



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

NOV 04 2020

MEMORANDUM
No. 93, s. 2020

TO : ALL NDRRMC MEMBER AGENCIES, RESPONSE CLUSTERS AND PARTNER ORGANIZATIONS

SUBJECT : INTERIM GUIDELINES ON THE MANAGEMENT OF THE NDRRMC EMERGENCY OPERATIONS CENTER DURING COVID-19 PANDEMIC

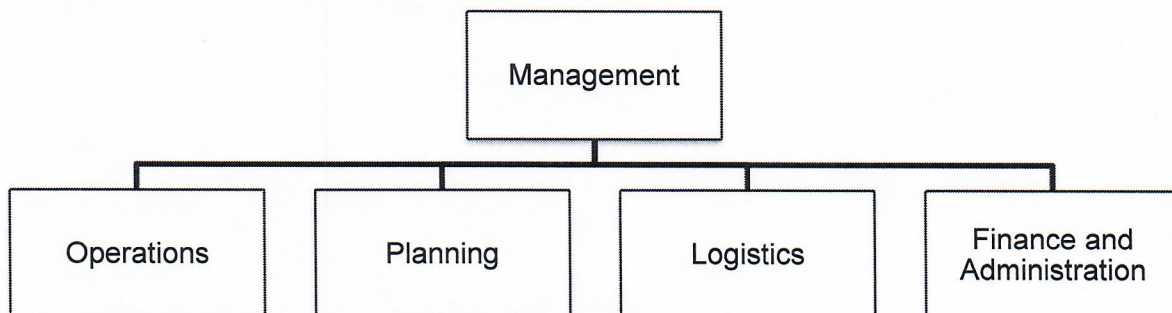
With reference to **NDRRMC Memorandum No. 131 s. 2018: Guidelines on the Establishment, Operationalization and Management of Emergency Operations Center (EOC)** and the **Department of Health (DOH) Administrative Order No. 2020-0015: Guidelines on the Risk-based Public Health Standards for COVID-19 Mitigation**, this Memorandum is hereby issued to provide the interim guidelines on the management of the NDRRMC Emergency Operations Center (EOC), with consideration on the ongoing COVID-19 pandemic:

Alert Conditions

1. During the period of declaration of State of Public Health Emergency brought about by COVID-19, or as required by the needs of the ongoing situation, the NDRRMC EOC shall maintain its RED ALERT status.
2. The NDRRMC EOC may still raise alert levels to BLUE or RED ALERT status for other disasters and events, as needed, simultaneous with the RED ALERT status due to COVID-19 situation.

NDRRMC EOC Organization Structure

1. The NDRRMC EOC shall be managed according to the five (5) broad EOC functions (Management, Operations, Planning, Logistics, Finance and Administration), which are flexible and modular based on response requirements for COVID-19 and other disasters:



2. The following functions shall be performed for each position, at the minimum:

a. EOC Manager

- i. Obtain response directives and priorities from the OCD and NDRRMC principals
- ii. Supervise all operational and support functions being performed at the NDRRMC EOC
- iii. Attend meetings and briefings on behalf of the NDRRMC EOC duty team
- iv. Check reports, correspondences and other documentary requirements prepared by the NDRRMC EOC duty team for approval of concerned authorities
- v. Lead the provision of briefing on situation updates for the information of OCD and NDRRMC principals

b. Operations Coordinator

- i. Facilitate implementation of instructions for coordination and consequence management
- ii. Develop correspondences and other documentary requirements for execution of disaster response activities
- iii. Coordinate and follow-up with concerned agencies and stakeholders regarding the conduct of response activities
- iv. Serve as lead secretariat support during Disaster Response Pillar meetings

c. Planning Coordinator

- i. Gather, validate and analyze information about the current situation
- ii. Develop NDRRMC EOC Situational Report with analysis and recommendations
- iii. Maintain information briefing materials, status displays and other documentary references about the latest situation update
- iv. Provide secretariat support during Disaster Response Pillar meetings and briefings

d. Logistics Coordinator

- i. Ensure functionality and maintenance of NDRRMC EOC equipment, tools and supplies used for coordination and communication
- ii. Provide information and communications technology (ICT) support for report development, communication, coordination, meetings and briefings
- iii. Provide secretariat support during Disaster Response Pillar meetings and briefings

e. Finance and Administration Coordinator

- i. Ensure availability of funds to support NDRRMC EOC operational activities
 - ii. Arrange for provision of meals and snacks for NDRRMC EOC duty personnel
 - iii. Ensure adherence to health and safety measures inside the NDRRMC EOC
 - iv. Provide utility and security services at the EOC
 - v. Serve as message center for administrative documents within the NDRRMC EOC
 - vi. Provide secretariat support during Disaster Response Pillar meetings and briefings
3. Other EOC functions may be added and streamlined according (5) broad EOC functions for purposes of efficiency and effectiveness.

Management of Duty Personnel

1. In compliance with the minimum public health standards, routinary rendering of duty by the NDRRMC member agencies and Response Clusters at the NDRRMC EOC during BLUE or RED ALERT status shall be discouraged, unless highly required by the emergency situation.
2. In lieu of physical rendering of duty, video teleconferencing (VTC) and other distant-based platforms shall be utilized for coordination and communication between and among the OCD, the NDRRMC member agencies, Response Clusters, and partner organizations.

Minimum Public Health Standards inside NDRRMC EOC

1. Facemasks and alcohol shall be made available for all duty personnel.
2. Periodic rests and engagement in physical exercises shall be encouraged among all duty personnel as part of interventions to enhance physical and mental resilience.
3. Smoking and drinking alcoholic beverages shall not be allowed within the NDRRMC EOC premises.
4. All duty personnel, including guests and visitors, entering the NDRRMC EOC shall undergo mandatory temperature scanning and accomplish the OCD Health Declaration Form.
5. Physical distancing shall be strictly observed among duty personnel, guests and visitors while inside the NDRRMC EOC.
6. If an individual exhibits signs or symptoms of illness while inside the NDRRMC EOC, he or she shall immediately be referred to the nearest health facility for proper intervention. Likewise, all other personnel exposed to the said individual

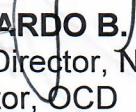
shall receive proper intervention as well, in accordance with the protocols of the DOH, the Inter-Agency Task Force, and other relevant authorities.

7. Depending on circumstances, the operations at the NDRRMC EOC may be temporarily suspended if the health and safety of the duty personnel are compromised. For this purpose, strategies for continuity of operations shall be employed such as maximization of work-from-home arrangements.

This NDRRMC Memorandum shall be effective immediately until the normalization of situation brought about by COVID-19.

For information and guidance.

For the Chairperson, NDRRMC:


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

