



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

MEMORANDUM
No. 57, s. 2020

JUN 15 2020

TO : ALL MEMBERS OF DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS AT THE NATIONAL, REGIONAL, PROVINCIAL, CITY, MUNICIPAL LEVELS AND BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEES, HEADS OF NATIONAL GOVERNMENT AGENCIES, CONSTITUTIONAL OFFICES, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, AND PRIVATE STAKEHOLDERS

SUBJECT: Updating of Public Service Continuity Plans (PSCPs) and Contingency Plans (CPs) Due to Ongoing Public Health Emergency

This NDRRMC Memorandum is hereby issued to remind stakeholders on the need to remain steadfast in addressing the continuing event and in preparing for other hazards and possible worst-case disaster scenarios that may occur amidst the ongoing public health emergency due to the Coronavirus Disease 2019 (COVID-19).

With this, all members of Disaster Risk Reduction and Management Councils (DRRMCs) at the National, Regional, Provincial, City, Municipal Levels and Barangay Disaster Risk Reduction And Management Committees (BDRRMCs), Heads of National Government Agencies, Constitutional Offices, State Universities and Colleges, Government Owned and/or Controlled Corporations, and Private Stakeholders are enjoined to update existing Public Service Continuity Plans (PSCPs) and Contingency Plans (CPs) by taking into consideration the following:

Updating of PSCPs:

1. Revisit agency Risk Registers and Update the Risk Assessment for Continuity of Operations, looking into the following specific aspects:
 - Identify reasonably worst-case scenarios (i.e., occurrence of a major earthquake during the pandemic) as part of the plan assumption;
 - Include biological types of hazards (e.g. epidemics, pandemics) and consider all the categories of risk (i.e. people, facility, public, process, supply chain, and ICT) during Hazard and Risk Identification;
 - Factor in the current status of your office's / agency's level of operations in Risk Analysis; and

- Indicate current control measures provided and assess effectiveness in the Risk Evaluation and Control as part of the Risk Assessment.
2. Review your Essential Function Categorization Table and update Assumptions and Activation Criteria. Consolidate Mission Essential Functions and Essential Supporting Activities with ranking of Recovery Time Objectives in consideration to the impacts of the ongoing public health emergency due to COVID-19.
 3. Expand the Continuity Strategies of each identified Mission Essential Function considering the following:
 - Update roles and responsibilities of agency's Disaster Control Group (DCG);
 - Revisit the order of succession and delegation of authority;
 - Streamline approval processes for critical service delivery;
 - Continuously of alternative work arrangements (e.g., remote work, telework);
 - Revisit the agency's call tree protocol to confirm status of employee when an incident occurs;
 - Identify and establish the agency's alternate and devolution site;
 - Protect vital records protection and migration to digital platforms;
 - Provide options to conduct meetings and other office activities online; and
 - Consider employee support for employees displaced by an incident (e.g., temporary shelter arrangements, employee welfare and benefits).
 4. On PSCP Documentation, consider the following documentation hierarchy:
 - **Strategic (Department-wide)**
 - Agency-level Crisis/Incident Management Framework
 - Agency-level Continuity of Operations/Public Service Continuity Policy
 - Agency-level Continuity of Operations/Public Service Continuity Plan (the "mother plan"):
 - Risk Register and Identification of "Reasonably Worst-Case Scenarios"
 - Consolidated Mission Essential Functions with ranking of Recovery Time Objectives (Prioritization/Tiering)
 - Activation Criteria
 - Identify Alternate Site and/or Devolution Site
 - Order of Succession (Head of Agency and Executive/Management Committee)
 - Reconstitution/Return to Operations
 - Exercise and Maintenance
 - **Operational (Bureau-level)**
 - Agency Continuity of Operations/PSC sections:
 - Risk Assessment
 - Mission Essential Functions and Recovery Time Objectives (Prioritization/Tiering)
 - Continuity and Recovery Strategies

- Resource Requirements
 - Order of Succession
 - Delegation of Authority
 - Exercise and Maintenance
 - Call Tree Protocol
- **Tactical (Unit-level)**
 - Agency Continuity of Operations/PSC Checklists or Quick Reference Guides:
 - Drive-Away Kits (i.e., a list of office essentials that are required for performance of critical functions)
 - Job Aid per Mission Essential Function
 - Call Tree Accounting Form

Updating of CPs:

1. Chapter I: Background

- In determining the hazard to plan for, consider biological (health) hazards as part of the analysis;
- Use the current COVID-19 experience as possible benchmark in assessing the probability and impact of biological hazards; and
- Include in the worst-case scenario the possibility of uncontrolled transmission of disease as among the secondary hazards;

2. Chapter II: Goal and Objectives

- Emphasize the importance of ensuring the safety of all disaster managers, coordinators, responders and the general public in the goal and objective statements

3. Chapter III: Response Arrangements

- Factor in the consequences of the ongoing public health emergency while in a middle of a worst-case disaster scenario as among the needs to be addressed;
- Expand the roles of the Emergency Operations Centers (EOCs), Response Clusters, and Incident Management Team (IMTs) to simultaneously respond to the worst-case disaster while mitigating the risk to disease transmission;
- Reiterate the strict practice of health and safety precautionary measures as part of the response protocols;
- Implement alternative work arrangements for response (such as practice of remote or online-based coordination, paperless transmittal of situation reports, establishment of alternate EOCs and other response facilities);

- Consider the relevant policies and mechanisms used for COVID-19 response such as the guidelines of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF EID) and the operationalization of the National, Regional and Local Task Forces.

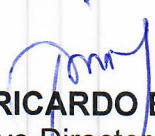
4. Chapter IV: Activation, Deactivation and Non-Activation

- In the deactivation procedures, the protocol of strict observance of health and safety precautionary measures should remain in place after the disaster response operations. These include the decontamination of response tools, equipment and facilities as well as the conduct of testing, isolation and treatment to concerned personnel; and
- Even in the event of non-activation of the CP and non-utilization of response arrangements, measures to mitigate the risk to disease transmission should remain in effect.

For queries or concerns on the formulation, development and updating of PSCPs and CPs, the Office of Civil Defense (OCD) Capacity Building and Training Service (CBTS) or Regional Offices can provide the necessary technical assistance. For other information regarding the details of this NDRRMC Memorandum, OCD CBTS can be reached at (02) 8912-4832 / (02) 8421-1926 or ocdndrrmctraining2020@gmail.com.

For information and guidance.

For the Chairperson, NDRRMC:


USEC RICARDO B. JALAD
Executive Director, NDRRMC and
Administrator, OCD