gov.ph ccamdrro@pms.gov.ph	8876-8450
Professional Regulation Commission (PRC)	assistant.commissioner@prc.gov.ph	5310-2009	International Affairs Office	iao1@prc.gov.ph	5310-2009 (02) 8244-7674
Subic Bay Metropolitan Authority (SBMA)	administratorsoffice@sbma.com	252-4895 252-4402		fire@sbma.com osda.am@sbma.com	6347-252-4381 local 4383, 4402, 4009, 4895, 4011
Clark Development Corporation (CDC)	information@clark.com.ph	6345 599-9000			(045) 599 9000
Philippine National Volunteer Service Coordinating Agency (PNVSCA)	oed@pnvsca.gov.ph	(632) 8927-6847	Policy, Advocacy and Technical Services Division	patsd@pnvsca.gov.ph info@pnvsca.gov.ph	0921-579-6759 8247 7934

# Crisis Communication Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

#### A. Rationale

Communication is a critical function in disaster risk reduction and management. The National Disaster Risk Reduction and Management Plan (NDRRMP) 2020-2030 emphasizes key changes to enhance disaster management in the country, which include linking early warning systems and risk communication. These enhancements are designed to ensure an end-to-end communication system that reaches the last mile to effectively reduce the impacts of disasters. Specifically, the plan outlines several outputs to enhance risk and crisis communication. These include standardizing information for data exchange, accessibility, and communication, and developing national and local communications plans and programs utilizing updated risk information.

Given this context, during the review of the National Disaster Response Plan (NDRP), the Response and Early Recovery Pillar identified the need to establish an additional Response Cluster – the Crisis Communication Cluster.

The Crisis Communication Cluster will adopt the Joint Information System, a structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages.

Upon the Cluster's activation, it will set up a Joint Information Center (JIC) which will be tasked to coordinate critical emergency information, crisis communications, and public affairs functions. The Joint Information Center is the central point of contact for all news media. The setting up of a JIC under this Cluster will hasten close collaboration and coordination among NDRRMC Response and Early Recovery member agencies in the areas of information sharing and the dissemination of unified messages.

#### B. Scope and Limitation

These Operational Guidelines shall cover all processes, roles, and responsibilities of the Crisis Communication Cluster members at the national level and other relevant government and non-government agencies involved in crisis communication operations at the national/regional/local levels.

Further, the scope of the JIC operations will be limited to the incident and/or situation being managed by the National Disaster Risk Reduction and Management Council (NDRRMC) during a specified operating period.

#### C. Legal Bases

##### **Republic Act 10121 – Philippine Disaster Risk Reduction and Management Act of 2010**

An Act strengthening the Philippine Disaster Risk Reduction and Management (PDRRM) system, providing for the NDRRM framework, and institutionalizing the NDRRM Plan.

The Act is the legal basis for creating the NDRRMC where the Press Secretary (PCO Secretary) sits as a regular member.

##### **Executive Order 100-1986**

The Philippine Information Agency shall provide for the free flow of accurate, timely, and relevant information ... to assist people in decision-making (Sec.2.1)

[The PIA shall] provide technical assistance to other government agencies on the communications component of their programs... (Sec. 3.2)

Plan and implement information programs of national scope... (Sec. 3.3)

#### **Executive Order 2-2022**

It is the policy of the [Marcos] Administration to provide true, accurate, and relevant information through effective utilization of communications assets and resources...

The Office of the Press Secretary (later renamed as Presidential Communications Office) shall ... develop and implement necessary guidelines and mechanisms about the delivery and dissemination of information on policies, programs, official activities, and achievements of the President and the Executive Branch. (Sec. 3. b)

#### **Executive Order 11-2022**

The PCO shall be responsible for crafting, formulating, developing, enhancing, and coordinating the messaging system of the Executive Branch. The EO places the PIA as an attached agency of the PCO.

#### **Local Government Code**

The information officer shall be on the frontline in providing information during and in the aftermath of man-made and natural calamities and disasters with special attention to the victims thereof, to help minimize injuries and casualties during and after the emergency, and to accelerate relief and rehabilitation. (Sec. 486)

#### **DSWD Memorandum Circular 05-2024**

Enhanced disaster response operations management, information, and communications (DROMIC) reporting guidelines

#### **NDRRMC Memorandum Order 23-2014**

Orders the implementation of the NDRP and directs NDRRMC member agencies to implement identified preparedness activities toward the realization of an effective and responsive disaster and emergency response.

#### **NDCC Circular 5-2007 and 4-2008 (as amended)**

Institutionalized the cluster approach in the PDRRM system, designated cluster leads, and defined their terms of reference at the National, Regional, and Provincial levels.

### **D. Cluster Objectives**

1. Provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations.
2. Coordinate critical emergency information, crisis communications, and public affairs functions.
3. Communicate policies, plans, and protocols to stakeholders with the end objective of promoting more efficient disaster management operations.



## E. Composition

Lead	Presidential Communications Office through the Philippine Information Agency
Member Agencies	<ul style="list-style-type: none"> <li>a. Government media network               <ul style="list-style-type: none"> <li>1. People's Television Network Inc.</li> <li>2. Philippine Broadcasting Service (Radyo Pilipinas)</li> <li>3. Philippine News Agency</li> <li>4. Intercontinental Broadcasting Corp. (IBC-13) including dwAN radio</li> <li>5. Armed Forces of the Philippines Radio (dwDD)</li> </ul> </li> <li>b. Technical advisory panel               <ul style="list-style-type: none"> <li>1. PAGASA</li> <li>2. PHIVOLCS</li> <li>3. University of the Philippines Resilience Institute</li> </ul> </li> <li>c. Civil society organization partners               <ul style="list-style-type: none"> <li>1. Philippine Disaster Relief Foundation</li> <li>2. Telcos (Smart, Globe and Starlink)</li> </ul> </li> <li>d. Support agencies               <ul style="list-style-type: none"> <li>1. Department of Information and Communications Technology</li> <li>2. Philippine Space Agency</li> <li>3. Department of the Interior and Local Government</li> <li>4. Office of Civil Defense through the Strategic Communications Group</li> <li>5. Armed Forces of the Philippines Civil Relations Service (AFP CRS)</li> <li>6. PCO Bureau of Communications Services</li> <li>7. PCO News and Information Bureau</li> <li>8. DSWD Disaster Response Operations Management and Information Center (DROMIC)</li> </ul> </li> </ul>

## II. CONCEPT OF OPERATIONS

### A. Command and Control

Upon the activation of the Crisis Communication Cluster, the head of the Joint Information Center-National (JIC-N) will be designated by the PCO Secretary or the Director-General of the PIA.

The JIC-N head will be under the operational supervision of the Secretary of National Defense acting as Chairperson of the National Disaster Risk Reduction and Management Council (NDRRMC), the Vice Chairperson of the Response and Early Recovery Pillar (DSWD), and the Communications Secretary and the Director-General, PIA.

The JIC-N Head will be supported by at least three staff members, including preferably an editor and a writer. The staff complement can be augmented as needed.

The JIC-N will be held in a designated JIC working area at the NDRRMC in Camp Aguinaldo or at the Philippine Information Agency building in Visayas Avenue, Quezon City. In case the NDRRMC or PIA buildings are compromised, the JIC-N may be set up at the Philippine Disaster Resilience Foundation (PDRF) in Clark, AFP-CRS HQ in Camp Aguinaldo, or any other facility with access to the Internet.

At the regional level, the JIC-Regional (JIC-R) will be headed by the PIA Regional Office Head who will be assisted by the PIA regional office and provincial information center staff.

The JIC-N will have administrative and operational oversight over the JIC-R.

### B. Roles and Functions

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
LEAD: PHILIPPINE INFORMATION AGENCY				
PIA (PCO)	Pre-Impact	<div><div>a. Promote Information, Education, and Communication (IEC) Campaign for Hydrometeorological events i.e. Project Maghanda, Gawad Kalasag.</div><div>b. Participate in the Pre-Disaster Risk Assessment (PDRA) (National/Regional/ Provincial Disaster Risk Reduction and Management Council - NDRRMC/RDRRMC/ PDRRMC).</div></div>	<div><div>a. Promote Infopress/ Infocentro and NDRRMC's Nationwide Simultaneous Earthquake Drills (NSEDs) and Gawad Kalasag IEC campaign.</div><div>b. Oversee and monitor that RDRRMCs and PDRRMCs organize their JICs with PIA.</div><div>c. Assist in the dissemination of advisories from Department of Science and Technology-Philippine Institute of Volcanology and Seismology (PHIVOLCS) and NDRRMC on possible Tsunami Event.</div></div>	<div><div>a. Promote the campaigns of the warning and concerned agencies on terrorism-related incidents.</div><div>b. Oversee and monitor that RDRRMCs and PDRRMCs organize their JICs with PIA.</div></div>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PIA (PCO)	Pre-Impact	<ul style="list-style-type: none"> <li>c. Oversee and monitor that RDRRMCs and PDRRMCs organize their Joint Information Centers (JICs) with the Philippine Information Agency (PIA).</li> <li>d. Disseminate relevant materials from PDRA including Flood advisories, Department of the Interior and Local Government (DILG) Emergency Preparedness and Response and Critical Cyclone Track Charts, and the Mines and Geosciences Bureau (MGB) list of barangays vulnerable to landslides and floods based on Department of Science and Technology (DOST) Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA) Forecasts.</li> <li>e. Assist in the organization of press briefings with NDRRMC.</li> <li>f. Prepare and disseminate Press Releases and advisories through the JIC-N as needed on national and local typhoon preparations.</li> <li>g. Provide Joint Information Center-National (JIC-N) with news updates (through PIA, Bureau of Communication Services - BCS, and News and Information Bureau - NIB news monitoring activities).</li> </ul>	<ul style="list-style-type: none"> <li>d. Assist in the organization of press briefings with NDRRMC.</li> <li>e. Coordinate with the cluster members for the activation of the Cluster at any given time.</li> <li>f. Prepare a contingency plan.</li> <li>g. Consolidate and submit regular cluster reports to the NDRRMC on the efforts and assistance of the members of the cluster.</li> </ul>	<ul style="list-style-type: none"> <li>c. Co-organize press briefings with the Philippine Nuclear Research Institute, NDRRMC Anti-Terrorism Council-Program Management Center (NDRRMC-ATC-PMC), National Security Council (NSC), and National Action Plan on Preventing and Countering Violent Extremism (NAP-PCVE), among others (for notifications of possible terrorism-related incidents).</li> <li>d. Coordinate with the cluster members for the activation of the Cluster at any given time.</li> <li>e. Prepare a contingency plan.</li> <li>f. Consolidate and submit regular cluster reports to the NDRRMC on the efforts and assistance of the members of the cluster.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PIA (PCO)	Pre-Impact	<ul style="list-style-type: none"> <li>h. Coordinate with the cluster members to activate the Cluster at any given time.</li> <li>i. Prepare a contingency plan.</li> <li>j. Consolidate and submit regular cluster reports to the NDRRMC on the efforts and assistance of the members of the cluster.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Participate in the Response Cluster briefings (NDRRMC, RDRRMC/PDRRMC).</li> <li>b. Assist in the organization of press briefings with NDRRMC Response Cluster as needed.</li> <li>c. Disseminate updates: DOST Pagasa forecasts, Flood advisories. Department of the Interior and Local Government – Central Office Disaster Information Coordinating Center Emergency Preparedness and Response and Critical Cyclone Track Charts and MGB list of vulnerable barangays to landslides and floods and DPWH updates.</li> <li>d. Disseminate updates on the actions taken and accomplishments of NDRRMC Response Clusters, as necessary.</li> <li>e. Gather reports from the ground on response gaps and report them to the NDRRMC Response Clusters for appropriate action.</li> </ul>	<ul style="list-style-type: none"> <li>a. Participate in the PHIVOLCS NDRRMC/ RDRRMC/PDRRMC briefings following earthquakes and tsunami events.</li> <li>b. Assist in the dissemination of press releases or advisories from PHIVOLCS and NDRRMC including MGB and Department of Public Works and Highways (DPWH).</li> <li>c. Disseminate updates on the actions taken and accomplishments of NDRRMC Response Clusters, as necessary.</li> <li>d. Gather reports from the ground on response gaps and report them to the NDRRMC Response Clusters for appropriate action.</li> <li>e. Prepare and disseminate press releases and advisories as needed in partnership with OCD-PAO and JIC-N members.</li> <li>f. Implement contingency plan when needed.</li> </ul>	<ul style="list-style-type: none"> <li>a. Assist in the organization of briefings with PNRI, NDRRMC, ATC-PMC, NSC, NAP-PCVE, among others, following terrorism-related incidents.</li> <li>b. Disseminate press releases and advisories from PNRI, NDRRMC, ATC-PMC, NSC and other partners.</li> <li>c. Disseminate updates on the actions taken and accomplishments of NDRRMC Response Clusters, as necessary.</li> <li>d. Gather reports from the ground on response gaps and report them to the NDRRMC Response Clusters for appropriate action.</li> <li>e. Prepare and disseminate press releases and advisories in collaboration with JIC-N.</li> <li>f. Implement contingency plan when needed.</li> <li>g. Consolidate and submit regular cluster reports to the NDRRMC on the efforts and assistance of the members of the cluster.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PIA (PCO)	Impact	<ul style="list-style-type: none"> <li>f. Prepare press releases and advisory as needed in collaboration with Office of Civil Defense (OCD) Strategic Communications Group and JIC-N members.</li> <li>g. Implement contingency plan when needed.</li> <li>h. Consolidate and submit regular cluster reports to the NDRRMC on the efforts and assistance of the members of the cluster.</li> </ul>	<ul style="list-style-type: none"> <li>i. Consolidate and submit regular cluster reports to the NDRRMC on the efforts and assistance of the members of the cluster.</li> </ul>	
	Post-Impact	<ul style="list-style-type: none"> <li>a. Assist in the organization of press briefings with NDRRMC Response Cluster as needed.</li> <li>b. Assist in the dissemination of press releases from NDRRMC.</li> <li>c. Assist in the preparation of press releases and advisory as needed.</li> <li>d. Arrange radio-TV guest spots.</li> <li>e. Disseminate updates on the actions taken and accomplishments of NDRRMC Response Clusters, as necessary.</li> <li>f. Gather reports from the ground on response gaps and report them to the NDRRMC Response Clusters for appropriate action.</li> <li>g. Consolidate and submit regular cluster reports to the NDRRMC on the efforts and assistance of the members of the cluster.</li> </ul>	<ul style="list-style-type: none"> <li>a. Participate in the PHIVOLCS NDRRMC/ RDRRMC/PDRRMC Briefings.</li> <li>b. Assist in the dissemination of press releases or advisories from PHIVOLCS and NDRRMC on responses.</li> <li>c. Prepare and disseminate press releases and advisories as needed.</li> <li>d. Arrange radio-TV guests.</li> <li>e. Disseminate updates on the actions taken and accomplishments of NDRRMC Response Clusters, as necessary.</li> <li>f. Gather reports from the ground on response gaps and report them to the NDRRMC Response Clusters for appropriate action.</li> <li>g. Consolidate and submit regular cluster reports to the NDRRMC on the efforts and assistance of the members of the cluster.</li> </ul>	<ul style="list-style-type: none"> <li>a. Co-organize press briefings on responses.</li> <li>b. Assist in the preparation and dissemination of press releases of updates as needed.</li> <li>c. Arrange radio-TV guest spots.</li> <li>d. Disseminate updates on the actions taken and accomplishments of NDRRMC Response Clusters, as necessary.</li> <li>e. Gather reports from the ground on response gaps and report them to the NDRRMC Response Clusters for appropriate action.</li> <li>f. Consolidate and submit regular cluster reports to the NDRRMC on the efforts and assistance of the members of the cluster.</li> <li>g. Coordinate with the cluster members for the deactivation of the Cluster at any given time.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
PIA (PCO)	Post-Impact	h. Coordinate with the cluster members for the deactivation of the Cluster at any given time.	h. Coordinate with the cluster members for the deactivation of the Cluster at any given time.	

#### MEMBER AGENCIES: GOVERNMENT MEDIA NETWORK

PTV, RP, IBC, PNA, DWDD, PCO BCS and PCO NIB	Pre-Impact	<ul style="list-style-type: none"> <li>a. Provide coverage of Information, Education, and Communication (IEC) Campaign for Hydrometeorological events e.g., Project Maghanda, Gawad Kalasag.</li> <li>b. Disseminate Press Releases or Advisories from Joint Information Center-National (JIC-N) Provide JIC-N field and monitoring reports on preparations and statuses of areas that were forecasted to be hit.</li> <li>c. Upon activation, submit regular reports to the Crisis Communication Cluster Lead on the efforts and accomplishments of the member agencies for consolidation.</li> </ul>	<ul style="list-style-type: none"> <li>a. Provide coverage of PHIVOLCS Infopres/ Infocentro and the National Disaster Risk Reduction and Management Council's (NDRRMC) Nationwide Simultaneous Earthquake Drills (NSEDs) and Gawad Kalasag IEC campaign.</li> <li>b. Disseminate Press Releases or Advisories from PhilVolcs and JIC-N on possible Tsunami Events.</li> <li>c. Provide JIC-N field and monitoring reports on status of areas possible to be affected by Tsunami.</li> <li>d. Upon activation, submit regular reports to the Crisis Communication Cluster Lead on the efforts and accomplishments of the member agencies for consolidation.</li> </ul>	<ul style="list-style-type: none"> <li>a. Provide coverage of the campaigns of the warning and concerned agencies on terrorism-related incidents.</li> <li>b. Provide JIC-N field reports if the incident is local.</li> <li>c. Disseminate Press Releases or Advisories from JIC-N.</li> <li>d. Upon activation, submit regular reports to the Crisis Communication Cluster Lead on the efforts and accomplishments of the member agencies for consolidation.</li> </ul>
	Impact	<ul style="list-style-type: none"> <li>a. Provide coverage of NDRRMC press briefings.</li> <li>b. Provide field reports.</li> <li>c. Disseminate information from JIC-N through newscast and social media posts.</li> <li>d. Gather reports from the ground on response gaps and report them to the Crisis Communication Cluster Lead.</li> </ul>	<ul style="list-style-type: none"> <li>a. Provide coverage of PHIVOLCS and NDRRMC press briefings.</li> <li>b. Provide field reports.</li> <li>c. Disseminate information from PHIVOLCS/NDRRMC JIC-N through newscasts and social media posts.</li> </ul>	<ul style="list-style-type: none"> <li>a. Provide coverage of warning and concerned agencies on terrorism-related incidents and NDRRMC briefings.</li> <li>b. Disseminate information from PNRI-NDRRMC JIC-N through newscast and social media posts.</li> </ul>

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
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**MEMBER AGENCIES: GOVERNMENT MEDIA NETWORK**

PTV, RP, IBC, PNA, DWDD, PCO BCS and PCO NIB	Impact	e. Submit regular reports to the Crisis Communication Cluster Lead on the efforts and accomplishments of the member agencies for consolidation.	d. Gather reports from the ground on response gaps and report them to the Crisis Communication Cluster Lead.  e. Submit regular reports to the Crisis Communication Cluster Lead on the efforts and accomplishments of the member agencies for consolidation.	c. Gather reports from the ground on response gaps and report them to the Crisis Communication Cluster Lead.  d. Submit regular reports to the Crisis Communication Cluster Lead on the efforts and accomplishments of the member agencies for consolidation.
	Post-Impact	a. Disseminate updates from the JIC-N through newscast, public affairs programs, and social media posts.  b. Gather reports from the ground on response gaps and report them to the Crisis Communication Cluster Lead.  c. Submit regular reports to the Crisis Communication Cluster Lead on the efforts and accomplishments of the member agencies for consolidation.	a. Disseminate updates from the JIC-N through newscast, public affairs programs and social media posts.  b. Gather reports from the ground on response gaps and report them to the Crisis Communication Cluster Lead.  c. Submit regular reports to the Crisis Communication Cluster Lead on the efforts and accomplishments of the member agencies for consolidation.	a. Disseminate updates from the JIC-N through newscast, public affairs programs and social media posts.  b. Gather reports from the ground on response gaps and report them to the Crisis Communication Cluster Lead.  c. Submit regular reports to the Crisis Communication Cluster Lead on the efforts and accomplishments of the member agencies for consolidation.



The Lead Agency of the Crisis Communication Cluster, the Presidential Communications Office (PCO)-PIA, will also collaborate with other concerned agencies such as PAGASA as one of the agencies in the technical advisory panel, civil society organization partners (e.g., Philippine Disaster Relief Foundation), and other support agencies such as the Department of Information and Communications Technology (DICT) and the Office of Civil Defense (OCD).

The Lead Agency of the Cluster will also consolidate the reports from the support agencies and partners for inclusion in the Crisis Communication Cluster report, which will be submitted to the NDRRMC Operations Center

### C. Process

1. Upon activation, the cluster lead agency (PIA) will establish the JIC which will serve as the nerve center for news and information operations of the NDRRMC.
2. All NDRRMC action agencies will in turn designate their respective public information officers (PIOs) to check in with the JIC immediately after a notification of the establishment of the JIC is announced. Regional DRRMC (RDRRMCs) and Local DRRMC (LDRRMC) PIOs will also check in with the JIC.
3. Action Agency, RDRRMC, and LDRRMC PIOs are tasked to provide data and information needed by the JIC in crafting public messages. They should be accessible to the JIC during the operational period.
4. The JIC will process all the data and information available for public release.
5. Before dissemination, press and photo releases, fact sheets, art cards, videos, and other visuals and content materials produced by the JIC are subject to the approval of the NDRRMC Chairperson/Vice-Chairperson for Response and Early Recovery (DSWD)/Executive Director, NDRRMC (OCD)/Crisis Communication Cluster Lead (PIA).

6. The NDRRMC Chairperson or his designated responsible official shall give utmost priority to approving/disapproving materials/concerns brought to his attention by the JIC.
7. The JIC will likewise be at the forefront of conducting media briefings during the operational period.
8. The JIC will initially release the approved messages/information/content to the government media network for proper attribution.
9. All media inquiries will be redirected to the JIC to ensure unified messaging.

### D. Concept of Sustainment

The PIA as cluster lead agency will primarily provide the manpower needs of the JIC. When necessary, augmentation may be requested from the PCO agencies – Bureau of Communication Services (BCS) and News and Information Bureau (NIB), the DILG Public Affairs and Communications Service (PACS), and AFP CRS. Incidental expenses for the deployment of personnel shall be borne by resource-provider agencies.

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

The Cluster shall coordinate with government and private sector partners in generating resources needed to operationalize and sustain the JIC.

# Early Recovery Cluster

## OPERATIONAL GUIDELINES

### I. INTRODUCTION

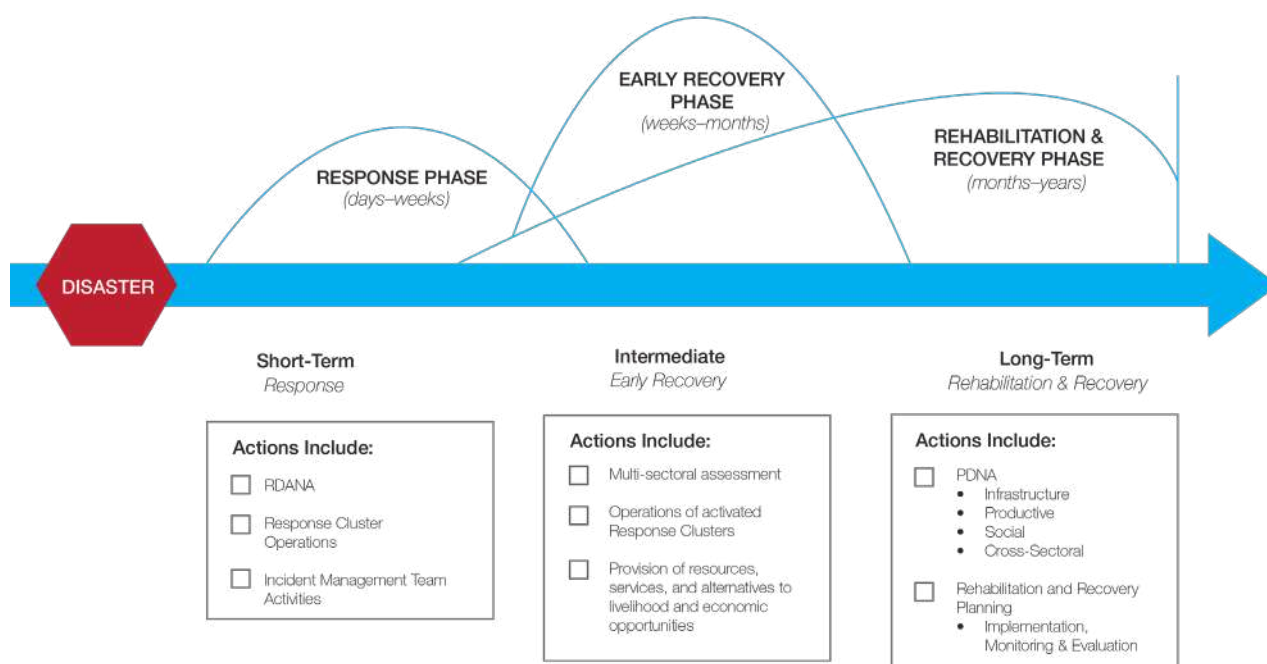
#### A. Rationale

The approval of the National Disaster Risk Reduction and Management Plan (NDRRMP) 2020–2030 and the adoption of the updated National Disaster Risk Reduction and Management Framework (NDRRMF) in 2020 have expanded the coverage of the Disaster Response Pillar to include the Early Recovery Phase, which serves as a transitional period from response to recovery and rehabilitation. Early Recovery is defined as an approach to addressing the needs that arise during the humanitarian phase and enabling the use of the benefits of humanitarian actions to seize development opportunities, build resilience, and establish a sustainable process of rehabilitation and recovery from the disaster (NDRRMC Memorandum No. 80, s. 2022).

The creation of the Early Recovery Cluster under the NDRRMC Response and Early Recovery Pillar ensures a smoother transition from response operations to rehabilitation and long-term recovery efforts. The general objectives of the cluster include undertaking assessments to determine early recovery

needs and priorities, establishing mechanisms for the provision of livelihood and other economic opportunities to enable restoration to normal living conditions, and facilitating the gathering of all available resources from various government and non-government stakeholders for early recovery.

The planning of activities for the Early Recovery Cluster starts at the impact phase of the emergency situation, while the early recovery period commences at the post-impact phase when the overall priority of emergency management has shifted from life-saving to life-sustaining, the situation has stabilized (i.e., affected areas are completely safe and permissible for humanitarian assistance), the number of displaced people has peaked, there is an observed and sustained downward trend, and there is an established and uninterrupted disaster relief system to sustain the provision of food and non-food items to affected people. During operations, the activated and specified Response Clusters (e.g., Camp Coordination and Camp Management, Health, Logistics, Shelter, etc.) continue their efforts into the early recovery phase, focusing on identified priorities that support early recovery activities. Below is the disaster response-to-recovery continuum that outlines the general activities for each phase (adapted from FEMA).



B. Scope and Limitation

This Operational Guidelines shall cover all processes, and roles and responsibilities of the Early Recovery Cluster members at the national level and other relevant government and non-government agencies involved in early recovery operations at the regional and local levels.

C. Legal Bases

- 1. Republic Act (RA) No.10121, Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010;
- 2. National Disaster Risk Reduction and Management Plan (NDRRMP) 2020–2030;
- 3. National Disaster Risk Reduction and Management Council (NDRRMC) Resolution No. 9, s. 2021: Resolution Expanding the Coverage of Disaster Response and Early Recovery;
- 4. National Disaster Risk Reduction and Management Council (NDRRMC) Resolution No. 80, s. 2022: Disaster Early Recovery Guidelines and Creation of the Early Recovery Cluster; and
- 5. DSWD Memorandum Circular No. 16, s. 2023: Guidelines on the Implementation of Early Recovery Programs and Services (IERPS) for Disasters/Emergencies

D. Cluster Objectives

- 1. To institutionalize parameters allowing for the clear transition from response to early recovery leading to Disaster Rehabilitation and Recovery
- 2. To operationalize early recovery programs, projects, and activities from each member agency of the cluster
- 3. To specify concrete humanitarian programs and identify actions to catalyze sustainable development initiatives guided by development principles
- 4. To establish mechanisms for the provision of livelihood and other economic prospects to facilitate the return to normal living conditions
- 5. To facilitate the gathering of all available resources from various government and non-government stakeholders for Early Recovery

E. Composition

The Early Recovery Cluster of the NDRRMC is composed of the following government agencies and offices:

Lead	Office of Civil Defense (OCD)
Members	<ul style="list-style-type: none"><li>• Department of Agriculture (DA)</li><li>• Department of Budget and Management (DBM)</li><li>• Department of Education (DepEd)</li><li>• Department of Health (DOH)</li><li>• Department of Human Settlements and Urban Development (DHSUD)</li><li>• Department of the Interior and Local Government (DILG)</li><li>• Department of Labor and Employment (DOLE)</li><li>• Department of Public Works and Highways (DPWH)</li><li>• Department of Social Welfare and Development (DSWD)</li><li>• Department of Trade and Industry (DTI)</li><li>• Technical Education and Skills Development Authority (TESDA)</li></ul>

The Cluster shall include the participation of other government and non-government agencies/offices/organizations deemed necessary or relevant in performing the Cluster's objectives, roles, responsibilities, and deliverables.

## II. CONCEPT OF OPERATIONS

### A. Command and Control

#### 1. Command Relationship

All DRRM actors and key players will refer to and base their actions on prescriptions in the Implementing Rules and Regulations (IRR) of RA 10121, Rule 3, Section 2. Composition.

#### 2. Command Center

National Disaster Risk Reduction and Management Operations Center (NDRRMOC) Building, Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City

#### 3. Succession of Command

- OCD (Lead)
- DSWD
- DILG
- DBM
- DTI
- DA
- DOLE
- TESDA

#### 4. Interagency Communication System Support

- a. For the duration of early recovery operations, the existing means of communication or whatever is applicable shall be utilized. This includes:
- Electronic Mail,
  - Mobile Phones,
  - Satellite Phones,
  - Facsimiles,
  - Landline Telephone,
  - Two-Way Radios, Handheld Radios, and
  - Others (such as Viber or Messenger Correspondence, or other available mobile applications).

- b. Should there be interruptions in communication lines, the Emergency Telecommunication Cluster will be activated to respond to the affected areas.

#### 5. Coordination Mechanisms

- As lead of the Early Recovery Cluster and implementing arm of the NDRRMC, the OCD shall retain physical and virtual Emergency Operations Center (EOC) used during the response phase to serve as the convergence platform for coordinating the efforts of the Early Recovery Cluster.
- At the regional level, the creation and replication of the Early Recovery Cluster and associated arrangements are essential.
- At the local level, local government units (LGUs) are empowered to establish their respective Early Recovery Clusters tailored to their specific needs.
- In Metro Manila and the Bangsamoro Autonomous Region (BAR), the establishment of the Early Recovery Cluster will be determined by the Metro Manila Development Authority (MMDA) and the BAR Government, respectively.
- Similar to disaster response, the coordinating instructions for international assistance managing foreign teams and resources supporting early recovery efforts shall be coursed through the Philippine International Humanitarian Assistance Cluster (PIHAC).

### B. Roles and Responsibilities

The specific Roles and Responsibilities of the members of the Early Recovery Cluster are listed in the table on the next page.

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
Lead: OCD	Pre-Impact	<ul style="list-style-type: none"> <li>a. Conduct risk assessments and scenario planning among members of the Cluster to anticipate the early recovery priorities and needs of the possible affected communities based on situational reports</li> <li>b. Monitor and submit a status report of the available standby resources of the members of the Cluster to the NDRPMC</li> <li>c. Attend inter-agency Pre-Disaster Risk Assessment (PDRA)/inter-cluster meetings and assessments to monitor situational awareness of impending disaster</li> <li>d. Coordinate with the cluster members for the activation of the Cluster at any given time</li> <li>e. Prepare a contingency plan</li> <li>f. Consolidate and submit regular cluster reports to the NDRPMC on the cluster's efforts and assistance</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Undertake a multi-sectoral assessment to determine the early recovery needs and priorities of the affected population</li> <li>b. Participate in the conduct of Rapid Damage Assessment and Needs Analysis (RDANA), specifically determining the needs for early recovery requirements</li> <li>c. Activate and deploy post-impact assessment teams to evaluate and determine the needs and priorities for early recovery not covered during RDANA, when necessary</li> <li>d. Mobilize resources and coordinate with cluster members and relevant agencies for the immediate provision of early recovery needs</li> <li>e. Implement a contingency plan when needed</li> <li>f. Consolidate and submit regular cluster reports to the NDRPMC on the cluster's efforts and assistance</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Develop and implement early recovery plans based on the assessment results</li> <li>b. Develop a monitoring system to evaluate the progress, effectiveness and timeliness of the early recovery efforts of the Cluster's member agencies</li> <li>c. Provide continuing early recovery assistance when needed</li> <li>d. Consolidate and submit regular cluster reports to the NDRPMC on the Cluster's efforts and assistance</li> <li>e. Coordinate with the cluster members for the deactivation of the Cluster at any given time</li> </ul>		
DA	Pre-Impact	<ul style="list-style-type: none"> <li>a. Prepare agricultural disaster risk reduction and management plans.</li> <li>b. Ensure readiness of agricultural and fisheries inputs and support services for immediate deployment.</li> </ul>		
	Impact	<ul style="list-style-type: none"> <li>a. Assess damage to agricultural and fisheries sectors and identify immediate recovery needs.</li> <li>b. Distribute emergency agricultural and fisheries inputs and provide technical support to affected farmers.</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Implement rehabilitation programs for the agricultural sector.</li> <li>b. Monitor recovery progress and provide continuous support to restore agricultural productivity.</li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DBM	Pre-Impact	a. Allocate and secure funding for disaster preparedness and early recovery initiatives. b. Develop financial management systems for efficient resource allocation during disasters.		
	Impact	a. Ensure the release of emergency funds for immediate disaster response and recovery. b. Monitor and track the use of allocated funds to ensure accountability and transparency.		
	Post-Impact	a. Support the financial requirements for long-term recovery and rehabilitation programs. b. Evaluate and report on the financial aspects of the recovery process.		
DHSUD	Pre-Impact	a. Develop housing and settlement contingency plans for disaster-prone areas b. Ensure the availability of temporary shelters in high-risk areas		
	Impact	a. Assess damages to housing and settlements and identify priority areas for early recovery b. Activation and implementation of immediate shelter response programs such as the Integrated Shelter Assistance Program (IDSAP) from DHSUD and the Emergency Housing Assistance Program (EHAP) from NHA		
	Post-Impact	a. Provide appropriate shelter solutions for displaced families b. Plan and implement permanent housing and settlement rehabilitation programs, if necessary c. Ensure compliance with building codes and standards for disaster-resilient structures.		
DILG	Pre-Impact	a. Strengthen local government disaster preparedness and response capacities b. Ensure the integration of disaster risk reduction into local development plans		
	Impact	a. Coordinate with local government units for immediate disaster response and early recovery efforts b. Provide technical and logistical support to local authorities		
	Post-Impact	a. Monitor and evaluate the performance of local governments in recovery efforts b. Facilitate capacity-building programs for local officials on disaster resilience		
DOLE	Pre-Impact	Ensure readiness of livelihood, temporary wage public employment, and employment facilitation assistance		
	Impact	a. Facilitate the profiling of workers affected by calamity for possible provision of livelihood, temporary wage employment assistance, and/or employment facilitation services b. Provide temporary wage employment assistance to qualified beneficiaries, subject to existing rules and regulations		
	Post-Impact	Provide livelihood and employment facilitation services to qualified beneficiaries, subject to existing rules and regulations		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DPWH	Pre-Impact	Maintains an updated list of available and operational Quick Response Assets (QRA) to be utilized in any emergency response operations and ensures the availability of materials (e.g., embankment materials, road signs, temporary bridges, etc.) for immediate palliative measures on National roads and bridges for unhampered mobility		
	Impact	a. Assess damages to public infrastructure (National Roads, Bridges, Flood Control Structures, and Government-Owned Buildings) b. Implement immediate repair and restoration of critical infrastructure for unhampered mobility		
	Post-Impact	a. Develop and implement long-term infrastructure rehabilitation programs and/or projects b. Ensure the infrastructure is disaster-resilient		
DSWD	Pre-Impact	a. Develop social protection contingency plans for vulnerable populations. b. Ensure the readiness of relief goods and services for immediate deployment.		
	Impact	a. Assess the impact on social welfare and identify immediate recovery needs. b. Distribute relief goods and provide psychosocial support to affected populations.		
	Post-Impact	a. Implement short- and long-term social protection and welfare programs and services. b. Monitor, report, and evaluate the recovery of social welfare sectors. c. Prepare Situation Report for the Early Recovery Cluster Report to the Office of the Civil Defense (OCD) ROCD-OS on the Department's efforts and assistance provided.		
DTI	Pre-Impact	a. Develop business continuity plans for disaster-prone areas. b. Ensure the readiness of support services for affected businesses.		
	Impact	a. Assess the impact on businesses and identify priority areas for recovery. a. Provide support for the resumption of business operations.		
	Post-Impact	a. Implement programs to support the recovery and growth of affected businesses. b. Monitor and evaluate the recovery of the business sector.		
TESDA	Pre-Impact	a. Develop contingency plans for skills training and education in disaster-prone areas. b. Ensure the readiness of training centers for immediate deployment.		
	Impact	a. Assess the impact on skills training and education and identify recovery needs. b. Provide emergency skills training and support for affected individuals.		
	Post-Impact	a. Implement long-term skills training and education rehabilitation programs. b. Monitor and evaluate the recovery of the education and training sectors.		



AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepED	Pre-Impact	a. N/A		
	Impact	<ul style="list-style-type: none"> <li>a. Activate the emergency operations center at concerned levels</li> <li>b. Convene the Education Cluster</li> <li>c. Closely coordinate with relevant government agencies (NDRRMC, OCD, DOST-PAGASA, DOST-PHIVOLCS, DSWD, DOH, among others) to appropriately inform field offices on the possible occurrence of related events</li> <li>d. Monitor the status of office operations in affected divisions and regions</li> <li>e. Conduct a rapid assessment to gather data on the impact on education and generate reports through the Rapid Assessments Damages Report (RADaR) application</li> <li>f. Monitor school operations such as class suspensions and schools used as evacuation centers</li> <li>g. Disseminate situation reports to NDRRMC, Inter-Cluster, Education Cluster, and field offices affected</li> <li>h. Prepare for the deployment/provision of resources (i.e., personnel, learning materials, support for Temporary Learning Spaces (TLS), psychosocial support and services</li> <li>i. Coordinate with the Health Cluster for the provision of health services and psychosocial support to affected learners and personnel</li> <li>j. Coordinate with Camp Coordination and Camp Management (CCCM) for the schools used as evacuation center</li> <li>k. Coordinate with the Search Rescue and Retrieval (SRR) Cluster for reports related to SRR of affected learners and personnel, if necessary</li> <li>l. Coordinate with the Law and Order (LAO) Cluster to provide necessary security to affected schools and the local EOC, if necessary</li> </ul>		
	Post-Impact	<ul style="list-style-type: none"> <li>a. Monitor school operations, such as class suspensions and resumptions, and schools used as evacuation centers and decampments</li> <li>b. Continuous tracking of key officials and personnel;</li> <li>c. Establish temporary learning spaces in affected schools and schools used as evacuation centers;</li> <li>d. Monitor the availability of areas for temporary learning spaces in affected schools;</li> <li>e. Mobilize appropriate educational interventions such as, but not limited to, the following: <ul style="list-style-type: none"> <li>» Psychosocial support and services;</li> <li>» Teaching and learning materials;</li> <li>» Conduct of life skill education and alternative delivery modes;</li> <li>» School clean-up and clearing operations;</li> <li>» Emergency feeding programs;</li> <li>» Minor repairs of school facilities; and</li> <li>» Life-saving supplies for education (health, nutrition, protection).</li> </ul> </li> </ul>		

AGENCY	DISASTER PHASE	Hydrometeorological Hazards	Earthquakes and Tsunamis	Consequence Management of Terrorism-Related Incidents
DepEd	Post-Impact	f. Mobilize and facilitate appropriate personnel assistance. g. Attend NDRRMC coordination meetings. h. Conduct Education Cluster meetings. i. Conduct Post-Disaster Needs Assessment (PDNA) in coordination with other cluster members. j. Coordinate with Logistics Cluster to transport education supplies and services. k. Coordinate with the Health Cluster for the provision of health services and psychosocial support to affected learners and personnel. l. Coordinate with the CCCM Cluster for the schools used as evacuation centers. m. Coordinate with LAO Cluster to provide necessary security to affected schools and local EOC, as necessary. n. Coordinate with the Philippine International Humanitarian Assistance Cluster (PIHAC) for education services and support, as necessary.		

If the following Response Clusters remain activated during the Early Recovery period, the following are their corresponding priority tasks for sustaining their respective operations:

Cluster	Lead	Priority Tasks
Camp Coordination and Camp Management	DSWD	<ul style="list-style-type: none"> <li>Facilitate the continuous provision of camp management and protection services for displaced communities</li> <li>Monitor and improve living conditions within camps</li> <li>Ensure the availability of basic amenities and services</li> <li>Provide psychosocial support to camp residents</li> </ul>
IDP Protection	DSWD	<ul style="list-style-type: none"> <li>Facilitate the continuous provision of camp management and protection services for displaced communities</li> <li>Protect the rights and safety of internally displaced persons (IDPs)</li> <li>Prevent and respond to cases of exploitation and abuse</li> <li>Coordinate with local authorities to ensure IDP security</li> </ul>
Food and Non-Food Items	DSWD	<ul style="list-style-type: none"> <li>Sustain the stable provision of food and non-food items to affected communities</li> <li>Monitor nutritional status and address malnutrition</li> <li>Ensure the equitable distribution of resources</li> <li>Maintain inventory and supply chain for continued aid delivery</li> </ul>

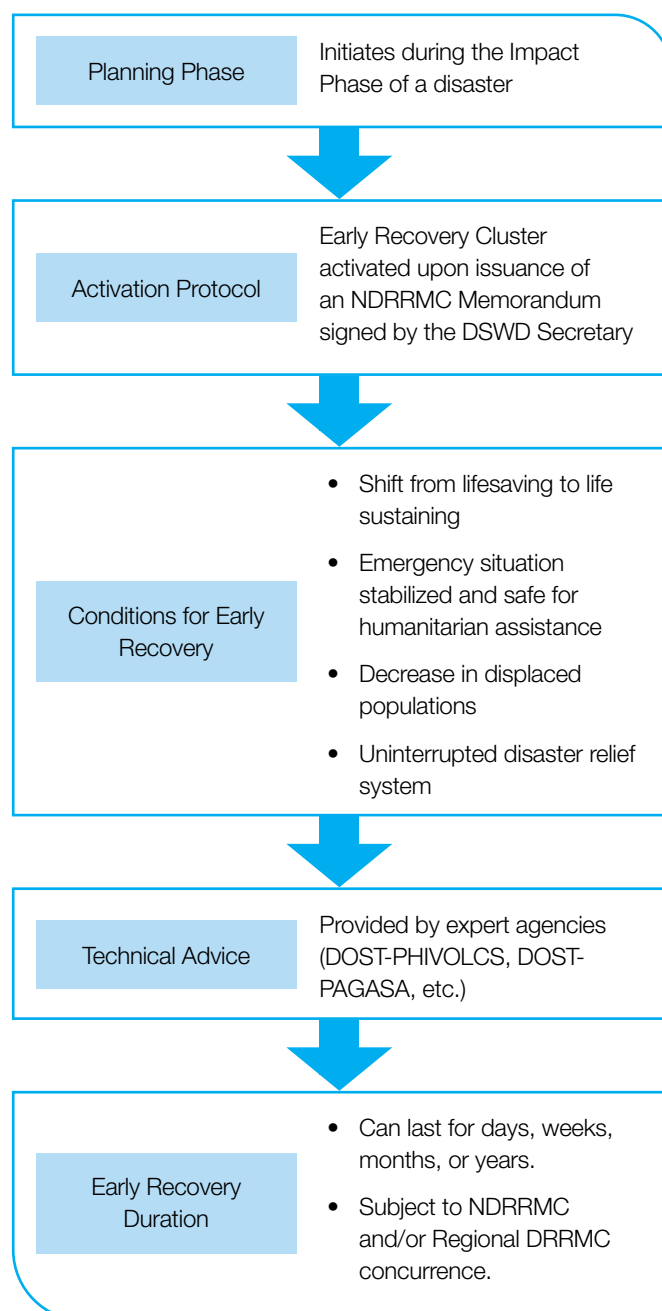
Cluster	Lead	Priority Tasks
Health	DOH	<ul style="list-style-type: none"> <li>• Ensure uninterrupted provision and access for communities to health services: medical and public health; water and sanitation hygiene (WASH); nutrition; and mental health and psychosocial support (MHPSS)</li> <li>• Coordinate facilitation for the rehabilitation of the damaged health facilities.</li> <li>• Ensure the augmentation of essential medicines and medical supplies as necessary</li> <li>• Ensure facilitation of the continuous provision of MHPSS as identified</li> </ul>
Education	DepEd	<ul style="list-style-type: none"> <li>• Ensure continuous delivery of education services amidst an emergency situation</li> <li>• Rebuild and repair damaged school infrastructure</li> <li>• Provide learning materials and resources</li> <li>• Replace damaged non-infrastructure such as learning materials, school furniture, and computer equipment</li> <li>• Support teaching and non-teaching personnel</li> <li>• Ensure the facilitation of continuous provision of MHPSS to affected learners and personnel.</li> <li>• Implement emergency education programs</li> </ul>
Logistics	OCD	<ul style="list-style-type: none"> <li>• Coordinate with concerned service utilities/offices for the restoration of critical lifelines and facilities</li> <li>• Ensure the mobility and distribution of resources for early recovery operations</li> <li>• Maintain transportation networks for aid delivery</li> <li>• Manage logistics hubs and supply chains</li> <li>• Facilitate international and local logistical support</li> </ul>
ETC	DICT	<ul style="list-style-type: none"> <li>• Restore the functionality of communications facilities</li> <li>• Ensure reliable communication channels for response coordination</li> <li>• Provide technical support for restoring ICT infrastructure</li> <li>• Maintain emergency communication networks</li> </ul>
Shelter	DHSUD	<ul style="list-style-type: none"> <li>• Provide appropriate shelter assistance for affected families with totally and partially damaged houses</li> <li>• Plan and implement permanent housing solutions, if necessary</li> <li>• Ensure shelters meet safety and health standards</li> </ul>
Law and Order	PNP	<ul style="list-style-type: none"> <li>• Maintain law and order in the affected areas as well as the areas where humanitarian actors operate</li> <li>• Ensure the security of aid distribution points and camps</li> <li>• Prevent and respond to incidents of crime and violence</li> <li>• Support community policing and safety measures</li> </ul>

Cluster	Lead	Priority Tasks
PIHAC	DFA	<ul style="list-style-type: none"> <li>• Coordinate international humanitarian assistance in support of the provision of early recovery needs for the affected population and communities</li> <li>• Facilitate the entry and distribution of international aid</li> <li>• Ensure compliance with international standards and protocols</li> <li>• Monitor and report on the impact of international assistance</li> <li>• Foster partnerships with international organizations and donors</li> </ul>
Crisis Communication	PIA	<ul style="list-style-type: none"> <li>• Disseminate accurate and timely information to the public</li> <li>• Coordinate with media outlets for consistent messaging</li> <li>• Manage rumors and misinformation</li> <li>• Develop communication materials and campaigns</li> </ul>
Debris Clearing and Civil Works	DPWH	<ul style="list-style-type: none"> <li>• Conduct a rapid assessment of debris volume and types</li> <li>• Mobilize resources and equipment for debris clearing</li> <li>• Ensure safe disposal and recycling of debris</li> <li>• Restore critical infrastructure</li> </ul>

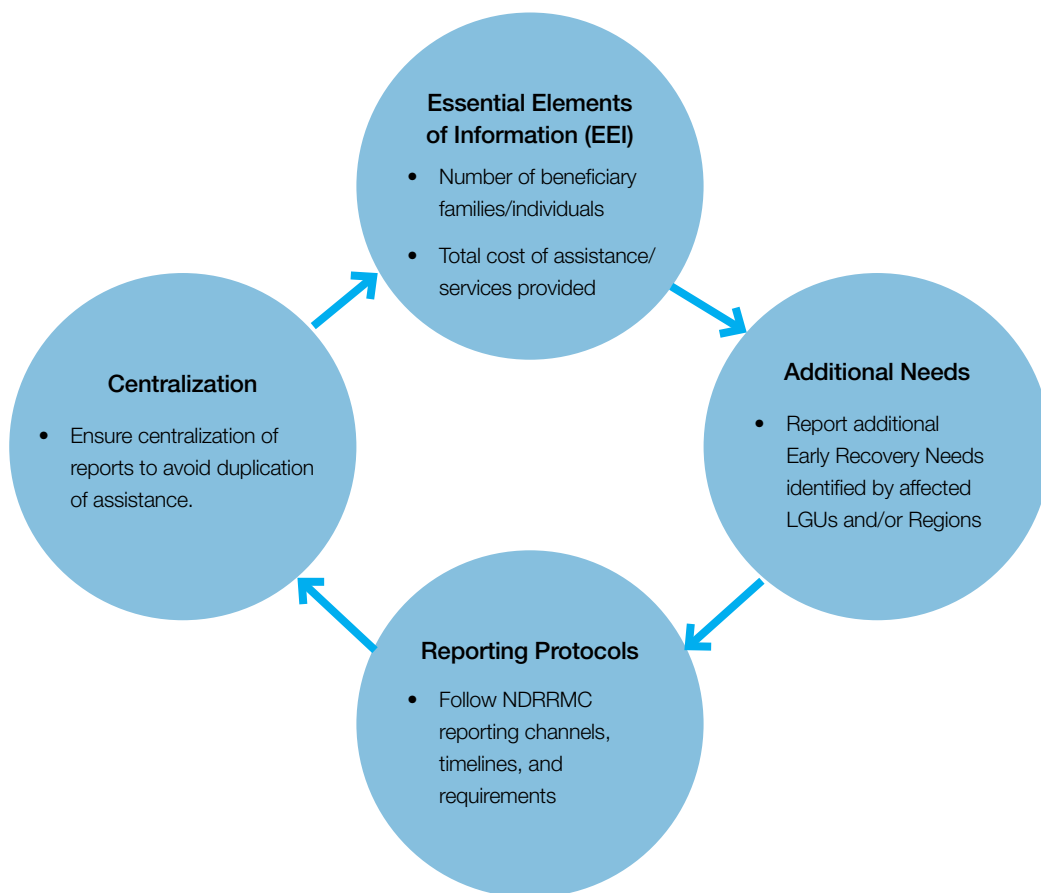
## C. Process

### 1. Activation

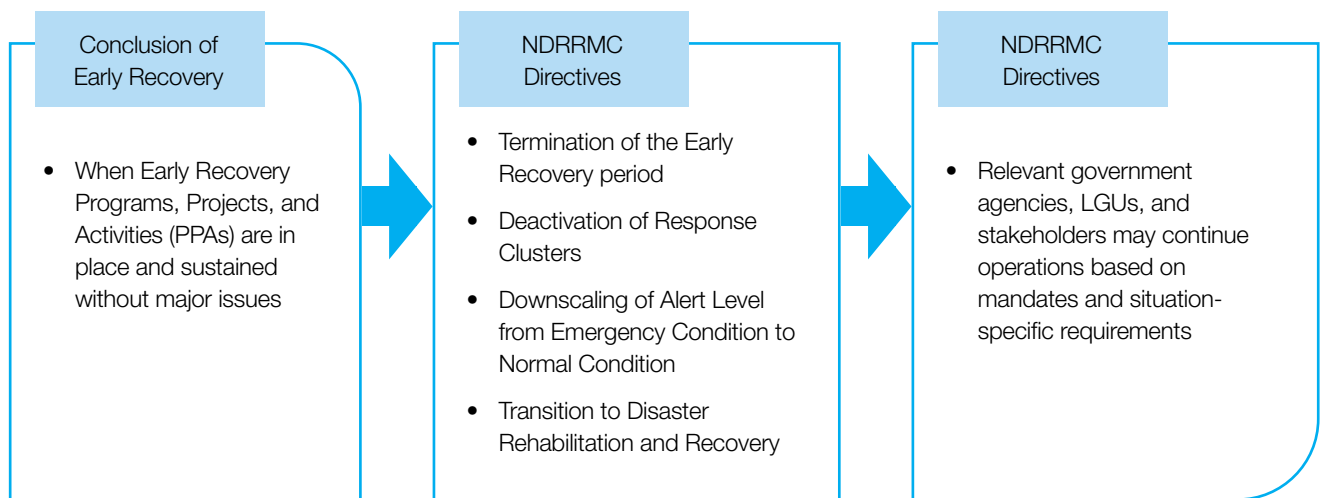
- a. In congruence with NDRRMC Memorandum No. 80, s. 2022 (Disaster Early Recovery Guidelines and Creation of the Early Recovery Cluster), planning for Early Recovery efforts shall commence during the Impact Phase of a disaster.
- b. The Early Recovery Cluster should be activated upon the issuance of an NDRRMC Memorandum signed by the Secretary of the DSWD in their capacity as the Vice-Chairperson for Disaster Response, who leads the overall execution of operations relevant to Disaster Response and Early Recovery.
- c. This activation protocol is anchored on NDRRMC Memorandum No. 80, s.2022 which states that the period for Early Recovery shall commence if ALL of the following conditions are met:
  - i. The overall priority of emergency management has shifted from lifesaving to life-sustaining;
  - ii. The emergency has been stabilized and operations in affected areas are completely safe and permissible for the conduct of humanitarian assistance;
  - iii. The present number of displaced populations has peaked and there is an observed and sustained downward trend in that number; and
  - iv. There is an established and uninterrupted disaster relief system to sustain the provision of emergency food and non-food items to affected families.
  - v. Agencies such as the Department of Science and Technology – Philippine Institute of Volcanology and Seismology (DOST-PHIVOLCS), Department of Science and Technology – Philippine Atmospheric, Geophysical and Astronomical Services Administration (DOST-PAGASA), DENR-MGB, DOH, and other expert agencies and organizations shall provide technical advice in determining whether the situation is safe and conducive for the commencement of Early Recovery operations.
- d. Depending on the circumstances of the disaster situation as well as the nature of the hazard/s involved, Early Recovery efforts may last for days, weeks, months, and even years.
- e. Early Recovery shall be undertaken in each Response Cluster subject to the concurrence of the NDRRMC and/or Regional DRRMC, based on the results of the Rapid Damage Assessment and Needs Analysis (RDANA).



2. The member agencies of the Early Recovery Cluster shall periodically report the following Essential Elements of Information (EEI) together with a detailed breakdown and other necessary attachments:
  - a. Number of beneficiary families/individuals and
  - b. Total cost of assistance/services provided.
  - c. The reports shall include information on other additional Early Recovery needs as identified by the affected LGUs and/or Regions.
  - d. The usual reporting channels, timelines, and other requirements of the NDRRMC Response Clusters shall be observed in the submission of reports by the Early Recovery Cluster.
  - e. Noting that reports must be centralized, include whom to report essential elements of information for a more structured approach to report management, guaranteeing accountability and clarity as to who is responsible for receiving and handling information to prevent program duplication across agencies.



### 3. Deactivation



- a. The Early Recovery period and the operations of the Early Recovery Cluster shall be concluded provided that the execution of Early Recovery Programs, Projects, and Activities (PPAs) are already in place and sustained with no major issues and concerns observed or determined, based on the assessment by the OCD. Such indicates that the target beneficiaries have established access to development resources and opportunities to build their capacities and provide for their Early Recovery needs.

The NDRRMC, upon recommendation of OCD as the head of the Early Recovery Cluster, shall issue directives for the following, when appropriate:

- i. Terminate the Early Recovery period;
- ii. Deactivate Response Clusters;
- iii. Downscale of Alert Level from Emergency Condition to Normal Condition; and
- iv. Transition to Disaster Rehabilitation and Recovery.

- b. It is understood that even at the termination of the Early Recovery period, the operations of relevant government agencies, LGUs, and other relevant stakeholders may continue based on respective mandates, specific requirements of the situation, as well as directives from authorities.

### D. Concept of Sustainment

1. The OCD as Cluster Lead will coordinate all support requirements of member agencies in their activities to assist affected areas during disasters.
2. Concerned government agencies and their subordinate offices shall utilize their respective personnel. Additional personnel requirements shall be coordinated through the NDRRMC.



### III. ANNEXES

#### ANNEX A.

#### DIRECTORY OF MEMBERS

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Office of Civil Defense (OCD)	ocda@ocd.gov.ph ocda.ocd@gmail.com ocdda-o@ocd.gov.ph	8912-24-24 8912-66-75	Operations Service	operationsservice@ocd.gov.ph; rocd@ocd.gov.ph	8911-5061-64 loc. 115
Department of Agriculture (DA)	osec@da.gov.ph	(02) 8928 8741 - 64 local 2804	DRRM Operation Center	ping_andrei@yahoo.com arronherbon.da@gmail.com	(02) 8929-0140 (02) 8273-2406
Department of Budget and Management (DBM)	osec@dbm.gov.ph	02 8657-3300 loc 2601; 3310	OSEC-DBM	dbmbmb-e@dbm.gov.ph	02 8657-3300 loc 2601;3310
Department of Education (DEPED)	osec@deped.gov.ph	8687-2922 8636-4876 8636-4995	Disaster Risk Reduction and Management Service	drmo.od@deped.gov.ph oure@deped.gov.ph	T (02) 635-3764; TF (02) 637-4933
Department of Health (DOH)	dohosec@doh.gov.ph	651-7800 local 1111	Health Emergency Management Bureau	hemb@doh.gov.ph hembopcen@doh.gov.ph	8651 7800 local 2202; 2206
Department of Human Settlements and Urban Development (DHSUD)	osec@dhsud.gov.ph	8424 40 70	Public Housing and Settlements Service	phss@dhsud.gov.ph	8424-4074, loc. 1865
Department of the Interior and Local Government (DILG)	bcabalosjr@dilg.gov.ph	8925-0330 8925-0331	DILG Central Office Disaster Information Coordinating Center	dilgopcen@gmail.com dilgcodix@gmail.com	(02) 8876-3454 loc 6102

AGENCY	EMAIL ADDRESS	CONTACT NUMBER	SPECIFIC BUREAU/ OFFICE/DIVISION	EMAIL ADDRESS	CONTACT NUMBER
Department of Labor and Employment (DOLE)	osec@dole.gov.ph	8527-3000 loc. 701; 703; 704; 705; 709	Office of the Assistant Secretary	asec.workerswelfare@dole.gov.ph asec_wwspia@yahoo.com.ph	(02) 85273000 loc. 537
Department of Public Works and Highways (DPWH)	bonoan.manuel@dpwh.gov.ph	(632) 5304-3300	Bureau of Maintenance	bomsdmcd@dpwh.gov.ph	(02) 5304.3833 Local 43833
Department of Social Welfare and Development (DSWD)	osec@dswd.gov.ph	8-931-80-68 8-931-79-16 8-931-81-01 to 07  Locals: 10046; 10256; 10255; 10047; 10048; 10339	Disaster Response Management Bureau	dromd-group@dswd.gov.ph drmb@dswd.gov.ph ersd_group@dswd.gov.ph	932-2573
Department of Trade and Industry (DTI)	osectechnicalteam@dti.gov.ph osecadmin-dts@dti.gov.ph	7791-3400 7793-3395	Special Concerns Office	OAS-SC@dti.gov.ph	(+632) 7791-3424
Technical Education and Skills Development Authority (TESDA)	odg@tesda.gov.ph	8893-2454 8815-3622	OSEC	odg@tesda.gov.ph	8893-2454 8815-3622

## ANNEX B.

### LIST OF ASSISTANCE/PROGRAMS

AGENCY	PROGRAM	AMOUNT	TYPE OF BENEFICIARIES
Department of Agriculture	Survival and Recovery (SURE) Assistance Program	25,000 (emergency loan)	Small farmers and fisherfolks in calamity-affected areas
		150,000 (maximum rehabilitation loan)	
Department of Social Welfare and Development	Emergency Cash Transfer (ECT)	<p>75% of the Current Daily Minimum Wage Rate (CDMWR) of the covered Regions</p> <p>Expected cost = <b>Nb</b> (No. of beneficiaries) <b>x</b> <b>Ba</b> (Benefit amount i.e., 75% of CDMWR) <b>x</b> <b>Duration of support</b> (No. of days based on assessment, maximum of 90 days )</p>	All Disaster affected families
	Protracted FNI Distribution	<p>Family Food Packs (FFPs) - No specific</p> <p>Budget Parameters for Non-Food Items:</p> <ul style="list-style-type: none"> <li>Family Kits: Php 3,174.60</li> <li>Sleeping Kits: Php 1,793.00</li> <li>Hygiene Kits: Php 1,826.00</li> <li>Kitchen Kits: Php 2,046.72</li> </ul>	All disaster-affected families

AGENCY	PROGRAM	AMOUNT	TYPE OF BENEFICIARIES
Department of Social Welfare and Development	C/FFW/T/C Cash/Food for Work Cash/Food for Caring Cash/Food for Training	100% of the Current Daily Minimum Wage Rate (CDMWR) of the covered Regions  Expected cost = <b>Nb</b> (No. of beneficiaries) x <b>Ba</b> (Benefit amount i.e., 100% of CDMWR) x <b>Duration of support</b>  (No. of days based on assessment, maximum of 90 days)  *For Food-for-Work/Training/ Caring, Family Food Packs (FFPs) are given to the beneficiaries.	All disaster-affected families
	Other DSWD ER Programs and Services  1. Assistance to Individuals in Crisis Situations (AICS)  2. Sustainable Livelihood Program  3. Mental Health and Psychosocial Support (MHPSS)  4. Referral to other Social Services/NGAs/NGOs/IOs/ CSOs based on the needs of clients	For AICS, a maximum amount of 10,000.00 cash assistance is provided.      For other programs, the amount/ service provided is subject to the program's existing guidelines.	All disaster-affected families
Department of Trade and Industry	Pangkabuhayan sa Pagbangon at Ginawa (PPG)	10,000 (livelihood packages)	Microenterprises/families/ individuals affected by calamities
Department of Human Settlements and Urban Development	Integrated Disaster Shelter Assistance Program (IDSAP)	30,000 (totally damaged)  10,000 (partially damaged)	Disaster-affected households with totally or partially damaged houses
Department of Labor and Employment	Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD)	Wage for a period of 10-90 days (temporary wage public employment projects)	Vulnerable, marginalized and displaced workers
Government Service Insurance System	Emergency Loan Program	20,000 (maximum loan)	Active members
Social Security System	Calamity Loan Assistance Program	One-month salary credit	Active members



